

## Section I. Concerning this Document

### *Article I.01 Purpose*

(a)

### *Article I.02 Background and History*

(a) This document was modified and approved by The Whit Editorial Board in the Summer of 2024.

### *Article I.03 Availability*

(a) Copies of this document, both paper and electronic, shall be made available to anyone who requests them. All paid staff members will be given copies at the start of their tenure, and will be expected to review it in full.

### *Article I.04 Violations*

(a) Penalties for violating the stipulations in this document can be found under ‘Disciplinary Actions.’

### *Article I.05 Amendments and Other Modifications*

(a) Sunshine Clause

- i. All major modifications to this document **must** be recorded in the *Background and History* portion of this section, and must include the month and year of said modifications as well as the names of those involved.

## Section II. Whit Bylaws and Practices

### *Article II.01 Mission Statement*

- (a) The Whit is Rowan University’s campus newspaper, providing the student body with valuable news, information, entertainment, and anything else it believes will serve to inform Rowan’s students, faculty, and staff.
- (b) The Whit is first and foremost a journalistic outlet, which means student contributors are expected to abide by the ethics and norms of traditional journalism, which includes avoiding conflicts of interest (real or perceived) that might tarnish one’s objectivity.
- (c) Frequency of Publication
  - i. The Whit is published weekly during the school semester, except during holidays, examination periods, or other extenuating circumstances.
  - ii. The Whit also maintains an online presence through its official website, social media accounts, and newsletter, all of which are updated regularly.

### *Article II.02 Who Is In Charge*

- (a) The Whit is an independent, entirely student-run publication **that works under the Rowan University Bureau of Student Publications**. It is in no way affiliated with the Edelman College of Communication and Creative Arts, the Journalism Department, or any other staff or faculty organization.
- (b) The Whit has one faculty advisor, Professor Nick DiUlio, who serves to mentor and guide students through the process of news gathering and publication, as well as coordinate educational opportunities such as conferences and networking. Although the opinion, advice and requests of the faculty advisor will be respected and taken into consideration, all their resolutions shall be non-binding.
- (c) The Whit E-Board comprises any students listed on the newspaper’s masthead.
- (d) In the event that the staff cannot reach an agreement on a given situation, the Editor-in-Chief has the final say over the matter.

### *Article II.03 Editorial Board*

- (a) The Whit Editorial Board (E-Board) comprises any students listed on the newspaper’s masthead, which includes but is not limited to:
  - i. Editor-in-Chief
  - ii. Managing Editor
  - iii. Section Editors
  - iv. Web Editor
  - v. Copy Editors
  - vi. Multimedia Editor
  - vii. Opinion Editor
  - viii. Graphics Editor
  - ix. Social Media Editor

- x. Photography Editor
- xi. Productions Editor
- (b) All executive decisions regarding the operation of The Whit fall under the authority of the E-Board. This includes but is not limited to changes made to any content, educational partnerships with classes or other clubs (RTN, photojournalism class, news reporting class, etc.), and decisions regarding anonymity with sources.

#### *Article II.04 Elections*

- (a) Elections are held at the end of every academic year for every position listed on the masthead. Elections may be held for specific positions at any time if necessary.
- (b) Only E-Board members may vote.
- (c) Each E-Board member is allotted only one vote, regardless of their position or how many positions they hold.
- (d) No one person may run for more than two E-Board positions in a single election.
- (e) If someone loses an election for a position they wanted, the E-Board can appoint them to another position as needed and they see fit.
- (f) To win a position, a candidate must receive a majority of votes.
  - i. In the event of a tie, the Editor-in-Chief may decide the winner.
- (g) If any person is running unopposed for a position, they may be voted on by referendum (yes/no vote), which may be a voice vote if all E-board members give consent.
- (h) E-board members retain the right to publicly interview all potential candidates to ascertain their level of qualification. Candidates can be asked to furnish resumes or other items pertaining to their eligibility.

### **Section III. Internal Management**

#### *Article III.01 Parliamentary Procedure*

- (a) E-Board and General Staff meetings will take place no less than once a week in Bozorth 108 at 5 p.m.. Additional meetings may be scheduled at the E-Board's discretion.
- (b) The following shall be the order of business of Whit meetings:
  - i. E-Board staff meeting with a faculty advisor before each meeting to discuss current and upcoming content.
  - ii. Announcements and housekeeping items by the Editor-in-Chief
  - iii. Reading of Letters to the Editor.
  - iv. Report of the Managing Editor at the first meeting of each month.
  - v. Section editors report on current and upcoming content in the order of news, features, arts & entertainment, opinion, multimedia, and sports.
  - vi. The floor opens for writers to pitch ideas.
    - 1) The writer who pitches the idea gets the first opportunity to take the assignment.
  - vii. The floor opens for writers and E-Board staff to make and accept assignments.
    - 1) Each section editor has the final say over all assignments.
  - viii. Final reminders and announcements
  - ix. Writers meet with section editors to discuss assignments, deadlines, and sourcing.
    - x. All E-Board members are expected to remain at the meeting until responsibilities are completed. No staff member may leave without checking in with the Editor-in-Chief.
  - xi. Adjournment

#### *Article III.02 Editorial Board Positions*

- (a) No one staff member may hold more than two paid positions at a given time.
- (b) The Editor-in-Chief may not hold any other position within the paper.
- (c) All paid staff members must sign contracts within the first month of the semester to be guaranteed a stipend.
  - i. A stipend that is not guaranteed may still be paid, however only on the condition that the paper's financial circumstances allow it.
- (d) Whit interns who are not otherwise E-Board members must also sign a contract within the first month of the semester to be guaranteed class credit.

#### *Article III.03 Duties of Each Paid Editor*

- (a) Each paid editor **must** fulfill the obligations set down in their respective contracts. Failing to do so may result in disciplinary action (including the potential loss of their position) and/or loss of stipend

- i. In the event that a paid editor is not fulfilling contractual responsibilities, the E-Board will meet to discuss and vote on potential consequences.
- (b) Contracts for each editor can be found in Appendix A.

#### *Article III.04 Finances*

- (a) The Managing Editor is responsible for managing The Whit's financial accounts, decisions, and budget information. The Managing Editor is also responsible for ensuring that staff members are reimbursed for purchases made for The Whit and ensuring paid staff members receive their stipends at the end of each semester.
- (b) Any money spent outside of The Whit's normal operating budget (i.e. equipment, supplies, conference fees, etc.) must be formally pitched to and voted on by the E-Board.
- (c) Each spring semester, the current and incoming Managing Editors and Editors-in-Chief will meet to create a budget proposal for the following academic year.
  - i. The budget proposal must be completed at least one month before the scheduled SGA budget hearing and presented to the faculty advisor.
  - ii. The Editor-in-Chief (current and incoming), Managing Editor (current and incoming), and Faculty Advisor must attend the formal SGA budget proposal meeting whenever it is scheduled.
- (d) Financial and budget information must be made available to any and all staff members upon request.

#### *Article III.05 Staff Management*

- (a) Promotions and Appointments
  - i. Should a vacancy in office arise between elections, it will be filled through appointment by the Editor-in-Chief, subject to the approval of a majority vote of the E-Board.
- (b) Disciplinary Actions
  - i. If any member of The Whit, paid or unpaid, violates their contract, this constitution, or journalistic ethics, a formal meeting with the Editor-in-Chief will take place. After two weeks, if no improvement is seen, a formal meeting will take place with the Faculty Advisor. After two meetings without improvement or change in behavior, the current E-Board will vote on formal disciplinary action.
  - 1) In the event that a majority of the E-Board staff does not agree on said action, the Editor-in-Chief will have the final say.