

Lewis & Clark Student Media Board Bylaws

I. Preamble

- a. The role of the Student Media Board (SMB) in the College of Arts and Sciences (CAS) at Lewis & Clark is to assist student media in the effective and professional conduct of their operations and to advocate for their interests and well-being. The authority of the Board is derived from the Associated Students of Lewis & Clark (ASLC); SMB is a distinct entity from any administration-run medium.
- b. Student media, as defined herein, are any publications, or broadcast media that meet the following criteria:
 - i. Government or programming is primarily the product of student effort and is controlled by a student editor or manager;
 - ii. In content, mission, and composition of student staff, the activity unmistakably serves the student community of Lewis & Clark; and
 - iii. the Student Media Board is the designated fiduciary agent.
- c. This statement describes the organization of the board and the scope of the activities it may undertake to fulfill its responsibilities.

II. Freedom of the Press

- a. The student press at Lewis & Clark is free from censorship and advance approval of content. (Advisors are available to assist with editing when requested by student editors and managers.) Student editors and managers must be free to develop their own editorial policies, content, programming, and news coverage. An independent and active press -- print, online, and broadcast -- is a basic right in a free and democratic society and is valuable in promoting the development of students as socially responsible persons.
- b. Freedom of expression is guaranteed by the First Amendment of the Constitution of the United States. Accordingly, it is the responsibility of the board to ensure a free student press and to resist interference with this principle. Students alone are responsible for the content, character, and design of their publications, and students alone are responsible for their broadcast programming, consistent with local, state, and federal regulations.
- c. However, it is the board's expectation that editorial and programming decisions be consistent with the accepted principles of journalistic/broadcasting ethics and procedure and that the student media strive for accuracy, fairness, and service to their readers/listeners. The board expects student editors and managers to seek professional advice and legal assistance when confronted with editorial and operational questions.

III. Student Media Board

- a. The Student Media Board is responsible for the day-to-day operations of student media at Lewis & Clark, exclusive of managing editorial content. Its chief function is to provide staff oversight, financial, technical, advisory, administrative support for student media. The board is a recognized entity of the Associated Students of Lewis & Clark.
- b. To support student development, and as a service to the Lewis & Clark community, the board is responsible from time-to-time for publishing other publications, such as the New Student Orientation issue of The Pioneer Log, that do not fall under the authority of the board. Only those publications listed in Article IV, below, are recognized student media for the purpose of this publication.

- c. The Student Media Board Chair is the board's chief administrative/fiscal officer, staffing manager, and media advisor. The chair must have at least one academic year of experience serving on the staff of a recognized student media outlet. All student media budgets, business policies, and staffing are determined by the chair in consultation with the editors and managers of the student media entities listed in Article IV.
- d. The chair is appointed by and reports directly to the Cabinet of the Associated Students of Lewis & Clark and is invited to be an ex officio member of the Student Senate of the Associated Students of Lewis & Clark. The Director of Student Activities is the advisor for the Student Media Board. When otherwise not indicated in the document, decisions made by the board (and/or by the chair or advisor) may be appealed to the Dean of Students and/or Dean of the College.

IV. Student Media Fee

- a. The Student Media Fee is a fee of \$20 per student on an opt-out basis for both fall and spring semesters (\$40 per academic year). Any student who does not wish to pay their media fee is welcome to decline payment for any or all of the semesters. The profits from the fee will be split between the media groups that fall under the Student Media Board.
- b. Each group will receive, as a baseline, their last year's budget.
- c. Additional funding will be allocated to a media group on the basis of merit and need. Each group seeking additional funds must prove merit and need.
- d. If the overall total of the Student Media Fee falls below \$30,000 a semester, or \$60,000 a year, the SMB will be able to apply for further funding from the ASLC Finance Committee.
- e. Budget allocation must be completed before termination of spring semester; this does not apply to the surplus.
- f. Donations, from family, alumni, or external sources apart from ASLC or Lewis & Clark funds or allocations, are allowed. Donations are allowed to be submitted for the entirety of the board, or a single group. In situations where the donation is for a particular group, the donation will be automatically distributed to that particular group without any notification or approval of the entire board. Clubs will be allowed to use donation money for whatever purpose they see fit for the benefit and growth of their club.

V. Recognized Student Media

- a. The primary functions of recognized student media at Lewis & Clark are:
 - i. To provide forums for the dissemination of ideas, information, and entertainment to the community; and
 - ii. To provide learning environments where students can develop practical skills in journalism, broadcasting, finances, graphics, computer systems, advertising, social media, web publishing and other facets of media management.
- b. Recognized student media at Lewis & Clark includes:
 - i. *(pause.) Journal of Dramatic Expression*
 - ii. *artEXPO Journal of Arts in the Liberal Arts*
 - iii. KLC Radio
 - iv. *Lewis & Clark Literary Review*
 - v. *Living Mosaic Environmental Studies Journal*
 - vi. *The Meridian Journal of International and Cross-Cultural Affairs*
 - vii. *The Pioneer Log*
 - viii. *Polyglot Journal of Foreign Languages and Cultural Expression*
 - ix. *Synergia Creative Journal of Gender Studies and Sexuality*

- c. All recognized student media shall have a student governing board responsible for governing that medium and making content decisions, and which shall be chaired by a student editor/manager selected by the Student Media Board. Each medium is responsible for drawing up its own bylaws or other policy statements that outline conditions of self-governance, consistent with this document and with applicable ASLC and Lewis & Clark policies. The Student Media Board chair shall be an ex officio member of all student media governing boards.
- d. All recognized student media shall subscribe to a professionally-based code of ethics such as that of the Society of Professional Journalists.
- e. Student media recognized by the board do not necessarily reflect the opinions of the board and other recognized media or Lewis & Clark or any agency, department, employee, officer or director of the college.
- f. The names of any official student media may not be changed or relinquished without the approval of the board.

VI. Board Membership

- a. The role of the Student Media Board Chair will be to act as a liaison for editors and managers to ASLC. The Chair shall update members of ASLC on activity in the board. The Chair will be allowed the following responsibilities:
 - i. Approve of decisions made by the board, including budget allocation, publication deadlines, removal or addition of publications and dismissal of any editor or manager.
 - ii. Schedule, plan and execute all meetings and trainings. The Chair is responsible for inviting guests, including the Committee, members of the board, and external resources.
 - iii. Maintain any outside relationships, including, but not limited to, publishers, educators, and administrators.
 - iv. Approve of any payment of any member of Student Media Board.
- b. Media produced by students require specialized knowledge in order to best serve readers or listeners, maintain journalistic independence, adapt to technology and ensure financial stability. Persons selected for board positions, therefore, should be able to relate to the responsibilities inherent in managing a publication, website or broadcast station in a college or university community and be able to offer the requisite time, understanding, and expertise.
- c. There shall be nine (9) voting members of the Student Media Board:
 - i. One (1) student from *(pause.)*
 - ii. One (1) student from *artEXPO*
 - iii. One (1) student from KLC Radio
 - iv. One (1) student from *Lewis & Clark Literary Review*
 - v. One (1) student from *Living Mosaic*
 - vi. One (1) student from *The Meridian*
 - vii. One (1) student from *The Pioneer Log*
 - viii. One (1) student from *Polyglot*
 - ix. One (1) student from *Synergia*
- d. The Student Media Board Chair and Director of Student Activities are ex officio (non-voting) members of the Student Media Board.
- e. Students selected for the board must be in good academic and disciplinary standing with Lewis & Clark.

- f. Vacancies on the board shall be filled by the designated authority to make the appointment. The board, by majority vote, may declare a seat vacant in the event of a member's repeated absences from meetings. The chair is authorized to seek out and select persons to fill vacancies in order to ensure the efficient working of the board.
- g. All active student media organizations, including any newly recognized ones, whose chief student manager or editor is selected by the board shall have a voting representative on the board and the board membership will be enlarged without need to amend this document.
- h. A subsequent committee will reside for any needed advising, mediation, and overall feedback regarding the board and work of the board. The members of the committee will have no voting power in matters to be decided by the board, but are allowed to strongly encourage their voice in matters the board voices to the committee. The committee should include six (6) members outside of all current Student Media Board activity:
 - i. Two (2) Senators, not affiliated with student media, appointed by the Student Senate of the Associated Students of Lewis & Clark
 - ii. One (1) faculty member from Rhetoric and Media Studies
 - iii. One (1) faculty member appointed by the Dean of the College
 - iv. One (1) staff member from the Division of Student Life appointed by the Dean of Students
 - v. One (1) staff member from Public Affairs and Communications appointed by the Associated Vice President for Public Affairs and Communications
 - vi. One to two (1-2) members of the community, usually alumni, who work in print or broadcast media in the Portland area

VII. Meetings

- a. The board shall meet as necessary, but ideally a minimum of once per semester during the academic year. Meetings shall be called by the chair.
- b. Members of the Lewis & Clark community are welcome to attend and reasonably participate in all meetings, with the exception of the selection and removal of student editors/managers which shall be conducted in closed session at all times. For any other purpose, a majority of the board members must vote to go into closed session.
- c. Where otherwise not indicated in this document, the chair shall be guided by a combination of common sense, courtesy, and Roberts Rules of Order in conducting the board's meetings.
- d. Meetings may be held and board business conducted without a quorum insofar as at least five (5) voting members are present. A quorum of a majority of the board's voting members is required to be present for all votes.
- e. All actions of the board shall require confirmation by the Student Senate of the Associated Students of Lewis & Clark except selection or removal of student personnel and board members.

VIII. Board's Powers and Responsibilities

- a. The board shall:
 - i. Discuss and approve selected editors and general managers for the recognized student media listed in Article V and any new student media approved by the board. The board shall also monitor the qualifications for these positions; and review and approve job descriptions. Editors and general managers will be found and chosen by the residing editor or general manager at the time of their departure from the position.

- ii. Remove or suspend the editors and managers it appoints, according to procedures described herein. Upon removal or suspension, the board will appoint an interim or replacement editor or manager.
 - iii. Recognize any new student media, and assume the same powers and responsibilities as those for existing media. Discontinue recognition of an existing medium, subject to the approval of the Dean of the College and Dean of Students.
 - iv. Remove voting members of the board from their seats by majority vote upon determining that the member has a conflict of interest or is unable to meet the standards outlined in Articles II and V, or any provision herein.
 - v. Receive current copies of all relevant media documents, including but not limited to, staff manuals, organizational charts, governing documents, operating budgets, production timelines, distribution plans, and style guides.
 - vi. Review and consider complaints against the media, according to the grievance process outlined herein.
 - vii. Advise editors and managers on policy, management, programming, content and personnel issues, and advocate for their interests.
 - viii. Be apprised of all significant actions or issues of concern in the operations of student media. Make advisory recommendations, by vote, on issues affecting student media or the board.
- b. The board shall assume no powers except those detailed in this governing statement, unless by amendment according to procedures defined herein.

IX. Hiring of Student Editors and Managers

- a. Whenever possible, student editors and managers must be given opportunity to grow and advance within their organizations and to aspire to leadership roles. The board shall endeavor to support hiring and personnel policies that meet these needs and those of the individual media organizations.
- b. The board is responsible for overseeing a fair and inclusive selection process for editors and managers, including job criteria, review of nominations and applications, and final selection.
 - i. The board shall initiate the application process in a timely manner to allow sufficient recruitment and notice.
 - ii. The board may establish a nominating committee to review applicant credentials and interview applicants. Upon completing its assessments, the committee shall forward its recommendations, along with all applications received, to the full board. The board may accept the recommendations or, for whatever reason, reject them and reinitiate the process.
- c. Student members of the board who are seeking election to one of these positions must disqualify themselves from taking part in any aspect of the hiring process, and may not appoint proxies to vote for them. Voting for student members who are seeking election may not be replaced by the selection authority after the position is posted.

X. Dismissal of Student Editors and Managers

- a. Student media editors and managers selected by the board may be dismissed from their positions only upon due deliberation and a majority vote of the board's official quorum. Cause for dismissal, or any other discipline, shall be limited to malfeasance or failure to perform responsibilities of the job.
- b. All disciplinary procedures require a written complaint and a specific charge (or charges)

from a voting member of the board or signed by a majority of a student media group governing board. Requests to discipline and/or dismiss an editor or manager made by any other entity shall not be considered on their own unless a board member supports the claim(s) and requests a hearing.

- c. A full hearing, specification of charges, witnesses for both sides, right to rebuttal and cross-examination will be offered.
- d. Vacancies created by dismissal or suspension shall be filled by the board in a timely manner. Subject to board approval, the student governing board of the affected media group may designate an interim/acting editor or manager.

XI. Grievances

- a. The board will hear complaints and grievances about any recognized student media only after the complaint has first been brought to the attention of the appropriate editor or manager and then, if necessary, to the chair, and if no settlement has been reached.
- b. Grievances must be filed in writing with the Student Media Board Chair, who is responsible for notifying the board and scheduling a grievance hearing within a reasonable amount of time, normally not to exceed thirty (30) days. All parties involved in the complaint have the right to attend any grievance hearing.
- c. The board's role will be to review the complaint and take steps to resolve it, to identify other courses of action, and to recommend remedies.

XII. Amendments

- a. Any amendment or bylaws to this document must be approved by a majority of the board and accepted by the Dean of the College and Dean of Students.