

THE MANILA COLLEGIAN CONSTITUTION



PREAMBLE

We, the editors and staff of the Manila Collegian, imploring the aid of Divine Providence, in order to form a publication that shall promote and uphold the standards and ethics of journalism, work towards a more vigorous and independent campus press and advocate the ideals of genuine service to the studentry and the Filipino people, do hereby ordain and promulgate this Constitution and By-laws.

DECLARATION OF PRINCIPLES

The students and the people have the right to know.

The students and the people have the right to freedom of thought and expression, to hold opinions free from any interference; and to seek, receive and impart information and ideas through any media.

The freedom of the press is the veritable pillar that holds up the inviolable right of the students and the people to know. The campus press has the sacred duty to struggle for the truth side by side with the students and the people, and to pursue the mission of social transformation through responsible, active and advocate journalism.

We, the editors and staff of the MANILA COLLEGIAN, shall go on and unflinchingly fight for freedom of the press and the right of the students and the people to know against all forces that seek to undermine truth, freedom, justice and democracy.

This is the commitment of the MANILA COLLEGIAN.

Article I

NAME, SCOPE, MOTTO, SEAL AND DOMICILE

Section 1. The official student publication of the University of the Philippines Manila shall be known as the MANILA COLLEGIAN.

Section 2. The Manila Collegian shall serve primarily as a publication for and by the students and shall reflect the character of the University of the Philippines Manila, along with its constituent units, as a health-based academic institution.

Section 3. The Manila Collegian shall be published at least twice a month during the regular semester and once during the summer.

Section 4. The official literary folio of the Manila Collegian shall be known as the *Waywaya* which shall be published at least once a year.

Section 5. The motto of the Manila Collegian shall be *Magna est veritas et prevaelebit* ("The truth is mighty and shall prevail").

Section 6. The Manila Collegian shall adopt for its seal the oblation, a symbol of the University of the Philippines embodying the ideals of service and academic freedom.

Section 7. The Manila Collegian shall hold business and editorial offices at the Fourth Floor, Student Center,

Joaquin Gonzales Bldg., Padre Faura corner Ma. Orosa Streets, Ermita, Manila, Philippines.

Article II **OBJECTIVES**

Section 1. The Manila Collegian shall pursue the following objectives:

- (a) Uphold the ethics of journalism;
- (b) Work for the professionalization and independence of the Manila Collegian;
- (c) Defend and advance students' and peoples' rights and welfare;
- (d) Promote social consciousness among the students and the Filipino people in general;
- (e) Extend services and assistance, upon request, to college and/or other campus publications; and
- (f) Promote understanding and cooperation, and work closely with organizations and individuals of similar objectives.

Article III **THE SELECTION BOARD**

Section 1. The Editor-in-Chief shall be chosen by a Selection Board in the manner prescribed in these Rules.

Section 2. The Selection Board shall be composed of two members from the faculty, one mass media practitioner, and two former Editorial Board members of the Manila Collegian.

The incumbent Editorial Board, upon consultation with the staff, shall submit to the Director of Student Affairs the list of names of faculty members, mass media practitioner/s, and former Editorial Board members of the Manila Collegian, from which the composition of the Selection Board shall be exclusively chosen by the Director of Student Affairs.

Section 3. The Selection Board shall be appointed by the Chancellor, based on the recommendation of the incumbent Editorial Board and the Director of Student Affairs.

Section 4. The Selection Board shall choose from among themselves a Chairperson to head the Selection Board.

Section 5. The Selection Board shall have the following functions:

- (a) Choose the Editor-in-Chief in the manner prescribed in these Rules;
- (b) Investigate and decide all protests relating to the selection of the Editor-in-Chief;
- (c) Recommend to the Chancellor the appointment of an interim Editor-in-Chief as defined in these Rules, when the need arises; and
- (d) Investigate and decide all matters relating to the impeachment of the Editor-in-Chief.

Section 6. The Selection Board shall serve for the duration of the selection process and shall convene during special circumstances (i.e., impeachment of the Editor-in-Chief) as prescribed in these Rules.

Section 7. Each member of the Selection Board shall be paid honorarium at the end of the selection process, at

rates fixed by the Editorial Board in accordance with the approved budget of the Manila Collegian.

Article IV **SELECTION OF THE EDITOR-IN-CHIEF**

Section 1. To be able to participate in the editorial examination, the applicant must:

- a. Be a bonafide student enrolled for the current semester or term;
- b. On academic grounds, is of good standing in the semester immediately prior to his/her application as certified by the Dean of his/her college;
- c. Be of good moral character and has not had a case filed against him/her in the Student Disciplinary Tribunal as certified by the dean of his/her college; and
- d. Have at least one year residency in the Manila Collegian or a former member of the Editorial Board of any university or college publication within the University of the Philippines.

Questions on the eligibility of the applicant shall be filed with the Selection Board a week before the date of the editorial examination. The applicant concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall resolve the case within the week before the scheduled date of the editorial examination and its decision, pursuant to these Rules, shall be final.

Section 2. The editorial examination shall be held two weeks after the first day of the summer classes. The Selection Board shall convene a month before the scheduled date of the editorial examination to deliberate on the rules and regulations governing the selection process.

Application to participate shall be filed with the Selection Board not later than two weeks before the scheduled date of the editorial examination. The list of qualified applicants shall be released to all colleges and institutes and shall be posted in conspicuous places and shall likewise be publicized as the Selection Board shall deem appropriate. The examination questions shall be formulated by the Selection Board a day before the scheduled date of the editorial examination and shall be kept confidential until the start of the examination.

Section 3. The Selection Board shall decide the manner of editorial examination, time and place. The editorial examination shall be given in the following fields:

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| (a) editorial writing, which shall comprise - | 50% |
| (b) news writing, which shall comprise - | 20% |
| (c) features writing, which shall comprise - | 20% and |
| (d) lay-out and copy editing, which shall comprise - | 10%. |

Section 4. Immediately after the editorial examination, the Selection Board shall hold a closed-door session to evaluate the examination papers, and then proceed to compute the individual examinees' aggregate scores pursuant to Article IV, Section 3 of these Rules. The examinee with the highest aggregate score shall be nominated by the Selection Board for appointment as Editor-in-Chief.

In case of a tie for the first place, the Selection Board shall conduct an interview with the first place applicants and shall hold secret balloting. In case of another deadlock, the Chairperson of the Selection Board shall break the tie.

Section 5. The Chancellor shall appoint as Editor-in-Chief that applicant chosen by the Selection Board.

In the event that the duly appointed Editor-in-Chief shall fail or not be able to assume office, the Selection Board shall nominate, and the Chancellor appoints the applicant with the next highest aggregate score in the examination to serve as Editor-in-Chief. In case of inability, disqualification or impeachment of the duly appointed Editor-in-Chief to continue in office, the editors and staff shall elect from among the Editorial Board a new Editor-in-Chief. In turn, the rest of the Editorial Board shall nominate, and the Chancellor appoints the editor chosen to serve as Editor-in-Chief for the unexpired portion of the term.

Article V **THE EDITORIAL BOARD**

Section 1. Members of the Editorial Board shall be duly appointed by the Editor-in-Chief.

Section 2. Members of the Editorial Board, other than the Editor-in-Chief, must:

- (a) be a bonafide student enrolled in any college within the University of the Philippines Manila in the semester immediately prior to and during his/her appointment;
- (b) have at least one semester residency in the Manila Collegian or in any university or college publication within the University of the Philippines.

Section 3. The Editorial Board shall be composed of the Editor-in-Chief, the Associate Editors (internal and external), the Managing Editor/s, the News Editor/s, the Features Editor/s and Culture Editor/s.

Section 4. The Editorial Board shall discharge the following duties and functions:

- (a) Set the editorial policies for the editorial term;
- (b) Approve the budget for each semester/term;
- (c) Deliberate on the promotion, demotion and honoraria per issue of the staff subject to the ceiling set in the approved budget of the Manila Collegian;
- (d) Make the consensus stand on issues, upon consultation with the staff, which shall be reflected in the editorial of each issue for the Manila Collegian; and
- (e) Assume other duties and functions as provided for in the approved Organizational and Administrative Manual of the Manila Collegian.

Section 5. The term of office of the Editorial Board shall coincide with the academic year, including summer. However, in the event that the next Editorial Board has yet to assume office, the incumbent Editorial Board shall serve in a hold over capacity as provided for in Article XIV, Section 1 of these Rules.

Article VI **THE STAFF**

Section 1. The staff must be bonafide students enrolled in any college within the University of the Philippines Manila and its constituent units, selected through a set of competitive exams formulated and evaluated by the Editorial Board.

Section 2. Notwithstanding the foregoing rules and qualifications of the editors and staff, both

the editors and staff need not be enrolled for the summer term, provided that all the other qualifications governing eligibility shall be complied with.

Article VII
RIGHTS AND PRIVILEGES OF THE EDITORS AND STAFF

Section 1. The editors and staff shall have the following rights and privileges:

- (a) Have due process when disciplinary actions are being imposed;
- (b) Participate in all the activities of the Manila Collegian and be informed fully of the reasons for policies, programs, projects and actions as may be adopted by the Manila Collegian;
- (c) Hone and develop his/her journalistic and literary skills;
- (d) Participate in discussions and debates, and to have any dissenting opinion and the reasons thereof be recorded;
- (e) Have access to the facilities and equipment of the University in the course of his/her exercise of duties and responsibilities as member of the Manila Collegian;
- (f) Avail the services and/or assistance as may be rendered by the Manila Collegian; and
- (g) Enjoy such other rights and privileges that the Manila Collegian may grant, provided, however, that such rights and privileges shall not in any way contravene with any provision of the Manila Collegian's Constitution and By-laws.

Section 2. The editors and staff shall be paid honoraria at rates fixed by the Editorial Board in accordance with the approved budget of the Manila Collegian for the semester or summer.

Article VIII
DUTIES AND RESPONSIBILITIES OF THE EDITORS AND STAFF

Section 1. Every editor and staff shall discharge the following duties and responsibilities:

- (a) Uphold the Constitution and By-laws of the Manila Collegian;
- (b) Abide by the policies, decisions and regulations which shall be promulgated by the Manila Collegian;
- (c) Participate in all programs, projects and actions adopted by the Manila Collegian;
- (d) Adhere to the principles and pursue the objectives of the Manila Collegian; and
- (e) Assume such other functions and duties as provided for in the Organizational and Administrative Manual of the Manila Collegian.

Article IX
DISCIPLINARY ACTIONS

Section 1. The staff shall be subject to the disciplinary authority of the Editorial Board regarding the conduct and performance in the discharge of their duties and responsibilities as provided for under Article VIII, Section 1 hereof.

The Editorial Board shall have the power and authority to impose, after due process, such penalties as reprimand, withholding of honoraria, demotion, suspension from the office or termination of appointment, depending on the gravity of the offense committed.

Section 2. The disciplinary penalties under Section 1, second paragraph, supra, shall be imposed for:

- (a) Culpable violation of the Manila Collegian's Constitution and By-laws;
- (b) Gross negligence of duty;
- (c) Violation of the code of ethics of journalism;
- (d) Electioneering in the form of:
 - 1. Actively campaigning, by using the name of the Manila Collegian, for a candidate or political party in public;
 - 2. Publishing of articles directly endorsing any candidate or political party; and/or
 - 3. Other election-related acts inimical to the integrity of the Manila Collegian; and/or
- (e) Other acts inimical to the objectives of the Manila Collegian.

Section 3. If the violation of any of the foregoing is committed by any member of the Editorial Board, other than the Editor-in-Chief, the rest of the Editorial Board shall decide on the penalty/ies to be imposed.

Section 4. If the violation is committed by the Editor-in-Chief, the rest of the Editorial Board shall recommend to the Director of Student Affairs the penalty/ies to be imposed.

Section 5. Any misconduct or violation of these by-laws committed by any of the editors and/or staff shall be the sole and individual responsibility of the concerned student/s and the same shall not cause curtailment or interruption of the publication of the Manila Collegian.

Article X

IMPEACHMENT

Section 1. Petition for impeachment of any member of the Editorial Board may be initiated by any editor or staff but shall only prosper upon agreement of at least two-thirds of the editors and staff.

Section 2. Impeachment of any of the members of the Editorial Board shall be based on the following grounds:

- (a) Culpable violation of the Manila Collegian's Constitution and By-laws;
- (b) Gross negligence of duties and responsibilities; and/or
- (c) Other acts inimical to the objectives of the Manila Collegian.

Section 3. Petitions for the impeachment of a member of the Editorial Board, other than the Editor-in-Chief, shall be submitted to the Editor-in-Chief, who shall in turn, convene the other members of the Editorial Board to investigate and decide on the matter.

Any petition for the impeachment of the Editor-in-Chief shall be filed with the Director of Student Affairs. Upon filing of the petition for the impeachment of the Editor-in-Chief, the Director of Student Affairs shall convene the Selection Board which shall investigate and decide on the matter pursuant to Article III, Section 5D of these Rules. In case of absence of any member of the Selection Board in the process of investigation and deliberation of the

petition for impeachment, the Director of Student Affairs shall find a replacement. The Editor-in-Chief concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall recommend to the Chancellor the appropriate action to be taken which shall be appealable only once.

Article XI

MANAGEMENT OF THE MANILA COLLEGIAN

Section 1. As a student publication, the Manila Collegian shall be financially supported by the students of the University of the Philippines Manila at such amount to be fixed by the Editorial Board and the Director of Student Affairs.

Any amount received by way of grant or donation shall form part of the Manila Collegian fund.

Section 2. The financial and business management of the Manila Collegian shall be vested in the Managing Editor in accordance with the Organizational and Administrative Manual of the Manila Collegian.

Section 3. The Manila Collegian funds shall be collected during the enrollment period of every semester/summer and shall be released not later than thirty (30) days after the last day of enrollment by the Accounting Office and Cash Division of the University of the Philippines Manila.

Section 4. To ensure proper expenditure and judicious handling of the Manila Collegian funds, the following shall be observed:

- (a) The Editorial Board, upon consultation with the staff, shall prepare a budget proposal for the semester/summer to be forwarded to the Director of Student Affairs who shall in turn submit the budget proposal to the Chancellor.
- (b) The Editor-in-Chief and the Managing Editor shall be the signatories of the checking account of the Manila Collegian fund to be approved by the Editorial Board.
- (c) There shall be no deficit spending in the financial management of the Manila Collegian disbursement of student publication fund which shall be made according to auditing and accounting rules and regulations.
- (d) Printing of student publication by a private printer shall be conducted by the Editorial Board and staff through canvass or public bidding.
- (e) An audited summary of financial statement shall be published in the Manila Collegian at the end of the academic year.

Article XII

COLLEGE PUBLICATIONS

Section 1. The Manila Collegian shall extend services or assistance, upon request, to any college publication in pursuant to Article II, Section 1E of these Rules.

Section 2. In the absence of rules governing the selection of the Editorial Board and staff of the college publication/s, the provisions of Arts. IV, V, VI of these Rules may be applicable.

Section 3. The Manila Collegian shall not be held liable, nor its operation be curtailed, for any misconduct committed by the members of any college publication.

Article XIII
TENURE

Section 1. An editor or a staff member shall maintain his/her status as student in order to retain his/her membership in the Manila Collegian.

Section 2. If an editor or a staff member goes on leave of absence for more than four issues, s/he shall be forced to resign, after which the Editorial Board shall conduct a screening process to look for a replacement.

Section 3. A former editor or staff may be re-admitted into the Manila Collegian depending upon the discretion of the Editorial Board after consultation with the staff.

Article XIV
TRANSITORY

Section 1. The incumbent Editorial Board shall serve in a hold over capacity until the next Editorial Board has assumed office.

Section 2. No member of the Manila Collegian shall hold any position of similar nature in any college publication.

Section 3. Any member of the Manila Collegian who desires to run for an elective post in a College or University Student Council shall tender his/her resignation at least one week prior to the filing of his/her candidacy.

Article XV
AMENDMENTS AND EFFECTIVITY CLAUSE

Section 1. This Constitution and By-laws may be amended in whole or in part by a petition of at least two-thirds of editors and staff. However, this Constitution and By-laws shall not be amended more than two times in ten years.

Section 2. This Constitution and By-laws shall take effect upon the approval of the Chancellor as per recommendation by the Director of Student Affairs and endorsed by the Editorial Board.