

THE STUDENT NEWSPAPER
THE EVERGREEN STATE COLLEGE

POLICIES AND PROCEDURES

I. INTRODUCTION

The Evergreen State College document of "Social Contract among the members of the Community of The Evergreen State College" states that, "Among the basic rights are freedom of speech, freedom of the press, etc...", and that "Freedom of the press implies the right to freedom from censorship in campus newspapers and other media. Concomitantly, such publications are subject to the usual canons of responsible journalism, to the law of the press, and to the same conditions of self-maintenance that apply to other forms of public communication." Student publications, including the newspaper, are communications devices for the presentation of student views and concerns. Therefore, there shall be no prior censorship or control from faculty, administration, board of trustees, or advertisers exercised over the student newspaper....Advisers to student publications shall act in an advisory capacity, and are not responsible for content. The student newspaper and other news publications will adhere to accepted principles of responsibility, fair play, and decency, as set forth in the Canons of Journalism of the American Society of Newspaper Editors.

The following statement, from a case study in the March 1971 newsletter of the National Council of College Publications Advisers, further outlines student newspaper goals, and forms a portion of the statement of policies and procedures of the Evergreen State College newspaper, The Paper.

Publications are vital and necessary tools of education to be utilized in teaching students the purposes and functions of mass media in a democratic

society. It is essential that students who participate as editors and staff members be offered the opportunity to gain educational and realistic experiences in the concepts of the provisions of the First Amendment to the Constitution which asserts the freedom of the press and speech.

In order to achieve such experiences, students will be offered the opportunities to inform, to entertain, to investigate, to interpret, and to evaluate--all being accepted, responsible functions of the traditional democratic press. Through the open forum function of editorial pages, all students and other interested persons will have the opportunity to express their attitudes and views. The criteria for the inclusion of a story or any other material in the publication will be those of accepted, responsible journalism, which include the restraint by the student journalists and the advisers in such matters as libel, privacy, contempt, obscenity, and copyright. It is recognized that a school publication is prepared and published by students rather than professionally compensated journalists and that it thus becomes necessary to provide the students with a journalism adviser who has professional journalism training and experiences and whose duties include; to teach, and to implement accepted, responsible journalism; to teach students the mechanical procedures in publishing a media product; to supervise the financial raising duties of the staffs; to advise and to counsel the students in the implementation of the criteria for the inclusion of stories and other material in the publication.

In summary, it is recognized that students will be afforded experiences to be gained through exercising concepts of freedom of the press, that they should be free of external forces which seek to restrict these freedoms, and that they be provided with a professionally trained adviser to teach, to advise; and to counsel them in the achievements of an accepted, responsible journalism. The student journalist must recognize their responsibility to provide a forum for all diverse opinion, to serve the interests and needs of the reading public, and to provide news and commentary that is accurate, fair, objective and honest.

ALL OTHER POLICIES AND PROCEDURES MUST BE WORKED OUT AMONG THE GROUP CONTRACT
ADVISER AND STUDENTS.

PUBLICATIONS CODE

of the

Students of The Evergreen State College

Preamble

The document of Social Contract among the members of the Community of The Evergreen State College provides for a student publications policy which protects the students' freedom to deal with any ideas and to express opinions in student publications without fear of censorship. At the same time, student editors and managers are charged with the corollary responsibility to be governed by the "Canons of Journalism." Therefore, the Publications Code has been established and a Publications DTF has been created.

I. Publications DTF

The Evergreen State College Publications DTF is a body whose primary responsibility is the judicious enforcement of policy pertaining to student publications which has been adopted through the prescribed administrative channels. The DTF may instigate its own action or take action at the request of any individual or group. Its decisions shall be based solely upon the fair and impartial interpretation of the Publications Code and pertinent statements of purpose or philosophy or codes of ethics for the publications involved in addition to information presented to the DTF in relation to the issue(s) under consideration. Although the deliberations of the DTF are not comparable to those of a court of law and legal procedures do not apply, it is the responsibility of the DTF to afford all aggrieved parties concerned the right of due process and a fair and impartial hearing.

II. College Authority and Responsibility

Legally, The Evergreen State College is the publisher of all student publications. Therefore, all student publications come under the preview of the Board of Trustees and the College President who have the authority and responsibility to determine the DTF policies and procedures which are to govern student publications.

The authority and responsibility for promoting and enforcing those policies and procedures, except where specifically noted herein, has been delegated by the Board of Trustees and the College President to the Publications DTF through this Publications Code.

III. Publications DTF Membership and Rules

There shall be five voting members, including:

- A. Two students to be selected at random.
- B. One College instructor or administrator to be appointed by the College President.
- C. Two professional journalists from Thurston County to be selected by the Dean of Public Relations.

Ex officio (non-voting) members shall include:

- A. The Dean of Public Relations
- B. The adviser to each student publication.

Terms of office for voting Publications DTF members shall commence at the beginning of summer quarter and expire at the end of the following spring quarter. Members of the Board of Trustees and staff members of student publications may not be members of the Publications DTF. Student vacancies shall be filled by ~~the~~ appointment by the newspaper faculty adviser. A faculty vacancy shall be filled by the College President. Professional journalist vacancies shall ^{filled by} by the Dean of Public Relations. The 2 student members and the faculty member shall serve for one year; the professional journalist members shall serve for two years.

The voting members shall elect from their ranks a chairman and designate a secretary to record minutes of the meetings. A meeting may be called by the chairman or any two voting members. A quorum shall be necessary to conduct business and shall consist of three voting members.

At the end of spring quarter, the minutes ^{of} ~~and~~ all DTF meetings and other DTF records shall be transmitted to the DTF secretary selected for the next academic year.

IV. DTF Meetings

The Publications DTF shall meet at least once during the first month of each quarter except during summer quarter. Meetings of the Publications DTF shall be open to all interested parties unless the DTF members determine that a closed session is necessary. Closed sessions shall be limited to confidential matters related to personal problems. Official actions of the DTF may be taken only in open sessions.

V. DTF Decisions

All decisions of the Publications DTF shall be made by a simple majority vote of members present, except in the case of permanent removal of a student editor which requires a majority vote of the full DTF.

VI. Role of Student Publications

The role of student publications is to report the news and/or provide an outlet for student opinion and student creative effort. This shall be done while maintaining the highest standards of accuracy, fairness, and good taste.

VII. Publications DTF Responsibilities

The role of the Publications DTF is to do all within its power to foster at The Evergreen State College an environment conducive to the maintenance, growth and development of student publications of the highest quality. Responsibilities concomitant with this role include:

- A. Soliciting from the faculty adviser to each student publication recommendations for the appointment of the student editor and making final appointment of the student editor.
- B. Insuring that the "Canons of Journalism", as adopted by the American Society of Newspaper Editors and as they may be reasonably applied to all student publications, are actively practiced.
- C. Insuring that any policies and procedures or philosophy or code of ethics as adopted by the Board of Trustees and approved by the College President or his designee for a specific student publication are actively practiced.

- D. Providing constructive criticism to all students and college personnel involved in production of student publications.
- E. Establishing standards if necessary for student participation in the production of student publications.
- F. Providing for speedy and fair disposition or resolution of questions and complaints pertaining to student publications.
- G. Solicitation from the college community and forwarding to the appropriate personnel recommendations pertaining to policies, procedures, and practices concerning student publications.
- H. Solicitation from the faculty adviser and student editor budget request recommendations and documentation, and approving a final request for each publication for submission to the Board of Trustees.

VIII. Publications DTF Authority

In order that the Publications DTF may fulfill its responsibilities, it is hereby granted the authority to temporarily suspend or permanently remove a student editor and/or temporarily suspend publication of a student publication. The DTF shall have the authority to remove a student editor either for incompetence or for violation of the policies and procedures or philosophy or code of ethics adopted for that publication or for violation of the provisions of the Publications Code.

Specific charges against a student editor must be presented in writing at an open DTF meeting (unless the editor requests and the DTF agrees that the session be closed) before he may be either temporarily suspended or permanently removed from his position. An editor may be temporarily suspended for a period not to exceed one week provided that:

- A. The editor has been provided with a copy of the specific charges made against him.
- B. The editor has not requested additional time in which to prepare answers to the charges.
- C. The editor has been unable to show sufficient cause why such tem-

porary suspension should not be imposed.

- D. The DTF decides that the charges are sufficiently serious to warrant such temporary suspension.

An editor may be permanently removed from his position for the remainder of his term of office only by a majority vote of the full Publications DTF and following a one week temporary suspension period ~~or does not wish to~~ (unless the student editor wished to dispense with the temporary suspension period or does not wish to contest his own removal).

The Publications DTF shall also have the authority to temporarily suspend publication of a student publication in conjunction with or separate from the temporary suspension or permanent removal of a student editor. Temporary suspension of a student publication should be undertaken only when deemed necessary to provide adequate time to rectify problems associated with the publication. Such temporary suspension so publication shall be for a specified and reasonable period of time, not to exceed one quarter, as determined by the publications DTF.

IX. Faculty Advisers

A faculty adviser to each student publication shall be appointed by the College President or his designee. The faculty adviser is shall be responsible for recommending to the Publications DTF candidates for the position of student editor of the publication. The faculty adviser is responsible for providing student editors and staff members with professional guidance and leadership. Th The faculty adviser shall be responsible for recommending to the Publications DTF candidates for the position of student editor of the publication. The faculty adviser is ~~the~~ responsible ~~for~~ for providing student editors and staff members with professional guidance and leadership. The advisor is responsible to the Board of Trustees for administering policies, practices, and procedures concerning student publications as recommended by the Publications DTF and approved by ~~the~~ the College President or his designee.

The faculty advisor is responsible for representing the College and its policies and regulations to the student editor and staff members. He is expected to make every reasonable effort to insure full compliance with all such policies and regulations short of outright censorship.

At the same time, the adviser is responsible to the student editor and staff members for providing a working environment in which student publications may genuinely reflect student interests, needs, and opinions.

The faculty advisor is further responsible for the effective organization of the publication so that it further fulfills its stated purpose(s). He is responsible for the preparation of staff policies and procedures and has budgetary authority and responsibility. Since student publications may involve contract work, his authority may include those authorities traditionally afforded a group contract adviser, and his recommendations should be given serious consideration by student editors and staff members.

X. Student Editors

Editors of student publications have the authority to determine the content of the publications within the guidelines set by the policies and procedures or philosophy or code of ethics for that publication, and the provisions of this Code. The editor of a publication shall supervise the student staff members.

Concomitant with the authority given student editors goes the responsibility for constant adherence with the highest journalistic, ethical, and moral standards which characterize responsible journalism. Failure to fulfill this responsibility may cause for the suspension or removal of an editor.

XI. Budgets and Fiscal Affairs

Budget requests and expenditures for student publications shall be administered in accordance with the provisions of The Evergreen State College Financial Code.

XII. Creations of Student Publications

A student publication may be created following the adoption of policies and procedures of philosophy or code of ethics by the publication, allocation of

funds by the Board of Trustees, approval by the College President or his designee, and the appointment of a faculty adviser.

XIII. Operational Directives

The publications DTF recognizes the fact that certain emergency situations might arise which are not covered by the publications Code or which occur at a time when it is impossible to convene the DTF. When such situations arise, the faculty adviser or his designee is hereby authorized to issue operational directives in the DTFs' name in order to protect the integrity of the publications Code. Operational directives will be issued only when it is infeasible for the Publications DTF to act and will be temporary and subject to the automatic review of the Publications DTF which will convene at its earliest opportunity.

XIV. Amendment Procedures

Proposed amendments to this Code may be submitted to the Publications DTF at any regularly scheduled meeting of the DTF. At the following regularly scheduled meeting, the proposed amendment shall be read for the first time. The proposed amendment may be voted upon at any regularly scheduled meeting following the first reading only if the time elapsed between the first reading and voting does not exceed one month. Amendments will be certified as passed by the Publications DTF when two-thirds of the DTF, sitting in quorum, vote the affirmative. The proposed amendment will then be forwarded for final approval to the College President or his designee. Approved amendments shall be returned to the Publications DTF for insertion into the official copy of the Publications Code.