

# **Standard Operating Procedures for a *Paydirt* Journalist**

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**Introduction:** In Section 5.3.4 of the 2021-2022 SGA Constitution, it is stated that: “There shall be a *Paydirt* Editor in Chief appointed by the President and confirmed by the Senate by two-thirds ( $\frac{2}{3}$ ) majority vote, who shall be responsible for running the student newspaper of NMT. The Editor-in-Chief shall be responsible for obtaining content and hiring and maintaining a staff to assist in the duties of the office.” This is also reiterated in the approved Standard Operating Procedures of the EiC, in which it is stated in Primary Function #1 that it is the duty of the EiC: “To hire and manage a team of journalists, layout editors, and photographers. The *Paydirt* team currently consists of the EiC, two Journalists, a Layout Editor, and a Photographer.” Thus, the powers and responsibilities of the *Paydirt* Journalist position are as follows, written by the Editor-in-Chief.

## **Primary Functions of the Journalist:**

1. To attend weekly meetings with other *Paydirt* members.
2. To communicate with other *Paydirt* members via the communication channels selected by the EiC.
3. To write articles in a timely, respectable, and truthful manner for *Paydirt*.
4. To organize their articles and submit them to the *Paydirt* Google Drive by their due date. To consider edits made by the EiC.
5. To work with the EiC and other members of *Paydirt* to complete reasonable tasks not explicitly stated in this document, as needed.

## **Descriptions of Functions:**

### **1. To attend weekly meetings with other *Paydirt* members.**

These meetings are decided upon by the Editor-in-Chief after taking into account the schedules and preferences of every team member. They should be held as early in the week as possible so as to provide as much time as possible for members to understand and complete their various tasks. Sample articles could cover SGA news, campus research, student clubs, etc. Layout ideas could include image placement, color choice, reading flow, etc. Photo ideas could include campus events, student clubs, hiking locations for filler photos, etc. Every team member should understand their responsibilities at the end of every meeting. It is the duty of the *Paydirt* Journalist to ensure they understand these responsibilities by asking questions during the meeting. They should also contribute their own ideas for the upcoming issue, especially when brainstorming article ideas. The *Paydirt* Journalist should treat each other member with respect and with an openness for new ideas.

**2. To communicate with other Paydirt members via the communication channels selected by the EiC.**

The EiC of *Paydirt* selects a communication channel that best works for the team. It is the responsibility of all members, including the *Paydirt* Journalist, to utilize this channel to communicate with the EiC and other members about matters relating to *Paydirt*, such as upcoming interviews that will need pictures taken, or desired photo-text placements in the issue layout.

**3. To write articles in a timely, respectable, and truthful manner for *Paydirt*.**

This is the most important and prevalent function of the *Paydirt* Journalist. The article writing process typically begins in meetings previously described. There are currently two of these before the release of every issue. The first, for the Journalist, is where article ideas are proposed and selected. The second is where article progress should be reported. Any changes made should be reported to the EiC and team immediately, such as if a new article must be written due to conflicts in scheduling. The Journalist should suggest article ideas with the EiC. The Journalist is required to write the desired amount of articles and pages by their due date as described by the EiC. The articles should be written well and professionally, but should retain the writer's voice and personality. Opinions should be omitted from the article. Examples of well-written articles should be provided by the EiC and studied by the Journalist if requested. When the Journalist is collecting information for their article, whether via research, or more prominently, via interviews, they must conduct themselves respectfully and in a manner that supports the positive image of *Paydirt* as a newspaper by and for students. Similarly to articles, the EiC should provide tips as to how to run a good interview, if requested. Writing formats desired by the EiC should also be followed.

**4. To organize their articles and submit them to the *Paydirt* Google Drive by their due date. To consider edits made by the EiC.**

Once an article has been written, the *Paydirt* Journalist should place it in the Drive to be edited by the EiC, if time allows. They should then pay attention to the edits the EiC suggests to their piece, and make changes accordingly. They are allowed to debate changes at their discretion. Articles must be completed by their due date set by the EiC during meetings so the Layout Editor may place them into their correct positions. The articles should be easy to transfer into the layout and easy to edit. The *Paydirt* Journalist should pay attention to article organization conventions established to maintain a consistent style across issues, such as indentations.

**5. To work with the EiC and other members of Paydirt to complete reasonable tasks not explicitly stated in this document, as needed.**

The *Paydirt* Journalist may be required to complete additional tasks from time to time that have not been outlined in this SOP. Examples could include traveling to a new location for an interview, writing an ad description for an outside organization working with *Paydirt*, or teaching others writing practices. These are all abnormal tasks, but reasonable ones. The *Paydirt* Journalist should work with their teammates as needed to complete these in a timely manner as they would any other task.

Adopted by the NMTSGA Senate on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.