

# The Huntington News

## Constitution

### **Article I: Statement of Purpose**

The Huntington News is dedicated to serving the Northeastern University community with original, professional reporting and creating an environment in which student journalists can learn from one another.

The Huntington News (hereafter called The News) is the independent student newspaper of the Northeastern University community. The News provides for the dissemination of news articles, opinion pieces and online content. The newspaper is under the direction of the Editorial Board, defined herein, which is wholly responsible for the publication's character and content. The News is overseen by its Board of Directors in the World Series Way Publishing Company, Inc.

### **Article II: The Board of Directors**

Established in 2011, The News operates under a 501(c)3 nonprofit company called World Series Way Publishing Company, Inc. We operate with the following officers: president, vice president, treasurer and secretary.

1. The Board consists of at least six members: two student delegates and any others who are either News alumni, Northeastern professors or those with expertise in finance, journalism or related fields.
  - a. The editor-in-chief and managing editor will participate in Board meetings but do not sit on the Board. The two student delegates serve as The News' business manager and outreach coordinator.
2. Members will serve on the Board for a minimum of one semester and may leave the Board after that time by notifying the president at least one month in advance.
3. The Board will meet once a month to discuss the progress of The News, and must be available to offer guidance as needed by The News staff. Board members will not be compensated for their time.
4. The Board of Directors does not maintain any copyright or editorial control over any content that is written, photographed or produced by The News.

## 5. Meetings

- a. The Board, including the editor-in-chief and managing editor, is required to meet once a month, at a day and time that will be decided among members at least one week in advance.
- b. The president of the Board will be permitted to call special meetings that fall outside the set monthly schedule.

## 6. Membership

- a. The executive board of the Board will be led by the president, vice president, treasurer and secretary.
- b. The president is responsible for leading Board meetings. They will begin and end meetings and lead members through discussion and agenda items.
- c. The vice president is responsible for assisting the president in arranging and leading Board meetings. They will also focus on special projects as needed by the E-board.
- d. The treasurer is responsible for any funds raised by or belonging to the Board. They should have a good understanding of The News' financial situation, and assist the business manager with any operational costs.
- e. The secretary is responsible for recording summaries of what is discussed at Board meetings. They will take notes in a shared Google folder to be accessible to all members.
- f. The following job descriptions outline the responsibilities of the student delegates:
  - i. Outreach coordinator: The outreach coordinator will be in charge of recruitment and building and maintaining relationships with other campus groups. They will be responsible for scheduling class and club visits for representatives of The News to recruit and promote content throughout the semester. They will also manage the News' anonymous tip line and story idea submission form. The coordinator will work with the business team and Board of Directors to raise money through Northeastern and News alumni, forming relationships beyond campus.
  - ii. Business manager: The business manager will possess an understanding of advertising and business practices through coursework and/or experience. They are responsible for establishing relationships with local advertisers, collecting advertising revenue, maintaining up-to-date billing records, planning fundraisers, marketing The News and facilitating payments between the newspaper and the printing company. They also manage the business team, which meets once a week outside of the staff meetings.
- g. While specific positions are subject to change each semester, membership roles on the Board, excluding executive board positions, will include: fundraising chair, grants and awards chair and development chair.

- i. The fundraising chair will work with The News business manager to plan and organize fundraising events on campus and with local businesses. They will also work to forge relationships with local businesses.
- ii. The grants and awards chair will be responsible for researching grants and awards to apply to for The News. They should have experience in grant writing.
- iii. The development chair will be responsible for the management of The News' nonprofit documentation and improvements in social media, staff development and recruitment.

## 6. Joining

- a. Northeastern University professors, alumni and current students who served for at least one semester in an E-board position at The News are eligible to apply for membership on the Board.
- b. Students may not serve on the Board of Directors and The News E-board at the same time.
- c. Students who are on study abroad or co-op outside of Boston may not serve on the Board.
- d. Board members must commit to at least one full semester.
- e. Application deadlines will be set by the Board at the end of each semester. Anyone wishing to join the Board may request an application from the president.
- f. Incumbent candidates are not required to submit an application. Only vacant seats are up for appointment.
- g. The current Board will receive all candidate applications at least a week before their meeting, during which they will hold a formal vote on prospective members.
- h. Votes are cast during a closed meeting. The News members and candidates are not permitted to attend.
- i. The president will lead the Board in a discussion on the candidates and then begin the voting process. The secretary is responsible for recording vote tallies.
- j. Votes are taken verbally and non-anonymously. However, Board members may not discuss how other members voted outside of the meeting. Final results will be made available by the secretary to candidates and The News E-board within 24 hours, but the votes cast by each Board member will not be available.
- k. Challenged seats will be awarded to whomever receives the most votes.
- l. Unchallenged candidates must receive at least a 50-percent majority, not including abstentions.

## 7. Removal

- a. In order to remove a sitting Board member, a majority of the Board must be present and more than half must vote to remove the person from the position. The member in question cannot vote.
- b. The following are grounds for removal:
  - i. The Board member in question is found to have inappropriately used the name of World Series Way Publishing Company, Inc. or The News, or their social media, business/advertising partners or funds.
  - ii. The Board member in question is convicted of a felony.
  - iii. The Board member in question is found to consistently treat other Board or News members with disrespectful or hateful behavior.
  - iv. The Board member in question is found to have participated in verbal, physical or sexual abuse or harassment of another person.
  - v. The Board member in question is found to have participated in abuse or harassment of another person on the basis of race, ethnicity, gender, religion, sexuality, gender identity or other protected identity.

### **Article III: The Editorial Board**

The Editorial Board (hereafter called E-board) shall consist of the following positions:

1. Editor-in-Chief
2. Managing Editor
3. Web Manager
4. Multimedia Manager
5. Social Media Manager
6. Design Editor
7. Copy Chief
8. Photo Editor
9. Deputy Photo Editor
10. Campus Editor
11. Deputy Campus Editor
12. City Editor
13. Deputy City Editor
14. Sports Editor
15. Deputy Sports Editor
16. Lifestyle Editor
17. Deputy Lifestyle Editor
18. Opinion Editor

1. General duties and responsibilities:
  - a. E-board shall be responsible for the interpretation and execution of all News policy contained in this document or added on by amendment.
  - b. E-board shall supervise the overall operation of The News, formulate editorial and business policies and assist and train new members.
  - c. E-board shall establish liaisons with the university community.
  - d. E-board shall ensure that The News adheres to professional and ethical standards of journalism.
  - e. E-board shall be responsible for the formulation of all amendments to this document.
  - f. E-board shall be responsible for instituting disciplinary actions against News members as deemed necessary.
    - i. The following violations require an immediate impeachment from staff: plagiarism; violating rules governing on- and off-record interactions; allowing, through knowledge or neglect, the publication of false material or sources; committing a violent crime; or acting in an aggressive way toward other News staff, sources or readers.
    - ii. Staff writers, photographers and designers shall be placed in a one-month probationary period if they fail to complete their required assignments for one month. If they have not completed their assignments after the probationary period has ended, their title will return to correspondent and they will be removed from the staff roster.
  - g. E-board shall call staff meetings as necessary.
2. Terms of office:
  - a. The editor-in-chief may serve a one-year term, with specific dates determined by the E-board in line with the school year.
  - b. All other E-board positions will be elected from semester to semester.
  - c. There will be one election at the end of each semester, during which E-board positions are voted on by News staff members.
3. In accordance with ethical guidelines, a member of The News E-board:
  - a. May not hold a leadership role in the Student Government Association.
  - b. May not hold a leadership role in any political or activist groups on campus.
  - c. May not participate in on-campus protests or political events.
  - d. May not sign on-campus surveys or petitions; may participate in anonymous surveys or petitions if they do not discuss their participation.
  - e. May vote in student, state or national elections but may not publicly disclose how they voted.
  - f. For an expanded ethics code, see Amendment I: Reporter's Code of Conduct.

#### 4. Qualifications and duties:

##### Editor-in-chief:

The editor acts as the chief spokesperson and representative of The News and bears full responsibility for the editorial, production and business operations of the newspaper. They shall possess demonstrable skills in editing, news writing and layout. They also chair all staff meetings and election proceedings. They have the authority, with the advice and consent of the E-board, to alter any of the following job descriptions to ensure that the needs of The News are met.

##### Managing editor:

The managing editor shall possess demonstrable skills in editing, news writing and layout. They are responsible for managing the design editor and copy chief, recruiting new members and updating and maintaining The News' in-house AP Style Guide. After stories are published on the website, the managing editor reviews them for correct web design and content. They assume all responsibilities of the editor-in-chief in the event of their absence.

##### Web manager:

The web manager is responsible for the upkeep and development of The News' website. They should be familiar with Wordpress and have an understanding of basic computer science principles. They also manage the web design team.

##### Multimedia manager:

The multimedia manager will ensure The News is utilizing modern digital media elements that make content more compelling and accessible for all readers. They will have basic website management capabilities and a strong interest in new media tools. They are responsible for identifying stories that would be compelling multimedia narratives and finding digital resources that complement those stories.

##### Social media manager:

The social media manager is responsible for all Facebook, Twitter, Instagram and Snapchat posts of The News. They must be highly skilled in social media and work to expand The News' readership and brand. They write the weekly newsletter on MailChimp and manage the social media team, which schedules Facebook and Twitter posts for new articles each week. They also coordinate with several other E-board members, including the business manager for marketing and branding, the web and multimedia managers for website improvements and the photo editor for planning Instagram posts.

##### Design editor:

The design editor must be highly skilled in Adobe InDesign, Illustrator and Photoshop. They will be responsible for designing the front page and center spread of the physical

newspaper, and must work to improve The News' appearance through leading regular design critiques. They coordinate with the editor-in-chief, managing editor and section editors to determine what content will be on the front page and center spread, and will coordinate with the photo editors to find the best pictures to represent those stories. They will also manage a design team that creates graphics for stories on a weekly basis, which meets once a week outside of staff meetings.

#### Copy chief:

The copy chief will be responsible for managing the copy team, which holds monthly meetings. Responsibilities will include training and recruiting copy editors, teaching struggling writers more about AP style, picking up extra editing as needed and acting as a style resource for staff. They will also manage and update The News' in-house Style Guide.

#### Photo editor:

The photo editor must be well-versed in cameras and photo editing programs. The photo editor has authority over the photo staff and decides which photos will be used in coordination with section editors. They manage sports credential requests from the Athletics Department, outside credentials and The News' Instagram account.

#### Deputy photo editor:

The deputy photo editor manages the Trello photo assignment system, picks up leftover events and supports the photo editor with mentorship and outside credentials. They also assist section editors with determining Creative Commons photos when necessary. They must be well-versed in cameras and photo editing programs.

#### Campus editor:

The campus editor shall be third in command of the newsroom in the event of both the editor-in-chief and managing editor's absences. They shall assign, edit and lay out the campus section each week. They should have experience developing hard news and breaking news pieces.

#### Deputy Campus editor:

The deputy campus editor shall assist in the assigning and editing of all stories in the campus section. They should have experience developing hard news and breaking news pieces. The position reports to the campus editor and is responsible for fact-checking.

#### City editor:

The city editor shall assign, edit and lay out the city section and should have experience developing news stories relevant to the Greater Boston community. Experience with the coverage of elections and city government is also helpful.

Deputy City editor:

The deputy campus editor shall assist in the assigning and editing of all stories in the city section. They should have experience developing community-oriented pieces. The position reports to the city editor and is responsible for fact-checking.

Sports editor:

The sports editor shall assign, edit and lay out the sports section of The News and should have experience covering sports games and features. They should also possess a strong understanding of college sports.

Deputy Sports editor:

The deputy sports editor shall assist in the assigning and editing of all stories in the sports section. They should have experience developing stories about college sports. The position reports to the sports editor and is responsible for fact-checking.

Lifestyle editor:

The lifestyle editor shall assign, edit and lay out the lifestyle section of The News. They should have experience developing arts, entertainment, culture and lifestyle stories.

Deputy Lifestyle editor:

The deputy lifestyle editor shall assist in the assigning and editing of all stories in the lifestyle section. They should have experience developing arts, entertainment, culture and lifestyle stories. The position reports to the lifestyle editor and is responsible for fact-checking.

Opinion editor:

The opinion editor shall be responsible for editing the opinion section, which includes letters to the editor, op-eds and columns. They also write the weekly staff editorial, assign cartoonists and solicit opinion pieces from the student body and Northeastern community.

#### **Article IV: Membership**

2. A staff member of The News must meet the following requirements.
  - a. Be a registered student at Northeastern University.
  - b. Gain membership by one of the following:
    - i. Receiving a majority vote from the Editorial Board at the end-of-semester elections.
    - ii. Completing a staff member application and interviewing at any time in the semester with the editor-in-chief, managing editor and section editor, if relevant to the position.
    - iii. Becoming a member of either the design, copy or business teams.

3. A staff member of The News:
  - a. Has voting privileges.
  - b. May attend the weekly staff meeting.
  - c. Shall maintain a professional manner and shall not discriminate on the basis of race, ethnicity, gender, religion, sexuality, gender identity or other protected identity.
  - d. Must adhere to all applicable rules and regulations of The News.
4. In accordance with ethical guidelines, a staff member of The News:
  - a. May not hold a leadership role in the Student Government Association.
  - b. May not hold a leadership role in any political or activist groups on campus.
  - c. For an expanded ethics code, see Amendment I: Reporter's Code of Conduct.
5. The managing editor will maintain an updated staff roster for use during the elections period.
6. Members of The News may call a special staff meeting by petitioning the Editorial Board. Such a petition must define the nature of the meeting (i.e. impeachment, idea proposals) and be submitted one week before the desired meeting date.

#### **Article V: Elections & Appointments**

1. The E-board will decide toward the end of each semester when applications for all E-board positions will take place. The names of those who apply must be released to all eligible voters at least one week prior to elections.
2. Elections for all positions shall be held no less than one week following the posting of all nominations.
  - a. The editor-in-chief shall chair the election. In their absence or in the event that the editor-in-chief is running, the managing editor will moderate the election, followed by the campus editor, city editor, sports editor, lifestyle editor, photo editor and business manager. The chair may not vote in the election.
  - b. A two-thirds majority of eligible membership shall be considered a quorum. Only staff members of The News listed in the roster may attend the elections and have voting privileges.
  - c. Each candidate shall be expected to make a brief speech (no more than one minute) and answer up to three questions from staff members, except in the case of the editor-in-chief election where there is no limit to questions asked. Members are encouraged to ask candidates individual questions prior to elections. All voting parties must be present in order to cast a vote. Absentee ballots are prohibited.

- d. Applicants who are not present may give their speech over the phone or provide a written statement for the election chair to read aloud. Preferably, they will be available over phone to take questions from News staff.
    - e. After all candidates for a position have delivered their speeches and answered questions, they shall leave the room. In their absence, staff members will briefly discuss who they think is most qualified for the role, and voice any concerns they have about a person's ability to fill the role. All discussions during this period are considered private and may not be discussed outside of the election. This discussion will not last more than five minutes.
    - f. Staff members will then cast their votes, which will be counted by the election chair. All votes are confidential and the chair is bound to confidentiality. The chair may never disclose how each staff member voted.
    - g. Once votes have been cast, candidates will be invited back into the room, during which the chair will announce who won the position.
3. In the event of a tie, the chair will cast a vote to break the tie.
4. In the case of no-confidence votes, 30 percent of eligible voting members must vote no-confidence in order to prevent someone's election. When the person re-enters the room, the chair of elections must inform them that they have not received enough votes to be elected, and later ask them to reapply.
5. Waiver of membership: Candidates who are not members of The News may run for the E-board provided that they meet the qualifications.
6. E-board vacancies: In the event that there are vacancies on the E-board after elections, the editor-in-chief shall appoint an interim member to serve no more than three weeks, during which time an application and appointment procedure will take place to find a suitable replacement.
7. Impeachment
  - a. Any E-board member may be removed from office for the reasons defined in Article III, Section 1f. If other reasons arise, a quorum of the E-board members, excluding the member in question, must vote to continue with impeachment.
  - b. The impeachment procedure shall be as follows:
    - i. Motions for removal of an E-board member shall be made and seconded at a staff meeting called by the E-board or by petition of members. Action on the motion shall be tabled for one week, during which time the subject must be notified in writing of the impeachment action and an explanation of why the action is being called for.
    - ii. One week following the motion, a meeting will be held for further discussion and vote on the removal action. The subject named shall be granted sufficient time to speak to staff members on their behalf.

- iii. All impeachment proceedings shall be chaired by the editor-in-chief unless it is their removal in question. In such cases, the managing editor shall preside, followed by an order described above in Section 2a. The chair may not vote on the impeachment.
- iv. A two-thirds vote of the members present is required to remove the subject in question. Votes will be cast anonymously, and the chair is bound to confidentiality.
- v. Votes for impeachment must be cast in person, and absentee ballots will not be considered.
- vi. Any meeting called to impeach the editor-in-chief shall be attended by at least one-half of all News staff members. All other E-board members are subject to impeachment from one-half The News membership.
- vii. Any vacancies on the E-board resulting from impeachment shall be filled as described above in Section 6.

#### **Article VI: Amendments**

1. All amendments and bylaws to this constitution shall become binding upon a two-thirds majority vote of all staff members in a special meeting.
2. The final text of any amendment or bylaw shall be drafted by the E-board. The final text must meet the approval of the author of the original motion, if the motion was brought by petition.
3. Notice of any general meeting to discuss or ratify an amendment must be posted two weeks prior to the meeting.

#### **Article VII: Ratification**

This document shall be considered the constitution of The News and fully binding upon all members upon a two-thirds majority vote of the E-board of The News, which drafted this document. One legal signed copy of this constitution and any amendments or bylaws shall be kept on file at all times by the editor-in-chief and the Board, and available over Google Drive to all News members.

# Amendments & Bylaws

## **Amendment I: Reporter's Code of Conduct**

1. News correspondents and staff must abide by the News bylaws when acting as representatives of The News or face removal from staff.
2. Reporters must read and sign a copy of The Huntington News Correspondent Manual and Amendment I prior to beginning their first assignment.
3. Reporters must maintain professional behavior at all times. They must respond to emails from sources and editors promptly and politely. They must dress professionally, particularly when using a press pass.
4. Interacting with sources:
  - a. Reporters must always identify themselves as News reporters while on assignment.
  - b. Reporters must ask all sources to spell their full names. Reporters should show the name to the source again to verify its accuracy.
  - c. Reporters must always ask to record a source under Massachusetts law, which states that all participants in a conversation must know of a recording.
    - i. If the reporter is at a public event, they are not required to disclose their recording.
  - d. Reporters may not promise anonymity to any source without first consulting their section editor and the editor-in-chief.
    - i. If a reporter is working with an anonymous source, they may not reveal the name or other identifying information to anyone on or off the E-board.
  - e. Reporters are not permitted to conduct email interviews without the permission of the E-board.
  - f. Reporters may not send interview questions, quotes or full article drafts to sources for review.
  - g. Reporters may not accept gifts from sources, including attempts to pay for coffee or a meal or with free tickets or opportunities.
5. Reporters must remain in contact with their section editor for the entire duration of their assignment.
6. If the reporter plagiarizes, falsifies sources or quotes, misuses a press pass or misleads sources as to the nature of a story, it constitutes an immediate removal from staff.

Disciplinary actions are defined in Article II, Section 1f. Press pass use is defined below in Section 8.

- a. Reporters may not omit significant facts or distort the truth.
  - b. Reporters may not quote sources out of context or change their meaning.
  - c. If reporters are informed of an error in a published article, they must immediately inform their section editor.
7. Conflicts of interest:
- a. Reporters may not report on clubs, people or subjects with which they have connections. For example, a reporter who plays for the club tennis team may not write about the club tennis team.
  - b. Reporters may not interview friends or family for stories. If a case arises where a friend or family member is the best possible source, the reporter must speak with the E-board before proceeding.
  - c. Reporters covering sports events may not cheer or wear memorabilia or colors for either team. They may not attend events or parties following the games with the athletes. They also may not have outside relationships with players on their beats.
  - d. Reporters covering protests or rallies may not chant, hold signs, participate or represent any side in any way.
8. Press passes: Reporters who gain access to ticketed events with a News press pass must dress professionally, be polite and gracious to event hosts and maintain the utmost integrity while at the event.
- a. Reporters who attend an event with a press pass must write about the event.
  - b. Reporters may not use News press passes to bring friends or family members to the event. Only News staff may use News press passes.

### **Amendment II: Photographer's Code of Conduct**

1. Photographers must abide by the News bylaws when acting as representatives of The News or face removal from staff by discretion of the E-board.
2. Photographers must read and sign or electronically acknowledge a copy of Amendment II prior to beginning their first assignment.
3. Photographers must maintain professional behavior at all times. They must respond to emails from sources and editors promptly and politely. They must dress professionally, particularly when using a press pass.
4. Interacting with subjects:
  - a. Photographers must always identify themselves as News staff while on assignment.

- b. Photographers must always ask their subjects for their names and other identifying information.
  - c. Photographers may not accept gifts from subjects, in attempts to receive favorable coverage.
5. Press passes: Photographers who gain access to ticketed events with a News press pass must dress professionally, be polite and gracious to event hosts and maintain the utmost integrity while at the event.
  - a. Photographers who attend an event with a press pass must take photos at the event.
  - b. Photographers may not use News press passes to bring friends or family members to the event. Only News staff may use News press passes.
  - c. Season passes given to News photographers by Northeastern Athletics still require notice to the appropriate Sports Information Director at least 24 hours before an event.
6. Photographs should accurately represent the story, and cannot be manipulated to change the intent. Editing is encouraged, but within reason.
  - a. If photos are manipulated for design purposes, they must be labeled as a news illustration.
7. Photographs are to be sold and distributed by discretion of the photographer. The Huntington News will receive usage rights for online, social media, and newsprint usage for photos taken by the photographer.
8. All images will be accompanied by a photo credit in the following formats:
  - a. In print and online: / Photo by Photographer Name
  - b. On Instagram: / Photo by Photographer Name (@TheirHandle)
  - c. Photos used in the weekly newsletter or posted on Twitter do not have photo credits.
  - d. Photos taken from Creative Commons or given to The News upon request for publication will be accompanied by a photo credit in the following format: / Photo courtesy Photographer Name, Group/Company Name
9. Photos taken for The News will not be provided to police or administration for the purpose of identifying potential criminals or students breaking rules except in case of a court order.

### **Amendment III: Social Media Code of Conduct**

1. Once becoming part of The News, all staff members must be mindful that they are representatives of The News — even when they are posting from their private social media accounts.

- a. The private social media parameters for staff members are as follows. Staff members may not:
    - i. Make posts that are hateful on the basis of race, ethnicity, gender, religion, sexuality, gender identity or other protected identity.
    - ii. Harass another person, whether publicly or in private messages.
    - iii. Include their own opinion about the topic of an article when posting a News article, whether written by them or not, if it is not an editorial, op-ed, column or cartoon (this includes campus, city, lifestyle and sports articles)
    - iv. Respond to comments made on The News Facebook or Instagram posts, or tweets directed to The News Twitter, without permission from their editor.
  - b. If a staff member is found to have violated one of the private social media account parameters under Amendment III, Section 1a, then they will be subjected to the impeachment process outlined in Article V, Section 7.
2. The social media manager will be responsible for the upkeep of all News social media accounts (Facebook, Twitter, Instagram, Snapchat and LinkedIn). They will be the designated person to issue a response if there is a social media mistake or crisis.
  3. Some staff members may have additional privileges for The News' social media accounts. Those positions are as follows:
    - a. Facebook: All E-Board and social media team members will be granted access.
    - b. Instagram: Editor-in-chief, managing editor, business manager, social media manager, photo editor, deputy photo editor and staff photographers at the discretion of the E-board will be granted access. Other E-Board members, staff writers and news correspondents may be granted temporary access only after a temporary password has been implemented.
    - c. Twitter: All E-Board and social media team members will be granted access. The business manager will also have access. Staff writers, staff photographers and news correspondents may be granted temporary access only after a temporary password has been implemented.
    - d. Snapchat: Social media manager, social media team, business manager, photo editor, deputy photo editor, staff photographers, editor-in-chief and managing editor can have access to the password. Other E-Board members, staff writers, staff photographers and news correspondents may be granted temporary access only after a temporary password has been implemented.
    - e. LinkedIn: Social media manager, business manager, editor-in-chief, managing editor, business manager, the business team and outreach coordinator shall be granted access.
  4. Staff members who have access to The News social media accounts may have their privileges revoked or may be subjected to the impeachment process outlined in Article V, section 7, if they are found to have:

- a. Made inappropriate or unauthorized posts using The News account(s).
  - b. Disclosed social media passwords or allowed unauthorized people to use The News account(s).
  - c. Used The News account(s), logo or name for personal uses that are not relevant to The News.
  - d. Violated one of the private social media parameters outlined in Amendment III, section 1a.
5. At the end of each semester, members who are no longer on staff should have their access to The News' social media accounts revoked. This includes changing all passwords.

#### **Amendment IV: Business Practices**

1. The News strives to maintain a separation between the editorial and business sides of the newsroom.
2. No one serving in an editorial capacity on the E-board may also serve in a leadership role on the business team.
3. The News will not:
  - a. Accept payment for editorial coverage of a topic.
  - b. Accept sponsored content.
  - c. Accept gifts, favors, fees, free travel or special treatment from advertisers or individuals in exchange for or because of editorial coverage.
  - d. Favor advertisers, donors or other special interests in News coverage.

#### **Amendment V: Newsroom Policies**

1. These policies will be displayed prominently on The News' website.
2. Crime Log Policy:
  - a. The crime log is compiled from reports made available by the Northeastern University Police Department, under state and federal public records laws. Nothing in the reports should be construed to be a finding of guilt; they are a record of the actions taken on a given day by NUPD. We do not print names or identifying information in the crime log.
3. Comment Policy:
  - a. The Huntington News encourages readers to post social media comments using their real names. We will delete comments we find to be obscene, discriminatory or threatening. Advertisements, spam and comments posted under the name of a

News staff member are not permitted. The News reserves the right to disable commenting on any article.

- b. WordPress, the webhoster of The News, requires that comments include an email in addition to a name. The News will not use or distribute email addresses in any way.
4. Censorship & Prior Review Policy:
    - a. The News will resist any and all censorship or prior review from anyone. We do not allow interview questions, quotes, stories or photography to be reviewed by sources before publication.
    - b. If previous consent was given to record, take notes or photograph and then consent was removed, anything said or photographed previously is on the record.
    - c. Sources may request conversations to be off the record or on background before such conversations take place, but not after. These requests must be approved by the editorial board and may be denied.
  5. Corrections Policy:
    - a. The News welcomes corrections to any article emailed to the managing editor. Corrections are added to the story online. We do not print them in the physical newspaper.

#### **Amendment VI: Amendment to the Photographer's Code of Conduct**

1. Amended the Photographer's Code of Conduct to allow photographers to sign the Code of Conduct electronically, specify photographers may not accept gifts in attempts to receive favorable coverage, clear up language regarding press pass reuse and give reselling rights of photos to photographers alone.

#### **Amendment VII: Amendment to the Election Process for Editor-in-Chief**

1. Waived the limit on questions asked to editor-in-chief candidates during elections outlined in Article V.2.c for candidates for editor-in-chief.