The Technician Constitution

Article I – Mission Statement

Section 1 – The name of this organization shall be The Technician.

Section 2 – The Technician holds the following goals:
A- The Technician is a media organization sponsored by Kettering Student Government at Kettering University.
B- The Technician provides students with an interesting and thought-provoking newspaper. It is relevant to the needs of Kettering by informing, entertaining, and energizing the Kettering community.
C- The Technician provides Kettering-specific information (campus news, editorials, etc.) and information beyond the scope of campus that directly affects the Kettering University community.
D- To inform, educate, and entertain Kettering University students, faculty and staff on pertinent needs, issues and events.
E- To build and maintain a mutually beneficial relationship between Kettering and its local community.
F- To rally campus spirit, express opinion, create effective leadership, and recognize achievements within the Kettering community.
G- To offer students the opportunity to learn and apply effective journalism skills.
H- To create and maintain professionalism and integrity through a code of ethics based on the Society of Professional Journalists Code of Ethics (See Appendix B).

Article II – Definitions

Section 1 – The 'The Technician' shall be referred hereafter as 'The Club'.

Section 2 – The Kettering University student body shall be referred hereafter as 'KU Students'.

Section 3 – A Club Event shall be defined as an organized activity planned in part or whole by The Club, available to all KU Students, and advertised at least one(1) week in advance of its execution.

Section 4 – A Club Meeting shall be defined as a formal gathering of The Club and KU Students, open to all KU Students, to discuss the regular business of The Club; and is mutually exclusive with a Club Event.

Section 5 – A School Term shall be defined as the length of time Kettering University declares as a singular 'A-section'.

Section 6 – A Club Resource shall be any capital or other item owned by, belonging to, or attributed to The Club.

Article III – Membership

Section 1 – Attend at least five meetings per term.
Section 2 – Contribute content to at least one issue of The Technician.

Article IV – Officer Definition

Section 1 – Expectations of all Editors
A- Attend all regular staff meetings
B- Fully execute all responsibilities described in the following sections or communicate to the rest of the staff why a responsibility cannot be fulfilled.

Section 2 – Expectations of all Staff Members
A- Attend at least one staff meeting per week
B- Fully execute all assignments accepted at meetings or in discussion with the editorial staff or explain to the appropriate editor why an assignment cannot be completed.

Section 1 – The Club shall consist of 13 officers:
A- General Editor (Editor-In-Chief)
B- Assistant Editor
C- Layout Editor
D- Copy Editor
E- Online Editor
F- Distribution Editor

Section 2 – The General Editor (Editor-In-Chief) shall be responsible for:
A- Responsible for overall quality and content of the paper.
B- Manage staff.
   i- Ensure that editors and staff members complete their responsibilities.
   ii- Recruit to fill lead editor positions.
   iii- Add or remove additional editor positions as needed.
C- Run meetings.
D- Schedule publication release dates and deadlines.
E- Solve incidental problems.
F- Set policies concerning types of content and acceptable material for publication.
G- Receive articles from atechnician@kettering.edu.
   i- Thank senders for submissions and tell them if their content will be printed.
   ii- Encourage continued involvement from guest reporters/columnists.
H- Handle comments and complaints about the paper.
I- Ensure delivery of the paper to the printer and handle its receipt or pickup from the printer.
J- Meet with faculty and staff advisors regularly.

Section 3 – The Assistant Editor shall be responsible for:
A- Assist the EIC with all newspaper operation
   i- Take responsibility for functions formally delegated by the EIC
B- Complete all duties of the EIC if the EIC is incapacitated
C- Ensure that the EIC knows of all matters raised by the other editors and staff members
D- Have knowledge of layout rules and procedures, and be available to assist in the layout of each edition if necessary
E- Assist the EIC in completing the duties of any unfilled editor positions
Section 4 – The Layout Editor shall be responsible for:
   A- Design the paper and manage layout for the print edition of the newspaper.
   B- Assemble, educate, and utilize a Layout Staff as needed.
   C- Conduct layout activities personally as needed.
   D- Determine font styles and sizes and edit photos as needed for fit and clarity.

Section 5 – The Copy Editor shall be responsible for:
   A- Responsible for the grammar and language of the newspaper
   B- Responsible for ensuring that any policies set forth by the EIC are adhered to.
   C- Coordinate proofreading of the paper and/or editing of individual articles.
   D- Be familiar with layout procedure and software.

Section 6 – The Online Editor shall be responsible for:
   A- Responsible for maintaining and updating the online edition of the printed paper.
   B- Responsible for ensuring that regular updates are made to the blog and Facebook pages; should coordinate with reporters and the General and Assistant Editors.
   C- Assemble a team as needed to effect the above goals.

Section 7 – The Distribution Editor shall be responsible for:
   A- Ensure that each edition of the printed paper is made available around campus.
   B- Raise a crew to distribute each edition to predetermined locations around campus.
   C- Keep track of the number of papers being distributed to each location and analyze which distribution points are the best and worst.

Article V – Section Editors
Section 1 – Entertainment Editor (At EIC's Discretion):
   A- The Entertainment Editor assigns reporters to cover entertainment and cultural events including theater, concerts, fairs, exhibits, etc. This editor is responsible for gathering the articles for the Entertainment pages and for working with reporters to verify names, dates, and accuracy of details. This editor may assign staff to work on designated areas such as creative writing, reviews, cartoons, etc. The Entertainment Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 2 – Campus Life Editor (At EIC’s Discretion):
   A- The Campus Life Editor assigns reporters to cover campus news, including breaking events, meetings, and other items concerned with Kettering University students, faculty, and staff. This editor is responsible for ensuring the timely delivery of the content for the Campus Life pages and for working with reporters and writers to verify names, dates, and accuracy of details. The Campus Life Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 3 – Sports Editor (At EIC's Discretion):
A- The Sports Editor assigns reporters to cover sport topics, including intramural events on campus, nationalized sporting events, health and fitness news, and other items concerned with sports. This editor is responsible for producing the data required for sports pages and for working with reporters to verify names, dates, and accuracy of details. The Sports Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 4 – Greek Editor (At EIC’s Discretion):
A- The Greek Editor assigns reporters, and makes contact with the Greek houses, to cover Greek life, including updates on individual chapters and national Greek life news. National Greek life news may only be covered when the material directly affects the Kettering University community. This editor is responsible for keeping the houses apprised of deadlines and ensuring that there is content for the Greek pages and for working with reporters to verify names, dates, and accuracy of details. The Greek Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 5 – Auto Editor (At EIC’s Discretion):
A- The Auto Editor assigns reporters to cover auto news, including updates from car manufacturers and anything else relating to the automotive industry. This editor is responsible for ensuring content for the auto pages and for working with reporters to verify names, dates, and accuracy of details. This editor is also responsible for ensuring that The Technician is represented at the Annual North American International Auto Show. The Auto Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 6 – Business Editor (At EIC’s Discretion):
A- The Business Editor assigns reporters to cover business and finance news. This editor is responsible for ensuring content for the business pages and for working with reporters to verify names, dates, and accuracy of details. The Business Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 7 – Technology Editor (At EIC’s Discretion):
A- The Technology Editor assigns reporters to cover technology news. This editor is responsible for ensuring content for the Technology pages and for working with reporters to verify names, dates, and accuracy of details. The Technology Editor should follow up with the EIC to ensure that all expected articles were submitted, and to contact those who did not submit their articles to ensure that they make it into the appropriate printing.

Section 8 – Three Free Lines (TFL) Editor (At EIC’s Discretion):
A- The TFL Editor is responsible for receiving all TFL’s sent to the TLF e-mail, verify if the TFL comes from someone in the university community, removes profane TFL’s and submits them to the Copy Editor for proofreading before
Article VI – Voting Procedures

Section 1 – Applying for Staff Positions:
A- Each winter/spring semester a new Technician Staff shall be selected for the next school year. The current EIC must complete the processes outlined in this manual to fill the new staff positions. Only students in Good Academic Standing (as defined by Kettering University) may be on The Technician staff. The EIC must be able to fulfill his or her duties for full school year if elected.

Section 2 – Editor In Chief:
A- Students interested in the Editor In Chief Position must meet the following criteria:
   i- Will be enrolled full time (at least 14 credit hours) as a Kettering University student during the terms as acting Editor In Chief.
   ii- Will be in good Academic Standing according to Kettering University guidelines.
   iii- Must have held some previous editor position.
   iv- Attended at least 75% of the meetings during the voting term.
B- If the current Editor in Chief would like to continue as Editor in Chief he may run for election.

Section 3 – Assistant Editor(s):
A- With consent of the Coordinator of Student Media, the current Editor in Chief and the new Editor in Chief will choose one or more Assistant Editors that they believe will assist the new Editor in Chief in managing the paper.

Section 4 – All Other Positions:
A- Anyone interested in filling any of the other positions must fill out the application in the Appendix. The new Editor In Chief will, with the consent of the former EIC and the Coordinator of Student Media, then select his staff from among the applications submitted for each position.

Section 5 – Business Department
A- Students interested in working in the Business Department should inquire with the new Editor In Chief. The EIC will then choose a candidate for Business Manager, and the Coordinator of Student Media will approve or disapprove the selection. After the Business Manager has been approved, the EIC and Business Manager will select the Advertising Staff. The Coordinator of Student Media approves all candidates for the Advertising Staff.

Section 6 – In the event the staff feels an editor is not fulfilling his job requirements it is possible to remove someone from a position by a majority vote of staff members. The editor up for removal does not get a vote in the removal process. Other reasons for removal include:
A- Plagiarism.  
B- Neglect of position requirements.  
C- Stealing of funds/equipment/supplies.  
i- Note: Removal from office requires approval from the Coordinator of Student Media.

Section 7 – Amendments to the Constitution:  
A- The EIC (with consent from the Coordinator of Student Media) may make amendments to the Constitution at any time. Staff members will vote to approve all changes to the Constitution.

Article VII Faculty Advisor  
Section 1 – The Faculty Advisor shall be responsible for:  
A- Meet regularly with General Editor to set priorities and solve problems.  
B- Oversee email correspondence to and from atechnician@kettering.edu and btechnician@kettering.edu.  
C- Attend regular staff meetings, aiming for at least once a week during teaching terms.  
D- Provide regular feedback on all publications, both print and electronic.  
E- Help to recruit Technician staff members.  
F- Mentor writers who are new to the Technician.  
G- Assist staff in identifying potential stories.  
H- Consider developing rubrics for assignments to write Technician articles for credit in Kettering University academic courses.  
I- If such assignments exist, send articles to the General Editor for consideration regularly  
J- Consider liaising with other faculty members to develop such rubrics and assignments of their own  
K- Seek out and develop opportunities for partnership with other organizations, both at Kettering and beyond.  
L- Develop mechanisms, procedures, and personnel to smooth transitions at the Technician from term to term and team to team.  
M- Advise on issues pertaining to the Technician Constitution and Operating Procedures.

Article VIII – General Policies  
Section 1 – Circulation:  
A- Circulation occurs on campus in pre-approved places. It is the responsibility of the Distribution Editor and the EIC to distribute the newspaper accordingly.

Section 2 – Preparation and Development of Each Edition:  
A- It is the responsibility of the EIC to develop a system for collecting articles from the staff and distributing those articles to the Layout Editor and Layout Staff.

Section 3 – Submissions:  
A- All articles, photographs, and other content are to be submitted electronically. The staff will not type hand-written submissions except in extraordinary circumstances. If the staff cannot open an attachment or read a file format, a resubmission will be requested and the problems detailed.
B- No anonymous submissions will be published.
C- The EIC may withhold an author’s name from publication after appropriate consultation with advisors and the staff if the author requests such action.

Article IX – Advertisements

Section 1 – At this time, The Technician does not have an official stance on advertisements. The Coordinator of Student Media and the EIC may develop an advertising policy in the future. The policy must be approved by the Dean of Students.
Appendix A:

Application for Editor Positions

Name: _______________________________________________
Address: _______________________________________________________________________

Home Telephone: ______________________________________
Work Telephone: _______________________________________

I am applying for the position:

Lead Editors  |  Section Editors
---|---
Editor In Chief  |  Greek
Assistant Editor  |  Auto
Copy Editor  |  Sports
Distribution Editor  |  Technology
Online Editor  |  Campus Life
                  |  Business
                  |  TFL

Number of semesters you have worked on the Technician Staff: _____________

Number of credits you will take next semester: _____________

List all of your journalism positions held and dates they were held.

What other activities do you participate in? (Greek, clubs, honor societies, sports, etc.)
What qualifies you for this position?

What ideas do you have for improving the paper?

If I accept an editorial position, I understand my responsibility and description of what is expected from me.

________________________________________  __________________
Signature                          Date

(After filing the application out, please return to the current Editor In Chief.)
Appendix B:

Code of Ethics

PREAMBLE

Members of the Society of Professional Journalists believe that public enlightenment is the cornerstone of justice and the foundation of democracy. The duty of the journalist is to further these ends by seeking truth and providing a full and comprehensive account of events and issues. Section A journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist’s credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society’s principles and standards of practice.

SEEK TRUTH AND REPORT IT

Journalists must be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:

- Test the accuracy of information from all sources and exercise caution in avoiding unverified data. Unverified information is never permissible.
- Understand the need to protect the identity of sources when necessary and only disclose the fact of confidentiality when required by law.
- Identify sources whenever feasible. The public has a right to as much information as possible on public affairs.
- Always question sources’ motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- Make certain that headlines, bylines, audio, video, photographs, sound, text and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- Never disseminate the content of new photos or video image enhancement for technical clarity before verifying it. Label montages and photo illustrations.
- Avoid misleading re-entries or staged new events. If re-entry is necessary to tell a story, label it.
- Avoid using or surrendering other news organizations’ methods of gathering information except where traditional open methods will not yield information vital to the public. Use of such methods should be explained before the story.
- Never plagiarize.
- Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular.
- Examine their own cultural biases and avoid imposing those values on others.
- Avoid pleasing by race, gender, age, religion, ethnicity, geographic sexual orientation, mental physical appearance or social status.
- Support the open exchange of views, even views they find repugnant.
- Code of Ethics is not exhaustive. Official and unofficial sources of information can be equally valid.
- Transactions between advocacy and news reporting, analysis and commentary should be labeled and not management’s or contact.
- Distinguish news from advertising and avoid hybrid that blurs the line between the two.
- Recognize a special obligation to ensure that the public is informed when the news is not a license for arrogance.
- Recognize a special responsibility to ensure that the public is informed when the news is not a license for arrogance.
- Be vigilant and courageous about holding those with power accountable,
- Journalists are accountable to their readers, listeners, viewers and their sources.
- Always react in a manner that is not unethical or unprofessional.
- Distinguish news from advertising and avoid hybrid that blurs the line between the two.
- Recognize a special obligation to ensure that the public is informed when the news is not a license for arrogance.
- Be vigilant and courageous about holding those with power accountable,
- Journalists are accountable to their readers, listeners, viewers and their sources.
- Always react in a manner that is not unethical or unprofessional.

MINIMIZE HARM

Journalists should:

- Show compassion for those who may be affected adversely by news coverage, the special sensitivity when dealing with children and teenagers, and subjects of special vulnerability.
- Be sensitive when seeking, interviewing or photographing those affected by tragedy or grief.
- Recognize that gathering and reporting information may cause harm or disfigurement. Pursuit of the news is not a license for harassment.
- Recognize that privacy people have a reasonable right to control information about themselves in photo and public officials and others who seek power, influence or attention.
- Only an overriding public need can justify intrusion into anyone’s privacy.
- Show good taste, avoid pandering to tabloidism.
- Be cautious about identifying juvenile suspects or victims of sex crimes.
- Be judicious about naming criminal suspects before the formal charging of crimes.
- Insure a criminal suspect fair trial rights with the public’s right to be informed.

ACT INDEPENDENTLY

Journalists should be free of obligations to any interest other than the public’s right to know.

Journalists should:

- Avoid conflicts of interest, real or perceived.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Refuse gifts, loans, fees, services, and special treatment, and avoid secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
- Insure evidence is gathered after being examined.
- Be vigilant and courageous about holding those with power accountable,
- Insure fair and accurate treatment to advertisers and special interests and minimize the pressure to influence news coverage.
- Be wary of sources offering information for favor or money, avoid buying for news.

BE ACCOUNTABLE

Journalists are accountable to their readers, listeners, viewers and their sources.

Journalists should:

- Clarify and explain news coverage and invite dialogue with the public about journalistic conduct.
- Encourage the public to raise grievances against the news media.
- Admit mistakes and correct them promptly.
- Insure ethical practices of journalists and the news media.
- Adhere to the same high standards to which they hold others.

The SPJ Code of Ethics is a voluntary code adopted by thousands of journalists, regardless of place or platform, and is widely used in newsrooms and classrooms as a guide for ethical behavior. The code is intended not as a rule book but as a statement of principles. It is to be interpreted and applied in the context of the First Amendment — legally enforceable.

The present version of the code was adopted at the 1980 SPJ National Convention, after months of study and debate among the Society’s members. Sigma Delta Chi’s first Code of Ethics was promulgated by the American Society of Newspaper Editors in 1936. In 1973, Sigma Delta Chi wrote its own code, which was revoked in 1984, 1985, and 1986.

Drafted: 07/16/1999
Appendix C:

Code of Ethics Release Form

As a member of the Technician staff I, __________________________________________ have received the Society of Professional Journalists Code of Ethics. I have read and understood that as a journalist I am responsible for seeking the truth and reporting it, minimizing harm, acting independently, and being held accountable for my actions.

__________________________  __________________________
Signature                      Date
Appendix D: Glossary

EIC: Short for Editor in Chief.

AE: Short for Assistant Editor.

LE: Short for Layout Editor.

CE: Short for Copy Editor.

DE: Short for Distribution Editor.

Staff Member: An individual that attends 50% of regular meetings in a term and who contributes content or other efforts to at least two issues of The Technician per term.