**Journal Bylaws and Code of Conduct**

**Adopted in 2004 with Additions and Revisions**

**2008, 2009, 2012, 2016 and 2021**

**Mission Statement:** The Journal is the editorially independent student newspaper of the University of Illinois, Springfield. Our mission is to publish news and features stories, editorials and opinions relevant to the campus community while upholding the highest professional and ethical standards as outlined in The Journal Code of Conduct and Editorial Board By-laws and Procedures.

**Overview**: The Journal, like most other college newspapers across the country, is supported by advertising revenue, student fees and other university assistance, but it is editorially independent.

The editor-in-chief makes final decisions about content, based on sound journalistic practices, news values, and ethical guidelines, as is the philosophy promoted by the College Media Advisers Association, a national organization. It is a member of the Illinois College Press Association and submits entries each year for the annual ICPA contest, judged by professional journalists and advertising representatives. The Journal is also a member of the Associated Collegiate Press.

The Journal employs 10-15 student workers each semester and two graduate assistants. The Journal welcomes diversity and employs a diverse staff. It upholds university, state and federal laws that prohibit discrimination and harassment based on race, ethnic origin, gender, sexual orientation, religion, and political affiliation.

The Journal is part of the Department of Communication at UIS.

* The Journal is published every Wednesday, unless otherwise announced, when classes are in session during the fall and spring semesters.
* Beyond is a news and features magazine published once in the fall and once in the spring.
* The Guide is mailed to new and incoming students enrolled for the fall semester at UIS, and print editions are available throughout campus during the month of  August.  The Journal also maintains an online edition, www.uisjournal.com.

**Responsibility and Accuracy**

1. Truth is the guiding principle for all staff members of The Journal. Staff must be fair, accurate, honest and adhere to mainstream journalism ethics and principles.
2. In voicing criticisms, The Journal will be constructive and serve a diverse readership as an independent editorial voice, exposing matters of concern and alleged wrongdoing while also offering possible solutions and differing points of view.
3. The Journal staff upholds the powers granted by the First Amendment.
4. If the Journal reports inaccurate information, a correction will be run in the next print edition, and/or on the online edition, www.uisjournal.com.
5. The Journal staff will avoid situations in its print and online editions in which matters of libel, slander, invasion of privacy, copyright infringement and obscenity could be alleged. They understand that failure to avoid such situations could expose them, as individuals, and The Journal as a whole to legal consequences and possible disciplinary actions.

**Integrity**

1. News and features stories will not include the reporter’s personal opinion.
2. Opinion pieces, including reviews, columns, and analyses, will be labeled as such.
3. Plagiarism of words, photos, images and other content is grounds for dismissal of reporters.
4. Journal staff members are encouraged to participate in campus activities. However, in order to avoid potential conflicts of interest, Journal staff members will not report on/cover clubs and activities of which they are members.
5. The Journal reserves the right to select and edit all letters, columns and articles. The content herein should not be construed as official university sentiment.
6. Members of SGA, SAC, and SOFA (or any subcommittees of said groups) are not eligible for employment by The Journal because of obvious conflicts of interest, but they are encouraged to submit letters-to-the-editor, photos, guest columns and other content for publication consideration by the editor-in-chief and/or members of The Journal Editorial Board.
7. The Journal does not endorse candidates running for office for any student organization or club.
8. Journal staff members will always represent themselves as member of The Journal staff when doing interviews, taking photos, selling advertisements, and conducting any/ all business related to the student newspaper.
9. Journal staff members will conduct themselves in a professional and appropriate manner when using social media (Facebook, Twitter, etc.) to promote The Journal, or Journal related materials and events. If a separate Facebook or Twitter account is necessary to achieve professionalism, staff should take steps to create that separate account.
10. Journal staff members will not accept gifts or free meals of significant monetary value from the public.

**Policy on letters-to-the-editor**

1. Unless approved by the editor-in-chief and a majority of The Journal’s Editorial Board, no letters-to-the-editor will be published if the author is currently employed by The Journal.
2. Unless approved by the editor-in-chief and a majority of The Journal’s Editorial Board, no letters-to-the-editor will be published if the author is a former employee of The Journal.

**Policy on Crime Reporting**

1. The Journal will include information pertaining to reported criminal activity on campus, in the form of a police beat, in each weekly edition of the newspaper.

2. The Journal is obligated to report on individuals who represent the university (e.g. professors, administrative figures, student government officials, student-athletes, coaches, etc.) when arrested and charged with committing a serious crime (DUI, theft, disorderly conduct, assault, etc.). The Journal will also report on the final outcome of said cases.

**Covering Non-UIS Specific Stories**

1. When reporting on news-based stories not pertaining specifically to UIS, reporters must utilize a quote from either a UIS professor or at least two quotes from UIS students.

2. Stories that fail to include quotes from either students or a professor are subject to be withheld from publishing.

**Policy on edits after publication**

* If an error in either an online or print publication is reported to any staff member, they are obligated to immediately inform the editor-in-chief via email or text message.
* No edits to an online publication should occur without prior permission from the editor-in-chief.
* Once an error is reported, the editor-in-chief and the website/social media publisher must correct the error as soon as possible.
* If the error negatively represents an individual or organization, it is the responsibility of the editor-in-chief to contact the relevant individual in order to amend the situation.
* It is the duty of the editor-in-chief, working in conjunction with The Journal’s Editorial Board, to decide whether a reprint of a story should be made in the next edition of The Journal.

**Policy on how to properly report the deaths of UIS students and employees**

* If a UIS student or employee dies, the editor-in-chief is responsible for contacting UIS Public Relations officials, the appropriate coroner’s office, or police authorities in order to obtain factual information about the death.
* The Journal should not report on UIS-related deaths until factual information is obtained from a UIS Public Relations official, a coroner’s office, or police authorities.
* The Journal should not report on the cause of death unless the cause is provided by a UIS Public Relations official, a coroner’s office, or police authorities.
* Except in extreme cases, in order to respect the deceased individual, their family, and their friends, the cause of death should not be reported if it involves an act of suicide.
  + An extreme case can be defined as an action that harmed others, potentially could have harmed others, or garnered reports from additional journalistic organizations.
  + In order to report on an extreme case of suicide, a majority of The Journal’s Editorial Board must approve.

**Utilizing Non-Originally Obtained Information**

1. When utilizing information previously reported on by outside publications, including but not limited to articles, books, or studies, it is required to provide attribution to both the responsible author and the organization the author is associated with (e.g. State Journal Register, New York Times, CNN).

**Operating University Owned Vehicles**

When operating a university vehicle, while representing The Journal, employees must follow all University Vehicle Policies and Procedures. Journal policies include but are not limited to:

* The use of a University vehicle is a privilege that may be suspended based on inappropriate use.
* To drive a University vehicle you must have a valid driver’s license issued in your state of residence.
* If your driver’s license is revoked, forfeited and/or suspended, immediately discontinue using the University vehicle. If your job requires you to drive a University vehicle, report the matter to your supervisor.
* You must follow traffic laws such as obeying the speed limit, and ensuring you and passengers are wearing seat belts. You are personally responsible for traffic violations, including fines.
* Personal use of a University vehicle is not allowed.
* You may never drive a University vehicle after you have consumed and/or are under the influence of alcohol or controlled substances.
* Do not text or use mobile devices while driving. You may only use a mobile phone if you use hands-free technology.
* Non-employees cannot drive a University vehicle unless an exception has been granted to allow that privilege.
* If you have an accident in a University vehicle and someone is hurt, property is damaged, or the vehicle is damaged, you must report it within 24 hours.
* If you obtain a speeding or parking ticket while operating a university vehicle, you are responsible for the payment of any court fees or fines associated with said ticket.

**Student Employment: Student Employees’ Rights and Responsibilities, As Outlined on the UIS Office of Financial Assistance Web Page**

Student employees are governed by the State Universities Civil Service System Statutes and Rules, in accordance to Section 250.70 Nonstatus Appointments- Student Employees

**Required hours:** A student should be registered with six (6) or more credit hours to be considered for employment as a student worker during the fall and spring and three (3) hours in the summer. Lacking such enrollment during a summer session, an applicant may be considered a student worker if he/she has registered for six (6) or more credit hours for the semester immediately following summer employment.

**Maximum work hours per week:** citizens and permanent residents are limited to working no more than 25 hours per week during the fall and spring semesters. Internationals are limited to 20 hours per week during the fall and spring semesters. All students may work up to 37.5 hours per week any week there are no classes or exams scheduled and during summer months.

**Extra Help Status:** If an employer wishes to rehire a current student worker during the summer and he/she plans to graduate prior to the summer term and plans to begin a new program the following fall term, that student must be hired as extra help. Additionally, if a continuing student wises to work during the summer, but has not registered for the term immediately following summer, they too must be hired as extra help or register for at least six (6) credit hours.

**Rights of the Student Employee:**

* The right to be treated fairly and equitably by the University and employer.
* The right to know what is expected of them concerning their work schedule, actual duties, and any other requirements made by the supervisor.
* The right to be informed about their work performance through verbal or written communication and performance evaluations.
* The right to an explanation if their employment is terminated.
* The right to review their employment file including department evaluations.
* The right to use their campus jobs as a reference for future employers and/or credit institutions.

**The Responsibilities of the Student Employee:**

When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, the supervisor may reasonably expect the student to:

* Report ready to work at the scheduled time.
* Respond promptly to emails from the editorial board and publications adviser.
* Complete duties and not conduct personal business while at work.
* Work with a cooperative and positive attitude.
* Notify the supervisor as soon as possible of any changes in work schedule and of projects and exams, which may interfere with the work schedule.
* Keep an accurate record of hours worked.
* Submit a completed electronic time-sheet and turn in a copy of the completed time sheet to the publications adviser.
* Adhere to any confidentiality/security agreements set forth by employer.
* Notify each supervisor if employed in more than one position on campus.
* Notify supervisor of any job-related accident.
* Dress appropriately for the work place.
* Maintain the required enrollment of at least six (6) credit hours for regular hourly student employees.
* Notify the Student Employment Unit of any problems with a supervisor or work situation that cannot be resolved.
* Remember that you **cannot** work during scheduled class times.
* Utilize a minimum of one in-person source and one online source for each article.

**Guidelines for website/social media publisher**

* Unless previously approved by the editor-in-chief, the website/social media publisher is responsible for updating The Journal’s website and social media accounts by 4:30 p.m. on publication days.
* The website/social media publisher is responsible for posting all published articles to The Journal’s website.
* The website/social media publisher is responsible for posting all specified videos and photos to The Journal’s website and social media accounts.
* The website/social media publisher is responsible for posting top news stories, as specified by the editor-in-chief, on The Journal’s social media accounts during publication days.
* The editor-in-chief, working in conjunction with the website/social media publisher, is responsible for posting additionally published articles on social media accounts by spacing them out throughout the rest of the week.
* If an article, video, or photo is specifically assigned for the website/social media publisher to post on The Journal’s website and social media accounts, they have three hours to post the item if the assignment is given within the time of 8 a.m. and 8 p.m.
* If the assignment is given outside of the hours of 8 a.m. and 8 p.m., the website/social media publisher is expected to post the item as soon as possible, however is allowed either up to 12 hours or until 11 a.m. the following day, whichever comes first.
* If the website/social media publisher is unable to meet one of the above deadlines, the editor-in-chief should be notified immediately.

**Adherence to University of Illinois, Springfield policies and procedures, and Journal Code of Conduct**

Journal staff members will adhere to Journal policies and procedures and university policies and procedures. Failure to do so can result in verbal and written warnings and possible termination of employment

**Disciplinary Action**

Failure to adhere to Journal Bylaws, Policies and Procedures will first result in a verbal warning, followed by a written warning, should the actions continue. A third violation, which could result in dismissal from The Journal staff, will result in a meeting with the editor-in-chief and adviser,

The employer should have written documentation of the offenses and the dates when the oral and written warnings were given, as well as anything the employer has done to help the worker.

**Additional Employee Information**

**Deadlines and attendance of staff meetings**

* Journal staff members are expected to attend staff meetings and meet deadlines

unless prior notice is given to the editor-in-chief.

* One missed deadline or one missed staff meeting will result in a verbal warning from the editor-in-chief; two missed deadlines or staff meetings will result in written warnings. A third missed deadline or missed staff meeting will result in a meeting with the editor- in-chief and student publications adviser for discussion of possible termination of employment.
* Stories are due by 6 p.m. on Thursdays, unless previously specified.
* Pictures/other media projects are due by 11:59 p.m. on Sundays, unless previously specified.
* Deadline for stories or pictures that occur after the traditional deadline are due within 24 hours of the conclusion of the event, unless previously specified.

**Employment of Journal Graduate Assistants (Business Manager and Layout and Design Editor)**

1. The Journal follows policies and procedures set forth by the G.A. Office regarding job searches, interviews, hires, and related matters.
2. A search committee that includes the Student Publications Adviser, Journal Editor-in-Chief, Dean of Students/Associate and at least one faculty or staff employee will interview candidates for G.A. positions that the student publications adviser has recommended after reviewing resumes, letters of recommendation and other materials in the Graduate Assistant Pool. Members of the search committee discuss candidates’ qualifications and decide which candidate to recommend for G.A. appointments with The Journal.

**Employment of Journal Editor-in-Chief**

The editor-in-chief opening and job description will be advertised with UIS Career Connect and follow all interviewing/ hiring policies and procedures of the Office of Financial Assistance. Students already working for The Journal as well as students who are not currently working for The Journal may apply. A search committee that includes Journal staff, the student publications adviser, Dean of Students, and at least one other faculty/staff member will interview candidates and make recommendations.

**Employment of Journal Student Workers**

1. Openings will be advertised with Career Connect and all policies and procedures  of the Office of Financial Assistance will be followed in the interviewing and  hiring process.
2. The editor-in-chief and the student publications adviser will interview candidates.

**Making Revisions to Journal Bylaws and Code Of Conduct**

1. All revisions to Journal Bylaws and Code of Conduct must be approved by a majority of The Journal’s Editorial Board.

2. If a member of The Journal’s Editorial Board is not present when deciding upon a revision, the member must receive an electronic copy of the proposed revisions, and must be afforded the opportunity to object to any changes.

**Disseminating Journal Bylaws and Code of Conduct**

1. Upon being hired, all Journal employees must receive a copy of Journal Bylaws and Code of Conduct. The employee must sign a contract indicating that they have read the Journal Bylaws and Code of Conduct by the next scheduled meeting time.

2. If a Journal employee has not been presented a copy of the Journal Bylaws and Code of Conduct, it is the duty of the editor-in-chief to assure a copy is made available and a contract, indicating that they have read the document, is signed as soon as possible.

3. If revisions are made to Journal Bylaws and Code of Conduct, the revisions must be disclosed at the next scheduled meeting time, and a revised electronic copy must be made available to all employees.