

# **CONSTITUTION FOR CAMPUS MEDIA**

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**GUWAHATI 781 039, INDIA**

## **1. Terms of Reference and Objectives**

CAMPUS MEDIA is the student media body of IIT Guwahati. It aims to be the voice of campus community, and act as a bridge between faculty, students, alumni and other stakeholders of IIT Guwahati. CAMPUS MEDIA has the following primary purposes, among others:

- Identifying and promoting discussions on any issue of importance to the IIT community.
- Dissemination of information pertaining to the events and activities on campus.
- To be a public platform for the students to express their opinions.
- Using print media, online media and physical meet-ups in student interest to fulfill the above roles.

## **2. Functions and working**

The CAMPUS MEDIA shall, at the beginning of the year, decide the schedule for publications, and also allocate the funds available for use. This schedule and allocation shall be reviewed at the end of the first semester and adjusted, if necessary so as to attempt to stay within budget.

### **2.1 Members of the council:**

- President
- Vice President
- Editor-in-chief
- Executive members

### **2.2 Selection process of the Council:**

2.2.1 The President, CAMPUS MEDIA will be appointed by the Director from among the members of the academic staff.

2.2.2 The Vice-President, CAMPUS MEDIA will be appointed by the Director and the President, CAMPUS MEDIA from among the students' community.

2.2.3 The following eligibility requirements would apply for this position:

- Must be an outgoing 2<sup>nd</sup> year or 3<sup>rd</sup> year UG student or any non-graduating PG or PhD student.

- Must have served as a Chief Editor in the Board for at least a semester. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared as waiver candidates. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared as eligible for interviews.
- Must satisfy all requirements as laid out for a VP by SAC.
- No student can hold the office of the Vice President, CAMPUS MEDIA for more than two terms.

#### 2.2.4 Editor-in-chief

The following eligibility requirements would apply for this position:

- Must be an outgoing 2<sup>nd</sup> year or 3<sup>rd</sup> year UG student or any non-graduating PG or PhD student.
- Must be a member of CAMPUS MEDIA for at least a full semester to be eligible to the post of Editor-in-chief. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared eligible for interviews.

#### 2.2.5 Executive Members

- Must be an outgoing 1<sup>st</sup> year or 2<sup>nd</sup> year or 3<sup>rd</sup> year UG student or any non-graduating PG or PhD student.
- The new Editor-in-chief shall choose the executive members in consultation with the President and the Vice President.

### 2.3 The President shall be the Faculty-in-charge of the CAMPUS MEDIA

### 2.4 The Vice President shall be the Convener-Secretary of the CAMPUS MEDIA.

2.5 The term of office of all student members shall normally be one year, expiring at the end of an academic session.

2.6 Outgoing students as defined in the S.A.C. Constitution would be ineligible [*to stand*] for any selection in the CAMPUS MEDIA.

2.7 The selections for any year will be completed before the end of the second semester of the previous year, as per the schedule announced by the Dean of Students.

## 2.8 The CAMPUS MEDIA council shall also award students:

- Who have contributed significantly or outstandingly to the Board over multiple years in any technical, writing or organizational capacity
- Who have contributed an article that is adjudged the 'Best Article'.
- Who are in the first year of study at IIT and have contributed as per above two points (i.e. Fresher awards)
- The prizes shall be awarded before the end of each academic year.

## 2.9 Responsibilities vis-à-vis the Board

### 2.9.1 President

- The President shall ensure that the CAMPUS MEDIA is involved in the making of all decisions on matters within its purview.

### 2.9.2 Vice President

- The Vice President shall be the student overall in charge of the CAMPUS MEDIA. He shall be responsible to the CAMPUS MEDIA for any views he may express on its behalf.
- Co-ordinate with the chief editors of all the Boards in delivering the goals of the CAMPUS MEDIA.
- Set deadlines for publication, in consultation with chief editors and provide necessary logistical support to ensure that the Board meets those deadlines
- Allocate and manage budgets, in consultation with President of the Board, for different activities and publications across different Committees of the Board
- Publicize the activities of the Board within the student community
- Ensure as far as possible, equitable distribution of work by the Chief editors among all Board representatives.

### 2.9.3 Editor-in-chief

The **Editor-in-chief** shall fulfil the following common responsibilities in addition to the specialized role that each would play as a part of the respective Board:

- Provide necessary assistance to the VP in their domain of responsibility
- Co-ordinate the work of all representatives who are contributing to his/her domain of responsibility.
- Ensure before publishing, that all articles are not derogatory to IIT.

### 2.9.4 In addition to 2.9.3, **Editor-in-chief, Board of Design** shall:

- Ensure preparation of sketches, cartoons, cover design and other art work which is required for the various articles.
- Advise and prepare layouts for both print and online formats.

2.9.5 In addition to 2.9.3, **Editor-in-chief, Board of Developer** shall:

- Maintain and update IITG Campus Wiki with latest online versions of the newsletters, magazines & journals
- Disseminate information about events and news in the student community and facilitate surveys and discussions through blog, social media and other online channels, as advised by the Board of Editors.

2.9.6 In addition to 2.9.4, **Editor-in-chief, Board of Journalism** shall:

- Be responsible all journalistic activities of the CAMPUS MEDIA and for end-to-end collection, compilation and publication of all journalistic newsletters/newsmagazines and journals in print and digitally.
- Collect students' feedback and response to events and rules related to academics and campus life of the students and encourage discussion about the same.
- Report and critique on campus activities, and disseminate news about the same in student interest.
- Conduct surveys and opinion polls among students, faculty or staff, compile the responses & publish results and analysis, as requested by the IIT Guwahati Senate, SAC.
- Check before publishing, that articles and reports for factual correctness, appropriate citing of reference and unbiased reporting in articles with help from reporters and spread awareness about the same.
- Ensure before publishing, that the opinions, quotes and critical commentaries in articles, do not harm the sentiments of any community inside or outside campus.
- Organize a writers' meet every semester to decide what issues and rules can be reviewed and discussed among students, what events could be reported on, what surveys could be taken to determine student opinion and what important information must be disseminated in student interest.
- Enlist the help of Board of Developers in fulfilling the above responsibilities.

2.9.7 In addition to 2.9.4, **Editor-in-chief, Board of Editors** shall:

- Be responsible for end-to-end collection, compilation and publication of all creative writing articles on Wiki as well as Magazine.
- Reach out to students of all hostels inviting creative pieces of writing including different forms of prose, poetry, book reviews etc, with help from reporters of each hostel.
- Review, select and edit creative pieces for publication and give necessary feedback to contributors through reporters of the relevant hostel, and train the reporters in these activities.
- Check for plagiarism in creative pieces with help from reporters and spread awareness about the same
- Enlist the help of Board of Designers and Developers in fulfilling the above responsibilities.

### **3. Meeting Procedure**

- The CAMPUS MEDIA Publications shall meet as often as is necessary and in any case not less than twice in a semester.
- The meetings of the CAMPUS MEDIA shall be convened by the VP in consultation with the President.
- A written notice along with the agenda shall be circulated among the members before a meeting, at least 48 hours before the meeting. In the case of an emergency meeting, such a rule may not be observed in that a simple notice of the time and venue of the meeting shall suffice.
- The agenda for a meeting shall be prepared by the VP in consultation with the President.
- The quorum for a meeting shall be half the CAMPUS MEDIA membership.
- In the event that a meeting cannot be convened for lack of quorum, it may be reconvened within three Institute days of the date of the originally scheduled meeting, without any quorum requirements.
- In the absence of the President from a meeting, the Vice-President shall chair the meeting. In case both President and Vice-President are absent from an already convened meeting of the Board, the President shall nominate one of the other student members of the Board to act as Secretary for that meeting.
- The minutes of the proceedings of a meeting of the CAMPUS MEDIA shall be prepared by the Board of Editors. After the minutes are confirmed in the next meeting, they shall be recorded in a minute book under signatures of the President and the Vice-President.
- Minutes of the meetings of the CAMPUS MEDIA, after being approved, shall be placed before the S.A.C. for its information. Points requiring approval of the S.A.C. shall be sent separately so that they can be highlighted in the agenda of the S.A.C. for its consideration.
- If a member fails to attend two consecutive meetings of the Board, including those which could not be convened due to lack of a quorum, without leave of absence from the VP or the President, he shall cease to be a member of the Board. Absence with such permission shall be announced at the time of the meeting. The absentee member shall not be eligible for membership again, during the session for which he was removed for continued absenteeism. This clause applies only to student members of the Board. The VP shall be required to obtain leave of absence from the President in the context of this clause.

#### **4. Complaints and Disputes**

- In the event that there is a dispute regarding an selections, the ruling given by the Returning Officer shall be final and binding on all concerned. After the selections in question is over, and before a successive selection is held, an appeal against the Returning Officer's ruling may be filed with the Dean of Students. The Dean of Students shall then give a decision on the dispute after consultation with the President, CAMPUS MEDIA and the Vice President, CAMPUS MEDIA. He shall ensure that a decision is given before a successive chain selection is held. If necessary, he shall ensure that the successive selection is delayed until such time a decision can be given. There shall be no appeal against this decision.
- A 2/3<sup>rd</sup> majority of Editor-in-chief may complain to the Board in writing about the conduct of any chief editor or editors or journalists. The complaint may also be registered on grounds of the member not fulfilling his role to the best of his/her capacity. This complaint shall be reviewed by the President, CAMPUS MEDIA, the Vice President, CAMPUS MEDIA. If the complaint is made against the Vice President, BSP then he/she shall not be a member of the reviewing panel.

#### **5. Amending the Constitution**

6.1 Any Article of the CAMPUS MEDIA Constitution except 1 and 2 can be amended on obtaining a two-third majority of the CAMPUS MEDIA, present at a meeting called specifically for the purpose of amending the Constitution, after having circulated the proposed amendment to the members of the CAMPUS MEDIA at least a, week before the meeting.

6.2 No amendment to the CAMPUS MEDIA Constitution is valid until it is ratified by the Student Affairs Council.

6.3 In case of dispute in the interpretation of an Article or Articles of the Constitution, the matter will be referred to a Committee consisting of the President, CAMPUS MEDIA and the Vice President, CAMPUS MEDIA. This Committee shall give its recommendations to the Dean of Students whose decision will be final and binding.

6.4 After the particular dispute is settled, any rewording of the Constitution that may be necessary will be done using the same procedure as for any amendment of the Constitution.