

Constitution and By-laws of PCCC Visions

Academic Year 2017/2018

Edited and updated by Staff on 10-5-17

Article I. Name of the Organization:

The name of this organization shall be *PCCC Visions*.

Article II. Purpose or Objectives:

The purpose and objectives of this organization shall be to produce a quality newspaper eight times a year which is offered in print and on-line for the benefit of PCCC community. *PCCC Visions* is an independent student publication of Passaic County Community College funded by the Student Activities Fee. It serves as a medium of mass communications for the campus community to provide practical experience for all students interested in extracurricular growth. It seeks to inform, educate and entertain its readership while serving as a forum for discussion of critical issues on and off campus. It is produced entirely by students; the opinions expressed in this publication are those of the individual writers and are not necessarily representative of the college in any manner.

As an independent publication serving the campus community, *Visions* seeks to maintain professional standards and ethics reflecting the best in American journalism, and staff members recognize not only the rights granted them by the First Amendment but also the responsibilities that accompany those rights. Balance, objectivity, accuracy, sensitivity – all are paramount considerations. *Visions* staff members will attempt to adhere to the *Associated Press Stylebook* and guidelines in all aspects of the production of the student newspaper. Any mistakes in the above are solely the responsibility of the students and staff of *Visions*.

Article III. Qualifications for membership:

Membership is open to all PCCC students in good academic standing (minimum requirement is a 2.5) who are registered for at least three (3) credits, including alumni (ae). Membership will end upon graduation or at any time the student is not taking at least 3 credits at PCCC.

Only members who have a story or material in any given issue of *PCCC Visions* shall be recognized as staff in that issue.

Article IV. Officers:

The **Editor-in-chief** shall be appointed by the club advisor. This position will not be an elected position. The term of office for this position shall run from May thru April of the following year at which time, the advisor can either re-appoint the previous editor-in chief or appoint a new editor-in-chief. The student serving as editor-in-chief must be registered for at least six (6) credits and be in good academic standing. Alumni (ae) are not eligible for this position.

Editors shall be appointed by the club advisor with the consent of the editor-in-chief and shall not be an elected position. The term of office for these positions shall run from May thru April of the following year at which time, the advisor can either re-appoint the previous editors or appoint a new editors or any variation of the two. All editors must be registered for at least six (6) credits and be in good academic standing. Alumni (ae) are not eligible for this position.

The position of **Secretary** is a volunteer position approved by the club advisor. The term of office for this position shall run from September thru May of the following year.

The position of **Treasurer** is a volunteer position approved by the club advisor. The term of office for this position shall run from September thru May of the following year.

If the editor-in-chief or an editor is unable to fulfill their duties, replacements are to be appointed by the club advisor.

Duties of the Editor-in-Chief

1. The editor-in-chief of *Visions* holds one of the most responsible and demanding student positions at Passaic County Community College. Because *Visions* is run in as professional a fashion as possible, virtually all the same problems and situations facing a professional editor will find their way to *Visions* editor.
2. The editor-in-chief must be prepared to commit himself or herself to *Visions* for the entire year, and be dedicated to serving the staff, the school and the cause of good journalism. Evening and weekend time may be required, especially before press time. The editor-in-chief is responsible for meeting with other editors, reporters and the advisor. He or she is responsible for conducting meetings and maintaining contact with staff members, and for participating in related events and ensuring the publication deadlines are met.
3. The editor-in-chief is a true professional, committed to serving the paper's readers in spirit as well as in practice. *Visions* can be a powerful medium at the college, and it is working on achieving a reputation for accuracy, quality reportage, independence, fairness and quality. Editors are expected to be independent-minded, courageous and serious.

4. The editor-in-chief and the other editors are responsible for writing at least one editorial for each issue. The design, layout and copyediting are also the responsibilities of the editor-in-chief, although the other editors, staff members and advisor will assist with these duties.
5. The editor-in-chief must be aware of what is going on inside the college, and what affects the college, so that she or he can select from all the available material and decide on the content of the paper, encouraging staff members to write on those issues.
6. The editor-in-chief is responsible for making sure the entire staff is doing its job during the year and for bringing any serious problems to the advisor's attention.
7. The editor-in-chief makes decisions regarding layout and design and other expenditures based on the budget in consultation with the advisor and chair of the English Department.
8. The editor-in-chief provides the vision and management for each issue of *Visions*. This is a heavy and challenging responsibility, but probably one of the most rewarding student leadership roles on campus, as well.

Duties of the Editors.

Editors

The editors are responsible for assisting the editor-in-chief in all of his/her duties as delegated by the editor-in-chief.

The editors will take turns writing the editorial for each issue.

The editors will work with individual writers, helping them with the process of writing their stories.

The editors will help proofread and edit all articles for the paper in consultation with the advisor.

The editors will help with the layout and design of the paper in consultation with the advisor.

Duties of the Treasurer.

The **Treasurer** is responsible for keeping a log of expenditures during the school calendar year such as spending on printing and layout costs. The **Treasurer** is also responsible for overseeing and learning the process of requesting funds for trips, lunch meetings, and materials needed to sustain *Visions*' including but not limited to camera equipment.

Article V. Meetings:

PCCC Visions staff shall meet two to four times a month. The meetings are to be chaired or presided over by the **Editor-in-Chief**. In the case that the **Editor-in-Chief** is late or absent, **the Associate Editor and/or Managing Editor** will step in to lead the meeting. Minutes shall be taken by the **Secretary**. Copies of the minutes shall be made available to everyone on staff and anyone in the PCCC community who requests them. A quorum for all meetings shall be 50% plus one (1) of all current membership.

Contributing Writers.

Contributing writers can include any contributions from active students (3 credits) or more on campus who are not recognized as full-time staff. **Contributing writers** are included from the EN-105 Journalism class as well as students on campus and satellite campuses. Full-time writers take precedence and full-time staff reserve the right to reject submissions due to space limitations or content.

Advisor(s)

Section 1: The position of the Primary Faculty Advisor(s) shall serve in an advisory capacity to *Visions*. They must assist with the planning and production of *Visions*, as well as assist with other officer positions when necessary.

Section 2: The Advisor(s) must attend all general staff meetings. If the Advisor is unable to attend, a representative of the English department/Fine and Performing Arts department will be appointed as substitute.

Section 3: The Primary Advisor(s) is appointed and approved upon by the English Department and presiding Administration.

Article VI. Committees:

The editor-in-chief shall create ad-hoc committees when necessary and shall appoint their chairs. All ad-hoc committees shall be dissolved upon completion of their appointed duties.

Article VII. Amendment:

The advisor, any staff member or officer can submit a proposed amendment to be voted upon at the next meeting. A majority vote is needed for the amendment to pass.

Article VIII. Discrimination Policy:

The editors, staff and advisors will not discriminate against anyone, including writers and other staff members, with regards to race, gender, religion, national origin, age, disability, sexual orientation or any other legally protected characteristic.

Article IX. Removal of Officers from Office:

The editor-in-chief, any of the editors, the Secretary and staff members may be asked to step down or resign according to the following procedures for any of the following reasons:

- Abuse of responsibility
- Inappropriate treatment of staff
- Poor performance of duties
- Failure to adhere to the school's rules
- Failure to qualify for membership

Any staff member may be removed by the editor-in-chief in consultation with the advisor.

Any officer (editors) may be removed by the editor-in-chief in agreement with the advisor.

The editor-in-chief may be removed by a majority vote of the other editors with the agreement of the advisor.

Staff present for the update of this Constitution include:

People in attendance (11):

Dr. Redman-Waldeyer (Advisor), Katherine Tapia (Editor-In-Chief), Stephany Heilbron (Associate Editor), Stephany Ayala, Marialys Gonzalez, Miguel Romero, Martina Frasca Hussam Oaqish, Anwar Atta, Reema Akash, Waad Mustafa, Kevin Ortiz