

THE OBSERVER

Tufts' Newspaper of Record Since 1895

CONSTITUTION

I. NAME

The name of this organization is *The Observer*, hereafter called “*The Observer*” or “the newspaper.”

II. OBJECTIVE

The objective of *The Observer* is to provide a newspaper of record for the students, faculty, administration, staff and other members of the Tufts community. *The Observer* will follow appropriate journalistic guidelines and will be unbiased in its reporting and informative in its content.

III. EDITORS

All editors of *The Observer* are members of the Editorial Board. The Executive Committee consists of every Editor-in-Chief, President, Managing Editor, News Editor, Editorials Editor, and every assistant or associate editor to these positions.

With the exception of Editor-in-Chief, none of these positions needs to be filled. Other positions may be created by vote of the Editorial Board. The following positions are only guidelines.

The positions of *The Observer* will be as follows:

A. Governing Editors

1. Editor-in-Chief

- a. Responsibility for the regular production and publication of *The Observer*.
- b. Final authority in all matters concerning the newspaper's content and guidelines, production issues and dates, and all other matters dealing with the production, publication and all other aspects of the newspaper, except for cases in which this constitution specifically grants authority to other members of the Editorial Board.
- c. Responsibility for all the contents of the newspaper.
- d. Responsibility for calling elections for Editorial Board positions.

2. Executive Manager

- a. Responsibility to work with other editors (primarily the other Governing Editors) to ensure the productivity, growth and vision of the newspaper.
- b. Responsibility for the upkeep and interpretation of this constitution and all other rules and guidelines of the newspaper.
- c. Ultimate responsibility for all the newspaper's financial affairs.

3. Managing Editor

- a. Will assist in the general supervising of all matters of the newspaper's production.

4. Business Manager

- a. Sole responsibility for the newspaper's advertisements, including solicitation and billing.

B. Section Editors

The following section editors will be in charge of their respective sections of the newspaper. They will ensure that their sections have appropriate content in every publication. They will communicate with the appropriate member(s) of the Executive Committee regularly. Each section editor is responsible for originating, assigning, keeping track of and editing all articles in his or her section for every publication, or ensuring that these responsibilities are competently completed. Each section editor also has the responsibility to fully lay out his or her section or ensure that these responsibilities are competently

completed. Any section may have multiple editors as well as one or more associate editors or assistant editors, as is decided by Editorial Board elections. The order of the following titles does not indicate level of authority.

1. News Editor

2. Editorials Page Editor

In addition to the general duties applying to every section editor, the editorials page editor is responsible for composing one or more editorials each week presenting the opinion of the plurality of the Editorial Board as determined by a vote.

3. Page Two Editor

4. Observations Editor

5. Sports Editor

6. Arts Editor

7. On the Town Editor

C. Common Editors

These editors will contribute to various sections of the newspaper as their skills are required.

1. Photography Editor

a. Responsibility for taking and developing all photographs for the newspaper every week assigned by the section editors or ensuring that these responsibilities are completed. *The Observer's* darkroom will be used for these purposes.

2. Graphics Artists

Graphics artists are members of the Editorial Board.

a. Responsibility for drawing or creating appropriate graphics for any section in the newspaper when desired by a section editor.

3. Production Manager

a. Will assist in all areas of production.

4. Layout Editor

a. Responsibility for the layout of the newspaper on computer and layout boards.

5. Copy Editor

a. Will assist in the layout of the newspaper on computer and layout boards.

b. Will assist in the editing of articles.

6. Contributing Editor

a. Will contribute to the newspaper in a way appropriate to the skills and experience of the individual.

D. Staff Writers

Staff Writers are not members of the Editorial Board. A student becomes a staff writer when his or her fourth article published for the news, observatory or sports sections.

1. Responsibility for competently and completely researching and writing articles assigned by section editors.

E. Prevention of Bias

1. The governing editors have the authority to determine whether a member of the Editorial Board has a conflict of interest. A conflict of interest could occur if an editor is a participant or officer in an organization that could bias or influence the editor's performance of his or her duties for *The Observer*. If a conflict of interest is determined by the majority of the governing editors to exist, the governing editors have the authority to demand that the editor involved quit his or her activities with the other organization(s) involved. If the editor refuses, he or she may be fired.

2. Members of the Editorial Board shall not sign any public petitions concerning any students, student organizations or university policies at Tufts University.

IV. PUBLICATION

A. *The Observer* will be produced wholly by the students of Tufts University.

B. *The Observer* will be funded by advertisements placed in the newspaper, subscriptions to the newspaper, donations and a portion of the Tufts University student activities fee.

- C. *The Observer* will be published once weekly on Thursdays during the school year with the possible exception of vacations and examination periods. The Editor-in-Chief has final authority in determining dates of publication.
- D. Articles and cartoons printed on the Observations page are the opinions of their author. They do not necessarily represent the opinions of the Editorial Board. The Observations section will welcome contributions from anyone. Final decisions on what is printed and in what form rests with the Observations page editors and the Editor-in-Chief.
- E. Letters to the Editor are welcome. Final decisions on what is printed and in what form rests with the Editorial Board.
- F. Advertisements appearing in *The Observer* do not necessarily reflect the opinion of the Editorial Board. If two or more members of the Editorial Board are opposed to printing any submitted advertisement, a plurality of the Editorial Board will determine whether the advertisement will be printed.
- G. Editorials in *The Observer* represent the opinion of the Editorial Board, and the opinions stated in the editorials are determined by a plurality of the Editorial Board.
- H. The editorial board has final say over letters to the editor, the editorial, all other articles, and the general direction and focus of the publication as a whole. All disputes are settled by a plurality of the Editorial Board, and in the event of a tie, the Editor in Chief has final say.

VI. MEMBERSHIP

- A. All students of Tufts University are eligible for editorship on *The Observer*.
- B. Elections for all Editorial Board positions will be held within the last two months of every academic semester. All Editorial Board positions for the following semester will be voted upon at that time by the existing Editorial Board.
- C. The Editor-in-Chief or the highest ranking governing editor may call elections at any time during the academic year for elections for one or more positions.
- D. A majority of the Editorial Board must be present to hold elections.
- E. A student must be present at his or her election in order to be elected onto the Editorial Board.
- F. Students will be elected onto the Editorial Board by a majority of Editorial Board members present for elections.
- G. If the Editor-in-Chief and at least one other governing editor determine that a common editor or section is not fulfilling his or her duties to the newspaper, the Editor-in-Chief has the authority to fire that common editor or section editor. A vote of the Editorial Board is necessary to fire any governing editor.
- H. Any editor or member can be impeached only by a unanimous vote of the editorial board.

VII. RATIFICATION AND AMENDMENTS

- A. This constitution may be amended by a two-thirds vote of the Editorial Board.
- B. All voting for all elections or other issues will be decided by a plurality of the members of the Editorial Board unless otherwise stated in this constitution.
- C. All amendments must be approved by the TCUJ.