

Insight

Waubensee Community College
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POLICIES AND RESPONSIBILITIES

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Introduction

Insight is a student-run newspaper at Waubensee Community College. *Insight* is completely run by the students; advisers exist to provide guidance and assistance, but decisions on policies, articles and issues reside with the student editors. Content placed in *Insight* is not monitored or restricted by college administration or faculty in any way.

About *Insight*

It is the mission of *Insight* to provide, for the students, faculty and staff of Waubensee Community College, as well as members of the surrounding communities, a professional newspaper covering campus and local events. Another purpose of *Insight* is to provide the experience of working in the journalism field and to teach students real-life skills such as meeting deadlines, editing, advertising and marketing, personnel management and more.

Insight was founded in 1967 and has been published since that time.

Who Can Write for *Insight*?

Any student, part or full time, can write for *Insight* as a staff writer or other position. Former students, faculty, community members, WCC staff and administrators may also submit articles as a Guest Writer, but may not hold any position on the paper.

Who Controls what *Insight* Publishes?

The responsibility and control for all content decisions of *Insight* rests firmly with the student editors of the newspaper. No outside agency has any say in what articles or information is printed in *Insight*. This includes, but is not limited to, Waubensee Administration, faculty, staff, students not affiliated with the newspaper and other student organizations (including Student Senate). All content decisions are solely the responsibility of the student editors.

At no time should any other agency be held responsible for any content that is printed in *Insight*. Content that is libelous, inflammatory or otherwise inappropriate is the responsibility of the student editors of *Insight* and no action or sanction should be taken against any other body. Any complaint or charge should be directed at the *Insight* Executive Editorial Board.

Any attempt by an outside agent to exert control over *Insight's* content is a violation of constitutional free speech rights, regardless of any other attribute or situation that exists.

Article I: Basic Information

Section 1: Office and Contact Information

Insight's office is currently located in Von Ohlen Hall, Room 246. *Insight's* contact information is as follows:

Phone: 630-466-2555

Email: insight@waubonsee.edu

Website: www.wccinsight.com

Section 2: Meetings

Insight holds three official meetings per week in the office (Von Ohlen 246):

Thursday, 1:00 PM - Executive Editors-only Meeting

Thursday, 1:30 PM - All Editors Meeting

Thursday, 2:00 PM - General Staff Meeting

Meeting directly after publication will be an issue review and after issue party.

These meeting times are subject to change at the Executive Editor's discretion.

Editor's meetings will focus on layout decisions, article placement, staff recruitment and other business matters. Attendance to Editor's meeting is restricted to editors and faculty advisers only, unless prior arrangements are made. For example, a staff member wishing to bring an issue to the editor's attention may request to be added to the Editor's Meeting Agenda. Requests must be made 24 hours in advance of the Editor's meeting (in the case of urgent matters, a staff member may appeal this time constraint to the Editor In Chief, prior to the meeting). Non-editorial staff members will only be present at the Editor's meeting for the duration of his or her issue's discussion.

General staff meetings are required for all staff positions. General staff meetings will only focus on article ideas, deadlines and fundraisers.

The first meeting after publication will be an issue review session. This session is open to all staff members. If Editor-only information is to be discussed, it will take place directly following the issue review.

The first meeting after publication will also be an after-issue party for all staff. This meeting will start at 2:00 p.m. and will take place in the Student Senate room (Dickson 121) or the *Insight* office.

Section 3: Deadlines

Insight maintains several deadlines for each issue. These deadlines are firm and will not be lifted except in extreme circumstances (i.e. the office burned to the ground). In general, all materials from staff members must be submitted by 11:59 p.m. on the Monday of deadline week, with the paper going to press that Friday and being distributed on campus the following Monday.

Advertisements must be submitted by Wednesday of deadline week.

Any material submitted after deadline will be up to the EIC's discretion as to whether or not it is printed. Materials that miss deadline and are not printed may be printed in the next available issue if the article is still timely and space is available.

Section 4: Communications

Insight utilizes email as the primary mode of communication. All staff members are required to provide *Insight* with an email contact, if available. *Insight* emails are sent out at least once a week by the Executive Editors, and staff members are highly encouraged to keep in contact and read the emails that are sent out. The emails often contain extremely important information such as deadline changes, article availability and other important matters.

Insight's other forms of communication may include (but are not limited to) phone calls, letters, and Facebook/Myspace messages. Staff members are encouraged to provide *Insight* with as many forms of contact as possible to ensure that information is properly distributed.

Section 5: Computer Access and Use

Computer access to the personal-use computer is granted to any staff member who wishes to use them. For security reasons, passwords are shared only with editors and advisers; however, an editor will unlock the computer for a staff member if needed.

All computers (except designated personal-use computer) should be used for *Insight* business (such as writing or editing an article) only.

No chat programs may be used under any circumstances. This includes AIM, Yahoo Messenger, ICQ, MSN, Google Chat and any other chat program not listed here.

Insight also maintains the following guidelines regarding computer access:

- Non-staff members may not access computers without an Executive Editor's permission.
- Absolutely no files are to be downloaded without Executive Editors' approval.
- No programs may be installed without Executive Editors' approval.
- Websites containing pornographic images may not be viewed at the *Insight* office.
- Any websites promoting illegal or offensive activities (warez, piracy, hate crimes or any other material deemed inappropriate) may not be accessed on office computers, unless being used for article research purposes.
- Any inappropriate content being accessed for article research purposes should be cleared through Executive Editors.
- Internet Explorer may NOT be used on any computer. Staff members should use Mozilla Firefox on the Macs and use Avant Browser on the PCs. Internet Explorer is too unstable and it is a security risk; use of the browser often results in viruses or spyware being downloaded onto the computer.
- Videos, games, and other disruptive programs should be used in moderation, and should never interfere with other staff members' work, and should never be used during deadline week.

- Any non-staff member using a computer (even with permission) may be asked to immediately close what they are working on and relinquish the computer if an *Insight* staff member needs to use it.
- Any staff member not currently working on *Insight* work may also be asked to leave the computer for another staff member needs to use it for *Insight* business.
- No one may change the backgrounds, sounds or other personalized settings on any computer.
- No non-*Insight* related files may be saved on the computers.
- No one may print large personal documents on the *Insight* printers without Executive Editor permission.

Staff members violating these rules or performing any other action including but not limited to illegal actions, actions that are damaging to the computer, or anything else deemed inappropriate by Editor In Chief may have their computer access revoked or, in extreme cases, other penalties.

There are currently four computers in the *Insight* office:

- **Layout Mac** - This computer is only used by editors who are working on the layout. No one but the Editor In Chief, Chief Copy Editor and Layout Editor may use this computer for any reason. Personal use is prohibited.
- **Black PC (Business and Photoshop)** - The black PC is the Business Manager's and Graphic Designer's computer (as well as a backup computer for the Layout Editor). Personal use is prohibited.
- **Secondary Mac** - First priority on this computer is given to Editors (especially Copy Editors fixing articles). Personal use is prohibited.
- **White PC** - This PC is free to be used by any staff member.

For more details on who is allowed access to which computer, please see Article XII: Position Responsibilities. It should be noted that the *Insight* office is not Dickson Center, nor is it the Henning Computer Lab. Non-staff members wishing to use a computer should go to one of those locations; the *Insight* computers may be available for a quick email check, but non-staff members should not use any *Insight* computer for any extended period of time (extended meaning longer than 10 minutes).

Section 6: Office Access

Insight maintains a strict access policy to the office. Only staff members who are added to the allowed list may request for the door to be unlocked by Campus Security. Any staff member or guest may enter the office when an editor has already unlocked it.

Non-editorial staff may not have access to the office without an editor present. When an editor leaves the office and a non-editor is present, the latter must leave the office unless other arrangements have been made with the Editor In Chief.

Section 7: Contact List

Insight shall maintain a contact list that includes the name, position, phone, address and email of all members. This list shall be updated at least once each month. All staff members should fill out an *Insight* Contact sheet, found in the Desktop/Files folder of the Layout Mac.

Article II: Insight Editorial Positions

Section 1: Executive Editors

Defined as Editor In Chief (EIC), Chief Content Editor (CCE), Chief Copy Editor (CCE), Layout Editor (LE) and Business Manager (BM). Executive Editors are required to attend weekly meetings.

All Executive Editors receive one vote at Editor's Meetings. EIC will break all ties. Executive Editors may cast their vote via proxy for an issue that is on the agenda for a meeting they will not be able to attend. This must be set up with EIC prior to the meeting.

In the event that an urgent decision must be made and the EIC is unavailable, the next editor in line will make the decision.

The order of succession is hereby set as follows:

1. Editor In Chief
2. Chief Content Editor
3. Layout Editor
4. Chief Copy Editor
5. Business Manager
6. Senior Asst. Layout Editor

This order of succession shall also be used if an editor is abruptly removed from duty or if they resign. Editors will "fill-in" for absent editors until a new editor is appointed.

Section 2: Junior Editors

Defined as Managing Editor, Copy Editors, Photo Editor, Webmaster, Circulation Editor, Video Editor, Assistant Layout Editors, Assistant Copy Editors, Assistant Finance Editor, Assistant Advertising Editor. Junior Editors are required to attend weekly meetings, but do not receive a regular vote at Editor's Meetings (special situations, such as the election of a new EIC, may allow a Junior Editor the right to vote).

For full details on positional responsibilities, see Article XII: Position Responsibilities.

Article III: Content Policies

Section 1: Opinion Articles are Not the Opinion of *Insight*

All opinions expressed in the Opinion section of *Insight* are solely the opinion of the writer, and do not necessarily reflect the views of the *Insight* staff as a whole, *Insight* organization or the student body.

Section 2: Official Language

The official language of *Insight* is English. All articles and other materials published in the newspaper must be written in English (this includes letters to the editor). If a foreign language is used in an article (other than common phrases such as numbers or things like "bon appetit,") it must be accompanied, on the same page, by an English translation.

Section 3: Article Basics

- Articles may not make calls for violence, blatant fallacies or any other content unbecoming of an *Insight* member or deemed offensive or inappropriate by the Editor in Chief. This policy may NOT be used to discriminate on an article based on the opinion stated. “Offensive” means things using foul language, graphic details of death or sexual actions or other similar types of articles.
- All articles are subject to discretion of the Executive Editors.
- Articles should not attempt to incite any sort of violence or crime.
- Articles should be written keeping in mind audience, section, size constraints and style.
- Articles should be written in journalistic style, as opposed to essay or research paper style.
- Articles should follow the standards set out in the [Insight Design Standards](#).
- Articles should be a minimum of 250 words unless prior permission is granted for ‘blurb’-type article.
- Articles may not be censored on the basis of the opinion stated therein, unless that opinion is considered to promote hate speech, violence or another objectionable attribute, as determined by the Chief Content Editor and Editor In Chief.
- All articles will be saved in both physical and digital archives. These physical archives shall be preserved for at least two years. After two years, articles may be disposed of.

Section 4: Plagiarism and Fabrication

Insight maintains an extremely hard stance on any form of plagiarism. Writers (or other staff members) found to be stealing another’s work and portraying it as their own will be immediately suspended from active membership, with all privileges revoked, and may face further sanctions from the Executive Editors.

Fabrication (the intentional creation of false information) will be dealt with in the same manner. Fabrication can include making up quotes that were not actually said, attributing quotes (intentionally) to an incorrect source, as well as other forms of fallacy. Violations of this policy will be handled on a case-by-case basis, at the sole discretion of the Executive Editors.

Section 5: Style and Design Guidelines

Insight accepts the Associated Press Stylebook in nearly all cases. Refer to this reference book (a copy is always kept in the *Insight* office) for any common questions on spelling, capitalization and other similar points (i.e. should Founding Fathers be capitalized or not).

Aside from that book, *Insight* also maintains its own style guide, the [Insight Design Standards](#) manual. This manual shall supersede any other style guide when applicable. All writers should be familiar with both publications, and editors should be extremely well versed in both.

Finally, *Insight* also utilizes the [Insight Writing and Editing Guide](#), which contains many standards and suggestions for both writers and editors.

Section 6: Prior Review

Under no circumstances should an article be reviewed, edited or shared with someone outside the staff prior to publication. This includes Waubensee instructors not affiliated with the paper. If facts need to be checked, the writer should ask questions of the involved parties, but should not give that party access to the article itself. Intentionally sharing an article with a non-*Insight* staff

member before publication may result in that article being dismissed and the staff member receiving a conduct warning.

Other types of information that should be not shared include any portion of the layout, content of any article, ad or other feature being printed, subjects of stories and any other similar pieces of information.

Also, writers should not share information about upcoming articles with parties who are not directly involved with that article. For example, writer A interviews person B. Writer C hears about the interview and reads the copy at a staff meeting, and then tells person D about the interview. No publication information may be shared outside of staff meetings without prior consent from Executive Editors.

Section 7: Information Sharing

No information obtained from an *Insight* Editor's meeting may be shared with a non-editor without prior approval of the EIC. Failure to comply with this rule may result in revocation of editorial credentials. Any information discussed at an Editor's meeting must be considered, for all intents and purposes, privileged information that may not be shared under any circumstances with anyone outside those authorized to know the information.

In addition, no staff member is allowed, at any time, make any sort of promise to a third-party about what content will be printed in the paper. Regardless of whether or not the article will be printed, that information should not be shared with outside sources. Even if a staff member is relatively sure that an article or photo is going in, he or she should always play the "no comment" card when speaking to a source, interviewee or anyone else. Until the paper is physically printed and placed on campus, there are no guarantees.

Section 8: Letters to the Editor

Letters to the editor are edited for the following characteristics: spelling, typos and length/spacing. Letters to the editor are never edited for content and are printed as received.

Letters are printed in the opinion section under the title of "Letters to the Editor," along with the author's name (no position is to be added to the name). Letters to the editor may be printed with the title that the author has given, unless deemed unsuitable. The only acceptable edits to a letter to the editor are replacing offensive language with hyphens, per Associated Press standards. Letters to the editor may be printed anonymously if the author requests, but will not be printed unless the EIC is aware of the identity of the author.

Per Associated Press standards, the names of authors of anonymous letters to the editor will never be revealed to outside sources if requested by the author.

Section 9: Submissions

- Articles are to be submitted via email as a Word document attachment (.doc files). The article must contain, at the top of the document, the author's name, and should contain a suggested title. The document should also be double-spaced. If a title is not included, one will be created at the EIC's discretion. The article may be turned in as a hardcopy only if absolutely necessary, as an emailed file is highly preferred. In the event that a hardcopy article is turned in, absolutely no article will be accepted after the Friday prior to deadline.

- Photos are to be submitted in .JPG or .PSD format and must be emailed or dropped off on CD or disk. In extreme situations, hardcopies of photos will be accepted and scanned in (digital copies are highly preferred due to the huge quality loss that will occur with scanning).
- Advertisements are to be submitted in .JPG, .PSD, .PDF or QuarkXpress format. Hardcopies of display ads are not accepted.
- Graphical work (such as internal advertisements) is to be submitted in .JPG or .PSD format and must be emailed or dropped off on CD or disk. Hardcopies of graphic design items are not accepted.

Section 10: Selections for *Insight* Time Warp

Articles selected for use in the *Insight* Time Warp section must have been published at least five years prior to the current publication date. Articles are to be retyped and should include the original author's name and date of publication. Any obvious minor errors (spelling, proofing errors) should be fixed.

Section 11: Press Releases

Press releases from Waubensee or other sources that are printed should be edited for grammar and errors, just like any other article. These articles will be printed with the author of "Press Release."

Section 12: Screener and Preview Copies of Media

All screener and preview copies of movies, books, music and other forms of media that are sent to *Insight* must be reviewed. The reviewer of the media may keep the media after the article is written and published. If the writer does not write the article, he or she must return the media to the *Insight* office.

Section 13: Archive Copies of Newspaper

All digital copies of the paper will be kept on file on the layout computer and periodically backed up to a removable media (this includes .PDF versions AND QuarkXpress versions). If necessary, extra backup copies of the paper may be cleared out to free up hard drive space, but the newest version in both formats must be kept indefinitely. Physical archives should include at least 15-25 copies of each paper and must be kept indefinitely. Any physical copies of the paper in excess of the 25 may be taken by staff members for person use or may be discarded at Editor's discretion.

Article IV: Layout Policies

At no time may any copies of the layout be taken outside the *Insight* office for any reason. All copies of the layout must be edited in-office. There are no exceptions. In addition, no copies of the layout may be shared with any non-*Insight* staff member.

- No staff member may edit any content or settings in the layout without prior approval of Layout Editor and Editor In Chief.
- Layout Editor may designate individual pages for assignment (ex. Asst. Layout Editor #1 has page 3, #2 has page 4 etc)
- In the event that a certain page or article is assigned, assignee will only edit that given area of the layout.

- All files for the layout will be stored in the correct folders on the computer, as designated by Executive Editors.
- Only one instance of Quark will be used to create the layout. Using multiple computers to simultaneously work on multiple pages and then splice them together is not allowed. This creates a situation of Quark being unable to locate source files such as images, and will result in freezes and errors in the program.
- Automatic Backup system will be set at the beginning of the semester, per Executive Editors. No modifications to Backup System may be made without consent of Executive Editors. The standard for the backup system to save five backups, do not auto save the file, and store the backups in Desktop\Issues\Backups.
- After every issue, the Backups folder must be emptied.
- All changes in the layout should adhere to the Insight Design Standards.
- Spell check must be run on every layout before publication.

Pickup and Distribution

- The paper must be dropped off to the Kane County Chronicle Office prior to the deadline given by the Chronicle staff. This deadline is usually 4:00 p.m. on Friday, when the paper is scheduled to be printed Sunday night and picked up Monday morning. The call to set up the order must be made, at the latest, by the Monday of deadline week and should be made the week prior.
- The layout is to be delivered on CD in PDF format.
- Included with the layout must also be a list of including the following: number of pages and number of section, what pages are to be printed in color, how many copies are to be printed.
- A weekend contact number must be included as well in case the KCC staff has a question on the layout.
- All papers that are distributed must be accounted for on the Distribution Chart located in the *Insight* office and must be delivered with authorization of the Executive Editors.
- Twenty-five copies of the paper must be taken (on the day of distribution) to the President's Office in Dickson Center.
- One copy of the paper is to be placed in each instructor's mailbox in the Bodie 136 mailroom.
- 50-100 copies of the paper are to be placed in each paper rack. The older issues will be put in the bottom of the rack and the old issues that previously occupied the bottom will be discarded.
- Other places that the paper should be physically delivered include the various Dean's offices, Community Education Department and Student Activities Office.
- To facilitate the delivery of the paper, use the mailroom cart from Bodie 136.

Article V: Miscellaneous Policies

Section 1: Apologies for Errors

Insight will place formal apologies for factual errors in the newspaper if deemed necessary. Apologies will not be placed for issues that involve opinion, interpretation or other non-factual issues. The Editor In Chief will make the decision as to whether or not the apology is necessary, and will handle the matter personally.

Section 2: Non-Students Writing for *Insight*

At this time, *Insight* only accepts current students of Waubonsee Community College for the position of “staff writer.” Past students, administrators, faculty and community members may write for the paper as a “guest writer.” Current and part time students are accepted, as are students that attend classes at any campus or online only.

Letters to the Editor may be written by anyone; this policy only applies to actual credited writers.

Section 3: Conflicts of Interest

Writers may not cover a story or write a news or features article that involves any party that is a conflict of interest. Examples include stories about family members and friends, employers or other situations deemed as conflicts by the Executive Editors. *Insight* reserves the right to deny publication of any news piece in which the neutrality of the writer is disputed.

Section 4: Speaking for *Insight*

No *Insight* staff member may, at any time, speak for the *Insight* organization as a whole to any third-party. This includes Waubonsee administration, students, faculty or staff, advertisers or any other individual or organization. Any statement made in the name of *Insight* must be made by an Executive Editor and then should only be made after consultation with all Executive Editors. This even includes answers to seemingly harmless questions. Any questions about the organization, its policies or procedures or other matters should be referred to the Executive Editors. Information that is public knowledge (i.e. information such as meeting times, publication dates and *Insight* contact information) can be shared freely.

Section 5: Dress Code

Insight does not maintain a dress code for standard office operations.

For meetings with 3rd parties outside the office (including but not limited to meetings with Student Senate and college administration), *Insight* strongly suggests business casual attire and disallows any article of clothing that would be considered inappropriate in a normal business setting (i.e. shirts with profanity, revealing clothing and similar items).

Section 6: Banned Items In the *Insight* Office

- *Insight* does not allow any form of alcohol or illegal drugs in the office. Any student or guest bringing these items into the office will be asked to remove either the items or take both the items and themselves out of the office.
- Firearms of any sort.
- Pornography of any sort.
- Any other item prohibited by law or Waubonsee policy.

Section 7: Office Food and Drink

Food and drinks that are purchased for the office are for benefit of active staff members. Non-staff members may not partake of the *Insight* food supply unless monetary arrangements have been made. Part time staff members who are not working in the office every day (i.e. columnists or other staffers who only attend meetings) should only partake of the *Insight* food supply very sparingly unless they have helped pay for the provisions.

Section 8: Staff Compensation

At the present time, no staff member of *Insight* is paid any sort of salary or time-based payment. *Insight* is a completely volunteer organization.

Section 9: Staff Reimbursement

Insight staff members may be reimbursed from the *Insight* account for purchases of supplies, food and other items ONLY if the purchase is approved in advance by Executive Editors and the purchase was not made over budget. Receipts must be submitted with the request for reimbursements, and staff member must have a W-9 on file with Waubensee Community College to receive reimbursement.

Section 10: Staff Employment

Insight is an equal opportunity organization. *Insight* will not discriminate on the basis of sex, race, creed, age or any other legally protected attribute when recruiting for staff positions. A command of the English language is required to be a member of *Insight*, and certain skill qualifications may be taken into account for potential candidates. *Insight* reserves the right to deny positions to unqualified applicants, regardless of any other attribute. *Insight* will not at any time appoint an unqualified applicant to any position on the paper for any reason.

At no time will any outside organization, including but not limited to the Waubensee administration, make any sort of employment decisions in *Insight's* name, nor will any outside agent have a say in who is on the current *Insight* staff list.

Section 11: Life of this Document

This document shall serve as the master Policies and Responsibilities guide for *Insight* from release date until the end of time. This document may not be altered in any way without following Section 12 of Article V, and this document may not be dismissed, disregarded or otherwise removed from use in whole or in part. No entity outside of *Insight* shall have any power or control over this document.

Section 12: Changes to This Document

Insight reserves the right to change, reduce, add to or otherwise modify this document at any time. These changes may be released in an addendum if the EIC deems it necessary. A completely current copy of this document will be kept in the *Insight* office at all time for reference purposes, and at any time, a staff member may request a copy of the document. Old versions of this policy guide will be kept on file for one semester.

Changes to this document will adhere to the following procedure.

Step 1: The change is proposed, in writing, at an Executive Editor's Meeting.

Step 2: The change will be voted on by all Executive Editors during an Executive session.

Step 3: A 2/3 majority is required to advance any change. If the 2/3 majority is reached, then the EIC will take the change to the Faculty Advisers. The EIC and Faculty Advisers will discuss the change and make the final ruling.

Article VI: Advertising Policies

Insight reserves the right to refuse advertising for any of the following: adult entertainment, religious, tobacco products, term papers, chain letters, psychic, political or gambling ads, or anything else deemed offensive or inappropriate by Editor In Chief and/or Executive Editors.

Insight will not accept online advertising in any of the following forms: flash banners, any form of scripts, popups, banners that mimic Windows error messages or other types of false displays. Online ads are also subject to all rules pertaining to display advertising.

Insight currently refuses all advertisements from Governor's State University and any satellite organizations run by the Governor's State administration due to the university's past attempts to deny free speech to students.

Insight only accepts checks payable to "Waubensee Insight" as payment for display ads. Classified ads may be paid in check or cash. All checks must be deposited in the WCC Business Office. A template for depositing checks is located in the Desktop/Files folder on the Layout Mac.

Invoices for advertisements will be sent out the week of publication and will use the template found in the My Documents/Business Manager folder. Also, a contact list of advertisers will be maintained, in that same folder, using Microsoft Access.

Article VII: New Editor in Chief Selection

The new Editor In Chief must fit the following criteria (if no one is available that meets the criteria, see section 3 of this article):

- Must have been a member of *Insight* at least one full semester
- Must have an excellent understanding of the English language (including grammar and spelling)
- Must understand and agree to abide by journalistic style and guidelines
- Must understand and agree to abide by *Insight* standards
- Must have proven ability to edit and produce quality layouts
- Must have proven leadership capabilities and must have shown reliability and integrity as an *Insight* member.
- Must show knowledge in the journalism field, and must be able to effectively edit a wide variety of article styles (news, feature, review, interview, opinion)

Step 1: Nomination

Any Executive Editor may nominate a current staff member to serve as Editor In Chief for the next semester. Nominations should be given to the Editor In Chief, who will then inform the nominees. Editors may not nominate themselves, and each Editor is limited to two nominations. The outgoing Editor In Chief is required to nominate at least one individual, while other Executive Editors may nominate one if they wish.

The candidate will be informed of his nomination. If he accepts, the Editorial Staff will interview him. Questions should include qualifications, experience, future plans and other pertinent matters.

At this point, a discussion of the Editorial Staff will be conducted. If the candidate is a member of the Editorial Staff, he or she will be asked to leave the room for the duration of the discussion.

Provision 1a: If a staff member wishes to run for Editor In Chief but has not received a nomination, he or she may interview as usual, however, the Editorial Staff must be made aware that no one has nominated the candidate. All other qualifications listed above must still be met.

Step 2: Editorial Vote

No later than the next regularly scheduled meeting, a vote will be taken among the Editorial Staff. The vote will be conducted in a secret-ballot style, and only Editors who have been on the Editorial Staff for at least 3 consecutive issues may vote. Proxy votes are not allowed. Editors will write “yea” or “nay” on a slip of paper and return it to the Editor In Chief. The EIC will tally the votes and break all ties. If the candidate receives a majority of the vote, he or she will move onto the next phase.

Provision 2a: If the candidate does not pass the majority vote, but the EIC still feels them to be a legitimate candidate, he or she may allow the candidate to speak to the general staff. This may only be done if the general staff is informed before the presentation that the majority of the Editorial Staff does not support the candidate.

Step 3: General Staff Presentation and Vote

If a candidate passes the Editorial Staff vote, he will make a presentation to the general staff. This presentation should include qualifications, experience, and his or her plans for *Insight* as Editor In Chief. Non-editorial staff members will not be voting on the new EIC, but if they have a grievance with the individual that is up for the position, they will be allowed to submit their objection in writing.

Step 4: Presentation to Adviser

When the Editor In Chief presents the staff’s recommendation for Editor In Chief to the Adviser, he may or may not present the nominee with his personal recommendation. A situation may arise where a candidate that the current Editor In Chief does not feel is an acceptable choice is nominated, and in this case, the EIC is allowed to voice their disapproval by not recommending the individual.

Step 5: Selection or Rejection of Candidate

The Adviser and EIC will meet to discuss the selected candidate, and must come to a consensus for the nominee to be approved. The nominee, if approved, will assume the duties of Editor In Chief no sooner than one day after the current semester ends and no later than three weeks before the start of the next non-summer semester.

Addendum - Multiple Candidates

Voting will NEVER be taken as a 1v1 or other sort of head to head competition. Each candidate will pass through the procedure separately. If, at the end of all phases, there are two or more approved candidates, the outgoing EIC and faculty adviser will meet with each candidate, interview him again, and then choose the most qualified to assume the position.

Addendum #2 - Timetable

When the new EIC is being selected for the fall semester, this procedure may be started no sooner than March 15 and must be completed no later than May 1. When the new EIC is being

selected for the spring semester, this procedure may be started no sooner than October 15 and must be completed no later than December 1.

Article VIII: Operating Without an Editor In Chief

In the event that an Editor In Chief cannot be selected or an Editor In Chief is removed from duty and not immediately replaced, it may become necessary for *Insight* to function without an Editor In Chief.

If this happens, the leadership will be as follows: the Chief Content Editor, Layout Editor and Chief Copy Editor will form a “leadership-by-committee” team and all decisions will be based on majority vote of those three. All responsibilities of the Editor In Chief will be divided among these three editors.

Every effort should be made to elect one of those editors as Editor In Chief as soon as possible.

Article IX: Staff Conduct and Dismissal

Internal Conduct

Insight understands that everyone has bad days, however, *Insight* is a professional organization and the office should be treated as such. Staff members should try and maintain a positive and cordial atmosphere in the office. Staff members who cause discontent, arguments or other forms of disruption may be asked, at an editor’s discretion, to leave the office and return at another time.

When writers and editors are working on tasks (especially during deadline week), staff members should make every effort to avoid disrupting that work. This includes but is not limited to making excessive amounts of noise, playing games or videos on computers or having non-*Insight* related phone conversations.

External Conduct

Any staff member who writes, edits or performs any other job for *Insight* is seen as and should act like an ambassador for the newspaper. Staff members are all representatives of the organization and should always act appropriately, in any situation, whether they are explicitly representing the paper or not.

Conduct Repercussions and Dismissals

Every effort should be made to resolve conflicts or bad behavior without having to escalate to the level of warnings, offenses and suspensions. However, if the situation merits it, the following procedures will be followed.

The Editor In Chief will discuss the situation with other Executive Editors before any warning is issued (unless the offender is another Executive Editor, in which case the EIC should discuss the situation with that editor and the Faculty Adviser).

For the first offense, a written warning will be issued to the staff member, directly from the Executive Editors. Copies of the warning will be added to the *Insight* files under the staff member's name and given to the Faculty Adviser. This warning will be made on a one to one basis, and will be approved in advance by the Executive Editors. The Editor In Chief will administer the warning personally and will utilize the *Insight* Conduct Report and Policy Violation Form.

If the unacceptable conduct continues, a final warning will be issued, in writing, to the staff member. The Editor In Chief and the Faculty Adviser will issue this warning. At this time, the staff member will be placed on probation. While on probation, the Editor In Chief may immediately revoke all staff privileges of the staff member (but may not officially dismiss him or her) if the staff member commits any sort of violation.

If a staff member commits a violation while under probation, the Executive Editors will, at the next scheduled Executive Editor's Meeting, discuss possible dismissal.

A straight majority vote is required for dismissal of a staff member. If the dismissal vote is "aye," the Editor In Chief and Faculty Adviser will meet with the staff member and issue the dismissal. At this point, if the staff member was an editor, he or she will be required to sign an *Insight* Non-Disclosure Agreement.

Written violations will be kept on file in the Faculty Adviser's office and will be accessible by only the Editor In Chief and Faculty Adviser. The count of violations required for dismissal shall be reset each semester. For example, if a staff member receives two warnings in a fall semester and then one the next spring, they will not be eligible for dismissal as the three warnings do not stack.

Examples of minor behavior that may receive a warning:

- Excessive unexcused absences from meetings (more than 50% missed with no excuse). Scheduling conflicts, such as a class at the same time as the meeting, are acceptable excuses for non-editors, so long as contact is maintained through other mediums.
- Minor negligence of duties (missing deadlines, not completing promised or assigned tasks)
- Disruptive actions during meetings or while working in *Insight* office
- Repeated submission of extremely libelous or defamatory articles
- Violation of policies listed in this document
- Sharing Editor-only information with unauthorized persons
- Sharing *Insight* publication information with unauthorized persons prior to publication (see: Article 3 Section 3).
- Conduct unbecoming of an *Insight* staff member (as determined by Executive Editors and/or Editor In Chief)

Examples of major behavior violations that may result in immediate suspension from active *Insight* membership, removal from Editorial position or complete revocation of *Insight* membership:

- Physically fighting another *Insight* staff member or other person in the *Insight* office or anywhere else while on assignment for *Insight*.
- Intentional misrepresentation of *Insight*, *Insight* policies or *Insight* decisions to third parties for the express purpose of damaging *Insight*'s or staff member's reputations.

- Threatening any other organization or individual in *Insight's* name, or, making threats as to what *Insight* will do if a certain condition is not met (ex. "If you don't give me the information I want, *Insight* will print bad things about you).
- Vandalism or theft of *Insight* or *Insight* member's property (including digital property)
- Major negligence of duties (intentional failure to complete assignments)
- Committing acts of sabotage against *Insight* or an *Insight* staff member
- Violating any sort of law in the name of *Insight*
- Extremely inappropriate actions at public functions while an *Insight* member
- Direct insubordination to Executive Editors, such that by disobeying the direction of the Editors, the paper itself or another staff member is harmed in any way (including defamation of character).
- Other extreme actions unbecoming of an *Insight* staff member (as determined by Executive Editors and/or Editor In Chief)

Article X: Editor In Chief Impeachment

In the event that the *Insight* staff does not feel that an Editor In Chief is completing his or her duties, Articles of Impeachment may be put forward.

Before this occurs, however, several criteria must be met.

- Articles of Impeachment must be presented at an Executive Editor's meeting, by an Executive Editor, and must be co-signed by at least four other editors (one other executive and three executive or junior).
- The Executive Editor putting forth the Articles of Impeachment must present his or her case in written format (i.e. a letter stating the intent to impeach and detailed the reasons why).
- The report must include a detailed account of failures to adhere to and/or intentional violations of *Insight* codes, inappropriate content decisions, examples of negligence or dereliction of duty and other inappropriate content.
- The impeachment procedures may not be continued if no proof can be shown of actions detrimental to the paper. The Faculty Advisers may dismiss the charge immediately if this burden of proof is not met. The Articles of Impeachment are not to be used to remove an unpopular Editor In Chief, only an incompetent one.
- The Executive Editors will meet with the Editor In Chief and Faculty Advisers within three working days after the Articles of Impeachment are put forth.
- The Editor In Chief will be required to answer for all charges. An advance warning must be given to the sitting Editor In Chief so that he or she may prepare defensive documents supporting his or her position and decisions.
- During the meeting, both sides may call witnesses (including non-Executive Editors) to testify on either side.
- At this point, the Executive Editor who brought forth the charge may dismiss the impeachment, if they wish, if they are satisfied with the defense given by the sitting EIC.
- If the impeachment is not dismissed, the meeting will be concluded. Within one week, another meeting must be scheduled with Executive Editors and Faculty Advisers. At this meeting, a vote will be taken, secret ballot style and with the EIC out of the room, to determine if the Articles of Impeachment will be passed. This vote requires a 2/3 majority of the sitting Executive Editors (minus the EIC).

- If the 2/3 majority is reached, the Editor In Chief is considered impeached and will immediately step down from his or her position.
- Exception: the Faculty Advisers, if they feel a serious wrong has been committed (i.e. fake evidence was presented and the EIC is not guilty of incompetence or something similar) may overrule the vote only in extreme situations.

Article XI: Promotions and Demotions

Note that demotions are different than dismissals; a staff member who is not violating rules but is simply unable to properly fulfill his or her job description may be demoted to a better suited position rather than being dismissed outright.

Also, demotions from staff positions to other staff positions (i.e. a photographer/writer's photo taking duties are removed) may be handled in the same way as staff appointment, meaning that an Editor In Chief may demote a staff position if necessary. The Editor In Chief must make a full report of all demotions and promotions at the next scheduled Executive Editor's meeting, where the Executive Editors will vote on the actions taken and vote them up or down.

Promotion to a Junior Editor Position

An Executive Editor will issue the promotion nomination at an Editor's Meeting. The nomination should include the staff member's qualifications, experience and reason for promotion. The nomination will also be placed in writing and added to the staff member's file.

After nomination, the Executive Editors will vote. A straight majority is required to promote a staff member. If the vote is "aye," the Editor In Chief will meet with the staff member to discuss his or her position and offer the new position. If the staff member accepts the promotion, he or she will be required to receive any training necessary for the position before he or she begins work at the new job.

All material utilized during the promotion procedure must be added to the staff member's file.

Promotion to an Executive Editor Position

An Executive Editor will issue the promotion nomination at an Editor's Meeting. The nomination should include the staff member's qualifications, experience and reason for promotion. The nomination must be seconded (the seconding editor will sign it at that time) and will also be placed in writing and added to the staff member's file.

After nomination, the Executive Editors will vote. A 2/3 majority is required to promote a Junior Editor to an Executive Editor. If the vote is "aye," the Editor In Chief will meet with the staff member to discuss his or her position and offer the new position. If the staff member accepts the promotion, he or she will be required to receive any training necessary for the position before he or she begins work at the new job.

The nominee must meet the following requirements before promotion is considered:

- Must have been a member of *Insight* for at least three consecutive issues (exception: Business Manager).
- Must currently serve as a Junior Editor.

All material utilized during the promotion procedure must be added to the staff member's file.

Demotion From An Executive Editor Position

An Executive Editor may put forward a request for demotion at any Executive Editor's meeting. The request must be made in writing and must include reasons for the staff member's demotion, including but not limited to examples of dereliction of duty, lack of qualifications and other similar attributes. The request must be signed by at least two other Executive Editors and the Faculty Adviser to proceed. The demotion request may not be used against an Editor In Chief (see Article X). If there are not enough Executive Editors to meet the above criteria, the Editor In Chief and Faculty Adviser must both sign off on the demotion request to proceed.

The accused Executive Editor should be given a chance to rebut to the claims of the demotion request. No later than the next scheduled Executive Editor's meeting, the Executive Editor being served with the demotion request must present his or her defense. After that presentation, he or she will leave the room and the remaining Executive Editors will vote on demotion.

A 2/3 majority is required to demote an Executive Editor. Depending on the severity of demotion, which shall be at the sole discretion of the Executive Editors, the staff member may be required to sign an Insight Non-Disclosure Agreement. This would be necessary if an Executive Editor is moved down to a staff writer (i.e. editorial to staff), but would not be necessary if an Executive Editor is moved to a Junior Editor (i.e. editorial to editorial).

After demotion from an Executive Editor position, the staff member is not eligible to be promoted back to Executive Editor for the remainder of the semester, unless special circumstances apply (at discretion of Editor In Chief and Faculty Adviser).

All material utilized during the demotion procedure must be added to the staff member's file.

Demotion From A Junior Editor Position

An Executive Editor may put forward a request for demotion at any Executive Editor's meeting. The request must be made in writing and must include reasons for the staff member's demotion, including but not limited to examples of dereliction of duty, lack of qualifications and other similar attributes.

Another Executive Editor, who will sign their name to the demotion request at that time, must second the demotion request. After a second, the Executive Editors will vote on the demotion. A straight majority is required to demote a Junior Editor to a staff position. If the vote is "aye," the Editor In Chief and Faculty Adviser will meet with the staff member to discuss the demotion and other possible positions the staff member may hold on the paper.

After demotion from a Junior Editor position, the staff member is not eligible to be promoted back to Junior Editor for at least two consecutive issues. The staff member will be required to sign an Insight Non-Disclosure Agreement.

All material utilized during the demotion procedure must be added to the staff member's file.

Article XII: Position Responsibilities

All positions are required to write articles, unless otherwise noted.

The Editor In Chief may appoint a number of lower-tier positions without prior Executive Editor's approval. This does NOT mean he or she may appoint the positions without any sort of oversight. At the next scheduled Editor's meeting, the EIC must bring up for a vote all positions he or she has appointed since the last meeting.

Positions that require Executive Editor's approval before appointment will be voted on at the next Executive Editor's meeting. The application will be considered and the applicant interviewed, if necessary. If required for the position, the applicant will also be required to submit or demonstrate knowledge of the position (i.e. ability to use the design program for Layout Editor).

Guest Writer (open position)

- **Requirements:**
 - Major: N/A
 - Sample Work Required: No
 - Executive Editor's Approval Required: No
 - If position unfilled, responsibilities performed by: N/A
- **Vitals:**
 - Not a regular staff member.
 - Does not receives credit on staff list.
 - Computer Use Restrictions: May not use any computer.
 - Office Access: No
 - Email Access: No
- **Responsibilities:**
 - Not required to attend weekly staff meetings.
 - Guest Writers are writers who are either not full time members of *Insight* or are ineligible for staff writer credit (i.e. faculty, administrator or former student.)
 - Letters to the Editor do not grant guest writer status.
 - Guest writer's articles will be edited for the full complement of *Insight* standards.
 - Guest writer's articles differ from Letters to the Editor in the fact that the Letter to the Editor is sent in as such, while the GW's article will be an article that is submitted as "an article."

Columnist (open position)

- **Requirements:**
 - Major: Any (based on skills and experience).
 - Sample Work Required: Writing (300 word Opinion)
 - Executive Editor's Approval Required: No - EIC may appoint.
 - If position unfilled, responsibilities performed by: N/A
- **Vitals:**
 - Staff Member.
 - Receives credit on staff list (credit may be revoked at EIC's discretion for not writing articles).
 - Computer Use Restrictions: May not use layout computer or business computer.
 - Office Access: No
 - Email Access: No
- **Responsibilities:**
 - Not required to attend weekly staff meetings if other channels of communication are utilized.
 - Writes one 300-400 word Opinion/Editorial column each issue.
 - Must write in at least 50% of eligible issues to receive full-time writer status.
 - Writers who write a column as well as other articles may (at EIC's discretion) be given the choice of which staff title they wish to use, Staff Writer or Columnist.

Staff Writer (open position)

- **Requirements:**
 - Major: Any (based on skills and experience).
 - Sample Work Required: Writing (400 word Any Section)

Document Credits

This document (in version 1.0 form) was created and compiled by Ian Essling (EIC Fall 2006 - Spring 2007), with assistance from Craig Hissong (EIC Spring 2006), DJ Terek (CCE Spring 2007) and Michael Bergeron (Asst. LE Spring 2007). All rights reserved. No guarantee is made that the current document is still in the same condition as it was at time of creation.

Any major changes to this document (major defined as at least one paragraph) must also change this document's version number (see below).

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I, the undersigned, understand that *Insight* is a professionally run student newspaper. By signing this form, I agree to all rules and regulations as stated in the *Insight* Policy Handbook and agree to follow the *Insight* Design Standards and Associated Press Guidelines.

I understand that the Editor In Chief and Faculty Advisers will handle any policy violations accordingly. Such violations could result in sanctions, including but not limited to loss of office privileges and/or dismissal.

I certify that all information I have submitted to *Insight* is correct.

Signature _____ Date _____

Printed Name _____

EIC Signature _____ Date _____

EIC Printed Name _____