

AMERICAN UNIVERSITY OF BEIRUT

OUTLOOK BYLAWS

Article I - 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.

Article II - Scope of License

Under this license, Outlook:

1. Must serve as a non-political publication for AUB students.
2. May 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.

Article III - Purpose of Publication

1. To communicate news and information about events relating to the AUB community, including those of educational, cultural, social, and athletic significance.
2. To enable students to gain experience in a newspaper.
3. To develop journalistic skills in group cooperation and ethical and transparent interaction.
4. State ideas and express views, opinions and concerns about matters which affect, or are of interest to, them. These ideas, views and opinions do not reflect those of the University administration including the chair of the board but are expressly those of the student contributors and/or editors and writers.

Article IV - 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 digital form.

Article V - 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. Outlook may reject a right of reply should it contain hate speech or void accusations.

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.
9. Promote hate speech towards an individual or group on the basis of attributes such as gender, ethnicity, religion, race, disability, or sexual orientation.

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10. Any electronic publication using Outlook name fall under the same editorial standards and these same bylaws apply.

Article VI – 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.

Article VII – Composition of Editorial Board

- A. An editorial board of currently enrolled, full-time AUB students seeking degrees shall manage Outlook. The board members are selected by the incoming Editor-in-Chief following clearance by the dean of student affairs and the number of students is decided according to the needs of the publication, with a minimal of 12 required.

The board must include:

1. Editor-in-Chief
2. Associate Editor
3. English Editor
4. Arabic Editor
5. Section Editors
6. Proofreader
7. Layout Editor
8. Web Editor

While the board is chaired by the Dean of Student Affairs, the board chair is not responsible or liable under any circumstances or context for all content, both Arabic and English, in Outlook issues. Content is produced, reviewed and edited solely by students and is overseen by the Editor-in-Chief. The dean of student affairs as chair of Outlook manages non-content related issues such as conflict resolution among students, ensuring due process is followed and approves activities beyond publication if the faculty adviser is not able to resolve this. The board chair may implement corrective measures including content in subsequent issues in case there is evidence editorial standards have been clearly violated.

- B. Faculty Adviser:

The newspaper shall have a faculty adviser. The adviser shall be chosen by board members in consultation with the dean of student affairs, from among the full-time members of the faculty with the rank of instructor or above.

The faculty adviser shall:

- a. advise and assist the board in the planning and implementation of its program of publication and activities.
- c. approve the financial statement of each individual activity.
- d. share responsibility in approval of activities.
- e. act as mediator when controversial issues arise in the newspaper.
- f. vote, only in the case of a tie in a vote of board members.

Article VIII – Funding of Outlook

Printing costs of Outlook are covered by the allocated amount in the Student Activity Fee account. The dean of student affairs, who manages this account, must countersign expenditures from this budget to assure adherence to AUB’s fiscal procedures. The publication is authorized to seek advertising and other appropriate revenues. Such revenues shall be held in a clearly identifiable account to be used by Outlook’s Editorial Board. Unused Funds shall stay in Outlook’s account to be used by upcoming boards.

Article IX - 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 determines 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.

The Editor-in-Chief shall:

- a. Represent the organization and preside over its meetings.
 - b. Call for regular board and writers meetings.
 - c. Contribute with other board members to the planning of activities.
 - d. Authenticate by his/her signature all the acts, orders, and proceedings of the newspaper.
 - e. Restrain the members when engaged in debate within the rules of order.
 - f. Inform the board in advance of his/her absence from a meeting.
 - g. Face responsibility for actions or activities that violate Office of Student Affairs guidelines, the Student Code of Conduct or Lebanese law.
 - h. Notify the Office of Student Affairs of any changes in board members or Faculty Adviser.
- e. Ensure all password access to electronic publication of official Outlook material is shared with the Office of Student Affairs for continuity.

Article X - Terms of Office of Editorial Board

The editor-in-chief shall serve for a term of one year beginning in June. The term is not renewable. Other members of the editorial board shall also serve one-year terms but such terms shall be renewable without limit. All members must officially reapply to the board according to standards set by the Editor-in-Chief to renew their terms.

The editor-in-chief may remove and replace members of the editorial board 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. Members of the board who wish to end their terms before the end of the academic year must provide a two weeks’ written notice to the editor-in-chief.

Article XI – Removal of the Editor-in-Chief

The editor-in-chief may be immediately removed from office by the Dean of Student Affairs after consultation with the president of the university if he or she:

1. Is unable or unwilling to perform the duties reasonably required.
2. Withdraws or is dismissed from the University, is no longer registered as a full-time student 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 listed in Article V.
5. Did not respond to notices sent by the Dean of Student Affairs in regard of bylaws violation.

Board members have the right to report to the Dean of Student Affairs in regard of violations asking for the removal of the Editor-in-Chief.

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

- a) A written petition citing the grounds for removal shall be presented to the dean of student affairs and be signed by the majority of the Editorial Board.
- b) The dean will provide a copy of this petition to the editor-in-chief and shall invite the editor-in-chief to attend and be heard at a meeting should the dean find viable grounds for the removal of the editor-in-chief.
- c) After hearing from the editor-in-chief, the dean will vote on the petition and determine its action. 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.

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 full-time degree-seeking student at AUB, the associate editor or a senior editor shall be appointed as the acting editor-in-chief for the remainder of the term.

Article XII - 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 current editor-in-chief
2. The dean of Student Affairs
3. The responsible director

The Student Affairs Office shall seek applications for the position of editor-in-chief during the mid of March, both from within and outside of Outlook's Editorial Board. The selection committee shall review the qualifications of the applicants, their submitted proposals and conduct interviews in accordance with established procedure. The editor-in-chief shall be elected from amongst the candidates by no later than May 20 of each year.

Article XIII – Bylaws amendments

Any amendments to these bylaws require the approval of the Dean of Student Affairs and the Editor-in-Chief.