

# **OUTLOOK BYLAWS**

*(Adopted by Unanimous Vote of the  
University Student Faculty Committee (USFC)  
on November 16, 1999)*

## **Legal Authority to Operate**

The publication of Outlook is authorized under a license granted to AUB by decision No. 113 issued by the Lebanese minister of information on July 15, 1957.

## **Scope of License**

Under this license, Outlook must:

1. Serve as a non-political publication for AUB students.
2. Be published in both Arabic and English.
3. Be published no more than once per week.
4. Be circulated to the AUB community without charge.

## **Purpose of Publication**

Outlook shall provide a mechanism by which AUB students:

1. May communicate news and information about events happening on campus including those of educational, cultural, social, and athletic significance;
2. State ideas and express views, opinions and concerns about matters which affect, or are of interest to, them.

## **Frequency of Publication**

Outlook shall normally be published once a week but the editorial board may authorize less frequent publication. Publication may be in both print and Internet (web) media.

## **Editorial Standards**

Outlook shall maintain a non-political and non-sectarian editorial policy stance. Its editorial policy shall further be guided by a commitment to impartial, fair and accurate reporting; a respect for the opinions of others; the publication of diverse views; and a reasonable right of reply.

Published materials may not:

1. Violate the terms of AUB's license to operate Outlook.

2. Violate Lebanese laws.
3. Violate AUB rules and regulations.
4. Recklessly defame or libel others.
5. Advocate intimidation or harassment of others.
6. Further specific political or sectarian interests.
7. Advocate behavior which jeopardizes the health, safety or welfare of others.
8. Offend against reasonable standards of decency.

### **Intellectual Property Rights**

Material submitted for publication shall become the property of Outlook. Outlook shall only publish material owned by other copyright holders with their prior written consent. Such consent shall be acknowledged in Outlook.

Outlook shall acknowledge and respect trademark registration and ownership.

### **Roles of the Editor-in-Chief and Responsible Director**

The editor-in-chief shall determine what material shall be published except that Lebanese law requires that a responsible director (normally AUB's Director of Information) determine that material intended for publication conforms to the Lebanese legal code.

This review process is a condition of AUB's receiving a license and cannot be waived or modified by AUB. For this reason, no material may be published without the express consent of the responsible director.

In the event of a disagreement between the editor-in-chief and the responsible director concerning implementation of the review process, the dean of student affairs shall make a final determination.

### **Funding of Outlook**

Funds for the publication of Outlook shall be transferred from the University Student Faculty Committee (USFC) budget into an account to be used exclusively by Outlook. The dean of student affairs must countersign expenditures from this budget in order to assure adherence to AUB's fiscal procedures.

However, to reduce its dependence on USFC funds, Outlook is authorized to seek advertising and other appropriate revenues. Such revenues shall be held in a clearly identifiable account and the USFC shall determine at the end of the fiscal year (or at such intervals as it may decide) how best to use such revenues. In making this determination, the USFC shall seek recommendations from the editorial board.

### **Unused Funds**

If the publication of Outlook is suspended or ceases, any unused funds allocated to it, or revenues received by it, shall return to the USFC account by no later than the end of the fiscal year.

### **Composition of Editorial Board**

An eleven-member editorial board shall manage Outlook. This board shall be composed of:

1. One student editor-in-chief
2. Two student associate editors
3. One student layout expert
4. One student photography editor
5. One faculty technical advisor
6. One student business manager
7. One faculty advisor
8. One student Outlook web site manager
9. The responsible director (ex-officio)
10. The dean of student affairs (ex-officio)

Student shall mean a currently enrolled AUB student seeking a degree who is not concurrently a member of staff. Faculty shall mean a full-time member of the AUB faculty.

Each June, the in-coming editor-in-chief shall select members of the editorial board (with the exception of those serving ex-officio).

### **Terms of Office of Editorial Board**

The editor-in-chief shall serve for a term of one year beginning in June. This term may be renewed once only. Other members of the editorial board (with the exception of those serving ex-officio) shall also serve one-year terms but such terms shall be renewable without limit.

The editor-in-chief may remove and replace members of the editorial board (except for those serving ex-officio) for dereliction of duty. Dereliction of duty means consistent and repeated failure to carry out work reasonably required of the board member by the editor-in-chief. Before removing a board member, the editor-in-chief will provide both the member and the dean of student affairs with a written statement of the grounds for removal. This statement is provided for information purposes only.

### **Appointment of Acting Editor-in-Chief**

In the event that the editor-in-chief becomes incapacitated, is removed from office or ceases to be enrolled as a degree-seeking student at AUB, the USFC shall appoint one of the

associate editors as acting editor-in-chief for the remainder of the term. Such service shall not count towards the two-term limit for editor-in-chief.

### **Selection of the Editor-in-Chief**

The editor-in-chief of Outlook shall be elected by a committee for the selection of editor-in-chief composed as follows:

1. The vice president of the USFC.
2. One student member of the USFC elected by the USFC.
3. One faculty member of the USFC elected by the USFC.
4. The current editor-in-chief.
5. The responsible director.
6. The faculty advisor.
7. The dean of Student Affairs.

If the editor-in-chief is a candidate for a second term, s/he may not serve on the selection committee. To replace the editor-in-chief on the selection committee, the USFC shall elect by secret ballot one of the student members of the Editorial Board of Outlook who is not a candidate for the position of editor-in-chief. If five or more of the student members of the Editorial Board are candidates for the position of editor-in-chief, the faculty advisor will select from the student staff of Outlook (which includes the remaining members of the Editorial Board who are not candidates for the position of editor-in-chief) a student to be a member on the selection committee.

The selection committee will be chaired by the dean of Student Affairs. The dean of Student Affairs shall seek applications for the position of editor-in-chief during the first week of May. The selection committee shall review the qualifications of the applicants, conduct interviews in accordance with established procedure, and elect an editor-in-chief from amongst the candidates. Election is by simple majority. The dean of Student Affairs may vote only to break a tie. The selection committee shall finish its work and elect an editor-in-chief not later than June 5 of each year.

### **Removal of the Editor-In-Chief**

The editor-in-chief may be removed from office if he or she:

1. Is unable or unwilling to perform the duties reasonably required.
2. Withdraws or is dismissed from the University or otherwise ceases to be a degree-seeking student at AUB.
3. Engages in illegal acts directly relating to Outlook.
4. Willfully disregards the statement of editorial standards.

The procedure for removing the editor-in-chief shall be as follows:

5. A written petition citing the grounds for removal shall be presented to the chairman of the USFC and must be signed by at least ten members of the USFC.
6. The chairman will provide a copy of this petition to the editor-in-chief; shall place the petition on the agenda of the next scheduled USFC meeting, and shall invite the editor-in-chief to attend and be heard at that meeting.
7. After hearing from the editor-in-chief, the USFC will vote on the petition and determine its action by a two-thirds majority of the voting members.

Once a petition for removal has been voted upon, future petitions against the editor-in-chief can only be acted upon if they cite new evidence or new grounds for removal.