



PUBLICATIONS (RCTC Policy 2.8.3)

The official student newspaper publication for Rochester Community and Technical College shall be the Echo.

Part 1. Statement of Purpose: The purpose of the newspaper is:

- To provide a news, editorial and entertainment media for students, faculty, staff and administration.
- To open a channel for free and responsible discussion to college students, faculty, staff and administration.
- To constructively criticize and make suggestions in editorial matters.
- To serve as an activity for students interested in publication work.
- To provide a stimulating activity environment, challenging students to the task of organization, responsibility and working with others in a common effort.

Part 2. Responsibility: The newspaper has a basic responsibility to its readers to present material that is well-written, timely, factual, meaningful, constructive and in good taste. Meaningless gossip shall not be printed because it is undignified and journalistically valueless. Copy that is defamatory, abusive or libelous will not be used. The newspaper shall not be used as a means of self-glorification. Editorial comments and opinion will be placed on the editorial page and clearly marked outside the editorial page by typographical means. Rumor or hearsay is never to be misrepresented as news. The misquotation of statements shall be avoided, and in case of error, a correction shall be printed in the next issue. The newspaper must always endeavor to present impartially both sides of an issue in its news columns, but it may favor one or the other side in its editorial columns. Equal opportunity for coverage will be given to all clubs, departments, activities, sports, etc., but the extent and frequency of the coverage will be dependent upon the journalistic value of the material, the availability of information and the availability of the newspaper staff.

Part 3. Operational Policy: The newspaper has a responsibility to point out to its readers the meaning of news. It must work to improve the college by pointing out injustice and the needs of students, faculty, staff and administrators, and offer constructive criticism to alleviate or improve the situation. The newspaper will adhere to the following operational policies:

- Praise for any event, policy, organization, student, faculty, staff or administrator may be offered when it is due as long as it is not carried to excess.
- Sports columns may make comment and criticism pertaining to individual or team effort, but must not be malicious when referring to individual players or coaches. Constructive suggestions must be offered.
- Any action which deprives students, faculty, staff or administrators of their rights may be brought to the attention of the college, as long as the allegations contained in the article are accurate.
- Headlines should be fully warranted by the contents of the articles in order not to mislead the reader.
- Sensationalism for the sake of sensationalism will not be tolerated and controversial material must be justified in its use.
- Pictures and cartoons shall be of good quality, shall adhere to standards of good taste and shall not be libelous.
- Letters to the editor are subject to editing for space requirements and for violation of newspaper policies, procedures and Code of Ethics. All letters must be signed and material will be printed after consultation with the contributor.
- Advertising and want ads should be of high journalistic standards and be in good taste. The newspaper will not accept pornographic material or illegal acts or situations. Decisions on questionable materials will be made by the Editorial Board.
- Columns must contain a by-line, appear regularly and refrain from unsupported comments.

Part 4. The Editor: The editor shall be selected by the advisor, with consultation from the out-going editor, during the preceding Spring term of the academic year.

Subpart A. Duties and responsibilities

1. To choose and assign duties to staff members with consultation of the adviser.
2. Is responsible for all copy, pictures and advertising.
3. Is responsible for adhering to the Statement of Practices and Code of Ethics.

4. Must guide the staff in their duties, must offer advice and suggestions and make assignments.
5. Shall be responsible for the editorial page.
6. Will make final decisions on all copy matters, pictures, etc. with consultation of the adviser.
7. Shall determine, with the adviser's assistance, the frequency of distribution of the paper and the proposed budget.
8. Shall criticize, praise and attempt to help the staff with publication problems.
9. Will put out a good, well-designed and journalistically sound paper.
10. Shall aid the advisor in choosing next year's editor.

Subpart B. Removal Of Editor: The editor may be removed for deliberate violation of this policy and the Code of Ethics in the following manner:

1. The adviser or any member of the Editorial Board may charge the editor who will be tried by a body consisting of one person named by the editor who is not a member of the newspaper staff, one person named by the adviser who is not a member of the newspaper staff and three persons not on the newspaper staff mutually agreeable to the other two named individuals.
2. Any student may charge the editor by securing a petition with the names of 400 students. The editor will then be tried by a body consisting of one person named by the editor who is not a member of newspaper staff, one person named by the student originating the petition who is not on the newspaper staff, one member of the Editorial board named by the adviser and two people named by the Student Senate who are not on the newspaper staff who are mutually acceptable to the editor and to the person originating the petition.
3. Any of the above committees will be formed only at the time of need and will be disabled once a decision has been made.
4. If the editor has been removed by the committee, he/she may appeal that decision to the Director of Student Life, who will form a committee of three students, not on the newspaper staff, and two faculty members. This committee's decision shall be final.
5. If the editor is removed by one of the above committees, he/she will be replaced by the customary manner of selecting an editor.

Part 5. The Adviser:

- Shall be a professional journalistic counselor whose chief responsibility is to give competent advice to student staff members.
- Shall be responsible to teach, explain, demonstrate and be a critic who will pass judgment on the work done by the staff.
- Shall commend excellence as well as point out fault.
- Be firm in his/her opinions and convictions and be reasonable toward the views of others.
- Shall direct a staff toward editing a reasonable publication that presents an unslanted report.
- Shall never be a censor, but when the staff is intent on violating good taste, the laws of libel, or the newspaper's code of ethics, be firm in pointing out such errors.
- Be responsible for the budget, financial governance and sign all appropriate requisitions for the newspaper.

Part 6. The Editorial Board.

Subpart A. The Editorial Board shall consist of the editor-in-chief, managing editor, literary editor, news editor, political editor, sports editor, feature editor and the adviser. Each member shall have one vote.

Subpart B. The board shall approve staff editorials as necessary, act as a jury in the dismissal of a staff member excluding the editor-in-chief, make decisions on questionable advertising or want ad materials, and meet as necessary to discuss internal problems and affairs.

Part 7. Student Participation: All students of Rochester Community and Technical College shall be free to work on the newspaper regardless of race, creed or opinion he/she may hold. Previous experience on newspapers is not essential. Students most qualified by journalistic background and experience shall receive the editorial positions. Staff workers may be dismissed for deliberately failing to do an assignment twice in a row or who have deliberately maligned another person in his/her copy. The editor has the power to bring a person to trial for these offenses. The person will be tried by the Editorial Board as outlined in Part 6, Subpart B. of this policy.

