

THE CAPTAIN'S LOG

CONSTITUTION

Article I – Name

Section 1. The name of this organization shall be The Captain' Log – The Official Student Newspaper of Christopher Newport University

Article II – Purpose

Section 1. The purpose of this organization will be:

- To act as a voice for the student body
- To provide news coverage on subjects affecting student activities, interests and organizations on campus; and subjects dealing with the university community and its surrounding area.
- To act as a forum for student expression.
- To achieve those purposes through effective and ethical journalism practices.

Article III – Standards

Section 1. Student publications are one of the most valuable tools in maintaining an atmosphere of free and responsible discussions on the campus of the university.

In order to fulfill this responsibility, The Captain's Log is free of all censorship and advance approval of copy; and its editors are free to develop their own editorial and news coverage policies under all local, state and federal laws and while adhering to University policies.

The Captain's Log is also obligated to abide by the accepted standards of responsible journalism – such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity on techniques of harassment and innuendo; and by the regulations of the Federal Communications Commission.

Article IV – Membership

Section 1. The Captain's Log shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of The Captain's Log are free to leave or dissociate without fear of retribution or harassment. Membership in The Captain's Log is open to all students full or part time. The Captain's Log does not discriminate on the basis of sex, race, creed, religious and political beliefs or sexual orientation.

Section 2. Active membership will be limited to those students who can actively contribute to the accomplishments of the stated purpose, found in Article II. Paid staff members are considered active members.

Section 3. All enrolled students at the University shall be considered non-active members of The Captain's Log, and as such are entitled to make any contributions if they are interested, with the Editor-in-Chief having final word as to the content of the newspaper.

Article V – Meetings

Section 1. A staff meeting will be held during every week of publication, by the entire staff of the newspaper, with the Editor-in-Chief presiding. These meetings will be held to assign stories for the next issue. The Editor-in-Chief is entitled to call a special meeting at any time he or she deems necessary. Announcements of special meetings shall be by email, phone or posted upon the newsroom announcement board.

Section 2. Editorial Board meetings will be held on a weekly basis, and attended by the Editor-in-Chief, News Editor, Layout and Design Manager, Photography and Graphics Editor, Sports Editor, Arts and Entertainment Editor, Advertising and Business Manager, Copy Editor, and Online Editor. The advisor will attend Editor's meetings at the request of the Editor-in-Chief. A quorum of at least 2/3 of the E-board is necessary to make any changes to policy, etc. that require voting. A simple majority (half of the quorum + 1) is necessary to pass any policy changes. The only exception is the unanimous vote necessary to recommend to the Student Media Board

that the Editor-in-Chief be removed from duties.

Attendance at the above meetings is mandatory for all active members.

Section 3. A non-mandatory meeting, open to staff and non-staff members, will be held each week of publication and will involve the critique of that week's issue. Those who choose to attend must have read that week's issue.

Article VI – Staff

Section 1. The editing staff shall consist of the News Editor, Layout and Design Manager, Photography and Graphics Editor, Sports Editor, Arts and Entertainment Editor, Advertising and Business Manager, Copy Editor, and Online Editor; with the Editor-in-Chief presiding. All editors, including the faculty advisor, shall consist of the paid staff of The Captain's Log and have voting privileges in regards to implementing new policy during Editorial Board Meetings.

The editors shall assist the Editor-in-Chief in all matters pertaining to the governing of the newspaper, and they shall contribute to the decision as to the topic and content of the "Where We Stand" editorial in any given issue of the newspaper.

Section 2. The Editor-in-Chief shall have all final decision-making power as to the hiring of paid staff based upon the individual's talent, ability to meet deadlines and willingness and ability to work with the Editor-in-Chief and other staff members.

All staff are subject to be fired if they do not fulfill their duties as outlined in The Captain's Log Staff Manual. The Editor-in-Chief shall have final say as to who shall be removed from their post after reviewing complaints brought before him or her by the staff.

Section 3. The editors shall recruit assistants during the first semester of work. The editors will work with the Editor-in-Chief to establish job descriptions and responsibilities for the assistants. A cumulative GPA of 2.0 must be maintained at all times by all staff. Those who fail to do so will be forced to resign from the newspaper. All paid staff must have a 2.25 Cumulative GPA at the time of hiring, and maintain a 2.0 throughout their employment.

Section 4. The terms of all positions, with the exception of the Editor-in-Chief, shall begin immediately following the end of classes for the spring semester of the preceding year, and shall be contingent upon the fulfillment of the staffer's duties as outlined in his or her job contract and by the Editor-in-Chief.

The Editor-in-Chief shall have a term existing from the start of his or her appointment until he or she resigns or is replaced by the Student Media Board, generally from May of any given year until the following May.

Section 5. The Student Media Board shall constitute the decision-making body as to the hiring of the Editor-in-Chief and shall meet when deemed necessary to fill the position of Editor-in-Chief. The hiring body of the Board shall consist of The Captain's Log faculty advisor, the outgoing editor, and three full-time students at large and two full-time faculty members at large. Refer to the Student Media Board Charter for details.

Because the Student Media Board is the only entity able to hire or fire the Editor-in-Chief, a unanimous vote from the Editorial Board for the resignation of the Editor-in-Chief will serve as a recommendation to the Student Media Board for actions that would result in the removal of the Editor-in-Chief from their position.

Article VII – Advisor

Section 1. The designation of a faculty or staff advisor from Christopher Newport University is necessary to the functioning of The Captain's Log.

Section 2. The advisor must be available to offer advice in the event that a problem comes up that the Editorial Board of The Captain's Log is not sure how to address. The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University

policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News. The advisor shall abide by The Captain's Log Staff Manual and the policies of the College Media Advisors Code of Ethics.

Section 3. The advisor shall be appointed by the Editor-in-Chief and required to sign the Advisor Contract when accepting the position.

Section 4. If the advisor does not comply with Article VII, Section 2, the Editorial Board is charged with voting to remove him or her from their position. A new advisor must be promptly chosen by the Editor in Chief according to the timeframe given by the Office of Student Activities.

Article VIII – Policies

Section 1. The Captain's Log will not require dues from its members.

Section 2. The Captain's Log Staff Manual and Code of Ethics shall govern this organization and no policy shall be adopted that conflicts with this stated purpose or the purpose of The Captain's Log. The Editor-in-Chief maintains all abilities and powers, not in conflict with this constitution, deemed necessary and proper for the fulfillment of this organization's purpose.

Article IX - Amendments

Section 1. Any proposed amendments to this constitution will be brought in written form to the Editorial Board Meeting. Voting members will have a week to review the proposal. During the following Editorial Board meeting, a vote will be held to pass the amendment according to the quorum and majority rules established in Article V, Section 2.

Section 2. The Coordinator of Student Activities must approve any revisions to the constitution and/or by-laws before they can go into effect.