

Constitution of the  
Marian College CARBON  
as amended 4/1/87

ARTICLE 1 -- NAME -- The name of this organization will be the Marian College Carbon newspaper.

ARTICLE 2 -- PURPOSE -- The purpose of this organization will be to publish a weekly newspaper including, but not limited to, events in the area of news, sports, special events, entertainment, humor, and other such articles that affect the Marian College community. To the best of its ability, the newspaper will

- (a) provide an accurate and dependable chronicle of college information and activities;
- (b) provide fora for self-expression and the free and open exchange of opinion;
- (c) provide educational experience for the staff members;
- (d) provide a sense of community to the Marian College campus.

ARTICLE 3 -- MEMBERSHIP

Section 1 -- The Carbon staff will consist of Editor(s), Business Manager(s), Photo Editor, and General Staff, with an Advisor(s) from the Marian College Faculty. With the growth and progress of the newspaper, other offices may be added/deleted by a majority vote of the staff. The Carbon appends and makes its own the policy on student publications found in the Marian College Student Association Constitution, amended April 16, 1982, Art. 3, Sect. 4, Para. D [cf. Appendix I].

Subsection a -- The editorial staff shall consist of Editor(s), Business Manager(s), and Photo Editor, whose duties respectively shall include:

1. Editor(s), to make final decisions on the content of each issue of the student newspaper. These duties include:
  - (a) to conduct weekly meetings;
  - (b) to make final assignments of stories with advice of staff;
  - (c) to edit the text of the hard copy;
  - (d) to be responsible for page layout.
  - (e) to oversee such other duties as required for the total production and distribution of the paper.



11. Business Manager, to see to the production and business aspects of the student newspaper.

These duties include:

- (a) to establish liaisons with the Business Office and Treasurer of Student Board;
- (b) to solicit advertising;
- (c) to keep accurate ledgers of all income, expenditures, and other business transactions;
- (d) to be responsible for the acquisition of all supplies necessary for the timely production of the paper;
- (e) to submit a monthly budget report to the faculty advisor(s).
- (f) to prepare and submit the annual budget.

111. Photo Editor, to oversee all graphic and photographic content of each week's newspaper. These duties include:

- (a) To manage photo assignments;
- (b) To contribute ideas for graphic and photographic content of stories;
- (c) To process and screen the photographs;
- (d) To maintain a working file of screened photographs;
- (e) To maintain Carbon photographic equipment and supplies.

Subsection b -- The general staff shall be composed of all who actively assist the editorial staff in the development and production of the paper. The staff shall participate in the timely and effective issuance of the paper, at least, by

- i. attending weekly meetings;
- ii. contributing ideas for stories and the development of stories, as well as for the betterment and more effective presentation of the paper;
- iii. meeting deadlines while accurately and responsibly executing the story assignments and features given by the editors;
- iv. assisting in the layout and paste-up of the paper, according to the needs and direction of the editors.

Subsection c -- Advisors.



## Section 2 -- SELECTION OF EDITORIAL STAFF AND GENERAL STAFF

### Subsection a -- Selection of Editor(s)

- I. Qualifications -- must be a current member of the Carbon staff.
- II. Current Carbon staff will nominate and elect the Editor(s) by simple majority. Student Board will be informed of election results and confirm the editorial appointment within the limitations of the Student Board Constitution.
- III. Term of Office
  - (a) Elections will be held during the first week of December.
  - (b) The Editor(s) term of office will run from January 1 through December 31.

Subsection b -- Business Manager and Photo Editor are to be appointed by the Editor(s) upon consultation with the Advisor(s).

Subsection c -- Membership of the Carbon staff is open to all students of Marian College. An official listing of staff, periodically updated, will be published in the publications box of the Carbon.

ARTICLE 4 -- SUBMISSIONS -- All Marian College students, administration, faculty, staff, and other readers are invited to submit timely and relevant "Letters of Opinion" to the Editor(s). Letters may be edited for clarity and brevity. Editor(s) have the authority to reject any letters they feel to be potentially libelous, obscene, inflammatory, or in poor taste. Further guidelines may be found in the paper's published policy.

ARTICLE 5 -- MEETINGS -- The meetings of the Carbon staff will be held anytime that the Editor(s) deems necessary. All meetings are open, and everyone who wishes to attend may do so.

ARTICLE 6 -- AMENDMENT -- The by-laws of the Carbon constitution may be amended only by a two-thirds vote of the members of the staff, provided notice of such amendments are made at the meeting previous to the one in which the amendment is to be voted upon. An amendment, if adopted, will take effect immediately.

We, The CARBON staff, feel these are the proper rules and regulations for the newspaper and will abide by them, helping to promote the media relations of the Marian College Community

Constitution adopted: September 5, 1982.

Amendments up to and including April 1, 1987 included in this draft. Last emendation, same.



## APPENDIX I

Student Publications -- Student Publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on campus and in the world. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal. All College published and financed student publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or the student body.
2. The advisor has the right to see a printed copy of the publication in advance. If the advisor judges the copy to be libelous, he has the right to cause the elimination of the offending passages. If the editor protests his decision, the matter shall be referred to the Dean of Student Services. Final resolution shall be determined by the President of Marian College after consultation with the College Attorney.

(Marian College Student Association Constitution, amended April 16, 1982, Art. 3, Sect. 4, Para. D.)



The Carbon is a weekly newspaper published every Monday. The first publication date for this semester is Monday, January 25.

Advertisements for each issue must be received on the Tuesday before publication.