

**port folio magazine**

**Constitution of**

**“The Westfield Voice Campus Newspaper”**

Revised – September 8, 2014

Ratified – September 8, 2014

Referred to Rules and Regulations – September 8, 2014

Reviewed by Rules and Regulations – October 7, 2014

Revised – October 13, 2014

Referred back to Rules and Regulations – October 13, 2014

Adopted – October 14, 2014

**Article I – Name**

1. This organization shall be known as “The Westfield Voice Campus Newspaper.” Henceforth it shall be referred to as “*The Westfield Voice*” in this document and in all official references to the name.

**Article II – Purpose**

1. The purpose of *The Westfield Voice* shall be to publish news and commentary on items of interest and importance to the university campus community, with primary emphasis on news, which most directly and immediately concerns students.

**Article III – Membership**

1. Membership shall be open to all undergraduate or graduate students of Westfield State University. Undergraduate students shall be eligible for active member status if they have paid their student activities fee during the billing process.
2. Members are considered active if they attend and/or participate in two-thirds (2/3) of the club’s meetings and activities.

**Article IV – Officers**

1. *The Westfield Voice* shall have the following officers: Editor-in-Chief/President, Managing Editor/Vice President, Online Managing Editor, Assistant Managing Editor/Secretary-Treasurer, Layout and Design Editor, Head Copy Editor, Arts and Entertainment Editor, Opinions and Editorials Editor, Sports Editor, Photography Editor, and Advertising Manager. The officers shall henceforth be referred to collectively as the “editorial staff.”
2. Other editorial positions can be created when deemed necessary by the Editor-in-Chief. The person that fills these newly created positions will serve on an interim basis for a period of at least two (2) weeks. The Editor-in-Chief shall make the final decision as to when an interim editor is able to ascend to full editorship.
3. The Editor-in-Chief, at any time, may appoint an active member to an assistant editorial position. Their focus would be to assist section editors in their duties. These assistant editor appointments need not either constitutional amendments or approval of the editorial staff.
   1. All editorial staff positions are subject to the appointment of assistants except for Editor-in-Chief and Assistant Managing Editor.
4. The editorial staff of the upcoming academic year shall be selected by the editorial staff of the outgoing year. This selection shall be based upon levels of skill and dedication exhibited. The Editor-in-Chief shall present all names nominated for each position to the active members of the club so that their input is taken into account. There shall be a vote taken if an active member can make a motion passed by a majority vote to approve or disapprove any specific member.
5. The following editorial staff members shall be deemed as “senior editorial staff” members for the purposes of running an efficient newspaper: Editor-in-Chief, Managing Editor, Online Managing Editor, Assistant Managing Editor, Layout and Design Editor, and Head Copy Editor.
6. Duties of the editorial staff members are as follows:
   1. *Editor-in-Chief/President*
      1. Shall supervise the review of copy for possible infringements of editorial policy (see Appendix C) and the standards of the Society of Professional Journalists.
      2. Shall edit or supervise the editorial process assigned to ‘letters to the editor(s)’ in accordance with editorial policy (see Appendix C) and the interest of the campus.
      3. Shall act as the official representative of *The Westfield Voice*, on and off campus, on matters concerning the public relations of the paper.
      4. Shall meet with campus organizations, learn their problems, and keep them informed of *The Westfield Voice*’s plans.
      5. Shall act in the capacity of president of the club; officiate over all official meetings of the club, and be the contact to the Student Government Association.
      6. Shall assume any and all duties as deemed applicable according to the needs of the newspaper as an institution.
      7. Shall create any editorial staff positions deemed necessary.
      8. Shall set the publication schedule of *The Westfield Voice*, report the first issue publication date to the Student Government Association, and post the publication schedule in a common area in or around the office of *The Westfield Voice*.
      9. In the case of a vacancy in this position, a replacement shall be chosen by the editorial board (see Appendix A).
      10. No more than two (2) people may serve in this role at any time.
      11. Shall henceforth be referred to as Editor-in-Chief in this document and in all official references to the title.
   2. *Managing Editor/Vice President*
      1. Shall act as the vice president and assist the Editor-in-Chief in the operation of the newspaper.
      2. Shall be responsible for handling all news content and any leads for stories that will be written by the various writers.
      3. Shall, in the absence of the Editor-in-Chief and in addition to their aforementioned duties, assume all duties of the Editor-in-Chief on an interim basis, until such time as a replacement has been chosen by the editorial board (see Appendix A).
      4. Shall assume the role of Head Copy Editor if the Editor-in-Chief deems this to be necessary.
      5. Shall henceforth be referred to as Managing Editor in this document and in all official references to the title.
      6. The Managing Editor reports to the Editor-in-Chief.
   3. *Online Managing Editor*
      1. Shall be responsible for the maintenance and upkeep of the online edition of *The Westfield Voice* and all social media accounts held by the newspaper.
      2. Shall create, edit, and cultivate content for the online edition that may be separate from content in the print edition.
      3. Shall establish a relationship with the online edition contract-holder in an effort to maintain the website’s usability, effectiveness, and aesthetics.
      4. Shall, in the event that the online edition contract-holder performs in a way that is counter to the newspaper’s purpose and intention, establish a relationship with the Student Government and university procurement department in an effort to find a solution.
      5. The Online Managing Editor reports to the Editor-in-Chief.
   4. *Assistant Managing Editor/Secretary-Treasurer*
      1. Shall assist the Managing Editor in the completion of their duties and tasks.
      2. Shall serve as the Secretary-Treasurer of the club.
      3. Shall maintain a list of the editorial staff for constitutional amendment purposes.
      4. Shall provide the Editor-in-Chief with a balance of the monies in the fundraising account and line item upon request.
      5. Shall, in the absence of the Managing Editor, assume all duties of the Managing Editor. They shall serve in an interim capacity until the editorial board finds a replacement.
      6. Shall review the print edition of *The Westfield Voice* for any errors and report them to the Editor-in-Chief so as to allow for the publication of corrections in the following issue of the print edition of *The Westfield Voice*.
         1. Corrections shall then be made to the online edition as the Assistant Managing Editor and Online Managing Editor become aware of such errors.
      7. Shall henceforth be referred to as Assistant Managing Editor in this document and in all official references to the title.
      8. The Assistant Managing Editor reports to the Editor-in-Chief.
   5. *Layout and Design Editor*
      1. Shall be responsible for the layout of the newspaper.
      2. Shall be responsible for assuring consistency in the design of the newspaper.
      3. The Editor-in-Chief may serve in this role as part of their duties if approved by a simple plurality of the editorial staff.
      4. The Layout and Design Editor reports to the Editor-in-Chief.
   6. *Head Copy Editor*
      1. Shall edit all copy for style, grammar, and content.
      2. Shall research all facts or supposed facts within all copy so as to ensure that articles are factual and properly written.
      3. Shall review suspect articles for plagiarism in accordance with the plagiarism policy of the newspaper (see Appendix C).
      4. Shall adhere to Associated Press standards or any other standards purposefully observed.
      5. The Head Copy Editor reports to the Managing Editor.
   7. *Features Editor*
      1. Shall be responsible for all feature articles and content for *The Westfield Voice*.
      2. The Features Editor reports to the Managing Editor.
   8. *Opinions and Editorials Editor*
      1. Shall be responsible for opinions and editorials content for *The Westfield Voice*.
      2. The Opinions and Editorials Editor reports to the Managing Editor.
   9. *Arts and Entertainment Editor*
      1. Shall be responsible for all arts and entertainment content for *The Westfield Voice*.
      2. The Arts and Entertainment Editor reports to the Managing Editor.
   10. *Sports Editor*
       1. Shall be responsible for all sports content for *The Westfield Voice*.
       2. The Sports Editor reports to the Managing Editor.
   11. *Photography Editor*
       1. Shall be responsible for all photography content for *The Westfield Voice*.
       2. Shall keep records of all photo credits, which shall be presented to the Editor-in-Chief upon request.
       3. The Photography Editor reports to the Layout and Design Editor.
7. The following members of the editorial staff are at the rank of “manager.” They do not have editorial power or ability to contribute to the editorial direction of the newspaper unless they have independently achieved that right.
   1. *Advertising Manager*
      1. Shall solicit and track all advertising content for *The Westfield Voice*.
      2. Shall keep a record of all expenditures incurred in the completion of this task.
      3. Shall be responsible for tracking all client receipts.
      4. The Advertising Manager reports to the Assistant Managing Editor.
   2. *Circulation Manager*
      1. Shall manage and control the circulation operation of *The Westfield Voice*.
      2. Shall maintain a relationship with a party that will distribute *The Westfield Voice* to locations outside of the campus if a relationship exists.
      3. The Circulation Manager reports to the Assistant Managing Editor.

**Article V – Recall Procedure**

1. Any editor may be subject to removal from office for violating this constitution or any of the academic or student conduct policies of the university.
2. In the event that an editor has been found to qualify for removal, the Editor-in-Chief shall make the determination.
3. If the editor is to be removed, the Editor-in-Chief shall make an announcement to the editorial staff that there is a vacancy in that role.
4. If the position is within the line of succession (see Appendix D), the natural course of succession should be taken.
5. If the position is not within the line of succession and an appointment is to be made, the Editor-in-Chief will make such appointment at their leisure in accordance with this constitution.
6. If the Editor-in-Chief is found in violation of this constitution or any of the academic or student conduct policies of the university, the editorial board (see Appendix A) must convene to determine if removal is necessary.
   1. If the editorial board finds that the Editor-in-Chief is to be removed, the Managing Editor shall ascend to the newly vacant position in accordance with Article IV, §6b-iii.

**Article VI – Advisors**

1. Any faculty or staff member or librarian that has interest in advising *The Westfield Voice* shall express such interest to the Editor-in-Chief who will present such interest to the staff. The advisor will be approved by a simple majority of the editorial staff.
2. There shall be a maximum of two (2) faculty, staff or librarian advisors at all times.
3. The faculty, staff, or librarian advisors shall advise the organization, when consulted, in planning the activities of the newspaper.

**Article VII – Frequency of Publication**

1. *The Westfield Voice* will be published to the frequency decided by the staff. Special issues may be published at such times as is felt necessary by the staff and the advisors and if given special funding approval.
2. The Editor-in-Chief shall set the publication schedule of *The Westfield Voice* and will announce the date of the first issue to the Student Government Association at the first opportunity.
3. The publication schedule shall be posted in a common area in or around the office of *The Westfield Voice* to inform the campus community when issues will be published. It shall also be published online. This schedule is subject to change.

**Article VIII – Amendment Procedure**

1. All amendments to this constitution shall be presented to the Editor-in-Chief who will then present such amendment to the editorial staff for approval.
   1. The members of the editorial staff shall be determined by the Assistant Managing Editor using a list kept for such purpose.
2. All amendments must receive a two-thirds (2/3) majority vote in order to be ratified by the editorial staff.
3. The Editor-in-Chief has sole veto power, however, any veto handed down by the Editor-in-Chief can be overridden by a two-thirds (2/3) majority vote of the senior editorial staff.
   1. In the case that there are more than one person serving in the role of Editor-in-Chief, only one veto can be cast if so desired.
4. All amendments that are ratified by the editorial staff must be in accordance to the Constitution of the Student Government Association and therefore require the approval of the Rules and Regulations Committee of the Student Government Association.

**Appendix A – Editorial Board**

1. The editorial board shall convene once monthly with the intention on determining the editorial direction of *The Westfield Voice*. It also may convene in emergency situations such as the removal of the Editor-in-Chief, appointment of a new Editor-in-Chief, and/or any other situation already highlighted within the constitution.
2. It shall be comprised of the Editor-in-Chief, Managing Editor, Online Managing Editor, Assistant Managing Editor, Layout and Design Editor, Opinions and Editorials Editor, and one editor chosen to represent those who are not constitutionally appointed to the board.
   1. The election of the last representative shall be held at the beginning of an academic year.
   2. The Editor-in-Chief shall announce the election of said board member and will convene the nomination process and voting.
   3. The editorial board shall certify the election of that last representative at their first meeting.
   4. All editorial staff members, determined by a list kept by the Assistant Managing Editor, are eligible to vote, except for the Editor-in-Chief, who is the Chief Election Officer.
3. The chair of the editorial board shall be chosen at the first meeting.
4. In the event that the Editor-in-Chief position is vacant or the person holding that position has been removed from office, the editorial board shall convene in an emergency session to choose a replacement.
5. Any and all duties aforementioned in the constitution given to the editorial board shall be observed with the same authority given to any out rightly written passage of this appendix.

**Appendix B – Port Folio Magazine**

1. The Westfield Voice shall be establishing a magazine (entitled, “*Port Folio*”), which shall be concerned with the politics and culture of Westfield State University written by its students.
2. *Port Folio* shall be a publication created in concert with *The Westfield Voice* and will share its resources.
3. The editorial staff of Port Folio shall consist of six (6) editors that are editorially and constitutionally separate from *The Westfield Voice*:
   1. *Editor-in-Chief*
      1. Shall supervise the editing of copy for possible infringements of editorial policy (see Appendix C) and the standards of the Society of Professional Journalists.
      2. Shall edit or supervise the editorial process.
      3. Shall assume any and all duties deemed applicable according to the needs of the magazine.
      4. Shall create any editorial staff positions deemed necessary.
      5. Shall set the publication schedule of *Port Folio* and post the publication schedule in a common area in or around the office of *The Westfield Voice*.
   2. *Managing Editor*
      1. Shall be responsible for assisting the Editor-in-Chief in their duties.
      2. Shall create and maintain, with the advice of the Editor-in-Chief, a production schedule for *Port Folio*.
      3. Shall be responsible for handling all content and any leads for content that will be written by the various writers.
      4. The Managing Editor reports to the Editor-in-Chief.
   3. *Articles Editor*
      1. Shall be responsible for editing all copy that is published in *Port Folio*.
      2. Shall be responsible for maintaining and adhering to Associated Press standards or any other standards purposefully observed.
      3. The Articles Editor reports to the Managing Editor.
   4. *Digital Editor*
      1. Shall be responsible for maintaining the presence of *Port Folio* on the website of *The Westfield Voice*.
      2. Shall be responsible for aiding the Online Managing Editor of *The Westfield Voice* in publicizing content within the magazine.
      3. The Digital Editor reports to the Managing Editor.
   5. *Photography Editor*
      1. Shall be responsible for all photography content for *Port Folio*.
      2. Shall keep records of all photo credits, which shall be presented to the Editor-in-Chief upon request.
      3. The Photography Editor reports to the Managing Editor.
   6. *Layout Editor*
      1. Shall be responsible for the layout of the magazine.
      2. Shall be responsible for assuring consistency in the design of the magazine.
      3. The Layout and Design Editor reports to the Editor-in-Chief.
4. With the exception of Articles I, II, IV, and VII, all articles of this constitution apply to *Port Folio*.

**Appendix C – Editorial and Plagiarism Policies**

1. Editorial Policy
   1. The editorial staff and board, respectively, may choose to write editorials that deal with any and all issues pertaining to, but not limited to, university administration, the Student Government Association, university policies, city and state policies, student conduct policies, and student politics in accordance with Amendment One of the United States Constitution.
   2. The editorial staff and board, respectively, may make corrections or retractions on statements previously published so long as the published statements are factually incorrect, illogical, or proven to be false in nature. All corrections must be sent to the Assistant Managing Editor for their perusal.
   3. All articles published within *The Westfield Voice* and *Port Folio* are reviewed by several editorial staff members prior to publication.
   4. The views and opinions expressed within *The Westfield Voice* and *Port Folio* do not reflect those of the newspaper, magazine, editorial staff, editorial board, faculty, staff, administration, students, Student Government Association, or Westfield State University as a whole because they are a reflection of the point of view and opinions of the individual writer.
   5. The editorial staff and board, respectively, reserves the right to change any and/or all articles to fit grammatical and content specifications and to ensure all facts are accurate and appropriate.
   6. The editorial staff and board, respectively, reserves the right to change or exclude any and/or all advertisements, paid or otherwise, to fit grammatical and content specifications or if they are not in accordance with the purpose of the newspaper and/or magazine.
2. Plagiarism Policy
   1. *The Westfield Voice* and *Port Folio* have a zero tolerance policy for plagiarism of any kind.
   2. All editors have a responsibility to review writers’ work to ensure that it has not been plagiarized.
   3. Any writer found in violation of this zero tolerance policy will be subject to a review of all writing submitted within their time as a student-writer for *The Westfield Voice* and/or *Port Folio*.
   4. If a review finds that the student committed plagiarism, they will be subject to permanent suspension from the writing staff and will be subject to the Student Conduct Board of the university.
   5. In some cases, the student may be found subject to the Academic Honesty Policy of the university.
   6. Any work found to have been plagiarized will be removed from the online edition. In addition, a retraction will be printed by the editorial staff in the following print edition.
3. These policies will be reviewed at the start of each academic year by the editorial board. Upon the conclusion of each review, the editorial staff must pass any revisions to confirm their commitment to the policies.

**Appendix D – Line of Succession**

*The Westfield Voice*

Editor-in-Chief

Managing Editor

Assistant Managing Editor

*Port Folio*

Editor-in-Chief

Managing Editor