

# Mountain Echoes Constitution

## **ARTICLE NAME**

Section 1: This chapter of Quill and Scroll is known as Mountain Echoes.

## **ARTICLE 2 -RULES AND REGULATIONS**

Section 1: Rules and regulation are outlined in the code of conduct section of the student planner.

## **ARTICLE 3 -PURPOSE**

Section 1: The purpose of this club/class is to produce a quality newspaper.

Action in this club will increase reading, journalistic writing, leadership, teamwork, listening, cooperation, and computer skills.

The club/class provides the experience of putting out a newspaper while cooperating and working with others.

## **ARTICLE 4 -MEMBERSHIP**

Section 1: Must be a student at Sandy High School

Must complete Journalism or get adviser approval

## **ARTICLE 5 -EDITORS AND ELECTION OF EDITORS**

Section 1: Editors

The editors of this chapter include the Editor-in-Chief, News Editor, Opinion Editor, Feature Editor, Sports Editor, Spotlight Editor, Arts and Entertainment Editor, Back Page Editor, Photo Editor, Business Manager, Distribution Manager and Staff Artist.

Section 2: Election of Editors

All editors have to apply to a position and get the approval of the adviser. Approval is based on met deadlines and teamwork skills among other qualities. Editors will be placed at the end of the year, fulfilling duties on the last issue in the new position.

All editors must have been in the club/class for at least one year with exception of Business Manager, Distribution Manager, and Artist.

## **ARTICLE 6 –DUTIES OF EDITORS AND STAFF**

Section 1:Editor-in-Chief: Supervises all other staff members, directs staff planning sessions, make certain that others accomplish their tasks, offers suggestions for editorials and all other stories, writes stories, editorials, headlines, ensures that the paper is completed on time, reminds staff members of all deadlines, is responsible to the adviser, stays productive and reminds others to do so, attends all meetings, maintains control, compatibility and peace among the staff, member of Editorial Board, coordinates all other editors, acts as an authority second only to the adviser.

News Editor: Assigns all news stories and assures accurate, complete and timely

completion of them, assigns news pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for news pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on news stories and news pages.

Feature Editor: Assigns all feature stories and assures accurate, complete and timely completion of them, assigns feature pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for feature pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on feature stories and feature pages.

Sports Editor: Assigns all sports stories and assures accurate, complete and timely completion of them, assigns sports pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for sports pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on sports stories and sports pages.

Spotlight Editor: Assigns all Spotlight stories and assures accurate, complete and timely completion of them, assigns in-depth pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for Spotlight pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on Spotlight stories and pages.

Arts & Entertainment Editor: Assigns all A&E stories and assures accurate, complete and timely completion of them, assigns A&E pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for A&E pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on A&E stories and A&E pages.

Opinion Editor: Assigns all opinion stories and assures accurate, complete and timely completion of them, assigns opinion pages, stories and ads to page editors, responsible for timely completion of and presence at all paste-up activities for opinion pages, member of Editorial Board, completes assigned stories by deadline, attends all meetings, assures assistance to all those working on opinion stories and opinion pages.

Back Page Editor: The back page editor will be responsible for completion of the back page, including assigning and editing all stories. Assigning all photos, creating interesting and visually appealing layouts. This section will only work if we have a wide variety of topics and don't just make it a "Top 10" page or the home for miscellaneous surveys. This page has the potential for the highest readership.

Photo Editor: Assigns all photos and assures proper and timely completion, trains other photographers, assures all caption information is properly provided, shoots photos, develops and prints by deadline, or coordinates processing at local business of assigned photos and meets specifications for them. Also is in charge of scanning photos and helping with captions.

**Business Manager:** Supervises selling and design of all ads, keeps a running total of all advertising sold, keeps an ad sales file up-to-date and in order, may help in other areas of paper production such as writing or photography.

**Distribution Manager:** Organizes the distribution of each issue throughout the campus and community, mails issues to high schools and subscribers around the nation using the mailing list, keeps a list of exchange papers as they arrive and maintains the exchange newspapers in an orderly manner.

**Staff Artist:** Receives art assignments from page editors and complies with their wishes for producing the art. May or may not also be responsible for a recurring comic strip depending on the wishes of the staff. Meets all deadlines in a prompt manner. Is encouraged to use Illustrator, Photoshop, and any other “digital” means to produce art.

**General Staff:** Participates in story idea generation, accomplishes at least two assignments each issue which can be either two stories or one page layout and one story, stays on task during class time and meets all deadlines, uses out-of-class time when necessary and is respectful of the wishes of section editors and adviser.

## **ARTICLE 7 –MEETINGS**

Section 1: Meetings are held in class as needed.

## **ARTICLE 8 –AMENDMENTS**

Section 1: The bylaws may be amended if there is a majority vote of the entire club/class during a meeting and also by the discretion of the adviser.

## **ARTICLE 9 –LETTER REQUIREMENTS**

Section 1: In order to letter, the student must be a member of the club/class.

Letters will be based on two point scales. One scale is for the actual class grade total. The other is based on out-of-class experience.

Each student receives up to 215 points per issue. This is made up of Story Ideas (25), deadlines are met (25), Teamwork (25), the End of Issue Sheet (20), Clip Book (20), and 50 points for both a story and a page. The 215 points are multiplied by the number of issues, then by .80 to get the minimum number of points, this is a “B” average.

Out-of-Class experience is based on a point scale of 475 points. Options include receiving a Publication Olympics Award (50), being Student of the Month (50), entering a Journalism Convention ‘Write-off’ (25), being published in a larger paper (75), submitting work to a larger paper (25), winning an award at a convention (75), attending Fall Press Day (75), and attending the national journalism convention (100). Entering another adviser-approved journalism competition (25). Options can be removed or added being that this is a living document. A minimum of 250 points is required to receive a letter.

Note that these are two different categories and that points are not combined.