

American University of Beirut

Office of Student Affairs

“AUB Campus Yearbook Bylaws”

I. Name

1. The name of the annual student publication shall be “AUB CAMPUS” (year, vol.)
2. AUB CAMPUS is a publication of the Office of Student Affairs and shall be supervised by the Yearbook Supervisory Committee, Chaired by the Dean of Student Affairs. The Campus Editorial Committee shall operate the day to day as well as Editorial matters of Campus. The Campus Editorial Committee shall report to the Yearbook Supervisory Committee.

II. Purpose

1. “AUB CAMPUS” shall:
 - a. be published in English.
 - b. serve as a non-political publication for AUB students.
 - c. reflect, commemorate and highlight annually the academic and co-curricular interests and activities of AUB students.
 - d. be published a minimum of once a year, or in special cases, and upon the recommendation of the editorial committee, a yearbook can merge two years into one.
 - e. be distributed to the students free of charge not later than August 25 of the academic year.
2. “AUB CAMPUS” shall cover:
 - a. AUB administrative units.
 - b. Each of the following Faculties/Schools:
 - Faculty of Agricultural and Food Sciences.
 - Faculty of Arts and Sciences.
 - Faculty of Engineering and Architecture.
 - Faculty of Health Sciences.
 - Faculty of Medicine
 - School of Nursing and,
 - Suliman Olayan School of Business.
 - c. Campus Life and Activities:
 - A sub-section for Sports.
 - A sub-section for clubs, societies, SRCs.
 - A sub-section for on campus events.
 - A sub-section for Commencement Exercise(s).
 - A sub-section for Graduation Party (ies).

- A sub-section for the Outdoors event(s).
- A sub-section for snap shots.

III. Editorial Standards

Published material may not:

1. Violate Lebanese law.
2. Violate AUB rules and regulations.
3. Recklessly defame or libel others.
4. Further specific political or sectarian interests.
5. Advocate intimidation or harassment of others.
6. Advocate behaviour, which jeopardises the health, safety or welfare of others
7. Violate reasonable standards of decency.

IV. Membership

1. Open to all full time students of the American University of Beirut.
2. Membership is subject to the approval of the yearbook supervisory committee and is for one academic year ending August 31st.
3. Yearbook Editorial Committee members have the choice to participate in one or more section(s) of “Campus” mentioned in Article II.
4. There will be no subscription fee on joining Campus.
5. All the members, editors and members of the “Yearbook Editorial Committee” work voluntarily for Campus.

V. Organization

1. The Yearbook Supervisory Committee shall oversee the overall running of Campus Yearbook. It shall meet regularly to ensure that:
 - a. Campus Yearbook content conforms to general AUB regulations and principles
 - b. The Yearbook Editorial Committee is operating within the spirit of these bylaws
 - c. Decisions are taken to resolve disputes that may arise among Yearbook members
 - d. Appropriate measures are taken in case of any complaint by AUB students, Alumni or other members of the AUB community against Campus committee or content.
 - e. Assigned tasks are accomplished on time and according to a specified timetable.
 - f. Financial issues are in order

The Yearbook Supervisory Committee shall be comprised of the following:

- Dean of Student Affairs – Chairperson
- Director of Student Activities
- Director of Public Relations
- Faculty Adviser.
- Representative from Office of Publications
- Campus Editor-In-Chief
- USFC Treasurer

2. The Yearbook Editorial Committee shall be composed of students and members of the Supervisory Committee including, the Director of Student Activities and the faculty adviser. The Yearbook Editorial Committee, with guidance from the Supervisory Committee, undertakes the day to day running of Campus Yearbook and executes editorial and administrative requirements of Campus. The Yearbook Editorial Committee shall report to the Yearbook Supervisory Committee.

The “Yearbook Editorial Committee” shall be comprised of an Editor-In-Chief, associate Editor-in-chief, Secretary, Business Manager, seven Editors and the faculty adviser:

1. The Editor-In-Chief shall:

- a. Preside over the meetings of the Yearbook Editorial Committee.
- b. Cast a deciding vote in case of a tie on the Yearbook Editorial Committee.
- c. Call for general or special meetings for the Editorial Committee.
- d. Be the official representative of the Yearbook Editorial Committee.
- e. Be in charge of the final proof reading of “Campus”.

2. The Associate Editor in Chief shall:

- a. Supervise the work of the printer/press.
- b. Carry out functions assigned by the Editorial committee.
- c. In the event that the Editor-in-Chief becomes incapacitated, is removed from office or cease to be enrolled as a regular student at AUB, the associate editor-in-chief shall replace him/her for the remaining year.

3. The Secretary shall:

- a. Keep the minutes of the meetings.
- b. Provides copies of minutes to the Office of Student Affairs and to the Supervisory Committee on a regular basis.

- b. Maintain committee files.
- c. Announce general and special meetings.

4. The Business Manager shall:

Manage monetary issues along side the Editor-In-Chief and under the supervision of the Yearbook Supervisory Committee.

5. The seven editors are the following:

a. Photography editor:

- i. Shall be responsible in collaboration with the supervisory committee for the coverage of events, archiving the photos (negatives), and the end year picture selection.
- ii. Shall supervise the work of the photography staff.

b. Layout and Design editor:

- i. Shall be responsible for designing and executing the general layout in collaboration with the supervisory committee
- ii. Shall be responsible for the design of the cover of “Campus” in collaboration with the supervisory committee.
- iii. Shall supervise the work of the layout staff.

c. One Editor for Administrative departments.

- i. Shall be responsible of providing the committee with correct titles and staff of various departments at AUB.
- ii. Shall supervise the work of the staff responsible of this part.

d. One Editor for faculties/ schools:

- i. Shall be responsible of checking the names of faculty, staff and students of the various departments in the 5 faculties and two schools at AUB.
- ii. Shall supervise the work of the staff responsible of this part.

e. One Editor for Sports.

Shall be responsible of ensuring adequate and appropriate coverage of various sports activities that took place at AUB during the academic year.

f. One Editor for Campus Life:

Shall be responsible of ensuring appropriate and adequate coverage of various events that take place at AUB including but not limited to annual events such a orientation, Outdoors, Folk Dance Festival, Graduation Party, and Commencement.

- g. One Editor for Campus Activities.

Shall be responsible of ensuring appropriate and adequate coverage of various activities organized and planned by various students organizations including clubs, societies, SRC' and the USFC and the activities of the community service program.

VI. Sub-Committees

Editors may form at any time during the year sub-committees in consultation with the Editorial committee to help them carry out their duties

VII. Committee Adviser

1. The faculty adviser shall serve as adviser for the Editorial committee of the campus yearbook
2. The adviser shall:
 - a. Attend meetings.
 - b. Sign all money transactions.
 - c. Assist in day to day running of the work.
 - d. ensures that the bylaws are followed.

VIII. Election and Appointments

1. The Editor-In-Chief shall be elected during the last week of May by the Yearbook Supervisory Committee and he/she shall start working from September 1 of the following academic year.
2. The position is open to all members of the yearbook Editorial Committee, subcommittee and students with previous experience.
3. The nominee should not be on academic probation or has received a Dean's warning within the past 9 months.
4. The place and time of election shall be set by the Yearbook Supervisory Committee.
5. The Editor-In-Chief shall not serve for more than two terms.
6. The Editor-In-Chief shall nominate the seven editors during the first week of June for the final approval of the supervisory committee.

IX. Budget

1. Yearbook's account is supervised by the Office of Student Affairs.
2. The Dean of Student Affairs shall approve all monetary transactions.
3. The yearbook Supervisory Committee shall determine the number of copies and approve the cost of printing and binding of Campus yearbook.
4. Campus yearbook is financed by the University Student and Faculty Committee.

X. Unused Funds

1. If the publication of "Campus" is suspended or ceases, the yearbook supervisory committee shall decide on appropriate action for any unused funds.

XI. Removal of the Editor-In-Chief and Expulsion of a member

1. The Editor-In-Chief may be removed from office if he or she:
 - a. Is unable or unwilling to perform the required duties.
 - b. Withdraws or is dismissed from the university or otherwise ceases to be a regular AUB student.
 - c. Engages in illegal acts.
 - d. Violates AUB rules and regulations.

Upon the notification of the Supervisory committee, the Dean of Student Affairs shall invite the Editor-In-Chief to attend and be heard for appropriate action.

2. The Editor-In-Chief may present a petition to the Yearbook Supervisory Committee recommending the expulsion of any member of the campus yearbook committee for dereliction of duty. Dereliction of duty means consistent and repeated failure to carry out work reasonably required of the members, or a major delay in the publication of the yearbook. The Yearbook Supervisory Committee shall, in case of dispute, decide if the request of the Editor-In-Chief is justified.