

WOU STUDENT MEDIA BOARD GUIDELINES

Western Oregon University hereby maintains a student media board to be the clearing house for any complaints about produced media from WOU student media editors, managers, and staff in their respective media from the Western Howl, Northwest Passage and KWOU.

Article I. Introduction

The Student Media Board (hereinafter, Board) is charged with reviewing and addressing complaints about produced work for The Western Howl, The Northwest Passage and KWOU. The Board in no way determines the actual editorial, advertising, or 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 (WOU) 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 WOU student body community and the student media heads and staff. Its responsibilities include:

1. Developing policies for addressing complaints that provide guidance to student media and student media heads and staff.
2. Encouraging professionalism and independence in editorial matters for all student media branches and staff.
3. Receiving and responding to complaints regarding all student media produced work including up to recommendations of dismissal of student media heads and staff..
4. 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 community and one off-campus representative of the media. The voting members shall not hold elective or appointive office or position in any WOU student media branch. The voting members will include:

1. Four students appointed by the Board
2. Four WOU faculty or staff members
3. The Student Engagement Director
4. One off-campus representative of the media

Section 2. Nonvoting members shall include the student media heads and the Coordinator, Advising and Virtual Engagement.

- Section 3. Terms of service for Board members shall be:
1. The Student Engagement Director shall be a permanent member
 2. WOU faculty/staff voting members shall serve a two-year term
 3. The off-campus media representative shall serve a two-year term
 4. All voting student members shall serve one-year terms
 5. All non-voting members shall serve for the length of employment in Student Media or in Student Engagement at WOU.

Section 4. All vacancies shall be filled as soon as possible.

Article IV. Officers

Section 1. The officers of the Board shall be the Chair and the Vice-Chair.

Section 2. The Student Engagement Director shall serve as Chair. The Chair will call and conduct meetings, ensure that the guidelines are adhered to, distribute minutes, and clarify any Board recommendations that address specific complaints.

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.

Article V. Quorum

Section 1. A quorum shall consist of having a simple majority of the filled voting members of the Board present.

Section 2. A quorum is required to conduct business and make an official vote.

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 will meet 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. Board review process

Section 1. This will be the process for any complaints received.

1. Complaints are to be sent to studentmediaboard@wou.edu

2. The Chair will call for a meeting and present all complaints to the Board for consideration.
3. Investigation of complaints will at the direction of the Board.
4. The Board will make final recommendations on complaints, which will be presented to the appropriate student media head, student media staff, Coordinator, Advising and Virtual Engagement and align with Article XII as appropriate.

Student media heads or staff may request a Board meeting to discuss problems as they arise that fall within the responsibilities of the Board.

Article XI. Responsibilities of Student Media and Student Media Heads

Section 1. The student media heads and staff are responsible for fulfilling their position's job description that is on file with the Coordinator, Advising and Virtual Engagement.

Section 2. Student media, student media heads and staff shall conduct themselves as prescribed by professional standards and ethics of journalism and broadcasting, adhere to all federal and state statutes, and WOU policies.

Article XII. Termination

Section 1. Student media heads can be terminated, for cause and by following due process. The Board can recommend termination by a two-thirds vote of the voting Board members. The following conditions will apply:

1. Termination procedures can be initiated on any student media head, editor, manager, or student staff member who fails to fulfill the position's job description.
2. The notification of such failure shall come by written complaint to the Board from a student media staff member, a member of the Board or any member of the WOU community.
3. The student media head or staff in question will have an opportunity to defend their position in front of the Board.
4. Termination can be recommended as soon as the Board confirms that failure has occurred that cannot be corrected through training, has been multiple instances of complaints about the same student media staff member, or is so egregious that this is the best course of action to address the complaint.

Notice of termination must be delivered in writing by the Coordinator, Advising and Virtual Engagement, as they are the hiring authority of the student media heads and staff.

Section 2. Voting members of the Board can be recalled with a majority vote of the Board.

Section 3. In the event that any voting 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.

Approved 1/8/01 President Betty J. Youngblood

Ratified 5/10/01

Revised/Ratified 12/5/01

Revised/Ratified 3/10/04

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