The Belltower Constitution
Revised 09/12/11

Purpose
   a. To keep the student body informed of ongoing news in all areas of the University.
   b. To create a visual representation of University life.
   c. To be used as a forum for students to express cares and concerns through articles and editorials.
   d. To provide students with experience in the production of a publication.

Rights and Responsibilities

   The Belltower recognizes that it is a student funded, student operated organization and that it is responsibility of the organization to report University news and events in a fair, impartial, and timely manner.

Newspaper Staff Job Descriptions
   a. **Editor-in-Chief**
      1. Has final approval on all newspaper content, including articles, editorials, features, and photos.
      2. Hires and fires all staff, and evaluates job performance.
      3. Presides over staff meetings.
      4. Acts as liaison between newspaper staff, faculty advisors, and publisher.
      5. Will act as Chief Financial Officer.
      6. Maintain a current roster of all newspaper staff.
      7. Act as a contact for any organizations interested in advertising in the newspaper.
      8. Deliver ads to the Layout Editor on time.
      9. Check his/her UD e-mail account at least once every 12 hours.

   b. **Managing Editor**
      1. Manage all grammatical editing of the newspaper proofs before print.
      2. Consult with Staff Editors often and manage all staff business in a timely manner.
      3. Enforce story/photo deadlines.
      4. Provide copies of staff meeting minutes to all staff and advisors within three days of the meeting.
      5. Assist in the hiring/firing of staff.
      6. Preside over staff meetings in the absence of the Editor-in-Chief.
      7. Preside over all business in the absence of the Editor-in-Chief.
      8. Assist with financial business.
      9. Assist with advertising responsibilities.
      10. Check his/her UD e-mail account at least once every 12 hours.

   c. **Head Layout Editor**
      1. Create, manage, and maintain newspaper files.
      2. Responsible for creating a professional, consistent, visually pleasing look for the newspaper.

3. Responsible for creating/maintaining a template and placing all articles, photos, ads, and clip art in the template.
4. Create and deliver proofs to Faculty & Publisher/Staff Advisors.
5. Revise the newspaper where necessary before sending to print.
6. Create final version of the newspaper and deliver to printer.
7. Works with the printer to ensure all material is optimized for printing.
8. Attend all staff meetings.
9. Check his/her UD e-mail account at least once every 12 hours.

d. **Assistant Layout Editor**
1. Assist in creating, managing, and maintaining newspaper files.
2. Responsible for creating a professional, consistent, visually pleasing look for the assigned sections of the newspaper.
3. Responsible for placing all assigned articles, photos, ads, and clip art in the template.
4. Deliver completed layout sections to Head Layout Editor on time.
5. Attend all mandatory meetings.
6. Check his/her UD e-mail account at least once every 12 hours.

e. **Photo Editor**
1. Consult with Staff Editors to coordinate story/photo coverage.
2. Enforce and maintain photo deadlines and preview photos prior to deadlines.
3. Ensure all digital photographs are optimized for print by editing and formatting where appropriate
4. Maintain original photo files.
5. Keeps track of photography equipment check out and return by newspaper staff.
6. Supply editors with photos of satisfactory quality.
7. Research and recommend equipment purchases when necessary.
8. Attend all staff meetings.
9. Check his/her UD e-mail account at least once every 12 hours.

f. **News and Features Editor**
1. Generate story ideas and assign stories to staff writers (including word count for each article).
2. Meet with individual staff writers and contributors independently and maintain open communication at all times.
3. Contact and consult with the Photo Editor to ensure photography for all appropriate news stories.
4. Keep abreast of current events, on campus and off.
5. Be familiar with University faculty, staff, and students, their interests, and current lifestyle trends of college students.
6. Enforce story deadlines for staff writers.
7. Deliver stories to Managing Editor on time.
8. Write a minimum of 2-4 articles per issue.
9. Attend all staff meetings.
10. Check his/her UD e-mail account at least once every l2 hours.

    g. Sports Editor
1. Generate story ideas and assign stories to staff writers (including word count for each article).
2. Meet with individual staff writers and contributors independently and maintain open communication at all times.
3. Keep abreast of all UD sporting events.
4. Establish working relationship with UD coaching staff.
5. Enforce story deadlines for staff writers.
6. Consult with the Photo Editor to ensure photography for all appropriate news stories.
7. Deliver stories to Managing Editor on time.
8. Write a minimum of 2-4 articles per issue.
9. Attend all staff meetings.
10. Check his/her UD e-mail account at least once every 12 hours.

    h. Staff Writers
1. Turn in assigned articles to respective Assistant Editor on time.
2. Attend all mandatory meetings.
3. Write revisions as necessary.
4. Check his/her UD e-mail account at least once every 12 hours.

    i. Staff Photographers
1. Turn in assigned photographs (film or disk) to Photography Editor on time.
2. Return checked out equipment on time.
3. Check his/her UD e-mail account at least once every 12 hours.

    j. Advisors
1. Review manuscript prior to press.
2. Provide assistance with purchases.
3. Approve annual budget.
4. Assist with communication to University administration.
5. Review Editorial Board applicants and selection with Editor-in-Chief prior to appointment each year.
6. Provide advice and expertise to Belltower staff.
7. Check his/her UD e-mail account regularly.

Additional Contributors

    Students, faculty, and staff of UD are welcome to submit articles for consideration. If published, these contributions will receive no compensation

Staff Stipends, Credit, and Term Limits

Each position shall be hired on a per-semester basis.
1) <u>Editor-in-Chief</u>
   $500 per semester
2) <u>Managing Editor & Head Layout Editor</u>
   $400 per semester

3) Sports Editor, News Editor, Features Editor, & Photography Editor
    $300 per semester
4) Staff Writers, Staff Photographers, & Assistant Layout Editors
    $250 per semester
5) Contributors
    No compensation

Newspaper Budget
a. An itemized budget is due to the Student Government Association two weeks after budget allocations are assigned by SGA at the beginning of each semester if submitting a percentage budget request from SGA.
b. Reconciliation of expenses due to advisors within the first two weeks of the following semester.
c. Check Requests for Editors and staff will be submitted to the financial office one week after each issue.
d. The Editor-in-Chief reserves the right to withhold payment for inadequate fulfillment of job expectations as the Editor-in-chief is the Chief Financial Officer.

Hiring and Firing Staff
a. All Editors and staff are hired by the Editor-in-Chief with assistance from the Advisors.
b. Editors and staff are hired on a semester basis.
c. Editors and staff who do not adequately perform their duties as outlined in their job descriptions are subject to dismissal by the Editor-in-Chief, Faculty Advisor, and Publishing Advisor.
d. The Editor-in-Chief, Faculty Advisor, and Publishing Advisor reserve the right to withhold payment and/ or credit in the event of inadequate performance.
e. The Editor-in-Chief is subject to dismissal by a joint decision from the Editorial Board, Faculty Advisors, and Publishing Advisor.
f. The Publishing Advisor is appointed by the consent of the Editorial Board.
g. Appointment of Publishing Advisors will be made by a search committee comprised of current newspaper editors and outgoing Publishing Advisors.

Printing Schedule
a. The newspaper will be printed at least three times per semester.
b. The printer is chosen by a joint decision of the editorial board.

Editorial Policy
a. Anonymous editorials are not acceptable and will not be published.
b. Editorials are always welcomed and encouraged. However, all editorials are subject to being edited by the editorial board.
c. Letters to the Editor will not be printed if they are vulgar, defaming of a person's character, or present inaccurate information.
d. The Editorial Board reserves the right to edit all editorials.

Constitutional Modifications
    Any modifications to the constitution shall be discussed and decided by a three fourths (3/4) vote by the Editorial Board.