

WOU STUDENT MEDIA BOARD GUIDELINES

Western Oregon University hereby establishes a student media board to support, assist and advise WOU student media editors and managers in producing their respective media.

Article I. Introduction

The Student Media Board (hereinafter, Board) is charged with general supervision of and policy-making authority for, The Western Howl, The Northwest Passage and KWOU. The Board in no way determines the actual editorial or advertising content of student media. These media are published and broadcast under the authority of Western Oregon University through the Board for the students at Western Oregon University. The Board is responsible to the Vice President for Student Affairs.

Western Oregon University recognizes that freedom of expression and debate by means of free and vigorous student media is essential to the effectiveness of an educational community in a democratic society. All members of student media are expected to conduct themselves as prescribed by professional standards and ethics of journalism and broadcasting, adhere to all federal and state statutes, and WOU policies. To this end, all recognized student media shall be operated without concern for confiscation of issues or facilities or suspension of activities unless a publication or broadcast media violates any of the standards listed above.

Article II. Responsibilities of the Student Media Board

The Board shall serve both the student body community and the student media heads. Its responsibilities include:

1. developing policies for guidance and support of student media
2. encouraging professionalism and independence in editorial and budgetary matters among student media heads
3. announcing annual openings for student media heads
4. appointing student media heads
5. carrying responsibility for terminating any student media heads who fails to comply with the position's job description
6. hearing and reviewing quarterly reports from student media heads and committee chairs
7. holding responsibility for fiscal management of all student media, as proposed by the Standing Financial Committee and as approved by the Board
8. receiving and responding to comments and complaints through the Standing Concerns Committee regarding all student media
9. participating in grievance procedures, as outlined in these guidelines

Article III. Membership

Section 1.

The voting members of the Board shall include four full-time students in good standing at WOU, four members of the WOU faculty or staff and one off-campus representative of the media. None of the voting members shall hold elective or appointive office in student government or the Incidental Fee Committee, or be part of any student media. The members will include:

1. Four students appointed by the Student Board Committee
2. One representative of Public Relations and Communications
3. One teaching faculty member appointed by the Faculty Senate
4. One off-campus media representative who may not be a WOU employee or student, recommended by a committee comprised of the student media heads and student media adviser, and appointed by the president of the university
5. One WOU staff member appointed by the Vice President for Business and Finance
6. The Student Engagement Director

Section 2.

Nonvoting members shall include the student media heads and the student media adviser.

Section 3.

Terms of service for Board members shall be:

1. The Student Engagement Director shall be a permanent member
2. The Representative of Public Relations and Communications shall be a permanent member

3. All other faculty/staff voting members shall serve a two-year term
 4. The off-campus media representative shall serve a two-year term
 5. All voting student members shall serve one-year terms
 6. All appointed members shall be appointed spring term to take office the next term
- All vacancies in appointed positions shall be filled by the appointing bodies, as soon as possible.

Section 4.

Article IV. Officers

Section 1.

The officers of the Board shall be the Chair, the Vice-Chair and the Financial Officer.

Section 2.

The Student Engagement Director shall serve as Chair. The Chair will call and conduct regular meetings, ensure that the guidelines are adhered to, distribute minutes and accept all applications for student media heads.

Section 3.

The Vice-Chair will be a student elected by the Board. The Vice-Chair assumes leadership of the Board during absences of the chair and chairs the Standing Concerns Committee.

Section 4.

The Financial Officer will be the voting member appointed by the Vice President for Business and Finance. The Financial Officer will chair the Standing Financial Committee, receive monthly financial reports from the Student Media Adviser or designee and present a report at the Board's quarterly meetings. In coordination with the Student Media Adviser or designee, the Financial Officer will present and defend the annual budget for student media before the Incidental Fee Committee.

Article V. Quorum

Section 1.

A quorum shall consist of at least a majority of the voting members of the Board.

Section 2.

A quorum is required to conduct business.

Section 3.

Decisions of the board shall be based on simple majority vote unless otherwise noted in these guidelines. The Chair will vote only in case of a tie.

Article VI. Meetings

Section 1.

The Board and all standing committees will meet once a term and as needed. Other meetings may be called at the discretion of the Chair or by majority petition of Board members.

Section 2.

All meetings will be conducted in accordance with the Oregon open meetings law.

Section 3.

All meetings will be conducted in accordance with Robert's Rules of Order as necessary.

Article VIII. Committees

Section 1.

The standing committees of the Board shall be the Concerns Committee, the Financial Committee, the Student Board Committee and any other committee that the Board deems necessary.

Section 2.

The Concerns Committee shall be chaired by the Vice-Chair of the Board and shall include one student member and one non-student member, as appointed by the Board. The Concerns Committee shall:

1. receive written complaints
2. present all complaints to the Board for consideration
3. investigate complaints at the direction of the Board
4. make final recommendations on complaints to the Board, which will then present those recommendations to the appropriate student media
5. develop a process for gathering feedback on student media, which could include surveys and open forums

Student media heads may request a Concerns Committee meeting to discuss problems as they arise.

Section 3.

The Student Board Committee is comprised of:

1. One Media Head
2. Student Media Adviser
3. One student board member
4. One non-student board member

The Student Board Committee shall recruit and appoint the student members to the board.

Three student board members will be nominated in Spring Term
One student board member will be nominated in Fall Term

Appointments will be made by a majority vote of the committee members.
This committee will be responsible for training of the student board member.

Section 4. The Financial Committee shall be chaired by the Financial Officer and shall include one student member and one non-student member, as appointed by the Board. At the direction of the Board, the Financial Committee shall develop fiscal policies for approval by the Board.

Section 5. The Board may at any time convene ad hoc committees as needed.

Article IX. Selection of Student Media Heads

Section 1. The Board shall select all student media heads

Section 2. The student media heads shall be appointed spring term to take office the following fall term.

Section 3. The outgoing student media heads will train the incoming student media heads during spring term.

Section 4. Applications for student media heads will be made available 30 days in advance of the closing date.

Section 5. The head of any other student media shall be appointed by the Board, as is appropriate. An appointment timetable shall be adopted by the Board if another media becomes permanent.

Section 6. Associate editors/ managers shall be appointed by the student media heads and approved by the student media adviser. Applications shall be made to respective managing editors/station managers, who shall then make their choices and notify the Student Media Board of their selection.

Section 7. Vacancies of student media heads shall be filled by appointment by the Board as soon as possible.

Article X. Qualifications of Editors/Station Manager

Section 1. All student media heads must be full-time students in good standing (academic and judicial) at WOU. Student standing will be verified by the student media adviser by the second week of each term.

Section 2. Applicants and student media heads may appeal to the Board for a change in any of the conditions in Section 1.

Article XI. Responsibilities of Student Media

Section 1. Student media heads will submit the following reports to the Board:

1. a written and oral report when requested at regular Board meetings
2. each month, a written financial report to the Financial Officer
3. upon leaving the position, a written evaluation reviewing achievements, problems, ideas, suggestions and other relevant matters

Section 2. The student media heads are responsible for fulfilling their position's job description that is on file in the student media office.

Section 3. All incoming student media heads will submit the following report to the Board:

1. No later than November 1 of each academic year, a statement of policy including goals, plans and a tentative list of staff positions; complete job descriptions for all secondary staff positions
2. Upon IFC's final allocation, and with direction from the Board, a final operating budget

Article XII. Termination

Section 1. Student media heads can be terminated, for cause and by following due process through the Standing Concern Committee, by a two-thirds vote of the Board. The following conditions will apply:

1. Termination procedures can be initiated on any student media head, editor, or manager who fails to fulfill the position's job description.

2. The notification of such failure shall come by written complaint to the Board through the Standing Concerns Committee from the adviser, a student media staff member, a member of the Board or any member of the WOU community.
3. The student media head in question will have an opportunity to defend his or her position in front of the Board.
3. Termination can be imposed as soon as the Board confirms that failure has occurred. Notice of termination must be delivered in writing.

Section 2. Appointed members of the Board can be recalled by their appointing bodies after consultation between the Board and the appointing body.

Section 3. In the event that any Board member accumulates two unexcused absences a year, that member may be removed by a majority vote of the Board.

Article XIII. Ratification

These guidelines shall be ratified by a two-thirds vote of the Board, subject to the approval of the Vice President for Student Affairs

Article XIV. Amendments/Revisions

Section 1. Amendments/revisions to these guidelines may be introduced to the Board for consideration.

Section 2. Amendments/revisions to these guidelines shall be ratified by a two-thirds vote of the Board, subject to the approval of the Vice President for Student Affairs.

Dr. Gary Dukes, Vice President for Student Affairs

Approved 1/8/01 President Betty J. Youngblood
 Ratified 5/10/01
 Revised/Ratified 12/5/01
 Revised/Ratified 3/10/04
 Revised/Ratified 11/12/09
 Revised/Ratified 5/26/11
 Revised/Ratified 1/24/13
 Revised/Ratified 1/9/14
 Revised/Ratified 5/30/2014
 Revised for grammar 5/2015
 Revised for department name change 11/2016
 Revised for grammar 11/2018