

REBEL YELL

OPERATING POLICY
&
ARTICLES OF INCORPORATION

Approved by:

RYAB – January 26, 2004
CSUN –

Title 5 - UCCSN Governing Documents

Chapter 22

REBEL YELL BYLAWS

REBEL YELL OPERATING POLICY

Section I. Name and Purpose

- A. The Rebel Yell is the official student newspaper of the University of Nevada, Las Vegas. Its purpose is to serve as a source of information for the university community and provide a published forum for students, faculty, and staff. It also provides a learning laboratory for students interested in practicing journalistic skills.

- B. The Rebel Yell operates as an independent organization. Senate Resolution 23-02 (revised 2/13/95 at Senate meeting 25-09) separated the Rebel Yell from Student Government (CSUN). Responsibility has been delegated from the University and Community College System of Nevada through the University President to the Rebel Yell Editor in Chief and the Rebel Yell Advisory Board.

Section II. Rebel Yell Advisory Board

- A. [Official advisory authority shall be vested in the Rebel Yell Advisory Board. The Rebel Yell Advisory Board shall consist of:
 - Five undergraduate students-at-large (to be elected during the CSUN Executive Board elections) who do not receive salary and/or fee waivers from CSUN student government or the Rebel Yell newspaper. Excluded from this are independent service providers. (Vacant positions are to be selected by the Advisory Board).
 - One CSUN Senator (to be selected by CSUN).
 - One Rebel Yell representative appointed each semester (selected by the Rebel Yell Editor in Chief).
 - One faculty/staff member from the University News and Publications Office.
 - One faculty member from the Greenspun School of Communications (chosen by the Director of the Greenspun School of Communications).
 - Two outside news media professionals (to be selected by the Advisory Board).]

The Rebel Yell Advisory Board (hereinafter referred to as the “Board”) is to advise, support, counsel and ensure that the responsibilities of the Rebel Yell are met. The Board will also be responsible for appointing the Editor in Chief each spring.

- B. [A quorum of voting members will be necessary for any actions to be voted on by the Rebel Yell Advisory Board. A quorum for this Board shall consist of 50% of the current voting members.]

Official advisory authority shall be vested in the Board. The Board shall consist of:

- Five undergraduate students
 1. to be elected during the CSUN Executive Board General elections and take seat at the first meeting in May.
 2. who do not receive salary, stipend, and/or fee waivers from CSUN Student Government or the Rebel Yell newspaper. Excluded from this are independent service providers.
 3. the Chair and Vice-Chair of the Board will be selected from these students
 4. in the event of a vacancy, the Board shall appoint a student to fill any seat
 - One CSUN Senator (appointed by the CSUN Senate).
 - One Rebel Yell representative (selected by the Rebel Yell Editor in Chief).
 - One faculty/staff member from the Office of Public Affairs (appointed by the Director of Public Affairs).
 - One faculty member from the Greenspun School of Communications (appointed by the Director of the Greenspun School of Communications).
 - Two outside news media professionals (to be selected by the Advisory Board).
- C. [The Rebel Yell Advisory Board will select a Chair for the committee from among its members. The Chair must be one of the elected or appointed undergraduate members. The Chair shall retain voting power.]

Additionally, the Rebel Yell Business Manager, the Rebel Yell Faculty Advisor and the Rebel Yell Editor in Chief shall serve as non-voting members of the Board.

- The Faculty Advisor shall be a member of the full-time faculty of the University, and shall be appointed to an annual contract approved by the Rebel Yell Advisory Board. The Faculty Advisor’s performance and contract shall be reviewed by the Board on an annual basis, following a report by the Editor in Chief. A monthly stipend for the Faculty Advisor is to be encumbered from the Rebel Yell’s Professional Salary budget and

shall be approved annually by the Advisory Board. The Faculty Advisor shall not be considered an employee of the Rebel Yell, and shall answer exclusively to the Advisory Board. The Faculty Advisor may be dismissed for cause upon a simple majority vote by the Board.

- D. [Additionally, the Rebel Yell Business Manager, the Rebel Yell Faculty Advisor and the Rebel Yell Editor in Chief shall serve as non-voting members of the Rebel Yell Advisory Board.]

A quorum of voting members will be necessary for any actions to be voted on by the Board. A quorum for this Board shall consist of 50% plus one of the current voting members.

- E. [The Rebel Yell Advisory Board is to advise, support, counsel and ensure that the responsibilities of the Rebel Yell are met. The Rebel Yell Advisory Board will also be responsible for appointing the Editor in Chief each spring.]

The Board will select a Chair for the committee from among its current student members. The Chair shall retain voting power and vote only in the event of a tie.

- F. [Any candidate for Editor In Chief will be given the opportunity to respond to statements made regarding that same candidate during the public comment portion of the Editor In Chief selection process.]

The Board shall approve the annual budget for the Rebel Yell each spring.

- G. [All candidates will be given a short opportunity to respond to the recommendation of the Editor In Chief if it is given in open session.]

The Board shall approve the stipend amounts for all positions, including the Editor in Chief's.

- H. [It is suggested that the Board hold the entire selection of Editor In Chief in open session.]

- I. The Board shall approve the annual budget for the Rebel Yell each spring.

- J. The Board shall establish the stipend for the Editor In Chief.

- K. The Board is required to approve expenditures that are not already included in the budget.

- L. The Chair of the Board shall:

- Preside over meetings of the Board. If the Chair is absent, then the Vice-Chair will assume that responsibility.

- Be responsible for drafting and distributing the agenda and minutes, and any other necessary correspondence, each month, in accordance with Nevada law.
- Represent the Board when communicating with another body.]

Section III. Financial Line of Authority

- A. [The Rebel Yell Editor in Chief, except as noted in Section II H above, shall determine financial expenditures for the newspaper, consistent with university policy and good financial practice.]

The Rebel Yell shall receive 8.7% of the student fee revenue allocated to Student Government.

- B. [Documents authorizing expenditures are required to be signed by both the Editor in Chief and the Business Manager or a designee for each shall be signed by the Editor In Chief and the Business Manager. In the case of emergency or extended absence of one of these individuals, the Managing Editor may be authorized as an alternate signature. All authorized signatures shall be provided to the Controller's Office or other appropriate authority in advance.]

The Rebel Yell Editor in Chief, shall determine financial expenditures for the newspaper, consistent with university policy and good financial practice. Any expenditure greater than \$500 will need the Board's approval.

- C. [The responsibility of the Rebel Yell Business Manager, with regard to expenditures, shall be limited to ensuring that adequate funds are available to cover the expenditure and that the transaction is consistent with University policy.]

Documents authorizing expenditures are required to be signed by both the Editor in Chief and the Business Manager or a designee for each.

- D. [Preparation of the Rebel Yell annual operating budget shall be the responsibility of the Rebel Yell Business Manager. The annual budget shall be approved by the Advisory Board prior to the beginning of the fiscal year for which the budget shall apply.]

The responsibility of the Rebel Yell Business Manager, with regard to expenditures, shall be limited to ensuring that adequate funds are available to cover the expenditure and that the transaction is consistent with University policy.

- E. [At the end of each semester, the Editor in Chief, in conjunction with the Business Manager, shall have authority to declare past due accounts, for balances not to exceed \$100, as uncollectible at the end of each publishing semester for small amounts (not to exceed \$100.00 per account). For these accounts, no further collection action will occur. Large past due accounts (in excess of \$100) shall be placed in collection status using current UNLV procedures.]

Preparation of the budget shall be the responsibility of the Business Manager.

- F. [The Editor in Chief, in conjunction with the Business Manager, shall have authority to declare small accounts payable (not to exceed \$10) to be obsolete at the end of each fiscal year provided that the individual cannot be located. Amounts greater than \$10 will be carried forward for one fiscal year or until the individual can be located, whichever comes first.]

At the end of each semester, the Editor in Chief, in conjunction with the Business Manager, shall have authority to declare past due accounts as uncollectible. Large past due accounts (in excess of \$100) shall be placed in collection status using current UNLV procedures.

- G. [Fee Waivers may be authorized for all employees the Editor in Chief at the discretion of the Rebel Yell Advisory Board.

- Should any employee receiving fee waivers the not complete their entire term the fee waivers shall be reimbursed based on the percentage of the term completed. Audited, dropped, or failed classes will need to be completely reimbursed. If these monies cannot be collected a registration hold and/or a hold on graduation will be placed.]

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- H. [Fee waivers for positions other that the Editor In Chief may be authorized by a majority vote of the Advisory Board, upon recommendation of the Editor In Chief.]

Fee waivers may be authorized for all employees at the discretion of the Rebel Yell Advisory Board.

Should any employee receiving fee waivers not complete their entire term, the fee waivers shall be reimbursed based on the percentage of the term completed. Audited, dropped, or failed classes will need to be completely reimbursed. If these monies cannot be collected, a registration hold and/or a hold on graduation will be placed on the student's account.

- I. [The Advisory Board shall approve the stipend amounts for all positions.]

Commission rates to be paid for Rebel Yell advertisements will be set by the Board. Commissions paid to advertising employees will cease the second calendar month after resignation.

- J. [Commission rates to be paid for Rebel Yell advertisements will be set by the Advisory Board. Commissions paid to advertising representatives will cease the second calendar month after resignation.]

Section IV. Employment

- A. All Rebel Yell employees must be:
- Registered students, undergraduate or graduate, of the University of Nevada Las Vegas regardless of race, religion, sex, or political beliefs;
 - Enrolled in a minimum of six credits during term of employment;
 - Must maintain a cumulative grade point average of at least 2.0, except for new students, who must be in good standing within their college.
 - Employment preference is given to undergraduate students. No more than two (2) graduate students may be employed at the Rebel Yell.
- B. The employee must work within the framework of the newspaper's goals and policies.
- C. Individual editors may choose their own writers with approval of the Editor in Chief, but appointments may be overruled in individual cases by a two-thirds majority of the Board.
- D. Members of student organizations, except student government, may work for the paper at the discretion of the Editor in Chief. Care will be taken by the Editor in Chief to avoid conflict of interest with all organizations.
- E. Eligibility of staff members as outlined in Paragraph IV A above shall be verified at least quarterly by the Business Manager.
- F. Each employee is given a job description upon becoming employed at the Rebel Yell. They are expected to know, and be familiar with, all aspects of the contents of that job description.
- [Failure to follow the job description will result in one warning. If the problem is not resolved to the Editor in Chief's satisfaction, it may be discussed with the other editors for suggestions at an editors' meeting, the faculty advisor will be notified of the problem and a second warning will be issued to the employee. If the problem is not rectified immediately, the employee may be dismissed. The Editor in Chief will have the final decision in these matters.]

- G. [Authority for hiring and terminating employees is the sole decision of the Editor in Chief. A new employee is given a probation period of 30 days to provide a method of evaluating their performance. Probationary employees are subject to being discharged or laid off without previous warning.]

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- H. Authority for hiring and terminating employees is the sole decision of the Editor in Chief. A new employee is given a probation period of 30 days to provide a method of evaluating their performance. Probationary employees are subject to termination without previous warning.

- I. All editors are expected to attend both staff and editorial meetings. Excused absences will only be tolerated with good reason and on a rare basis. More than three (3) unexcused absences per semester may result in termination.

- J. [All editors are expected to attend both staff and editorial meetings. Excuses will only be tolerated with good reason and on a rare basis. More than three (3) absences per semester without good reason may result in termination.]

Reasons for termination of employment may include, but are not limited to violations of the Student Code of Conduct, as well as:

a. Plagiarism

- as defined by the UNLV Student Code of Conduct, plagiarism shall be treated with the utmost seriousness. If a writer is suspect of plagiarizing an article, or any part of an article, the Board shall decide whether the article or excerpt in question was plagiarized, and advise the Editor in Chief about the sanctions for their action.

b. Reporting to work or working under the influence of alcohol or a controlled substance without a medical prescription.

c. Insubordination or threats made to Rebel Yell employees by any other employee.

d. Removing property from the office without following proper checkout procedures.

e. Failure to follow job descriptions in part or entirety.

f. Failure to turn in assignments, without notice, more than once.

g. Payroll tampering or falsifying records.

- h. Intentionally misusing or damaging newspaper property or the property of another employee.
 - i. Removal of records or unauthorized release of confidential information from the office.
 - j. Nepotism.
- J. [An office worker who cannot come to work on any given day must phone in promptly to notify the Rebel Yell office of their absence.
- K. Editors may decide a particular position is no longer useful, and it may be eliminated.
- L. Reasons for termination of employment may include, but are not limited to violations of the Student Code of Conduct, as well as:
- a. Plagiarism.
 - i. As defined by the UNLV Student Code of Conduct, plagiarism shall be treated with the utmost seriousness. If a writer is suspect of plagiarizing an article, or any part of an article, the Advisory Board shall decide whether the article or excerpt in question was plagiarized, and advise the editor about the sanctions for their action.
 - b. Reporting to work or working under the influence of alcohol or a controlled substance without a medical prescription.
 - c. Threats made to Rebel Yell employees by any other employee.
 - d. Removing property from the office without following proper checkout procedures.
 - e. Theft of property from the Rebel Yell or other employees.
 - f. Failure to follow job descriptions in part or entirety.
 - g. Failure to turn in assignments without notice more than once.
 - h. Payroll tampering.
 - i. Falsifying records.
 - j. Intentionally misusing or damaging newspaper property or the property of another employee.
 - k. Wasting office time; loafing.
 - l. Insubordination or refusing a supervisor's decision.

- m. Unexcused tardiness.
- n. Failure to follow rules regarding computers and equipment.
- o. Removal of records or unauthorized release of confidential information from the office.
- p. Nepotism.
 - i. Hiring of the best-qualified applicant for any position is the newspaper's primary policy. However, under all conditions, the UNLV nepotism policy will be followed. This policy stipulates that no individual can hire or cause to be hired a relation within the third degree of consanguinity for any position for which that person has effective hiring authority.]

(B/R 6/00)

ARTICLES OF INCORPORATION
REBEL YELL STUDENT NEWSPAPER
BOARD OF DIRECTORS

- I. The University of Nevada, Las Vegas, Student Government (CSUN) recognizes the Rebel Yell newspaper as an independent publication. The purpose of the Rebel Yell newspaper has been established to maintain an atmosphere of free and responsible journalism. The University and Community College System of Nevada Board of Regents, as the recognizer of the Rebel Yell newspaper bears the responsibility of the paper. Therefore, the University and Community College System of Nevada manages the day-to-day operation of the Rebel Yell through the President of the University, who delegates responsibility to the student editors of the Rebel Yell newspaper. Furthermore, it is understood that the responsibility of this student newspaper shall be governed by the canons of responsible journalism. Let it be further known and stated here that in each issue of the Rebel Yell student newspaper that the opinions expressed by it writers and/or the paper are not necessarily those of the University of Nevada, Las Vegas, the student body, or the Rebel Yell Advisory Board [Board of Directors].
- II. [The Rebel Yell newspaper shall be governed by the Rebel Yell Advisory Board of Directors hereafter referred to as the Board. The Board shall oversee the newspaper's operations. The paper shall perform its duties within the policies set forth by the Board.]
The Rebel Yell newspaper shall be governed by the Rebel Yell Advisory Board (hereinafter referred to as the "Board").
- III. [The Rebel Yell Advisory Board shall consist of the following voting members:
 - Five (5) undergraduate students from the CSUN membership to be elected during the CSUN Executive Board Elections.

- a. who cannot be employees of the Rebel Yell or Student Government -- employees are defined as someone receiving a stipend, salary, or fee waivers. Independent Service Providers are not considered employees
- b. the Chair and Vice-Chair of the Board will be selected from these undergraduate students.
- c. In the event of a vacancy, the Board shall appoint a new student to fill the seat.
- One (1) CSUN Senator.
 - a. The CSUN Senate will appoint the Senate Representative
- One (1) Rebel Yell representative.
- One (1) faculty/staff member from the University News and Publications Office.
- One (1) faculty member from the Greenspun School of Communication.
- Two (2) outside news media professionals.

In addition to the voting members, there are three (3) non-voting members:

- Rebel Yell Editor in Chief
- Business Manager
- Faculty Advisor]

The Board shall consist of the following voting members:

- Five (5) undergraduate students.
 1. to be elected during the CSUN Executive Board General elections who take their seat at the first meeting in May.
 2. who do not receive salary, stipend, and/or fee waivers from CSUN Student Government or the Rebel Yell newspaper. Excluded from this are independent service providers.
 3. the Chair and Vice-Chair of the Board will be selected from these students
 4. in the event of a vacancy, the Board shall appoint a student to fill any seat
- One (1) CSUN Senator.
 - a. The CSUN Senate will appoint the Senate Representative
- One (1) Rebel Yell representative.
- One (1) faculty/staff member from the University News and Publications Office.
- One (1) faculty member from the Greenspun School of Communication.
- Two (2) outside news media professionals.

In addition to the voting members, there are three (3) non-voting members:

- Rebel Yell Editor in Chief
- Business Manager
- Faculty Advisor

IV. Financial Support

- a. The Rebel Yell shall receive 8.7% percent of the student fee revenue allocated to Student Government.
- b. In addition to the funding, CSUN Student Government shall relinquish ownership of all equipment currently in use by the Rebel Yell newspaper. It is understood that the Rebel Yell student newspaper and its Board of Directors are responsible for all maintenance, additions and replacement of this equipment.
- c. The Rebel Yell shall provide Student Government the space of one full page per week, not to be divided into smaller ad space, to use at Student Government's discretion.

V. [The Rebel Yell newspaper shall assume all authority and responsibility for the content of the publication as stated in Article I of this resolution.]

The Business Manager is required to report the financial situation of the Rebel Yell to the CSUN Senate at the end of each semester.

VI. [The Business Manager is required to report the financial situation of the Rebel Yell to the CSUN Senate at the end of each semester.]

Amendments to this resolution shall require approval by a two-thirds (2/3) vote of the Rebel Yell Advisory Board and a two-thirds (2/3) vote of the CSUN Senate.

VII. [Amendments to this resolution shall require approval by a two-thirds (2/3) vote of the Rebel Yell Board of Directors and a two-thirds (2/3) vote of the CSUN Senate.]

(B/R 6/00)