



# *Bylaws*

Proposed to *The Avion* staff on Tuesday, November 29, 2011

Approved by a 2/3 vote of *The Avion* staff on Tuesday, November 29, 2011

Effective with the Spring 2012 Semester

Last amended on November 28, 2011

## Table of Contents

Article I: Jurisdiction, Objective, and Specifications .....	3
Section 1. Jurisdiction.....	3
Section 2. Objective.....	3
Section 3. Specifications.....	3
Article II: Membership .....	3
Section 1. Basic Requirements .....	3
Section 2. Staff .....	4
Section 3. Senior Staff.....	5
Section 3. Executive Board.....	5
Section 4. Senior Members .....	6
Section 5. Election of Editor-in-Chief .....	6
Section 6. Re-appointment and vacancy .....	7
Section 7. Removal from Staff .....	7
Article III: Conduct of Business, Editorial Board and General Membership.....	8
Section 1. Meetings .....	8
Section 2. Executive Board Meetings .....	9
Section 3. General Staff Meetings .....	9
Section 4. <i>The Avion</i> Newsroom.....	9
Article IV: Membership Responsibilities .....	10
Section 1. Structure .....	10
Section 2. Editor-in-Chief.....	10
Section 3. Managing Editor.....	11
Section 4, News Editor .....	11
Section 5, Business Manager .....	12
Section 6, Advertising Manager.....	12
Section 7, Photography Editor .....	13
Section 8, Senior Section Editor .....	13
Section 9, Section Editor .....	14
Section 10, Online Editor .....	14
Section 11, Chief Copy Editor.....	14
Section 12, Copy Editor .....	14
Section 13, Senior Staff Reporter .....	15
Section 14, Staff Reporter .....	15
Section 15, Secretary .....	15
Section 16, Distribution Manager.....	15
Section 17, Systems Manager.....	16
Section 18, Advertising Salesperson .....	16
Section 19, Senior Staff Photographer .....	16
Section 20, Staff Photographer.....	16
Section 21, Graphics Editor .....	16
Section 22, Faculty Advisor .....	17
Article V: Compensation .....	17
Section 1. Compensation.....	17
Article VI: Amendments to <i>The Avion</i> Bylaws .....	18
Section 1. Amendments.....	18
Section 2. Approval.....	18
Article VII: Values and Ethics .....	18
Section 1. Statement .....	18
Section 2. Enforcement .....	19

## 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 twelve (12) times on a weekly basis during the Fall and Spring semesters, and biweekly 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. All editions are to be in accordance with *The Avion* style guidelines.
- c. *The Avion* is distributed on Tuesdays unless the Editor-in-Chief (EIC), in concurrence with the Executive Board, has a sound reason for a change.
- d. Revenue is achieved from SGA funds and advertising sales.
- e. For purposes of this document, the Summer A and Summer B semesters shall be known collectively as the Summer semester.
- f. For purposes of this document, a full-time undergraduate student shall be defined as a student taking twelve (12) or more credits in a Fall or Spring semester and a total of six (6) or more credits during the Summer semester. A part-time undergraduate student shall be defined as a student taking six (6) to eleven (11) credits during the Fall and Spring semesters and three (3) to five (5) credits during the Summer semester.
- g. For purposes of this document, a full-time graduate student shall be defined as a student taking six (6) or more credits in a Fall or Spring semester and a total of three (3) or more credits during the Summer semester. A part-time graduate student shall be defined as a student taking one (1) to five (5) credits during the Fall and Spring semesters and one (1) or two (2) 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 undergraduate students must have a cumulative grade point average (CGPA) of at least 2.5 when

appointed and maintain a CGPA of 2.25 during their term in office, and all elected, appointed or compensated graduate students must have a CGPA of at least 3.0 when appointed and maintain a CGPA of 3.0 during their term in office.

## Section 2. Staff

- a. The Staff is the main voting and policy-making body of *The Avion* newspaper.
- b. 2/3 of Staff members must be present to have quorum.
- c. Each member shall have one vote except the EIC. The EIC may vote only in the event of a tie.
- d. In the case of two editors sharing a position, both editors are eligible to vote.
- e. Regardless of how many positions a member holds on the Staff, each individual shall have only one vote.
- f. A Staff member is defined as any person that has actively contributed to at least six (6) issues of *The Avion* newspaper in the current semester.
- g. A member classified as Staff in the preceding semester shall be considered a staff member for the duration of the following semester.
- h. Membership requirements are as follows:
  1. Must be a current student of ERAU.
  2. "Active contribution" consists of writing articles, taking photographs, aiding in production, or as deemed by the EIC. This excludes those who write club articles, letters to the Editor, classifieds or personals, notices, news wire press reports, press releases or articles submitted as "Special to *The Avion*."
  3. Staff member positions are Staff Reporter, Copy Editor, Staff Photographer, Section Editor, Online Editor, Systems Manager, Distribution Manager, Senior Photographer, Senior Reporter, Senior Section Editor, Chief Copy Editor, and Executive Board Members.
  4. Must accept authority and responsibility given by the current Daytona Beach ERAU SGA Constitution to produce *The Avion* newspaper, and is solely responsible for all editorial content and policy.
  5. Must sign and accept a General Use of Equipment contract.
- i. Staff members may collect revenue from advertisers, subscribers and from sales of services.
- j. Staff members must contribute to at least four (4) 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.
- k. 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 Executive Board.

### Section 3. Senior Staff and Other Positions

- a. Senior Staff are members appointed by 2/3 vote of the Executive Board to any of the following positions: Chief Copy Editor, Senior Reporter, Senior Photographer, and Senior Section Editor.
  1. If the Avion doesn't have the sufficient staff to fill these positions during any given semester, they may be left vacant.
- b. To be eligible for appointment to any of the senior positions, the staff member must have contributed to at least eight (8) issues as detailed in Article II, Section 2, Part H. At least six (6) of those contributions must have been made in the area of their appointed position (copy editing, reporting, laying a page, or taking photographs).
- c. The Executive Board may choose to remove a Senior Staff member from his or her position at any time through a 2/3 vote. In addition, at the start of every semester, the Executive Board must vote to re-approve any previously appointed Senior Staff members. If not re-approved for the current semester, the staff member will be eligible to be re-appointed in a future semester provided he/she fulfills the requirements laid out in Article II, Section 3, Part B.
- d. Senior positions are intended to help groom potential leaders of *The Avion* and to encourage skills being transferred from one generation of *The Avion* to another.
- e. The other positions consisting of Copy Editor, Online Editor, Systems Manager, Distribution Manager, and Chief Copy Editor will be appointed by 2/3 vote of the Executive Board.
- f. The Executive Board can choose to remove a member from a position listed in Article II, Section 2, Part E by a 2/3 vote in the event the member is not fulfilling their responsibilities. The said member can be reinstated to that position by a 2/3 vote of the Executive Board.

### Section 4. Executive Board

- a. To hold a seat as an Executive Board member staff members must meet the following requirements:
  1. Have been of Staff status for at least one (1) full semester.
  2. Be at least a part-time student as defined in Article I, Section 3, Items f and g.
    - i. If the semester in question is the Summer Semester, the student does not necessarily need to be taking classes, but must be enrolled for Fall classes as a part-time or full-time student of the University.
  3. As a staff member, have maintained 75% attendance at General Staff Meetings.
  4. As a staff member, must have contributed to eight (8) issues during the Fall or Spring semesters or four (4) issues during the Summer semester. If the student has been absent for the previous semester, his or her eligibility shall be determined based on his or her participation during the last semester he or she was at least a part-time student.

5. 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.
  6. Members of the Executive Board are eligible for SGA tuition vouchers (with the exception of the Advertising Manager), but do not necessarily have to accept them to serve on the Executive Board.
  7. 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 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 not hold any other compensated position within the SGA during their tenure on the Executive Board of *The Avion*.
1. The general staff can provide an exception to this rule with a 2/3 vote at the time of appointment to *The Avion* Executive Board or the time of application for the SGA position.
  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 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. The EIC shall conduct the vote by secret ballot and shall count the votes under the supervision of the Staff Adviser.
      - i. If the Staff Adviser is present, the EIC may select any Staff Member to serve in the observer role.
    - 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 (3) office hours a week and log them in the appropriate manner.
  - e. The EIC shall not have a vote on any matter unless there is a tie.

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

- a. The EIC for the Summer semester and the EIC for the Fall/Spring semesters shall be elected at the end of the Spring semester. An election will also take place whenever the present EIC must leave or resign from the position.
  1. The election shall be held at a General Staff meeting at which at least a quorum of the current semester Staff is present.
  2. All nominations for EIC will be completed at the second to last General Staff meeting of the Spring semester. The nominations will be closed and tabled for one week's time, and the election will occur at the final General Staff meeting of the semester. Should the EIC leave or resign during the semester, nominations will be held at the General Staff meeting and voting will be conducted at that same meeting.
  3. The outgoing EIC will conduct the election. The outgoing EIC and an appointed Executive Board member shall count the ballots 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 ballots 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.
  4. Approval of the Staff shall be considered a simple majority vote of the Staff, where each present Staff 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.
  5. The new EIC will appoint subordinate editors and managers to the Executive Board and Staff by the next staff meeting. All appointments must be approved by a majority vote of quorum of the general staff.
- 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* Staff as a voting member.
  2. Shall be a student in good standing (i.e. not be on academic or disciplinary probation or suspension) with a 2.5 CGPA. 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 elected or appointed position in SGA during the tenure as EIC.
- c. The term of office for the Fall/Spring EIC will be two (2) semesters, and the term of office for the Summer EIC will be one (1) semester.

#### 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 a seat becomes vacant during the semester, the EIC will select a replacement to be approved by a majority vote of quorum of the Staff.

#### 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 General Staff meeting. The election shall be conducted according to Article II, Section 4 of this document.
- b. Executive Board
  - 1. The EIC can dismiss a member of the Executive Board from their assigned position.
    - a. A majority vote of the Executive Board must approve this decision. This vote does not include the executive board member in question.
  - 2. The EIC must give the Executive Board involved a written warning before they are considered for removal.
  - 3. The Executive Board member involved may defend himself or herself during the Executive Board meeting.
- c. Staff Members
  - 1. Any staff member who is found violating *The Avion* Bylaws or the SGA Constitution may be removed from the staff by a majority vote of the Executive Board, including the Editor in Chief.

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

#### Section 1. Meetings

- a. The EIC shall choose a meeting time that is convenient to the student body and ensure that the meeting is well publicized.
- b. No voting shall take place at the meeting unless there is a quorum of the current Staff members present.
- c. 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, Staff Advisor, voting members 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.
- d. 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.
- e. Conduct of Business
- 1. Meetings shall conduct business under Robert's Rules of Order as a guide only and utilized as necessary to facilitate the orderly conduct of the meeting.
  - 2. Any person or group of persons wishing to formally address the General Staff or 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. Minutes of the previous meeting and any items requiring evaluation will be placed in the Executive Board member's mailbox at least two (2) business days before the next regularly scheduled Executive Board meeting.

- d. All new formal proposals presented to the Executive Board must be tabled for one week. Exceptions to this must be approved by a separate 2/3 vote. The floor is then open to discussion, and normal voting procedures concerning the proposal may proceed.
- e. The first Executive Board meetings of the Summer, Fall and Spring semesters shall be held during the first full month of classes.
- f. The last Executive Board meetings of the Fall and Spring semesters shall be during the last month of classes, but not during the final exam week(s). The last Executive Board meeting of the Summer shall be during Summer B but not during the week(s) of final exams.

### Section 3. General Staff Meetings

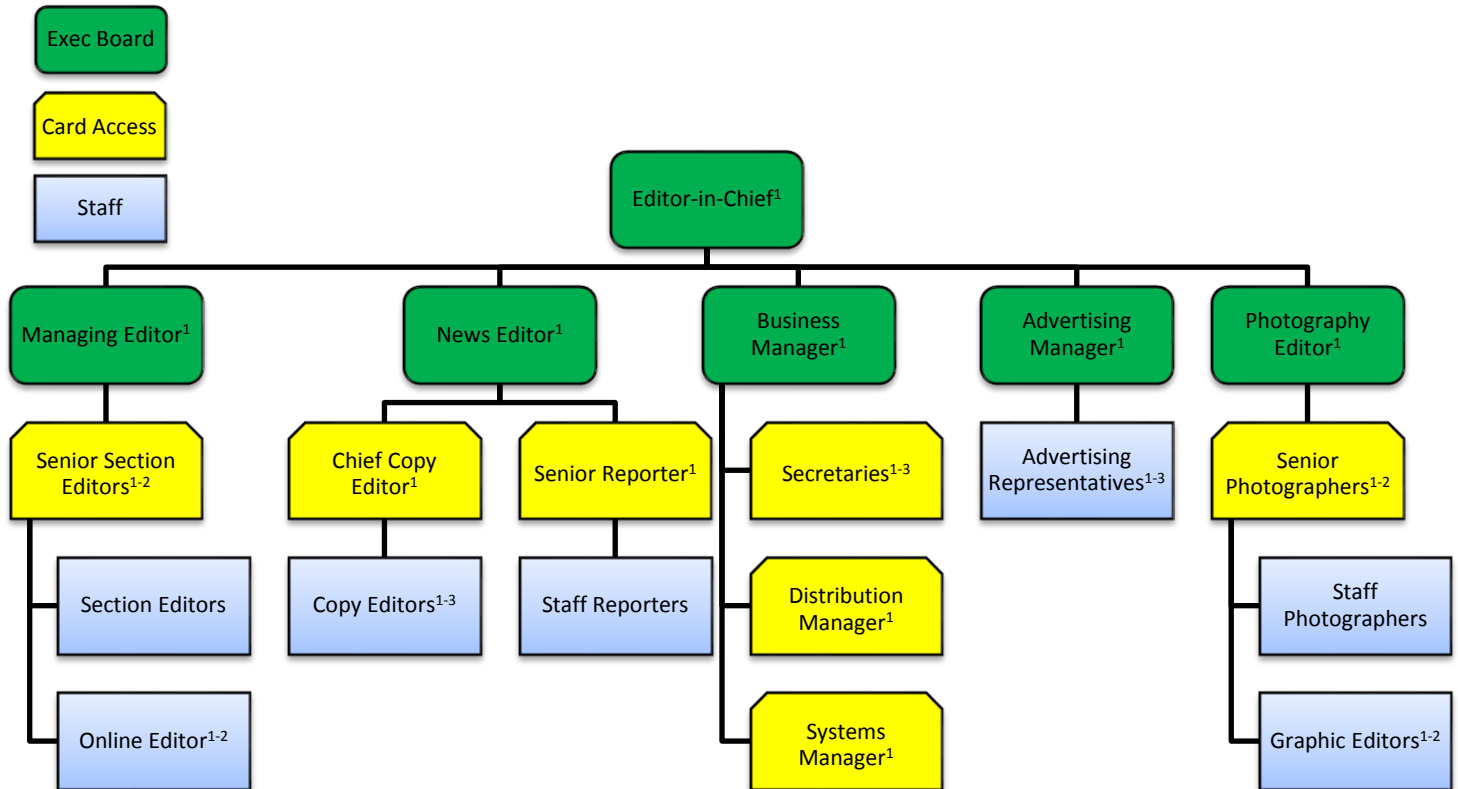
- a. The first General Staff meeting of each semester shall be during the first full week of classes.
- b. The last General Staff meeting shall be held during the week following the production of the last newspaper issue of the semester, but not during the week(s) of finals exams.

### Section 4. *The Avion* Newsroom

- a. Use of *The Avion* Newsroom is a benefit to all Staff of *The Avion*. Guests are allowed if accompanied by a Staff Member and they must sign in with the secretary on duty.
- b. Card access of *The Avion* Newsroom will only be given to the Executive Board, the Senior Section Editors, Chief Copy Editor, Senior Reporter, Senior Photographers, Secretaries, Distribution Manager, and Systems Manager.
- c. When the newsroom closes for the day, no one is allowed to stay in the newsroom unless there is a staff member with card access present. If the last staff member with card access leaves, he or she is responsible to ensure no one else is left in the newsroom.
- d. Members with card access have the authority to eject anyone who they feel is disturbing the productivity of *The Avion*.

## Article IV: Membership Responsibilities

Section 1. *The Avion* shall operate according to the following structure with the numbers indicating the number of people in that position:



Section 2. Editor in Chief shall:

- Be ultimately responsible for what is published in *The Avion*.
- Respond to questions, complaints, and criticisms of the publication's content or direct them to an appropriate *Avion* staff member.
- Organize and promote *The Avion*.
- Ensure the objectives of *The Avion* are continually met.
- Delegate responsibility to Staff members.
- Shall be aware of the sensitive role *The Avion* plays in the total University community.
- Understand, adhere to and enforce the policies of these Bylaws and the SGA Constitution.
- Chair the Executive Board and General Staff Meetings.
- Attend all SGA Executive Board meetings and mandatory SGA functions, or appoint a stand-in in the event the EIC is unable to attend.
- Train any staff members as necessary, or delegate this training to another.
- Represent *The Avion* at official University functions.
- Actively recruit members for the staff at all times, especially during the beginning part of each semester.

- m. Select strategic locations for newspaper distribution with approval from the Advertising Manager.
- n. Maintain regular posted office hours such that questions, problems and concerns about the newspaper may be addressed.

Section 3. Managing Editor shall:

- a. Represent section and online editors in Executive Board decisions.
- b. Hold monthly meetings with the Section Editors to discuss *Avion* 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. Train Section Editors.
- f. Develop morale amongst staff.
- g. Create, maintain, or update *The Avion* style Guide.
- h. Have the option to assign Section Editors to a specified section of the newspaper.
- i. Ensure production and layout are consistent with *The Avion* style guidelines.
- j. Shall have immediate authority over section editors in regards to layout guidelines and other production editing matters.
- k. Maintain regular posted office hours such that questions, problems and concerns about production may be addressed.

Section 4. News Editor shall:

- a. Represent staff reporters and copy editors in Executive Board decisions.
- b. Hold monthly meetings with staff reporters to discuss *Avion* and Executive Board business, reporters' grievances and training.
- c. Create and maintain relationships with news sources in order to gain press access to events.
- 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. Verify 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.

Section 5. Business Manager shall:

- a. Represent secretaries, systems manger and distribution manager in Executive Board decisions.
- b. Be responsible and record all financial transactions for both operating and revenue accounts.

- c. Keep an accurate and current account of all *The Avion* expenses and revenues.
- d. Prepare *The Avion* budget and submit it to the Student Finance Board (SFB) by the deadline set by the SGA Treasurer and the SFB.
- e. Prepare a budget summary for each General Staff Meeting and a financial report for the Executive Board Meetings.
- f. Work with the EIC by advising him or her on the status of business operations and budgetary recommendations.
- g. Work with the Advertising Manager to ensure the smooth operations of the business department.
- h. Ensure that *The Avion* has a constant supply of all office supplies and equipment as needed.
- i. 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.
- j. Recruit, schedule, train and supervise the secretaries, systems manager and distribution manager, or delegate these tasks to another qualified individual.
- k. Take minutes at all meetings, or delegate the task to another staff member.
- l. Maintain regular posted office hours such that questions, problems and concerns about the budget may be addressed.

Section 6. Advertising Manager shall:

- a. Represent advertising representatives in Executive Board decisions.
- b. Be responsible for selling advertisements and delegating responsibilities to salespersons to sell advertising for *The Avion*.
- c. Give final approval on all advertising contracts made by any advertising salesmen.
- d. Sell advertising, and coordinate the sale of advertising with other salesmen.
- e. Be responsible for the layout of all advertisements to be placed in *The Avion* as directed by advertising contracts.
- f. Submit all advertising checks to the Business Manager to record in the budget.
- g. Enforce the conditions of the contract to get overdue payments on advertising contacts.
- h. Delegate tasks to advertising salespersons and follow up on their performance.
- i. Be responsible for all non-commissionable ads, and have the right to accept or reject any advertisements but must present his/her arguments for rejecting the ad(s) to the Executive Board for legal clarification.
- j. Digitally archive all ads.
- k. All nationally submitted advertisements and correspondence will be the responsibility of the Advertising Manager.
- l. Recruit and train new advertising personnel as needed.
- m. Hold monthly meetings with advertising representatives to discuss *Avion* business, advertising salesman's grievances and training.
- n. 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.
- o. Enforce advertisement deadlines.
- p. Ensure that the secretaries have a current advertisers list for mailing purposes.
- q. Maintain regular posted office hours such that questions, problems and concerns about advertising may be addressed.

Section 7. Photography Editor shall:

- a. Represent staff photographers and graphics editors in Executive Board decisions.
- b. Have a working knowledge of the photo equipment.
- c. Ensure photographs are of good quality and of pertinent value to provide the best photo coverage of all stories possible.
- d. Take photos for use in *The Avion* newspaper or delegate this task to staff photographers.
- e. Select photos for use in *The Avion* newspaper in conjunction with the appropriate Section Editor.
- f. Maintain an ongoing inventory of the photo equipment needed for the operation of the newspaper.
- g. 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.
- h. Maintain a photo morgue.
- i. Recruit and train new photographers in use of equipment and photo editing.
- j. Hold monthly meetings with staff photographers to discuss Executive Board and *Avion* business, photographers' grievances and training.
- k. Collect all photos in .JPEG format 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.

Section 8. Senior Section Editor shall:

- a. Be responsible to the Managing Editor.
- b. Assist the Managing Editor in production.
- c. Assist the Managing Editor in creating, maintaining, or updating *The Avion* style Guide.
- d. Ensure production and layout is consistent with *The Avion* style guidelines.
- e. Be responsible for all other responsibilities Section Editors are as detailed in Article IV, Section 9 of this document.

Section 9. Section Editor shall:

- a. Be responsible to the Managing Editor and Senior Section Editors.
- b. Lay out page in accordance with the current *Avion* production guidelines and the AP Style.
- c. Meet for production no later than 1:00 p.m. on Sundays and finish their section by midnight, 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.
- d. Research story and photo ideas newsworthy to the ERAU community, particularly the student body, and submit them to the News Editor and Photography Editor. Submissions must be made by end of business the day prior to the general staff meeting or as soon as the story breaks.
- e. Follow up on story assignments if they have not been submitted by their assigned deadline.
- f. 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 News Editor shall make the decision as per Article IV, Section 3 of this document.

Section 10. Online Editor shall:

- a. Be responsible to the Managing Editor and Senior Section Editor.
- b. Update the online site as necessary.
- c. Develop new templates as technology allows.
- d. Create, maintain, update and follow *The Avion* Online Style Guide.
- e. Promote *The Avion* website on online newsgroups.
- f. Compile site statistics for advertising purposes.
- g. Place and link online advertising as dictated by contract.
- h. Represent the online programmers in *The Avion* Staff decisions.
- i. Provide the Advertising Manager with format guidelines and restrictions for online advertisements.

Section 11. Chief Copy Editor shall:

- a. Be responsible to the News Editor.
- b. Assist the News Editor in the responsibility of assisting writers in research, composition, style and initial editing.
- c. Represent the copy editors in *The Avion* business and decisions.
- d. Hold monthly meetings with the copy editors to discuss *The Avion* business, production team grievances, and training.
- e. If necessary, recruit and train copy editors.
- f. Be responsible for all other responsibilities Copy Editors are as detailed in Article IV, Section 12 of this document.

Section 12. Copy Editor shall:

- a. Be responsible to the News Editor and Chief Copy Editor.
- b. Ensure that all articles have been spell checked and are consistent with AP style.
- c. Shall have immediate authority over section editors in regards to the *The Avion* and AP style matters.
- d. Spell check advertisements if the Advertising Manager is unable to correct them.

Section 13. Senior Staff Reporter shall:

- a. Be responsible to the News Editor.
- b. Assist the News Editor in creating and maintaining relationships with news sources in order to gain press access to events.
- c. Assist the News Editor in ensuring that every section of the newspaper has sufficient content that would be of interest to the Embry-Riddle community.
- d. Assist the News Editor in contacting sources in various University departments and the local community in search of breaking news and public information.
- e. Be responsible for all other responsibilities Staff Reporters are as detailed in Article IV, Section 14 of this document.

Section 14. Staff Reporter shall:

- a. Be responsible to the News Editor and Senior Reporter.
- b. Be responsible for weekly assignments given to them by the News Editor and are expected to look out for 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 ensure uniform journalism and professional results.

- c. Submit stories in a neat and orderly fashion, in a digital form. Submissions should be made on or before their assigned deadline, unless previously arranged with the News Editor.
- d. Ensure that the information submitted in articles is documented and correct.
- e. If an assignment is missed, a legitimate excuse must be submitted to the News Editor beforehand or as soon as possible afterwards.

Section 15. Secretary shall:

- a. Be responsible to the Business Manager.
- b. Be present at the Secretary's desk unless on errands related to work.
- c. Answer the phone; take messages as necessary for staff members.
- d. Greet and assist visitors and ensure they sign in.
- e. Type correspondence for the EIC as necessary.
- f. Sort incoming mail to the appropriate department.
- g. Perform other office duties as assigned by the EIC or Executive Board Members.
- h. Maintain the subscription list.
- i. Ensure that the newspapers are mailed to subscribers and advertisers by end of business the day of publication.
- j. Type any hard copy articles and save them on the server.

Section 16. Distribution Manager shall:

- a. Be responsible to the Business Manager.
- b. Distribute *The Avion* to previously selected locations as soon as possible after the newspaper arrives on-campus, no later than noon on the publication date.
- c. Be responsible for the upkeep and maintenance of all newsstands.
- d. Ensure that newsstands remained stocked throughout the week as supply allows.

Section 17. Systems Manager shall:

- a. Be responsible to the Business Manager.
- b. Be responsible for efficient management of *The Avion* computers, Local Area Network (LAN), and related computer input and output systems.
- c. Be readily available to address concerns about software and hardware.
- d. Update or configure software and hardware as necessary to ensure an efficient system, as free from bugs as possible.
- e. 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.
- f. Document system programming, installations, upgrades and all modifications of hardware and software and develop training materials and documents.
- g. Is authorized to purchase hardware/software that is directly and immediately needed for the production of the newspaper without consulting the EIC provided the EIC is not readily available within 24 hours. 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. Advertising Salesman shall:



- a. Be responsible to the Advertising Manager.
- b. Meet with the Advertising Manager and EIC prior to selling advertising.
- c. Sell advertisements for placement in *The Avion*.

Section 19. Senior Staff Photographer shall:

- a. Be responsible to the Photography Editor.
- b. Assist the Photography Editor in selecting photos for use in *The Avion* newspaper in conjunction with the appropriate Section Editor.
- c. Assist the Photography Editor in maintaining an ongoing inventory of the photo equipment needed for the operation of the newspaper.
- d. Assist the Photography Editor in recruiting and training new photographers in use of equipment and photo editing.
- e. Be responsible for all other responsibilities Staff Photographers are as detailed in Article IV, Section 20 of this document.

Section 20. Staff Photographer shall:

- a. Be responsible to the Photography Editor and Senior Staff Photographers.
- b. Take pictures as assigned by the Photography Editor.
- c. Turn in all pictures by their assigned deadline.

Section 21. Graphics Editor shall:

- a. Create illustrative artwork for use in *The Avion* at the request of the Photography Editor or a Section Editor.

Section 22. Staff Advisor shall:

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

## 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. Good academic standing is understood to mean that the student is not on academic probation or suspension.
- b. *The Avion* secretary is a regularly paid 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 EIC so that money can be allotted in the proposed budget. They are eligible for raises on a semesterly basis based on their performance evaluation by the EIC and the Business Manager.

- c. The Distribution Manager will receive a set amount each issue for the tasks performed by his/her position as determined by the Executive Board by 2/3 vote.
- d. All advertising salesmen shall receive fifteen percent (15%) 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 five percent (5%) of the price of each commissionable advertisement in *The Avion*. This money can be received only upon payment of the advertisement.
- f. Should the Advertising Manager be the one selling the advertisement, he/she will only receive fifteen percent (15%) of the price of the commissionable advertisement.
- g. 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.
- h. 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 General Staff Agenda for discussion. Following discussion, amendments to the Bylaws will be tabled for one week before the approval vote takes place.

##### Section 2. Approval

The Bylaws may be amended with a 2/3 vote of the General Staff.

#### **Article VII: Values and Ethics**

##### Section 1. Statement

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

##### Preamble

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.

##### Article I. 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.

#### Article II. 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.

#### Article III. 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.

#### Article VI. 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.

#### Article V. 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.

#### Section 2. 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.