

**HENRY FORD COLLEGE
STUDENT NEWSPAPER BOARD CONSTITUTION**

Original: February 14, 1989
Amended: April 2010
Amended: April 2015
Amended: February 10, 2017
Amended: October 26, 2018

Next Scheduled Revision: April 2021

Preamble

In order to provide an autonomous student press responsible to the college community through its representatives, the College establishes a Student Newspaper Board, hereinafter, referred to as the Board, which has the sole responsibility and authority to publish the official student newspaper on campus, **The Mirror News**.

The Student Newspaper Board of HFC recognizes that students in our free and democratic society have the right to produce student publications as an essential part of their education.

The student newspaper at HFC should accurately and objectively report events, incidents, and information that reflect the diversity of the educational programs offered at the College, as well as the diversity of the students pursuing those programs. The newspaper should encourage creative works of students and elicit timely, informed opinions and editorials, which shall appear on editorial pages.

Further, the College recognizes that student journalists are no less citizens than their counterparts working on private newspapers beyond the academic world. Therefore, the traditional rights and responsibilities of the press in a free and democratic society must guide both the Student Newspaper Board and the newspaper staff to foster a free exchange of ideas and to preserve the student newspaper as an open forum for everyone within its purview.

A. Membership of The Student Newspaper Board

1. The Board shall consist of ten voting members; five shall be students, two faculty, one administrator, one Academic Coordinator and one person currently active in the field of journalism outside of the College. In addition, three non-voting ex-officio members (Editor, Faculty Publications Liaison, and Student Activities Officer) shall also be members of the Board.
2. The Student Newspaper Board shall appoint the student members by an affirmative vote of the majority of the Board. Student membership shall be open to all currently enrolled HFC students in good standing.

3. The College Senate shall appoint the faculty members.
4. The administrator shall be appointed by the College President.
5. The active journalist shall be appointed by the other nine members of the Board by an affirmative majority vote.
6. Student Board members must maintain 2.50 cumulative averages; must not be officers of student government or staff members of the student newspaper, *The Mirror News*; and must have completed no less than six credit hours prior to their appointment.

The Faculty Publications Liaison for the student newspaper shall monitor the student Board members' academic standing to assure that they have successfully completed a minimum of six credit hours with a cumulative grade point average of 2.50 or higher at the end of each semester of service.

7. Terms of office of all Board members shall be two years, with the possibility of selection or election for a succeeding term.
8. The initial appointments of Board members shall be so arranged that every year not less than one-half the voting membership of the Board shall be appointed.
9. The primary responsibility of the Faculty Publications Liaison is to be a consultant to the Editor of the student newspaper.
10. Voting members of the Board shall select a chairperson at the first meeting of the Fall semester. The Chair shall retain the right to vote at all times. The Board may select from among the members such other officers as it deems necessary. The Chair of the Student Newspaper Board shall withhold his or her vote in the event of a tie in order to permit student members to cast the deciding vote. (Note: The Faculty Publications Liaison cannot serve as the chair.)
11. Board members shall be appointed at the end of the Winter semester. The term of office shall begin on the first day of the Fall semester and end on the last day of the Summer semester.
12. Vacancies shall be filled in the same manner as governs original appointments for the remainder of the unexpired term within 30 days after the vacancies occur.
13. In the event that members are not appointed as provided herein, the Chair, with consent, shall have the power to make appointments to the Board. These appointees shall serve as regular members of the Board for the term for which they are appointed. Said members shall have all rights and powers of a regular member on the Board.

In the event that a member has two unexcused absences, as deemed by the Chair, during any given *year*, that member's seat on the Board shall be declared vacant and shall be filled in the manner set forth above.

B. Responsibilities of the Student Newspaper Board

1. The Board shall be the publisher of the student newspaper, The Mirror News.
2. Every three years the Board shall establish and amend its own constitution by a majority vote. The amended Constitution will be subsequently submitted to the HFC Board of Trustees for review and approval. In the event that the Board develops bylaws, these shall also be subject to approval by the HFC Board of Trustees.
3. All complaints, comments, and suggestions made concerning the student newspaper shall be directed to the Student Newspaper Board. The Board shall have the responsibility and authority to take appropriate action.
4. The Board shall appoint the Student Editor (hereinafter called the Editor) of the student newspaper, who shall serve at the pleasure of the Board.
 - a. The Editor shall be appointed in April* under the following conditions:
 - i) Procedures and criteria for appointing the Editor shall be established by the Board and publicized generally.
 - ii) The Editor's term of office shall be one year beginning with the last day of the winter semester* and ending on the second to the last day of the subsequent winter semester.
 - iii) The Editor shall be a student in good standing and maintain a 3.0 or higher cumulative average and shall be registered at HFC for a minimum of six credit hours. The Editor shall not enroll in any other institution of post-secondary education without the explicit consent of the Board.

The Faculty Publications Liaison shall monitor the Editor's academic standing on behalf of the Board to assure that he/she has successfully completed a minimum of six credit hours and maintain a 3.00 cumulative grade point average or higher at the end of each semester of service.

- iv) During the Editor's term of office, the Editor shall not hold office in any other student activity.

*In the event that an Editor must be replaced, the term of office will end on the second to last day of the winter semester.

5. The Board may remove the Editor after a Board hearing. In the case of a vacancy in the office of editor caused either by resignation or removal, the Board shall appoint a replacement of the editor within 30 calendar days.
6. The Board shall meet at least once in the Fall semester and at least twice in the Winter semester. Additional meetings may be scheduled as needed. A quorum shall consist of a majority of current active voting members. Robert's Rules of Order shall govern its proceedings.
7. The Board shall maintain and make available a permanent set of minutes of its meetings. Such meetings shall constitute a public record. Meetings of the Board shall be conducted pursuant to the Michigan Open Meetings Act.
8. Within the framework of general College policies and procedures, the Board shall adopt an annual budget for the student newspaper and make the financial records of the student newspaper available for periodic audit.
9. The Board shall make public annually a statement of the financial condition of the student newspaper at the beginning of the Fall semester, for the previous academic year.
10. The open-forum publishing standards shall include the right of anyone to advertise in the student newspaper, except persons with past-due accounts with the student newspaper. The newspaper may not exclude any advertisements, except for those that violate federal law or College regulations, including the regulation of prohibiting advertisements offering ghostwritten research or term papers and except for those, which do not conform to ordinary standards of good taste. The editor shall have the initial responsibility, and the Board shall have the final authority, to determine conformance.
11. The normal channel of communication between the HFC Board of Trustees and the Board shall be the President of the College.

C. The Responsibilities of the Editor to the Student Newspaper Board

1. The Editor shall be responsible for all the content of the paper, including, but not limited to, news, editorials, commentary, photography, and graphic arts.
2. The Editor shall be responsible for the production of the newspaper and appoint the editorial, business, and production staff. All such staff members

must be in good standing, maintaining a 2.5 or higher cumulative grade point average.

Prospective staff members must sign the Mirror News Staff Agreement (See Appendix A) and shall be registered at HFC for a minimum of three credit hours.

The Faculty Publications Liaison for the student newspaper shall monitor the student staff members' academic standing to ensure that they have successfully completed a minimum of three credit hours and maintain a 2.5 cumulative grade point average or higher at the end of each semester of service.

The Editor may remove any member of the staff for a just cause, subject to normal appeal procedures (See Appendix B) as developed and maintained by the Board.

3. Within the area of the Editor's discretion, and the Mirror News Staff Agreement, he or she is responsible for all material appearing in the student newspaper. The editor shall maintain the highest standards of accuracy, truthfulness, and impartiality; shall respect the rights, confidences, and opinions of others; shall honor the right of rebuttal; shall operate within the general policy framework of the College; and shall ensure those personal beliefs, opinions, interpretations, or other editorial comments shall appear only on the editorial page and be clearly labeled as such.
4. The editor shall be responsible for the newsroom, including, but not limited to, computer, photographic, and recording equipment.
5. The editor shall have the freedom to establish and implement the editorial policy of the student newspaper within the framework established by the Board and this statute as they may be amended from time to time, provided that editorials are printed on the editorial page, and identified as such. The Editor shall have the responsibility to objectively and accurately report events, incidents, and information primarily related to the College community; to publish the creative efforts of students; and to provide an open forum for student opinion.

D. Responsibilities of the Faculty Publications Liaison

1. Acts as newspaper advisor for newspaper staff per College Media Association guidelines for media advisers.
2. Acts as a consultant to the Board and the Editor.
3. Develops agendas for the meetings of the Board in conjunction with the Editor.
4. Develops and maintains the minutes of the Board.

5. Develops an annual budget for the student newspaper in conjunction with the Editor and Student Activities Officer, and submits the budget to the Student Newspaper Board in September each year.
6. Submits requisitions to expend College funds for the student newspaper to the Student Activities Officer for review and approval. The Student Activities Officer will then submit requisitions to the Vice President of Student Affairs and the Vice President of Financial Services and Auxiliary Services.

APPENDIX A

HENRY FORD COLLEGE MIRROR NEWS STAFF AGREEMENT

The following is an agreement between the Mirror News Editor-in-Chief and The Mirror News staff member or volunteer. This agreement replaces all prior written and oral agreements. By initializing the appropriate line and signing this form you are agreeing to its terms. The Editor-in-Chief and the Faculty Advisor for The Mirror News must sign this agreement before you can begin working at The Mirror News.

Date: _____ Student ID: _____
First Name: _____ Last Name: _____
Home Phone: _____ Cell Phone: _____
Address: _____
City: _____ Zip Code: _____
Hawkmail: _____@hawkmail.hfcc.edu

Henry Ford College's Student Policies and Procedures

_____ I have carefully read and agree to all college policies regarding the Student Code of Conduct and Due Process as a student and as a student employee of the college located on the Henry Ford College website.

Mirror News Equipment Policy (for all editors, co-ops, freelancers, and volunteers)

_____ I agree to abide by the following rules for use of Mirror News equipment.

1. Mirror News equipment, which includes computers, printers, scanners, telephones, and cameras, memory cards, tripod, camera case/backpack, are to be used strictly for Mirror News staff and authorized personnel and only for Mirror News related business.
2. Use utmost care and caution when using the equipment to prevent damage or theft.
3. If you must use a computer, telephone, printer, or scanner that someone else is using, do not hover, but wait patiently or request how long that person needs to use the office equipment and negotiate usage to accommodate both of your needs.
4. The Mirror News has professional style cameras available for staff who have been trained on proper use of them. If you wish to use one of the cameras, you must first obtain permission from the Editor in Chief.
5. Any camera or related equipment that is on loan for Mirror News use must be returned immediately after use. Explicit written approval from the Mirror News adviser and Business Manager must be provided to use the loaned camera or related equipment for an extended period of time. Failure to return items undamaged may result in disciplinary action.
6. You must follow the College's computer use policy as stated on the Henry Ford College website.
7. Office materials like staplers, dry-erase markers, pens, folders, and other materials purchased through the Mirror News budget are to remain in the Mirror Newsroom and to be used strictly for Mirror News related business.
8. If there are equipment or software problems, note the specific issue, and take a screenshot if possible, then follow the proper procedures with IT for addressing the repair or software issue.

9. If you would like to make a reasonable equipment request or technology improvement, for the betterment of the newspaper, discuss it with the Mirror News adviser. Keep in mind that many factors, such as budget and expense, must be taken into consideration with any request.
10. Do not complain to co-workers, students, faculty, college personnel, or publicly if a request is not addressed immediately or denied. Please practice professionalism and treat that as an opportunity to work harder to demonstrate why The Mirror News is worthy of investment, which will improve the chances for future requests.

Newsroom Policy (for all editors, co-ops, freelancers, volunteers, and guests)

_____ I agree to abide by the posted rules for the newsroom as well as those listed below.

1. No food or beverages at or near computers. Even a small spill or crumbs in the workings can permanently damage the computer.
2. Absolutely no sexually explicit material posted on walls, drawn on whiteboards, or displayed on computers. If a legitimate news story involving references to sexually explicit content is worthy of consideration and fits the mission of The Mirror News, bring the matter to the Mirror News adviser before discussing with co-workers.
3. No discriminatory material posted on walls, drawn on whiteboards, or conveyed in any manner. If a legitimate news story involving references to discriminatory content is worthy of consideration and fits the mission of The Mirror News, bring the matter to the Mirror News adviser before discussing with co-workers.
4. No loud music or videos. If you must play music while you work, wear ear buds or headphones out of respect for others around you. (The exception is during an office party, but the volume still needs to be respectful of surrounding offices.)
5. When in the Newsroom, be productive. The Newsroom is not provided as a social hangout.

Editors Office Policy (for all editors, co-ops, freelancers, and volunteers)

_____ I agree to abide by the posted rules for the newsroom as well as those listed below.

1. Only editors and authorized personnel may be in the Editors office in order to maintain security of private files, records, including employee files and advertisers' information, and expensive production equipment. If you must be in the Editors office to perform your duties or for a legitimate reason, you must request authorization from the Mirror News adviser.
2. Confidentiality of all student and employee records must be maintained per college, state, and federal regulations. (Do not share your own payroll and employee information except with authorized personnel.)
3. No food or beverages at or near computers. Even a small spill or crumbs in the workings can permanently damage the computer.
4. No loud or extended playing of music. If you play music while you work, wear headphones out of respect for others around you.
5. When sharing the office space with a co-worker, be very courteous, respectful, and work diligently and quietly. Please do not disturb others' concentration.

Leadership positions for the Mirror News

Based on the authority afforded the Editor in Article C.2 of the Newspaper Constitution, the Editor shall be responsible for appointing the following leadership positions for the student newspaper, The Mirror News. Students who hold the following leadership positions must be in good standing, maintaining a 3.0 or higher cumulative grade point average, and be eligible per college policies. All staff members, especially the leadership positions, are expected to attend weekly meetings. Leadership positions have the option to enroll in the respective co-op or practicum class to receive additional support and earn academic credit toward a program or certificate.

Business Manager (BCO 190 or COMM 190 co-op or JOUR 292 option)

Agreement: The Business Manager shall track the advertising revenue and expenses of The Mirror News. The Business Manager shall insure that advertisements are properly placed in each issue of The Mirror News, including online advertisements, taking into consideration each advertiser's specifications. The Business Manager shall solicit advertising, send out invoices, follow up on any unpaid bills, and mail papers to advertisers and all people and institutions on The Mirror News mailing list. The Business Manager shall manage freelance contracts. The Business Manager shall manage distribution and circulation of the newspaper to the campus community. The Business Manager will work with newspaper staff to ensure all business operations of the newspaper run smoothly.

Layout Editor (SSCO 190 co-op or JOUR 292 option)

Agreement: The Layout Editor is responsible for placing all content in the newspaper, including advertisements, graphics, and stories. The Layout Editor shall follow the production schedule designated by the Editor. The Layout Editor shall assist the Editor with the overall production of the newspaper.

Copy Editor (COMM 190 co-op or JOUR 292 option)

Agreement: The Copy Editor is responsible for reading all articles submitted by staff before they are placed in the paper. The Copy Editor shall follow the schedule designated by the Editor. The Copy Editor shall assist the Editor with the overall production of the newspaper.

Creative Editor (COMM 190 co-op or JOUR 292 option)

Agreement: The Creative Editor is responsible for managing the content for the arts and culture section of *The Mirror News*. The Creative Editor shall follow the production schedule designated by the Editor. The Creative Editor shall assist the Editor with the overall production of the newspaper.

Online Editor (COMM 190 co-op or JOUR 292 option)

Agreement: The Online Editor is responsible for managing the online edition of The Mirror News. The Online Editor shall work with the Editor in Chief to develop an online publication schedule that complements the print publication schedule. The Online Editor will work with newspaper staff to develop online content, which may include video, audio, cartoons, online polls, and online advertisements.

Sports Editor (COMM 190 co-op or JOUR 292 option)

Agreement: The Sports Editor shall be responsible for the Sports section of The Mirror News. The Sports Editor shall primarily write content for the sports section of the newspaper. The Sports Writer shall work with staff on the overall production of The Mirror News, including assisting with content in other sections of the newspaper as needed.

Staff Positions

Based on the authority afforded the Editor in Article C.2 of the Newspaper Constitution, the Editor shall be responsible for appointing the staff for the student newspaper, The Mirror News. Students who hold the following staff positions must be in good standing, maintaining a 2.5 or higher cumulative grade point average. All staff members are expected to attend weekly meetings and contribute to the production of the student newspaper, The Mirror News. All staff are eligible to enroll in the respective co-op class to receive additional support and earn academic credit toward a program or certificate.

Writer (COMM 190 co-op or JOUR 292 option)

Agreement: Feature Writers shall be appointed at the discretion of the Editor. Responsibilities include generating story ideas pertinent to their designated section, writing at least two stories per issue, working with reporters on stories that relate to their special section, following up with staff to meet deadlines, and giving them to the Assignment Editor for review.

Media Reporter (COMM 190 co-op or JOUR 292 option)

Agreement: The Media Reporter will primarily be responsible for multimedia content including audio, video, and digital photographs, as well as campus and community arts and entertainment reporting. The Media Reporter shall work with staff on the overall production of The Mirror News, including assisting with content in other sections of the newspaper as needed.

Sports Writer (COMM 190 co-op or JOUR 292 option)

Agreement: The Sports Writer shall write content for the sports section of the newspaper. The Sports Writer shall work with staff on the overall production of The Mirror News, including contributing content in other sections of the newspaper as needed.

Graphic Artist (SSCO 190 co-op or JOUR 292 option)

Agreement: The Graphic Artist will work with staff to create graphic content for The Mirror News. Content may include the cover image for each issue, section headers, an events calendar, and may include advertisements and cartoons. In the winter semester, the Graphic Artist will work with staff on the graphic content for the annual student magazine published by The Mirror News.

Freelancers and Volunteers

Based on the authority afforded the Editor in Article C.2 of the Newspaper Constitution, the Editor shall be responsible for appointing all staff for the student newspaper, The Mirror News. Freelancers and volunteers must be in good standing, maintaining a 2.5 or higher cumulative grade point average, and must be eligible per college policies. Freelancers and volunteers will have the opportunity to participate in production meetings and receive guidance and support from newspaper staff. Freelance and volunteer contributions may be eligible for newspaper contests.

Freelancer

Agreement: Freelance staff must be interviewed by the Editor and must complete a separate freelance contract (see Appendix C below). Freelance staff must also complete independent contractor paper work with the Business Manager. Contributions from freelancers will be paid per the rates on the contract. Freelance contributions must meet Mirror News submission guidelines. Freelance submissions will be decided on a case-by-case basis. The Editor in Chief has final say over all content. Freelance staff will be invited to attend meetings and participate in Mirror News events, including attending professional conferences.

Honors Program Volunteer

Agreement: The Honors Program and The Mirror News have jointly agreed to permit Honors Program students to earn service hours for contributing content to The Mirror News. Publication will be given priority to paid staff, but contributions from volunteers will be invited and encouraged and appreciated. Volunteer submissions will be considered on a case-by-case basis. The Editor in Chief has final say over all content. Volunteers will be invited to attend meetings and participate in Mirror News events. Volunteers must be interviewed by the Editor and must sign this staff agreement. Volunteer service hours will be verified by the Editor and Faculty Publications Liaison.

I, _____, understand that I am responsible for the duties included in the above agreement. I know that by following this agreement, I may be eligible for scholarship award money; however, I also understand that this agreement does not guarantee that I will be awarded. Further, I certify that I have read and agree to fully abide by the Student Code of Conduct and Due Process policies of Henry Ford College. I know that if I fail to follow this agreement, I will not qualify for scholarship award money and may be removed from the Mirror News staff. I pledge to uphold the mission of The Mirror News student newspaper and to abide by the journalism code of ethics established by the Society of Professional Journalists, promoting the free exchange of ideas, especially among co-workers, with respect and courtesy.

Staff Member or Volunteer Signature

Date

Editor-in-Chief Signature

Date

Mirror News Faculty Advisor Signature

Date

APPENDIX B

MIRROR NEWS APPEAL PROCESS

1. Any *Mirror News* staff member who believes he/she has been unfairly terminated by the *Mirror News* editor may submit a written grievance and any supporting evidence to the Office of the Vice President for Student Affairs. Any grievance, along with any supporting evidence, must be submitted within seven working days of the termination, or is barred.
2. The Office of the Vice President for Student Affairs, or its designee, shall promptly forward the grievance to the Student Newspaper Board Chair. Upon receiving the grievance, the Chair shall notify the *Mirror News* editor in writing and attach a copy of the grievance and any supporting evidence. Within seven working days of receiving the grievance, the editor shall respond to the grievance in writing and attach any evidence that supports his/her decision. The editor shall deliver his/her written response to the Office of the Vice President for Student Affairs to be promptly forwarded to the Student Newspaper Board Chair.
3. Within five working days of receiving the editor's decision, the Student Newspaper Board Chair shall deliver copies of the grievance and the editor's decision to the Office of the Vice President for Student Affairs for distribution to the Student Newspaper Board members.
4. Using the **Mirror News Staff Agreement** as criteria, the Board shall vote, within seven working days of receiving the copies of the grievance and the editor's decision, to determine if a grievance hearing shall be convened. The decision of the Board as to whether to convene a grievance hearing shall be made by a majority vote of the Board members present and voting, and is final. If a majority of the Board votes to convene a grievance hearing, the Newspaper Board Chair shall, within ten working days, schedule the hearing.
5. The Board shall promptly present in writing, to the editor and the grievant-through the Office of the Vice President for Student Affairs or its designee-its decision to either a) uphold the editor's decision, or b) hold a grievance hearing. If the decision is to hold a grievance hearing, the Office of the Vice President for Student Affairs, or its designee, shall notify the grievant and editor of the time, date, and place of the hearing.
6. During the hearing, only the grievant and the editor shall be allowed to make verbal presentations and present evidence. At the conclusion of the hearing, The Board shall vote to either uphold or deny the grievance, and if the grievance is upheld, to fashion an appropriate remedy. The decision of the Board shall be made by a majority vote of the Board members present and voting. The Board's decision is final.

The Student Newspaper Board Chair, through the Office of the Vice President for Student Affairs, or its designee, shall present the Board's decision in writing within seven working days to the grievant and editor.

APPENDIX C

Pay for Submissions to the *Mirror News*

This amendment seeks to address the inability to recruit volunteers to submit articles for the Mirror News, which has been an ongoing issue since the creation of the Mirror News. In fact, the chronic lack of volunteer submissions has meant cancellation of scheduled publications, which costs advertising revenue.

The current expense budget from advertising revenue of the Mirror News will support compensation for article submissions. The Student Newspaper Board will review the funding source annually.

The rationale for this amendment is that a modest financial incentive to students who have acquired first-semester experience working on the Mirror News or other journalism setting (i.e., the college's journalism courses), or have shown themselves to be proficient in writing news (per the judgment of the Editor-in-Chief), will contribute to the overall quality and success of the newspaper.

The following parameters define the criteria for compensation of submissions.

Compensation Criteria: Submissions

Who would be paid?

Any currently enrolled HFC student who submitted work that was assigned by the Editor-in-Chief, and who turned the work in by its deadline is eligible to be paid; this work would have to be satisfactory in terms of the submission guidelines of The Mirror News. Decisions about whether or not the work is satisfactory are made by the Editor-in-Chief. The Mirror News faculty adviser will mediate in case of a disagreement. The work must be published in The Mirror News in order for the writer to receive payment. In other words, the reporter will be paid upon publication.

How much will be paid to reporters?

Upon publication, a fee will be awarded for the following:

- investigative reporting/feature story submission (e.g., Sports or Event Reporting, Review, Opinion)
- non-reporting submissions (e.g., creative writing/poetry, cartoon, photo)
- and audio/video reporting (edited and pre-approved by newspaper staff).

The fee is limited per person per issue and will be subject to what the Mirror News can support through advertising revenues. The fee will be set and reviewed annually by the Student Newspaper Board.

Would all pieces that appear in the paper be work for pay?

No. Faculty, staff, editors, co-ops, non-students, and volunteers earning service hours are not eligible for freelance pay. Hourly paid staff who have responsibilities to turn in content would not be able to “double-dip” and also receive freelance pay. However, volunteers, after completing volunteer service hours, may be eligible to get paid.

Who would keep track of pay?

The Business Manager manages freelance contracts.

Would freelance writers be able to work for pay?

The Mirror News’s long-standing policy is to accept work by contributing writers; if such work is assigned by the Editor, then the writer would be eligible for pay.

Does this policy extend to the spring and summer?

No, unless the publication schedule for the Mirror News should change to include both the spring and summer semesters. Currently, The Mirror News publishes one issue in the spring but production is suspended during the summer.

What kinds of paperwork would be needed?

The completion of a set of three HFC documents is required indicating that the reporters are independent contractors and/or freelance workers will satisfy the requirements of such pay for work. Copies of the contracts can be obtained from the Business Manager.

Are there any guidelines as to the amount of money a writer could make?

Writers need to know that if they make over \$600 a calendar year, either by writing, or selling ads, or doing other work for the college that is not part of the regular payroll, then a 1099 form will be issued to the student. This form will have to be filed as part of the student’s income tax.

What are the policies of other community colleges regarding paying student contributors?

Almost all other college newspapers compensate writers either through scholarship, college credit, pay or a combination thereof. According to advisers and editors at other institutions, freelance submissions are paid either by the column inch, or a flat rate. This information has been gathered by the Michigan Community College Press Association.

When are student contributors paid?

Payments will be scheduled after the publication of each issue.

Are there other ways a writer or practicum student may be paid?

Yes. The Student Newspaper Constitution allows for scholarships to be issued based on remaining funds at the end of the fall, winter and spring semester.

Submission Compensation Agreement

I have read and agree to the guidelines for submissions. I understand that failure to comply with the guidelines will mean forfeiture of any agreed upon compensation. I understand that I am only eligible for compensation if my submission is published in the Mirror News.

Name of Contributing Freelancer: _____
(Please Print Legibly)

Signature: _____ **Date:** _____

Editor's Signature: _____ **Date:** _____

Faculty Advisor's Signature: _____ **Date:** _____

Business Manager's Signature: _____ **Date:** _____

A signed copy of this agreement must be on file in the Editors' Office in the Newsroom:
M-117 Student and Culinary Arts Center, building "M"

APPENDIX D

This amendment seeks to define the criteria for the newspaper scholarship fund established by the college to provide tuition reimbursement for the Editor in Chief. The fund also has historically provided merit awards for newspaper staff at the discretion of the Editor in Chief under the guidance of the Faculty Publications Liaison.

The Mirror News is issued scholarship funds annually to distribute among its staff members. The Editor in Chief will be reimbursed up to 12 credits (in-district), 9 credits (out-district), or 6 credits (out-of-state or international) per semester for fall and winter (and spring depending on available funds).

Scholarship funds remaining after reimbursement of the tuition of the Editor in Chief according to the above formula will be disbursed to the newspaper staff using the following criteria:

1. Eligibility, including amount of credit hours taken during the semester and amount of financial aid
2. Amount and quality of work contributed to the paper
3. Attendance and participation at staff meetings
4. Meeting deadlines
5. Assisting with distribution of the newspaper
6. Professionalism in working with fellow newspaper staff

Mirror News staff who have met the above criteria will be offered a scholarship application. The Editor in Chief, under the guidance of the newspaper's faculty advisor, will select scholarship recipients among the applicants. Recipients will be informed that per college policy, scholarship awards will be used against any outstanding balance with the college. Eligibility and the amount that can be awarded may also be impacted by the recipient's financial aid status.