

GENERAL FACULTY
Agenda Item

Date: May 5, 2011

Number: V.A

Subject: Board of Student Media

Description:

Description: *Change in Constitution of Board of Student Media to reflect new name of organization*

Rationale: *This is begin recommended to align the constitution with the new name approved by General Faculty on February 3, 2011*

Proposed Effective Date: *After approval by General Faculty*

Approved by Faculty Senate April 11, 2011.

Attachment: Board of Student Media Constitution

Financial Implications: None.

Requested Action: General Faculty approval.

Presented By: Dr. Randall Pembroke
Vice President for Academic Affairs

**THE CONSTITUTION OF
THE BOARD OF STUDENT MEDIA
OF WASHBURN UNIVERSITY**

*Adopted
January 28, 2011*

**ARTICLE I
NAME**

This group shall be known as the Board of Student Media of Washburn University.

**ARTICLE II
PURPOSE**

The purpose of the Board of Student Media of Washburn University shall be to set general policies, as outlined under Article III Responsibilities, enforce the “Policy for Student Media, of Washburn University,” and to encourage effective student media at Washburn University.

**ARTICLE III
RESPONSIBILITIES**

To carry out the above stated purpose...

- A. The board shall be responsible for safeguarding editorial freedoms of student media as outlined in the “Policy for Student Media of Washburn University.”
- B. The board will be responsible for selecting the best qualified applicants for the positions of Review Editor, Online Review Editor, KAW Editor, and Advertising Manager. This core group of individuals will be responsible for hiring the remaining publication staff and submitting the list of names for approval by the board prior to initiation of contracts, as outlined in Article XIV, hiring of staff.
- C. The board shall be responsible for consenting to the appointment of a Director of Student Media, who is recommended by the Department of Mass Media.
- D. The board shall be responsible for reviewing and accepting into record an annual budget submitted by the Director of Student Media of the two publications at the first fall semester meeting of the board.
- E. The board shall be responsible for approving any expenditures that are not part of the annual budget and/or daily operating costs for producing the two publications. All budget changes must be presented to the board a minimum of two (2) weeks prior to the actual expenditure.
- F. The board shall have the responsibility to act as an appellate body to hear complaints that have been levied against the two publications. This redress of grievance should be enacted when individuals feel that their concerns or complaints have not been addressed to the satisfaction of the complainant by the publications editors and their staffs. Grievances will be submitted in writing to the chair of the Board of Student Media at least 48 hours prior to the scheduled meeting and placed on the board’s agenda. After hearing the grievance and reviewing all information pertinent to the grievance, the board will have the authority to make the final decision regarding the complaint. If the complaint is one that violates University policies, the board shall forward the complaint to the Dean of Student for appropriate action.

- G. The Director of Student Media will hire two student workers to fill positions of administrative assistant and business manager. The responsibilities of the administrative assistant and business manager are outlined in Article IX.
- H. The board shall have the responsibility to review and recommend to the Faculty Senate for approval any constitutional changes that may conflict with the Faculty Handbook.

ARTICLE IV GOVERNANCE

The board of Student Media is a standing University committee that reports to the Faculty Senate. The Vice President of Academic Affairs will represent the board at Faculty Senate.

ARTICLE V MEMBERSHIP

Membership of the board shall consist of three members of the faculty of Washburn University, four Washburn students in good standing, who are not members of the Washburn Student Association executive staff. Ex officio members of the board will consist of the Director of Student Media, the Director of Student Activities and Greek Life, the Editors of The Review, Online Review, KAW, and the Vice President for Academic Affairs or a representative selected by the Vice President for Academic Affairs.

ARTICLE VI SELECTION OF MEMBERSHIP

1. Faculty. The faculty members of this board will be appointed by the Vice President for Academic Affairs in the consultation with the chair of the Department of Mass Media, and shall include: (1) a member of the faculty of Mass Media, (2) a member of the Faculty Senate, and (3) a third member of the faculty. There shall not be more than one faculty member for any one academic department.
2. Student. The four students will be appointed by the Vice President of Academic Affairs. The appointments will be made from a list of student applicants submitted to a review committee. The Washburn Student Government Office and the Board of Media will advertise the positions and take applications on an all-campus basis.
3. The yearly make up of the review committee will be decided by the Vice President for Academic Affairs, Chairperson of the Board of Student Media, the Director of Student Media and the WSGA president.
4. The review committee will meet at the end of April of each academic year to review applicants for the following year and make their recommendations to the Vice President of Academic Affairs.

ARTICLE VII OFFICERS OF THE BOARD

The Officers of the Board shall consist of a chairperson and a board administrative assistant, and the business manager. Other officers may be selected at the discretion of the board. In cases where the chairperson's actions cause concerns, any board member may report those concerns to the Vice President for Academic Affairs. All other board business is to be directed to the Faculty Senate through the Vice President for Academic Affairs.

ARTICLE VIII SELECTION OF OFFICERS

1. Chairperson. The chairperson of the board will be a faculty member elected by the board itself.
2. Administrative Assistant. The administrative assistant will be a student position hired by the Director of Student Media. The position shall be a non-voting position of the board and will fulfill the duties as outlined in Article IX.
3. Business Manager. The business manager will be a student position hired by the Director of Student Media. Together, the Director and business manager will select and hire a business staff team of student workers.

ARTICLE IX DUTIES OF OFFICERS

1. Chairperson. The chairperson shall act a presiding officer at al meetings of the board, shall appoint standing and ad hoc committees at his/her discretion, and shall appoint a chairperson pro tem in case of absence of the chairperson for meetings. The chairperson will be responsible for setting monthly meetings with all board members. The chairperson shall be responsible for setting agendas and distributing all pertinent information to board members a minimum of 48 hours before any scheduled meeting. The chairperson shall be responsible for maintaining all records, policies, and documents pertaining to the board.

The chairperson shall ensure that policies and governance of this body shall adhere to the constitution and policies outlined in this document as well as all university policies.

2. Administrative Assistant. The administrative assistant shall record the minutes of all meetings of the board and will deliver a copy of such minutes to each board member to be approved. All non-approved board minutes should be delivered to each board member a minimum of 48 hours before they are scheduled to be voted on for approval. The administrative assistant will forward an electronic copy of the approved board minutes to the secretary of the Faculty Senate. The administrative assistant will help in coordinating of applications for core staff hiring and help the chair organize files, paperwork, and other tasks associated with board maintenance.
3. Business Manager. The business manager shall make deposits, update budget, pay bills, manage Review distribution, oversee office administration, manage business staff, assist advertising with invoices, retrieve office mail and other duties as assigned.
4. A line item will be established within the publication budget to pay for the copies and other expenditures associated with board operations. The administrative assistant will have access to the computers in the publication office as well as the computers and copier in the Student Activities Office.

ARTICLE X TERMS OF MEMBERSHIP

Terms of appointment of board members shall be for the term of one year beginning with the first meeting of the fall semester and ending at that time one year later. Board members can be reappointed for subsequent years. Student board members must reapply for reappointment.

ARTICLE XI TERMINATION OF MEMBERSHIP

1. Voting member. If a voting member of the board desires to be relieved of his/her responsibilities before the expiration date of his/her term for which the member is serving, the member shall inform the chairperson in writing a minimum of one month in advance unless unforeseen circumstances prevent them from doing so. The chairperson shall notify the Vice President for Academic Affairs for a faculty replacement and the Review Committee for a student replacement.
2. Ex officio members. Ex officio members desiring to terminate membership to the board need to notify the board in writing a minimum of one month in advance unless an unforeseen circumstance prevents them from doing so.
3. In the event that an appointed board member is found to have a conflict of interest, misfeasance, malfeasance or nonfeasance, the board may request a special committee to convene to address the problem. The committee will consist of the Vice President for Academic Affairs, Chairperson of Mass Media, and the WSGA president. This committee will have the authority to recommend the necessary changes to the Vice President for Academic Affairs.

ARTICLE XII VOTING

Each of the three faculty members of the board and the four student members of the board shall be entitled to one vote on questions coming before the board. The right of voting does not extend to ex-officio members of the board or the administrative assistant.

ARTICLE XIII QUORUM

Action by this board may be taken only when a quorum of four or more voting members is present. During the summer, a quorum will be a majority of the appointed members available to meet. Quorum shall consist of no less than one faculty and one student.

ARTICLE XIV HIRING OF MEDIA STAFF

The board will hire the core staff based on current job descriptions, job qualification specifications outlined in article XV, and establish and administer a unified questionnaire of general questions for all applicants. All publication applicants must be enrolled at Washburn University as a full time student as defined by University policy and maintain a 2.0 cumulative GPA or better. The Board of Student Media will interview and hire the following positions:

1. Editors of The Review, the online Review, and the KAW.
2. Advertising Manager for Student Media.

This group, except for the administrative assistant, shall be referred to as the core media staff and will be responsible for hiring the remaining positions as outlined in the student media job descriptions in the Student Media Handbook. This core group, along with the Director of Student Media, will conduct the interviews and submit the names of those individuals to the Board of Student Media for approval. The director will act as a non-voting member of the interview team and will be there to advise and assist the students in their efforts to provide for a fair interview process. All hiring of the student media staff is to be concluded no later than the end of April. The board has the authority to terminate any media staff member for cause or dereliction of duties.

In the event of dismissal or termination of duties of any of the core staff members, the board will accept applications for the positions on an all-University basis and fill the vacancy at the earliest practical date. Any other openings will be the responsibility of the media staff to fill and submit to the board for approval. Termination or dismissal of any media staff person must be submitted in writing to the board at the next available meeting for final approval. Until final approval, the dismissed individual will be placed on unpaid suspension status.

ARTICLE XV QUALIFICATIONS OF APPLICANTS

1. Applicants for the position of editors of The Review shall have completed courses in Freshman Composition, Junior Composition, Basic Media Writing, Publication Technology, and Editing. Equivalent study or experience may be substituted for all or part of such requirements, at the discretion of the board.
2. Applicants for the position of Editor of the KAW shall have completed courses in Freshman Composition, Junior Composition, Basic Media Writing, Publication Technology, and Editing. Equivalent study or experience may be substituted for all or part of such requirements, at the discretion of the Board.
3. Qualifications for the position of Online Review Editor of student media shall have completed or be enrolled in Accounting I, Accounting II, and Management Information Systems. Equivalent study experience may be substituted for all or part of such requirements, at the discretion of the board.
4. Applicants for the position of Advertising Manager(s) of student media shall have completed or be enrolled in Public Speaking, and a marketing or advertising class. Equivalent study or work experience can be substituted for all or part of such requirements.
5. Applicants for the position of publication Administrative Assistant will have a working knowledge of computers and work processing skills. The applicant will possess a good command of grammar and demonstrate good writing and organizational skills.
6. Qualifications for other positions may be directed by the board without modification of this Article.

ARTICLE XVI REPORTS AND CONTRACTS

1. A statement of financial position and a statement of results of operations for each of the student publications shall be submitted to the board at each meeting. This report is to be prepared and presented by the Director of Student Media.
2. All contracts must be signed by the Director of Purchasing for the University. The Director of Purchasing may recommend methods of writing specifications, bids, and recommendations concerning awarding bids.
3. The board may request an impartial audit of all publication accounts once during each period of 6 to 12 months as determined necessary.

ARTICLE XVII ADVISING STUDENT PUBLICATIONS

The advising of the KAW and Review will be done by the Director of Student Media. The director's responsibilities include: group sponsorship, financial advisement, organizational advisement, and leadership development. The director should coordinate a series of training modules in conjunction with the publication staff to help supplement the existing skills of the publication staff with an on-going series of workshops on such items as layout and design, legal issues, reporting, interviewing, editing, AP style, photo journalism and a general working knowledge of the process associated with producing student media. The director will be responsible for helping the business manager maintain all publication accounts and sign on all publication expenditures and help with administration of the two publications.

The Director of Student Media will adhere to the "Ethics and Responsibilities of Advising" as outlined by the National College Media Advisers (CMA). The Director of Student Media is expected to attend all board meetings as well as publication editorial meetings and staff meetings.

The Director of Student Media should not be expected to act as an editor nor in any way be expected to make editorial or policy decisions. The director is to advise about journalistic matters and overall general operations, but not to be held accountable for the content of the paper.

The Board of Student Media endorses the "Ethics and Responsibilities of Advising" as outlined by the National College Media Advisers (CMA) as an effective guide for advising. However, given the makeup of this campus it is understood and accepted that not all of the qualifications outlined in the CAN document can be met.

No person who advises a student publication can be fired, transferred or removed from being the adviser for failure to exercise editorial control over the student publication or to otherwise suppress the rights of free expression of student journalists.

ARTICLE XVIII STATEMENT OF POLICY

1. The Review and the KAW exist to serve as the newspaper and magazine/yearbook for the students enrolled at Washburn University of Topeka.
2. No effort shall be made by the board or its members to control the freedom of press inherent to the system of government in this country.

THIS DOCUMENT MUST HAVE A FIVE OUT OF SEVEN VOTING MEMBERS PRESENT TO AMEND OR CHANGE AND ALL PROPOSED CHANGES MUST BE PRESENTED TO THE ENTIRE BOARD AT LEAST ONE (1) WEEK IN ADVANCE. (Revised 1/28/2011)