

Bylaw on *Newsletter* and *Voices in the Union*:

2-14-06 Revision to Bylaw on *Newsletter* and *Voices in the Union*

IX. Newsletter and other communications

The *Newsletter* is the official publication of the Faculty and Staff Federation of Community College of Philadelphia (FSFCCP). The purpose of the *Newsletter* is to inform the membership of union news, important dates, and activities of the Federation. It will serve as a reporting and organizing tool rather than a vehicle for distributing opinion pieces written by union members. (RC 12/7/04) The Federation's Constitution provides as follows in Article VI. B. (3): The Executive Committee shall supervise and review all public statements which represent the official position of the Federation.

In any personal communication from a member of the Federation to the Federation at large, except when published in the Federation's *Newsletter*, the Federation will pay duplicating costs, but the office manager is not to be asked to type or distribute the communication. (RC 12/4/79)

The *Newsletter* shall provide a forum for candidates for office to make statements provided that all candidates are given the same opportunity, space, and issue of the publication to present their positions. No further union funds may be used to promote the candidacy of any individual. (RC 9/19/89)

Endorsements may appear in the election issue of the *Newsletter* provided the endorsements are signed and all candidates have equal access to submitting endorsements. (RC10/27/98)

A separate publication shall be created as a vehicle for any Federation member to present opinion pieces on union matters. The views expressed are the sole responsibility of individual authors and do not necessarily reflect the views of the Federation or its officials. Individuals have sole responsibility for the content of their articles. (RC 12/7/04)

(Two measures passed at RC 4/24/01; by action of RC 12/7/04, they also apply to the separate publication referred to above.)

1. Each edition of the *Newsletter* or of *Voices in the Union* shall print a disclaimer on page one stating that the views expressed in articles do not necessarily reflect those of the Faculty Federation or its officials.

2. Articles submitted to the *Newsletter* or to *Voices* shall be limited in length to a total of 6 pages, or 3 sheets, both sides.

Guidelines distinguishing between content of Federation Newsletter and of Voices in the Union

1. Any officer of the Federation, or anyone charged with an official responsibility by the Federation about any matter of interest to the Federation, as determined by the Executive Committee, writes in the *Newsletter*. Examples include but are not limited to reports on grievances by those handling them and reports on union conferences and conventions.
2. An article on a matter of interest to the Federation, as determined by the Executive Committee, appears in the *Newsletter*. Examples include but are not limited to obituaries for deceased faculty and staff.
3. Responses to a *Newsletter* article will be published in *Voices in the Union*, along with the original *Newsletter* article which provoked the response. With the first response, the original article must be published in *Voices*, but with subsequent responses, publishing the original *Newsletter* article will be optional.
4. All other articles belong in *Voices in the Union*. All members may write in *Voices*; individual members are responsible for their opinions.
5. Overriding the above guidelines is the special Election issue of the *Newsletter*, which will appear shortly before the annual elections. For that issue all members will have the opportunity to write statements in support of their own candidacy or someone else's.
6. In the event that the editor of either publication thinks that an article submitted to the corresponding publication exposes the author, editor, or Federation to legal risks, the matter shall be resolved in the following manner. The editor shall first notify the author about the following sequence of steps that will end at some level with a resolution. The issue may be resolved at a meeting between the author and the editor. If not, the issue may be resolved at a second meeting among the author, editor and the Executive Committee. If still unresolved, the issue will be referred to the Representative Council, which can vote for or against inclusion. If it is agreed that the article will be published, it will be published in the issue immediately following the one to which the article was submitted, if practicable.
7. To determine if an article belongs in the *Newsletter*, the following two questions require a "Yes" answer:
 - a. Is the author of the article an officer of the Federation, or someone charged with an official responsibility by the Federation, or someone invited by the Federation?
 - b. Has the Executive Committee determined the subject matter of the article to be of interest to the Federation?