

Student Media Board Constitution

The Hamilton College Student Media Board has been established to publish undergraduate publications and produce undergraduate radio and television programming that represent the student body as a whole and not any particular group of students. Because these media are entirely edited and partially financed by students, the majority of the voices on the Board are those of undergraduates. The publications, radio station, and television station, however, not only depend in part on the College for financial aid and other support, but also have responsibilities to all members of the faculty and administration.

Although the Board elects editors, it does not dictate what may or may not be printed or broadcasted. Rather, the Board relies on suggestions and discussion to achieve its ends: to see that these media enjoy the right of free expression; that they do not fall under the control of self-perpetuating groups that willfully exclude talent; that they manage their finances wisely and maintain high standards of form, tastes, and content; that they give adequate space or time to views divergent from their own; and that they adhere to accepted community standards of decency, and consider the impact of their contents on all of the audience they reach. In cases where funds are mismanaged or when indecent or libelous material is published, the Board is obligated to censure or to exercise the punitive power at its disposal. The punitive powers of the Board are outlined in Article 3, Section 5 of this Constitution.

In short, the Board seeks to ensure that student media enjoy the freedom to experiment, question, and judge, which is the very basis of the liberal arts experience, and to promote the sense of responsibility that must accompany that freedom.

ARTICLE 1

Section 1. The name of this organization shall be the Hamilton College Student Media Board, referred to below as the Board.

Section 2. For the purposes of this constitution, the words “editor” or “Editor-in-Chief” shall also refer to the general manager of WHCL and/or producer of the television station.

Section 3. The authority of all Hamilton student media shall be vested in the Board, and shall extend to those media paid for by the students as a part of their annual fee, as well as to any other student media admitted to the Board. Any publication that would be considered Hamilton student media must apply and be admitted to the Board to be produced and distributed on campus for the student body. Mass production of Hamilton student media through college facilities outside of the Board is subject to removal and may be required to cease publication. This rule, however, does not apply to media under the umbrella of other student organizations.

Section 4. The Board shall be responsible to the Hamilton College Dean of Students for the solvency of media and for their service to the college community as a whole.

Section 5. The Board shall be responsible for overseeing the individual media organizations that compose the Board, for electing the editors-in-chief of these organizations, for acting as a liaison between the administration and the media organizations, for providing funding to the organizations, for reviewing unresolved complaints (see Article 3, Section 4), for reviewing staff policy and procedures, for setting overall guidelines for the media organizations (see Bylaws, Section 5), for making capital equipment purchases, and for removing editors-in-chief who do not fulfill their responsibilities.

Section 6. The Board shall maintain and distribute a training and education fund to assist students involved with student media and to improve the quality of student media under the Board.

Section 7. Any publication or media production wishing to become recognized by the College must first apply to the Board. Applications for a new media production will be accepted according to the following guidelines:

- A. The proposed media production's ability to provide a service or forum that existing media productions do not;
- B. Demonstrated support for the proposed media production from the student body;
- C. Availability of funds from the Board.

All media productions approved by the Board shall be placed on probationary status for a minimum of one year. While on probation, the publication shall have a non-voting representative attend all Media Board meetings. After the media production has published and/or broadcast at least twice as a probationary organization, it may move to be considered a permanent media production of Hamilton College. The media production will be admitted to the Board upon receiving approval of a majority of the voting members of the Board. Any media production already on permanent or probationary status shall receive preferential funding over newly proposed media productions. Should a proposed media production fail to adhere to the above guidelines and/or fail to fulfill the details outlined in its proposal, upon a majority vote of the Board, probationary status shall be revoked, and the organization may only choose to request funding on a proposal basis with no preference over any other media productions.

Section 8. The Board shall be composed of:

- A. One Chair of the Board;
- B. One Editor-in-Chief of each permanent and probationary publication;
- C. One General Manager of WHCL-FM;
- D. The Director of Student Activities;
- E. Two representatives from the student body to be known as Members-At-Large;
- F. At least two representatives from the faculty or staff selected by the Board.

Section 9. If the scheduled meeting time of the Media Board is inconvenient for any Editor-in-Chief and no time can be found to accommodate all of the members of the Board, he/she may appoint a “Managing Editor” to serve as a voting representative in his/her place. The Board determines the competency of this proxy and can, upon a majority vote, remove the “Managing Editor” from the Board, in which case the Editor-in-Chief must find a more competent proxy or begin to attend meetings himself/herself.

Section 10. Each student member of the Board shall have one vote, unless a member is acting as a proxy for another member who has an excused absence for that particular meeting. No person may hold two positions on the Board simultaneously or have more than one vote. Media productions coordinated by more than one editor will exercise one vote among them. The Director of Student Activities and the faculty representatives act only in an advisory capacity on the Board and do not hold voting rights.

Section 11. The Board may invite other individuals to attend its meetings, but they may not vote and may be excluded from closed meetings.

Section 12. A closed meeting may be held at the discretion of the Chair in order to discuss specific cases in violation of this constitution. A summary conclusion of a closed meeting shall be made available, upon request to the Chair, to any member of the college community.

Section 13. A majority of the voting members of the Board must be present in order to conduct business.

Section 14. Any member who misses more than two meetings per semester without a valid excuse sent to the Chair at least 24 hours prior to a scheduled meeting will be removed from the Board at the discretion of the Board, upon recommendation of the Chair. Funding may also be removed from the publication for a period of time at the discretion of the Board. Emergency situations are the only exceptions. If a member is being considered for removal from the Board, (s)he must receive a written notice of this matter at least one week prior to the next meeting. If a member fails to show at a meeting where (s)he is being considered for removal, that member will have no recourse for actions taken by the Board. A two-thirds majority vote is required to remove any elected member of the Board. All vacancies will be filled at the discretion of the Board.

Section 15. The Board shall meet at least twice each month during the academic year unless notified to the contrary by the Chair. Special meetings may be called by the Chair or by a one-third vote of the voting members.

ARTICLE 2

Section 1. Before the end of the fall semester, the Board shall elect a student to serve as Chair for the next calendar year. Applications for the position will be accepted from the

undergraduate members of the Board, as well as from the student body. Preference will be given to students capable of serving a full term.

Section 2. The Chair shall conduct all of the Board's meetings. The Chair is the official representative for the Board and is responsible for acting as spokesperson between the Board and the administration. The Chair may designate a Member-At-Large or another member of the Board to fulfill his/her role in the event of his/her absence.

Section 3. The Chair shall be responsible for monitoring and recording all financial transactions of the Board. The Chair will also monitor each publication's production schedule/calendar.

Section 4. The editors of each media production shall report on the financial and production status of their productions at each Media Board meeting.

Section 5. The Chair shall be responsible for coordinating capital equipment purchases and for arranging the servicing and maintenance of the equipment operated by the Board.

Section 6. At the first meeting of the academic year, the Board shall select a person to serve as secretary for that academic year. The secretary shall be selected from the Members-At-Large. Members-At-Large may opt to share the responsibility for the position of secretary. The Chair is responsible for saving the minutes from each meeting in a safe location so that they can be accessed as needed.

Section 7. The Director of Student Activities shall be responsible for acting as the advisor to the Board, for monitoring and authorizing expenditures, for the maintenance of the liability insurance coverage for the Board, and for the Board's conformity to that policy in the event of a claim.

Section 8. A representative from each publication shall be responsible for filing all print editions with the Hamilton College library.

Section 9. In the event that an editor/producer of a media production should encounter questions of legal, ethical, or financial procedure in the course of production, (s)he should call on the Chair for guidance. The Chair should address any further questions to the Director of Student Activities.

ARTICLE 3

Section 1. Each media production, except for WHCL-FM, shall have an Editor-in-Chief elected by a majority vote of the Board for a one-year term. Applicants for the offices of Editor-in-Chief shall be sought from the student body. Each application submitted shall be considered by the Board. The Board shall elect a new Editor-in-Chief before the time when the outgoing Editor-in-Chief's term expires. The Board shall fill any unexpected vacancies in the office of Editor-in-Chief otherwise occurring at its discretion.

Section 2. The editors-in-chief shall be responsible for the regular distribution, quality, and finances of the publications, and for their media production's conformity to this constitution.

Section 3. Each Editor-in-Chief shall appoint his/her own staff and shall be solely responsible for the work of his/her staff.

Section 4. When a complaint of any kind, including an accusation of libel/slander or printing indecent material, has been raised against a production of the Board, the following process shall be followed:

The Editor-In-Chief must respond to every complaint. In each response the Editor-In-Chief must provide the contact information of the Media Board Chair and notify the complainant that should (s)he be dissatisfied with the response than (s)he may contact the Chair. If the Chair is contacted than (s)he will use his/her discretion as to whether or not the issue will go before the entire Board.

In cases where the Board finds a production to have been negligent according to its sense of community standards and/or according to the guidelines laid out in the College Journal Guidelines located in the Bylaws of this Constitution, either of an ethical violation or of printing libelous/slandorous or indecent material, the Board, with recommendations from the Director of Student Activities, the production's editor, and the Chair, shall take measures to resolve the issue.

Section 5. Measures taken to resolve issues can include, but are not limited to:

- Advising the Editor-in-Chief on a future course of action.
- Removing the Editor-In-Chief.
- Suspending the funds of a publication.
- Withdrawing the status of the publication as a "permanent publication" and demoting it to a "probationary publication" for a specific time period. Note: this option will take away the publication's voting representation on the Board.

Section 6. At each of its meetings, the Board will consult on the media productions released since the preceding meeting in order to offer peer advice. In matters of specific concern over content, members of the Board may, with prior acknowledgement by the Chair, present copies of issues published or tapes of broadcast since the preceding meeting. These media productions will be reviewed by the Board, with the understanding that such a review constitutes peer advice. When no issue has been published, or if nothing has been broadcast, since the preceding meeting, the Editor-in-Chief of such a media production shall present a progress report for the pending issue of that media production, and the Board may, at that time, make recommendations concerning the progress of the media production. Except in extreme circumstances, no media production will be reviewed prior to being published or broadcast.

Section 7. Any Editor-in-Chief who, in the opinion of the Board, is not fulfilling his/her responsibilities, prints or broadcasts libelous or indecent material, or does not fulfill the ethical standards required to execute his or her duties, may be subject to removal from office. A two-thirds vote of the Board is needed for removal. Vacancies will be filled at the discretion of the Board.

ARTICLE 4

Section 1. Each Hamilton student shall have equal access to all issues of all Hamilton publications printed or shows broadcast with funds from the Board.

Section 2. By the date specified each year specified by the Dean of Students, each Editor-in-Chief shall submit to the Chair a proposed budget for the following academic year. In years in which there is a dispute over how funds will be distributed, the Chair shall compose a funding committee to prepare an overall budget for the board.

Section 3. A funding committee shall be composed of the Chair, the Director of Student Activities, a faculty member who sits on the Board, and the two Members-At-Large. The Chair, at his/her discretion, will designate which faculty member that will serve on the funding committee.

Section 4. The funding committee will accept proposals from editors-in-chief for the use of any unused funds and will reallocate such funds in accordance with this constitution. However, the full Board can approve any changes in a specific media production's proposal outlining fiscal intentions at its discretion.

Section 5. No student connected with Hamilton student media shall receive any stipend, profit, or other financial reward for his/her work, except for awards for independent work, for specific tasks authorized by the Board and for those positions specified in Section 2 of the Bylaws of this Constitution. All changes in the payment of individuals where additional funding is needed must be approved by the Board upon recommendation of the relevant Editor-in-Chief.

ARTICLE 5

Section 1. This constitution shall be revoked, suspended, or superseded only by the Dean of Students, with the understanding that such actions shall be preceded by a meeting of the dean, or his/her designee, with the Board and the Chair.

Section 2. This constitution shall be reviewed every two years by a constitutional committee consisting of the Chair, the Director of Student Activities, a Member-At-

Large, and a faculty representative to the Board. Two-thirds of the voting members of the Board are necessary for passage of any revisions or amendments to the main body of this Constitution; final revisions, submitted in writing, must be approved by the Dean of Students or his/her designee. Revisions and amendments shall not be voted upon at the same meeting at which they are presented. (combined sections)

Section 3. Revisions or amendments to the Bylaws of this Constitution require only a majority vote of the voting members of the Board.

Section 4. This Constitution was last updated on December 9th, 2009.

Bylaws of the Student Media Board Constitution

1. Permanent productions of the Student Media Board as defined by this constitution are:

- **The Daily Bull:** *The Daily Bull* is distributed Monday through Friday. It features original content on its front and advertisements on its flipside. A *Bull* is printed on an eight-and-a-half by fourteen inch piece of yellow paper.
- **The Hamiltonian:** *The Hamiltonian*, Hamilton's senior yearbook, provides graduates with a summary of their years on the hill through photographs and short articles. The book is mainly devoted to the members of the senior class, through a portrait section, baby photo section and student-submitted candids. Reviews of the year's sports seasons, faculty photographs and a section devoted to campus life are also included. *The Hamiltonian* falls under the auspices of the Student Media Board.
- **Red Weather:** *Red Weather* is the literary and art magazine of Hamilton College. Our publication is dedicated to showcasing the diverse creative talent of the Hamilton community that varies in genre, theme, and style. A publisher of poetry, prose, and art, *Red Weather* seeks to embolden the Hamilton campus with creative work that challenges accepted modes of expression and experiments with language.
- **The Spectator:** *The Spectator* is a publication of the Hamilton College Media Board. A volunteer staff of students handles all aspects of the weekly publication. The purpose of the newspaper is to provide the Hamilton Community with an honest, fair, timely and high-quality publication.
- **The Continental:** *The Continental* magazine strives to provide accurate, intriguing, thought-provoking student interest stories in a more casual journalistic setting. Due to our status as a tri-yearly publication, we focus less on breaking a particular news story and instead on student reactions and opinions after the fact, to gain a sense of the state of campus mentality. We want to hear the voices of Hamilton College. We want to see how students of varied backgrounds express

themselves in writing. We want to know what people are creating and what their passions have driven them to accomplish. We seek to publish articles that are critical of an issue, yet respectful and well-intentioned. The magazine should, in the end, allow students to learn about college happenings outside of their own lives and gain a certain appreciation for the originality present in every aspect of Hamilton life. Lastly, due to the magazine's flexible deadlines, *The Continental* should provide further evidence to the already held belief that Hamilton students possess exceptional skill when it comes to writing.

- **The Wag:** *The Wag* is a humor publication that takes on a different theme each issue, and uses it as a basis to entertain the campus community by means of parody, satire and general comedy. It is typically printed, but can exist in a wide variety of mediums.
- **The Green Apple:** *The Green Apple's* mission is to create a publication that provokes thought and sparks discussion amongst the Hamilton College student body. We seek to provide a space in which each and every Hamilton student, regardless of race, ethnicity, gender, sexuality, etc., feels he/she can safely express his/her thoughts and both discover his/her own voice and inspire others to do so as well. *The Green Apple* is dedicated to high quality work, honest self-expression without censure, and the exploration of self through all creative means whether that work be humorous, earnest, or a mixture of both.
- **WHCL-FM:** The purpose of WHCL-FM, Hamilton College Radio shall be: To provide radio programming for the Hamilton College Community and all others in the station's listening area, and to provide an extracurricular and educational activity for members of the Hamilton College Community.
- **The Duel Observer:** *The Duel Observer* is a weekly satire publication, striving to make the campus a better and more humorous place.

2. The following persons have been granted a waiver to Article 4, Section 5 of this constitution and receive money for their work with the student publications under the Board:

The business manager of *The Spectator*;
The website manager of *The Spectator*;
The students who deliver and distribute *The Daily Bull*, *The Spectator*, *The Green Apple*, and *The Duel Observer*;
The advertising and sales persons for *The Spectator*;
The chief engineer of WHCL-FM;
The studio manager of WHCL-FM (as needed);
The broadcast assistant for WHCL-FM (as needed)

3. Each media production will have a written statement of purpose in this Constitution and on the Hamilton College website.

4. The following is a general, but not exhaustive, description of the duties of the members of the Media Board:

a) Chair of the Media Board:

- Schedule, arrange, and conduct all Media Board meeting;
- Direct and/or designate all official business of the Board;
- Officially represent the Board by serving as a spokesperson between the Board and the college administration;
- Administer a training and education fund to be used to assist members of the Board to improve and expand the publications/productions coordinated by the Board;
- Monitor and record all financial transactions of the Board;
- Monitor each organizations production schedule;
- Arrange for the servicing and maintenance of the equipment operated by the Board;
- Meet regularly with the Director of Student Activities;
- At the behest of the Board, obtain the opinions of a publication's staff in regard to the upcoming elections of their Editor-in-Chief;
- Act as custodian of the Constitution.

b) Member-at-Large

- Attend and participate in meetings of the Media Board;
- Actively participate in periodic reviews/reevaluations of student publications and productions;
- Officially represent the Board and serve as a liaison between the Board and the student population;
- Assist with special projects, workshops, and training sessions;
- Assist with the annual budget preparation and proposal process as needed;
- Assist the Media Board Chair in Board business.

c) Responsibilities of all Editors-in-Chief and the General Manager of WHCL

- The Editor-in-Chief serves a one-year term, beginning in the second semester of the academic year;
- The Editor-in-Chief appoints students to all other staff positions. All positions are assumed vacant at the beginning of the process (calendar year/spring semester). The most important role of the editor is providing leadership for the staff and formulating a coherent vision for the path of the publication/production. The Editor-in-Chief, in overseeing the medium, must ensure that it maintains a consistent quality and style, and see that it runs efficiently. The Editor-in-Chief must put in the time to stay organized and make the operation run.
- Assuming general charge of all departments and positions on the editorial board;
- Scheduling, announcing, and conducting all staff meetings;

- Representing the medium at student and administrative meetings, when possible. If unavailable, the Editor-in-Chief should appoint an appropriate proxy;
 - Attending Media Board meetings and performing all necessary membership duties;
 - Making decisions regarding the medium's style and appearance;
 - Handling correspondence;
 - Coordinating short and long-term planning with the staff;
 - For all print medium the Editor-in-Chief is responsible for final approval of all pages before print;
 - Keeping accurate budget records and producing a new budget for the Media Board at the end of his or her term as editor;
 - Working to draw new talent to production's staff.
- d) Editor-in-Chief of *The Spectator*
- Assuming control of below responsibilities starting on the first week following Spring Break;
 - All aspects of the publication, from copying editing, to business activity, to editorial writing and news coverage, are the editor's ultimate responsibility;
 - Scheduling, announcing, and conducting weekly staff meetings;
 - Meeting with the President of the College and the Director of Communications and Development on a weekly basis in order to stay on top of campus events;
 - Meeting with *The Spectator's* advisor (the Director of Student Activities) on a regular basis to discuss the direction of the newspaper as well as any questions or concerns that the editor may have;
 - Coordinating and overseeing maintenance, business, advertising, and promotional activity;
 - Creating and distributing the weekly page schedule;
 - Assuming responsibility for the newspaper's official policy statements.
 - Coordinating the spacing for and publication of all advertisements.
- e) Editor of *The Daily Bull*
- Responsible for the production and editing of *The Daily Bull* five times per week;
 - Responsible for locating a delivery person for *The Daily Bull* (possibly the same as the editor);
 - The Advisor to the *Daily Bull* shall be the Assistant Director of Student Activities;
- f) Editor of the *Wag*
- The Editor-in-Chief of the *Wag* must see that it is published at least twice per year, in whatever form it may take, through the means allowed by the Media Board;
- g) Editor of *Red Weather*

- Edit and publish the *Red Weather* at least twice per year;
- h) Editor of the *Hamiltonian*
 - The yearbook editor is responsible for the entire production of the yearbook. This includes creating a staff, overseeing and/or creating all pages in the yearbook, designing layouts and the cover, and covering the expenses through the solicitation of patrons and advertisements;
 - Meeting all deadlines. These deadlines, as well as the length and the cost of the yearbook, will be worked out with the Director of Student Activities;
 - Working with the Office of Student Activities and the Jostens representative, and meeting with the staff on a regular basis;
- i) Editor-in-Chief of the *Duel Observer*
 - The Editor-In-Chief is responsible for all aspects of the publication including recruiting writers, editing, layout, and distribution. The Editor-In-Chief may appoint as many deputies as (s)he sees fit.
 - Act as a mentor to the following Editor-in-Chief, who will be chosen by the Board before Spring Break and begin his/her term at the start of the next academic year.
- j) Editor-in-Chief of the *Continental*
 - The Editor-In-Chief is responsible for all aspects of the publication including recruiting writers, editing, layout, and distribution;
 - Overseeing all business/advertisement matters within *The Continental*
 - Taking responsibility for the verity of all pieces within the magazine;
- k) Editor of *The Green Apple*
 - The Editor-In-Chief is responsible for all aspects of the publication including recruiting writers, editing, layout, and distribution. The Editor-In-Chief may appoint as many deputies as (s)he sees fit.
- l) Editor of *Byte Sized*
 - The Editor-In-Chief is responsible for all aspects of the publication including providing prompts and editing.
 - The upkeep of the internet forums of the publication;
- m) Editor of *Dexter*
 - Responsible for the production and editing of *Dexter* once a month;

5. The names of all persons responsible for the publication (Editors-in-Chief) must be made visible somewhere on their publication. If they so choose, they may also provide the names of writers and contributors in order to hold the proper parties accountable for content printed.

- Contact information for the publication must also be provided for the above reason.
- The name of the publication is also required to appear within the first two pages of the publication, again for the sake of accountability.

- The publication must make their readership aware of their source of funding through inclusion of the following statement within the publication; “[Name of publication] is a publication of the Hamilton College Media Board.”

6. The Board has agreed to adopt the below version of the Society of Professional Journalists’ Code of Ethics as guideline.

Society of Professional Journalists Code of Ethics

Preamble

Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society's principles and standards of practice.

Seek Truth and Report It

Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:

- Test the accuracy of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never permissible.
- Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
- Identify sources whenever feasible. The public is entitled to as much information as possible on sources' reliability.
- Always question sources’ motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
- Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
- Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story
- Never plagiarize.
- Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- Examine their own cultural values and avoid imposing those values on others.
- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.

- Support the open exchange of views, even views they find repugnant.
- Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
- Distinguish news from advertising and shun hybrids that blur the lines between the two.
- Recognize a special obligation to ensure that the public's business is conducted in the open and that government records are open to inspection.

Minimize Harm

Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

Journalists should:

- Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
- Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
- Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
- Recognize that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.
- Show good taste. Avoid pandering to lurid curiosity.
- Be cautious about identifying juvenile suspects or victims of sex crimes.
- Be judicious about naming criminal suspects before the formal filing of charges.
- Balance a criminal suspect's fair trial rights with the public's right to be informed.

Act Independently

Journalists should be free of obligation to any interest other than the public's right to know.

Journalists should:

- Avoid conflicts of interest, real or perceived.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
- Disclose unavoidable conflicts.
- Be vigilant and courageous about holding those with power accountable.
- Deny favored treatment to advertisers and special interests and resist their pressure to influence news coverage.

- Be wary of sources offering information for favors or money; avoid bidding for news.

Be Accountable

Journalists are accountable to their readers, listeners, viewers and each other.

Journalists should:

- Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- Encourage the public to voice grievances against the news media.
- Admit mistakes and correct them promptly.
- Expose unethical practices of journalists and the news media.
- Abide by the same high standards to which they hold others.

The SPJ Code of Ethics is voluntarily embraced by thousands of writers, editors and other news professionals. The present version of the code was adopted by the 1996 SPJ National Convention, after months of study and debate among the Society's members.

Sigma Delta Chi's first Code of Ethics was borrowed from the American Society of Newspaper Editors in 1926. In 1973, Sigma Delta Chi wrote its own code, which was revised in 1984, 1987 and 1996.

http://www.spj.org/ethics_code.asp

7. In addition to these guidelines, the following should also be adhered to:

- No private individuals should be referred to by name unless they have previously been made aware of the context in which they are being referred to, and have agreed to the publishing of the content.
- On the basis of professional courtesy, one Media Board publication should make any other publication on the board aware if they wish to mention said publication in their own.

8. The Board complies with all State and Federal laws and Hamilton College policies on hazing. The Board recognizes hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual or group. Further, the members of the Board understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of College recognition.