



# *Bylaws*

Proposed to *The Avion* staff on Tuesday, April 14, 2009

Approved by a 2/3 vote of *The Avion* staff on Wednesday, April 15, 2009

Effective with the Summer A 2009 semester

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## Article I: Jurisdiction, Objective, and Specifications

### Section 1. Jurisdiction

- a. The provisions of these bylaws shall apply to the members of *The Avion* newspaper of the Embry-Riddle Aeronautical University (ERAU) Daytona Beach campus.

### Section 2. Objective

- a. The intent of these bylaws is to provide clarification and details necessary for the execution of the Daytona Beach Student Government Association (SGA) Constitution and for such other legislation as may be included. No provision of these bylaws, or interpretations thereof, or subsequent amendments shall be construed or enacted to conflict with, abridge, or abrogate the Constitution. Where such conflicts arise, the Constitution or its interpretation by the Student Court shall prevail.
- b. Should a conflict arise between these bylaws and University regulations, University regulations shall prevail.

### Section 3. Specifications

- a. *The Avion* is published on a weekly basis during the Fall and Spring semesters based on the Executive Board's decision with a minimum of eleven (11) and maximum of (13) issues and bimonthly three (3) times during Summer A and three (3) times during Summer B with a special orientation issue between the Summer B and Fall semesters, barring special circumstances that would warrant the cancellation of an issue or the addition of a "special edition" issue, as decided by the Executive Board.
- b. *The Avion* is distributed on Tuesdays unless the Editor-in-Chief (EIC) has a sound reason for a change.
- c. Revenue is obtained from SGA allocated funds and advertising sales.
- d. For purposes of this document, the Summer A and Summer B semesters shall be known collectively as the Summer semester.
- e. For purposes of this document, a full-time student shall be defined as a student taking twelve (12) or more credits in a Fall or Spring semester. A part-time student shall be defined as a student taking six (6) to eleven (11) credits during the Fall and Spring semesters and six (6) to eight (8) credits during the Summer semester.

## Article II: Membership

### Section 1. Basic Requirements

- a. All members of *The Avion* shall be students currently enrolled and in good academic standing. Good academic standing is understood to mean that the student is not on academic or disciplinary probation or suspension. In addition, all elected, appointed or compensated students must have a cumulative grade point average (CGPA) of at least 2.5 when appointed and maintain a CGPA or 2.5 during their term in office.

### Section 2. Staff

- a. A staff member is defined as any person, in the current semester that has actively contributed to at least three (3) issues of *The Avion* newspaper.
- b. A member classified as staff in the preceding semester shall be considered a staff member for the duration of the following semester.
- c. Staff members must contribute to at least three issues a semester (Summer terms excluded) to maintain their status as staff. Exceptions to this rule will be considered on a case-by-case basis by the Editor in Chief.
- d. Membership requirements are as follows:
  1. Must be a current student of ERAU.
  2. "Active contribution" consists of writing articles as "Guest Reporter," taking photographs as "Guest Photographer," aiding in production, or as deemed by the EIC. This excludes those who write club articles, letters to the Editor, classifieds, press releases or articles submitted as "Special to *The Avion*."
  3. Staff members are Staff Reporter, Copy Editor, Production Editor and Staff Photographer.
- e. Exceptions to membership requirements, provided that they do not conflict with University or SGA regulations, can be granted by a 2/3 vote of the Executive Board.

### Section 3. Executive Board

- a. To hold a seat as an Executive Board member, staff members must meet the following requirements:
  1. Have been of Editorial Staff status for at least one (1) full semester.
  2. As a staff member, have maintained 75% attendance at General Staff Meetings.
  3. Must accept responsibility of the position to be held as defined in Article IV of this document and must be able to carry out a full semester of office.
  4. Members of the Executive Board are eligible for SGA tuition vouchers, but do not necessarily have to accept them to serve on the Executive Board.
  5. Exceptions to these requirements, provided that they do not conflict with University or SGA regulations, can be granted by a 2/3 vote of the Editorial Staff.
- b. The Executive Board shall consist of the following positions in the following hierarchy:
  1. Editor-in-Chief
  2. Managing Editor
  3. News Editor
  4. Business Manager
  5. Advertising Manager
  6. Photography Editor
- c. Members of the Executive Board may hold other compensated positions within the SGA during their tenure on the Executive Board of *The Avion* but are not eligible for the other voucher.

2. Should a situation arise where a staff member believes that an Executive Board member holding a position within the SGA represents a conflict of interest, he/she shall bring that concern to the Editor-in-Chief, who shall act in the following manner:

- a. At the next general staff meeting, the EIC shall announce the request and call the meeting into closed session. All editorial staff members present, minus the Executive Board member in question, shall be the only people in the room.
  - b. The EIC shall moderate discussion on the topic, not to exceed thirty (30) minutes.
  - c. The Executive Board member needs a 2/3 vote of confidence to continue to hold their position.
  - d. The EIC shall inform the staff and the Executive Board member of the result, but the final count shall remain secret.
  - e. Should this result in the removal of the Executive Board member from their position, the EIC shall appoint a new person to the position as soon as possible.
- d. Executive Board members must maintain at least three office hours a week and log them in the appropriate manner.

#### Section 4. Editorial Staff

- a. The Editorial Staff is the main voting and policymaking body of *The Avion* newspaper and shall consist of the Executive Board, section editors, the Online Editor and the chief copy editor.
- b. 2/3 of Editorial Staff members must be present to have quorum.
- c. Each member shall have one vote each except the EIC. The EIC may vote only in the event of a tie.
- d. To be eligible for the Editorial Staff, the member must be approved by the Managing Editor and confirmed by 2/3 vote of the Executive Board.
- e. In the case of two editors sharing a position, both editors are eligible to vote.
- f. Regardless of how many positions a member holds on the Editorial Staff, each individual shall have only one vote.

#### Section 5. Election of Editor-in-Chief (EIC)

- a. The EIC shall be elected at the end of the previous semester to hold office for the upcoming semester (except for Fall semester where the election will be held at the last official meeting of the Spring semester) or whenever the present EIC must leave or resign from the position.
  1. The election shall be held at a general staff meeting.
  2. The outgoing EIC will conduct the election. The outgoing EIC and an appointed Executive Board member shall count the votes of the election.
    - A. In the event the outgoing EIC runs for re-election, *The Avion's* advisor will conduct the election. The advisor and an appointed Executive Board member shall count the votes of the election.

- B. Should *The Avion's* advisor be unavailable when the outgoing EIC is running for re-election, the two highest-ranking Executive Board members not running for election shall count the ballots.
- 3. Approval shall be considered a simple majority, where each present staff and executive board member is entitled to one vote. *The Avion* advisor has no voting rights. If a majority is not reached, a run-off of the two nominees with the highest number of votes will take place.
- 4. The new EIC will appoint the Executive Board.
- b. Before a person may run for the office of EIC, he or she must meet the following qualifications:
  - 1. Have completed at least one semester holding a position on *The Avion* Editorial Staff.
  - 2. Shall be a student in good standing (i.e. not be on academic or disciplinary probation or suspension) with a 2.5 CGPA where documentation must be submitted to the Executive Board as proof upon request.
  - 3. Must be a part-time student for the semester holding office (unless the semester in question is Summer) and at least a part-time student for at least one full semester prior to running for office.
  - 4. Shall not hold an elective or appointive position in SGA during the tenure as EIC.

#### Section 6. Re-appointment and vacancy

- a. All persons are eligible for re-appointment at the beginning of each semester provided eligibility requirements for the position have been met.
- b. In the event an Executive Board seat becomes vacant during the semester, the EIC will select a replacement.

#### Section 7. Removal from Staff

- a. Editor-in-Chief
  - 1. Dismissal of the EIC shall follow the procedures outlined in Article VI of the SGA Constitution.
  - 2. Upon removal of the EIC, an election shall be held at the next regular staff meeting. The election shall be conducted according to Article II, Section 4 of this document.
- b. Executive Board and Editorial Staff Members
  - 1. The EIC can dismiss a member of the Executive Board or the Editorial Staff from their assigned position.
    - A. The Executive Board minus the member in question must approve this decision by a 2/3 vote of quorum.
  - 2. The EIC must give the Executive Board or the Editorial Staff member involved a documented verbal warning.
  - 3.

4. The EIC must give the Executive Board or the Editorial Staff member involved a written warning before they are considered for removal.
  5. The Executive Board or the Editorial Staff Member involved may defend himself or herself during the stipulated Executive Board meeting.
  6. The decision of the Executive Board shall be made and put into writing for the member in question and sent via school certified mail within one calendar week of the defense meeting.
- c. Staff Members
1. Any staff member who is found violating *The Avion* Bylaws or the SGA Constitution, the SGA Code of Conduct, or found to have other serious conduct issues may be removed from the staff by a 2/3 vote of the Executive Board.

### **Article III: Conduct of Business, Editorial Board and General Member**

#### Section 1. Meetings

- a. EIC shall choose a meeting time that is convenient to the student body and ensure that the meeting is well publicized.
  - b. All meetings are open to the student body with the exception of Closed Sessions.
    1. Closed Sessions
 

Closed sessions shall be conducted according to the following procedures:

      - A. Only the EIC, Faculty Advisor and pertinent guests appointed by the EIC shall be present.
      - B. Any Executive Board member may request that the meeting be called into a Closed Session.
      - C. The EIC shall call the meeting into a Closed Session.
      - D. The Business Manager or an appointed staff member will record the Minutes of the Closed Session.
      - E. The Minutes of the Closed Session shall be retained by the EIC for the remainder of his or her term at which time the EIC shall turn the Closed Session Minutes over to the newly elected EIC. Closed Session Minutes are to be turned over to the SGA advisor one year after the meeting minutes were written.
      - F. Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 vote of the Executive Board.
- c. Minutes

1. The Business Manager or a staff member appointed by the Business Manager shall take minutes of all the meetings. Any active member can do so in the event that the appropriate person is not present.
  2. Typed copies of the approved Minutes shall be made available to the student body upon request.
  3. A copy of the Minutes shall be placed in a central file or binder to be kept in *The Avion* office for one (1) year.
- d. Conduct of Business
1. Any person or group of persons wishing to formally address the general staff, Editorial Staff of Executive Board must submit a written request to the EIC 24 hours prior to the scheduled meeting.

## Section 2. Executive Board Meetings

- a. The Executive Board will meet as needed at a time and place set by the EIC and agreed upon by the Executive Board members.
- b. The EIC may, at any time, change the meeting time or location if the Executive Board is in a 2/3 agreement.
- c. The first Executive Board meetings of the Summer, Fall and Spring semesters shall be held during the first full week of classes.
- d. The last Executive Board meetings of the Fall and Spring semesters shall be during the last week of classes, but not during the final exam week(s). The last Executive Board meetings of the Summer shall be during the month of Summer B but not during the week(s) of final exams.

## Section 3. General/Editorial Staff Meetings

- a. The first general staff meeting of each semester shall be arranged by the EIC.
- b. The last general staff meeting shall be held during the week preceding the production of the last newspaper issue of the semester but not during the week(s) of finals exams.

## Article IV: Membership Responsibilities

### Section 1. *The Avion* shall operate according to the following structure:



### Section 2. Editor in Chief shall:

- a. Be ultimately responsible for what is published in *The Avion*.



- b. Respond to questions, complaints, and criticisms of the publication's content or direct the question to an appropriate *Avion* staff member.
- c. Coordinate and promote *The Avion*.
- d. Insure the objectives of *The Avion* are continually met.
- e. Delegate responsibility to staff members.
- f. Understand, adhere and enforce the policies of these bylaws and the SGA Constitution.
- g. Chair the Executive Board and General Staff Meetings.
- h. Attend all SGA Executive Board meetings and mandatory SGA functions.
- i. Train any staff members as necessary, or delegate this training to another.
- j. Represent *The Avion* at official University functions.
- k. Actively recruit members for the staff at all times, especially during the beginning part of each semester.
- l. Select strategic locations for newspaper distribution with approval from the Advertising Manager.
- m. Maintain regular posted office hours such that questions, problems and concerns about the newspaper may be addressed.
- n. Not have a vote during any meetings unless there is a tie.

Section 3. Business Manager shall:

- a. Be responsible and record all financial transactions for both operating and revenue accounts.
- b. Keep an accurate and current account of all *The Avion* expenses and revenues.
- c. Prepare *The Avion* budget and submit it to the Student Finance Board (SFB) by the deadline set by the SGA Treasurer and the SFB.
- d. Work with the EIC by advising him or her on the status of business operations and budgetary recommendations.
- e. Work with the Advertising Manager to insure the smooth operations of the business department.
- f. Insure that *The Avion* has a constant supply of all office supplies and equipment as needed.
- g. Formulate plans on how revenue can be increased (other than by outside ads) and with approval from the EIC, initiate such action to achieve these ends.
- h. Recruit, schedule, train and supervise the secretaries and distribution manager, or delegate these tasks to another qualified individual.
- i. Take minutes at all meetings, or delegate the task to another staff member.
- j. Maintain regular posted office hours such that questions, problems and concerns about the budget may be addressed.

Section 4. Advertising Manager shall:

- a. Be responsible for selling advertisements and delegating responsibilities to advertising representatives to sell advertising for *The Avion*.
- b. Give final approval on all advertising contracts made by any advertising advertising representatives.
- c. Sell advertising, and coordinate the sale of advertising with other advertising representatives.
- d. Responsible for the layout of all advertisements to be placed in *The Avion* as directed by advertising contracts.
- e. Submit all advertising checks to the Business Manager to record in the budget.
- f. Enforce the conditions of the contract to get overdue payments on advertising contacts.

- g. Delegate tasks to advertising representatives and follow up on their performance.
- h. Responsible for all non-commissionable ads, and has the right to accept or reject any advertisements but must present his/her arguments for rejecting the ad(s) to the EIC and/or Advisor.
- i. Digitally archive all ads.
- j. All nationally submitted advertisements and correspondence will be the responsibility of the Advertising Manager.
- k. Recruit and train new advertising personnel as needed.
- l. Manage all classified ads that are submitted to the newspaper and lay out the classifieds page, or delegate these tasks to an appropriately trained individual.
- m. Enforce advertisement deadlines.
- n. Maintain regular posted office hours such that questions, problems and concerns about advertising may be addressed.
- o. Ensure that the secretaries have a current advertisers list for mailing purposes.

Section 5. Managing Editor shall:

- a. Represent and be responsible for section editors and production editors in Executive Board business and decisions.
- b. Hold monthly meetings with the Section Editors to discuss Editorial Board business, Section Editors' grievances, and training.
- c. Assist the EIC as a second-in-command and function as defined by the EIC.
- d. Ensure smooth operations of production activities.
- e. Hold training for Section Editors at least three (3) times during the Fall and Spring semesters, and once during the summer semesters.
- f. Maintain regular posted office hours such that questions, problems and concerns about production may be addressed.

Section 6. News Editor shall:

- a. Represent staff reporters in Executive Board and Editorial Staff decisions.
- b. Hold any necessary meetings, with at least one per month, with staff reporters to discuss Editorial Staff and Executive Board business, reporters' grievances and training.
- c. Create and maintain relationships with news sources.
- d. Ensure that every section of the newspaper has sufficient content that would be of interest to the Embry-Riddle community.
- e. Contact sources in various University departments and the local community in search of breaking news and public information.
- f. Assist writers in gaining diplomatic access to campus administrative and political channels of news.
- g. Assist writers in research, composition, style and initial editing.
- h. Assist the appropriate section editor to follow up on story assignments that are not submitted by their assigned deadline.
- i. Verifying any questionable information presented within articles.
- j. Recruit and train staff writers.
- k. "Walk in" story ideas will be channeled through the News Editor.
- l. If applicable, review wire service, select from among these stories for publication, download them to an appropriate file type and forward them to the respective Section Editor.
- m. Have final say on the placement of content unless overruled by the Managing Editor or the EIC.
- n. Maintain regular posted office hours such that questions, problems and concerns about content may be addressed.
- o. Shall take and keep a record of attendance at all general staff meetings.

Section 7. Chief Copy Editor shall:

- a. Represent the copy editors in Editorial Staff business and decisions.
- b. Hold monthly meetings with the copy editors to discuss Editorial Board business, production team grievances, and training.
- c. If necessary, recruit and train copy editors.

Section 8. Copy Editor shall:

- a. Ensure that all articles have been spell checked and are consistent with AP style.
- b. Spell check advertisements if the Advertising Manager is able to correct them.

Section 9. Photography Editor shall:

- a. Have a working knowledge of the photo equipment.
- b. Insure photographs are of good quality and of pertinent value to provide the best photo coverage of all stories possible.
- c. Take photos for use in *The Avion* newspaper or delegate this task to staff photographers.
- d. Select photos for use in *The Avion* newspaper in conjunction with the appropriate Section Editor.
- e. Maintain an ongoing inventory of the photo equipment needed for the operation of the newspaper.
- f. Work with the News Editor and Section Editors to receive assignments of photos and delegate, to his/her staff photographers, the photos that should be taken for publication in the newspaper.
- g. Maintain a photo morgue.
- h. Recruit and train new photographers in use of equipment and photo editing.
- i. Represent staff photographers in Executive Board and Editorial Staff business and decisions.
- j. Hold any necessary meetings, with at least one per month, with staff photographers to discuss Executive Board and Editorial Staff business, photographers' grievances and training.
- k. Collect all photos in from each print edition for use by the Online Editor by end of business the day after production.
- l. Enforce all photography deadlines.
- m. Maintain regular posted office hours such that questions, problems and concerns about photography may be addressed.
- n. Approve those who check out photography equipment.

Section 10. Online Editor shall:

- a. Update the online site as necessary.
- b. Develop new webpages as technology allows.
- c. Create, maintain, update and follow *The Avion* Online Style Guide.
- d. Promote *The Avion* website on online newsgroups.
- e. Compile site statistics for advertising purposes.
- f. Place and link online advertising as dictated by contract.
- g. Provide the Advertising Manager with format guidelines and restrictions for online advertisements.

- h. Remain vacant if a 2/3 vote of the Executive Board deems the position unnecessary.

Section 11. Section Editors shall:

- a. Layout page in accordance with the current Avion production guidelines and the AP Style.
- b. Meet for production no later than 1:00 p.m. on Sundays and finish their section before leaving, unless prior arrangements are made with the Managing Editor. If this requires work prior to Sunday, then it is the Section Editor's responsibility to complete their work prior to the production deadline.
- c. Research story and photo ideas newsworthy to the ERAU community, particularly the student body and submit them to the News Editor and Photography Editor, respectively.
- d. Follow up on story assignments if they have not been submitted by their assigned deadline.
- e. The section editors involved in a dispute over the placement of content shall negotiate in good faith. Should the section editors be unable to resolve the dispute, the Managing Editor shall make the decision as per Article IV, Section 7 of this document.
- f. Prior to leaving, the section editor's page must be finished. Finished is defined as approved by the Chief Copy Editor, the Managing Editor, and the EIC, in this order.

Section 12. Staff Reporter shall:

- a. Be responsible for weekly assignments by the News Editor and are expected to be aware of the activities that may be of interest to the school, faculty and the student body. They should, following training, use good grammar and AP style to insure uniform journalism and professional results.
- b. Submit stories in a neat orderly fashion, in a digital form, on or before their assigned deadline unless previously arranged with the News Editor.
- c. Insure that the information submitted in articles is documented and correct.
- d. If an assignment is missed, a legitimate excuse must be submitted to the News Editor beforehand or as soon as possible afterwards.

Section 13. Staff Photographer shall:

- a. Take pictures as assigned by the Photography Editor.
- b. Turn in all pictures by their assigned deadline.
- c. Understand that when using *The Avion's* name and equipment, it must be used for *Avion* purposes only and not for personal use.

Section 14. Advertising Representative shall:

- a. Meet with the Advertising Manager prior to selling advertising.
- b. Sell advertisements for placement in *The Avion*.
- c. Upon selling advertisements, ensure that proper contracts are signed before the advertisement is placed in the newspaper.

Section 15. Distribution Manager shall:

- a. Distribute *The Avion* to previously selected locations as soon as possible after the newspaper arrives on-campus.
- b. Be responsible for the upkeep and maintenance of all newsstands.
- c. Be responsible for placement of advertisements in the newsstands.
- d. Be responsible for recording weekly distribution numbers around the campus and deliver them weekly to the EIC.

Section 16. Secretary shall:

- a. Be present at the Secretary's desk unless on errands related to work.
- b. Answer the phone; take messages as necessary for staff members.
- c. Greet and assist visitors.
- d. Sort incoming mail to the appropriate staff member.
- e. Perform other office duties as assigned by the EIC or Executive Board Members.
- f. Maintain the subscription list.
- g. Ensure that the newspapers are mailed to subscribers and advertisers by end of business the day of publication.
- h. Follow rules and guidelines set forth in the *Avion* Secretary Handbook.

Section 17. Systems Manager shall:

- a. Be responsible for efficient management of *The Avion* computers, Local Area Network (LAN), and related computer input and output systems.
- b. Be readily available to address concerns about software and hardware.
- c. Update or configure software and hardware as necessary to ensure an efficient system, as free from bugs as possible.
- d. Purchase new software and hardware after clearly demonstrating a need for such a purchase to the EIC and receiving approval from the EIC and the Business Manager.
- e. Is authorized to purchase hardware/software that is directly and immediately needed for the production of the newspaper which is approved by the EIC. The Business Manager must be consulted before the purchase is made to ensure that there is enough funding for the purchase. Negligent, fraudulent or inappropriate purchasing, as deemed by the EIC, of hardware/software without consultation is grounds for immediate removal from *The Avion* staff, dismissal from all positions held and revocation of all *The Avion* privileges thereof.

Section 18. Faculty Advisor shall:

- a. Give advice to staff members that will result in a better publication.
- b. Be a member of the faculty or administration and shall be consulted in the event of decisions on planned activities.
- c. Promote the newspaper and will act as an unofficial representative of *The Avion* for the University and in various organizations and conferences.
- d. Add additional professionalism and academic knowledge to the staff.
- e. Not censor any portion of *The Avion* and will not assume financial responsibility for deficits of losses incurred by *The Avion*.

Section 19. Ombudsman shall

- a. Serve as a bridge between readers and the Editorial Staff on matters of accuracy, fairness and good taste.
- b. Bring concerns about accuracy, fairness, balance or good taste to the attention of the Executive Board.

- c. See all reader complaints and inquiries to an appropriate end.
- d. Supervise the preparation of corrections.
- e. Meet all the requirements of an Editorial Staff member.
- f. Remain vacant **only** if no candidate is available, but 2/3 of the Executive Board must confirm this decision.
- g. For the purpose of this document, be classified as Editorial Staff, except for the purposes of voting.
- h. Be able to exercise the following authority:
  - i. Have final say in the necessity for printing corrections, clarifications or omissions, and the language used.
  - ii. Have final say in the publication of all letters to the editor critical of *The Avion* and/or its staff, guests or other contributors.
  - iii. To publish a column or other piece of reader communication as he or she feels necessary.

## Article V: Compensation

### Section 1. Compensation

- a. All persons in paid positions on *The Avion* staff shall be students currently enrolled and in good academic standing, with no judicial record.
- b. *The Avion* secretary is a regularly paid staff position within *The Avion* semester budget. The position will start at the minimum wage required by law, and the hours per week will be determined by the Business Manager so that money can be allotted in the proposed budget.
- c. The Distribution Manager will receive a set amount each issue for the tasks performed by his/her position.
- d. All advertising representative shall receive ten percent (10%) of the price of each commissionable advertisement that he or she has sold for *The Avion*. This money can only be received upon payment of the advertisement.
- e. The Advertising Manager shall receive ten percent (10%) of the price of each commissionable advertisement in *The Avion*. This money can be received only upon payment of the advertisement.
- f. Fees charged to an advertiser for advertisement design shall be paid directly to the advertisement's designer. This money can be received only upon payment of the advertisement.
- g. The Executive Board, with the exception of the Advertising Manager, is eligible to receive SGA tuition vouchers.

## Article VI: Amendments to *The Avion* Bylaws

### Section 1. Amendments

Any amendments to the bylaws may be proposed by members of *The Avion* in writing to the EIC to be placed on the Executive Board Agenda for discussion.

### Section 2. Approval

The bylaws may be amended with a 2/3 vote of the Editorial Staff.

## Article VII: Values and Ethics

### Section 1. Statement

Adapted from The American Society of Newspaper Editors: A Statement of Principles.

The First Amendment, protecting freedom of expression from abridgment by any law, guarantees to the people through their press a constitutional right, and thereby places on newspaper people a particular responsibility.

Thus journalism demands of its practitioners not only industry and knowledge but also the pursuit of a standard of integrity proportionate to the journalist's singular obligation.

To this end, *The Avion* Editors set forth this statement of principles as a standard of encouraging the highest ethical and professional performance.

### Section 2. Responsibility

The primary purpose of gathering and distributing news and opinion is to serve the general welfare by informing the people and enabling them to make judgments on the issues of the time. Newspapermen and women who abuse the power of their professional role for selfish motives or unworthy purposes are faithless to that public interest.

### Section 3. Freedom of the Press

Journalists must be constantly alert to see that the public's business is conducted in public. They must be vigilant against all who would exploit the press for selfish purposes.

### Section 4. Independence

Journalists must avoid impropriety and the appearance of impropriety as well as and conflict of interest of the appearance of conflict. They should neither accept anything nor pursue any activity that might compromise their integrity.

### Section 5. Truth and Accuracy

Good faith with the reader is the foundation of good journalism. Every effort must be made to assure that news content is accurate, free from bias and in context and that all sides are represented fairly. Editorials, analytical articles and commentary should be held to the same standards of accuracy with respect to the facts as news reports.

Significant errors of fact, as well as errors of omission should be corrected promptly and prominently.

### Section 6. Impartiality

To be partial does not require the press to be unquestioning or to refrain from editorial expression. Sound practice, however, demands a clear distinction for the reader between news reports and opinion. Articles that contain opinion or personal interpretation should be clearly identified. No opinion piece shall be written by any staff member in order to promote or provoke controversy or to solicit responses for future issues. All opinions written by staff members are confined to the true and accurate beliefs of the writer and shall only be written for the importance of informing the reader.

### Section 7. Enforcement

- a. *The Avion* is committed to maintaining the highest ethical standards. Any staff member who is discovered in journalistically unethical acts is subject to reprimand as the Executive Board sees fit to approve with a majority vote.