

**Rochester Institute of Technology**  
**Reporter Magazine Advisory Board**  
**ByLaws**

**Preamble**

It shall be the role of the *Reporter Magazine's* Advisory Board to assist the student staff of *Reporter* at the Rochester Institute of Technology in meeting *Reporter's* goals and objectives, and to provide maximum opportunity for an educational journalistic experience in the full spirit of the First Amendment of the Constitution of the United States of America. This task shall be accomplished within the framework of this student publication board policy.

The authority of this board is derived from a delegation of responsibility by the office of the President. The scope of this authority is dictated by Constitutional as well as University, definition.

The following document defines the scope and duties of the Advisory Board. It is designed to assist *Reporter Magazine* to conduct its business and journalistic operations more effectively.

**Board Composition and Selection**

The Advisory Board shall consist of a minimum of ten (10) members and a maximum of fifteen (15) members appointed by the President upon the recommendation of a nominations committee. The nominations committee will be chaired by the Vice President for Student Affairs or a designate. The Advisory Board will include faculty, staff, and members of the community outside of the University. The Vice President for Student Affairs, the Advisor to the *Reporter* and the *Reporter's* Editor-In-Chief, will serve as voting ex-officio members of the board. The *Reporter's* Managing Editor and Executive Editor will serve as non-voting ex-officio members.

Each year, upon the recommendation of the nominations committee, the President will appoint one-third of the members of the Advisory Board for three-year terms. The new appointees will be named by May 30 and will take office on the following September 1.

Board members may serve a maximum of six consecutive years, provided however; that a Board member may serve such additional terms as recommended by the board upon approval by the President.

A board member may be removed from his or her position if he or she misses more than two meetings without prior excuse.

For the first year under this document, one-third of the appointees will serve three-year terms, one third two-year terms, and one third one-year terms.

**Duties of the Board**

The Advisory Board shall appoint the Editor-In-Chief of *Reporter Magazine* under the guidelines for “Appointment of the Editor-In-Chief” in this document. The Advisory Board may dismiss any of the Editors of *Reporter Magazine* under the guidelines for “Dismissal of an Editor” in this document.

The Advisory Board is expected to respond promptly to questions of a procedural, operational, legal, or proprietary nature raised by the *Reporter* staff. The Advisory Board is responsible for evaluating the performance of *Reporter Magazine* in meeting its stated purpose, goals, and objectives. This evaluation will be prepared at the end of winter quarter and will serve as a critique of performance to the exiting Editor, as well as a framework for objectives of the new Editor. The Advisory Board will prepare this evaluation and share it with the President and the *Reporter* staff. During the course of the year, the Advisory Board will initiate and engage in dialogue with the *Reporter* staff as deemed necessary regarding *Reporter* operations.

The Advisory Board is also responsible for instituting, reviewing, and amending *Reporter’s* ByLaws.

### **Advisory Board Meetings**

The Advisory Board shall meet at least twice per quarter held between the 3<sup>rd</sup> and 8<sup>th</sup> week. The incoming Editor-In-Chief will be appointed by the final meeting of the Winter Quarter to be effective Spring Quarter.

In the event of an urgent matter that requires immediate attention, an Advisory Board meeting may be called by any member.

In order to have a meeting where voting occurs, there must be at least a quorum of members in attendance. A quorum consists of at least two-thirds of Advisory Board members. A majority vote of the quorum is required for a motion to pass.

At least one Advisory Board meeting per academic year shall be held in the *Reporter Magazine* Office.

### **Appointment of the Editor-In-Chief**

The staff of *Reporter Magazine* will nominate a candidate for the position of Editor-In-Chief. The candidate will then be interviewed and evaluated by the Advisory Board. The Board will then vote in favor of or opposed to the appointment. In the event that the Board fails to approve the appointment, the *Reporter* staff has the option of selecting a new candidate for nomination. The staff may also seek the Advisory Board’s help in finding a prospective Editor.

### **Role of the Editor-In-Chief**

An ideal candidate for Editor-In-Chief will have publishing, editorial, and managerial experience commensurate with the responsibilities and activities of *Reporter*. Once appointed, the Editor-In-Chief must follow policy, conduct operations, and engage in activities that inform the student body about issues of interest and relevance to them. The Editor-In-Chief is responsible for

appointing an Editorial Board. The Executive Editor, Managing Editor, and Director of Photography will be responsible for staffing their departments with help from the Editor-In-Chief.

### **Responsible Free Press**

The *Reporter* Magazine shall retain all of the rights of a free press. However, freedom carries obligations, and chief among them is responsibility. The publication is expected to report in an objective, balanced, and impartial fashion, encourage debate and dialogue, and be responsive to the readership's interests.

The Editor-In-Chief is responsible for the content of the *Reporter* and shall at all times act with the integrity of a professional journalist. The Editor-In-Chief and the *Reporter* staff shall abide by the Codes of Ethics of the Society of Professional Journalists and the National Press Photographers Association and be guided by the Statement of Principles of the American Society of Newspaper Editors (see attached).

The Editor-In-Chief as well as the staff have access to all Advisory Board members. They are expected to consult with the Advisory Board before publication when any material might be considered libelous, obscene, disruptive of university operations, or in violation of school regulations.

### **Dismissal of an Editor**

Any member of the Advisory Board may call for a hearing to remove any of the editors with a petition signed by a majority of the Advisory Board members. The petition will then be presented to the Chair of *Reporter's* Advisory Board. The Chair shall then inform the Editorial Board of the issue and call an Advisory Board meeting within two business days to address the matter. A quorum must be present for a vote. In the event that the accused editor is the Editor-In-Chief, the vote normally cast by that Editor shall be passed to the next highest ranking editor (in descending order: the Art Director, Business Manager, Photo Editor).

A hearing will be held at which time the Advisory Board Chair or the initiator of the petition will present the case against the Editor. The accused Editor must be notified in advance and will then have the opportunity to answer the accusations in person with a prepared statement. The Advisory Board members are free to question the Editor during the hearing. At the conclusion of the discussion period the Editor will leave the room, and the Advisory Board will discuss the case and then vote. An individual not present at the hearing shall not be allowed to vote under any circumstances.

Removal of the Editor requires a majority vote of the total voting members of the Advisory Board. Only those in attendance at the meeting are allowed to vote. Upon removal of the Editor, the position of Acting Editor will be assumed by the Art Director or a temporary appointment.

The removed Editor may appeal this decision through the appropriate channels of Judicial Affairs and/or the President.

In the case of removal of the Editor-In-Chief, expedient appointment of a replacement will be the top priority of the Acting Editor and the Advisory Board.

**Approval and Amendments**

It shall be the duty of the *Reporter* Advisory Board to review this policy each fall and to propose revisions when necessary. This document and any amendment to it shall become effective upon a two-thirds vote of the voting members of the Advisory Board and the approval of the President. A mail-in ballot for this process may be accepted.

The CMA's Code of Ethical Behavior, the Society of Professional Journalists Code of Ethics, the National Press Photographers Association, Inc. Code of Ethics and the American Society of Newspaper Editors—A Statement of principles are considered part of these By-Laws.

Approved by President Simone, Spring 2005