Operating Bylaws
Washington State University Vancouver
Student Media Board

Article I: Student Media Board Membership

The Student Media Board shall be comprised of one (1) student leader from each of the student media entities, two (2) student executive board members, the director of marketing and communications, and the student activities advisor. There shall not be more student executive board members than student media entity leaders, nor shall there be more non-student members than student members. The Student Media Board shall be presided over by the two (2) student executive board positions.

Section I: Student Members

a. Voting members defined per the Statement of Policies
b. Applicants shall be confirmed by the Student Media Board as a whole
c. Student editors and managers shall be appointed for one (1) term
d. Members may apply and be appointed for additional terms

Section II: Selection Process for Student Editors and Managers

a. Applicants shall submit the proper application forms at filing times provided by the chair and will be interviewed by the Student Media Board at a designated time.

b. The following criteria must be met by all applying to the Student Media Board for student editor or manager positions:

1. Students shall be degree-seeking WSU Vancouver students. All students must be enrolled in a minimum of six (6) graded semester hours per semester, must be in good academic standing, and shall maintain at least a 2.5 cumulative grade point average at WSU Vancouver.

2. Those selected shall accept the leadership duties and responsibilities as defined in their job description and contractual obligation to the students of WSU Vancouver.

3. The tenure of office shall be one (1) term. Editors and managers will be selected during the spring semester and will serve from commencement to commencement.

Section III: Removal Process for Student Editors and Managers
a. The Student Media Board may remove a board-appointed student editor or manager for failure to perform his or her duties and responsibilities as required by the Student Media Board Statement of Policies and Operating Bylaws.

b. The Student Media Board may remove a board-appointed student editor or manager for failure to meet the criteria of their job description as outlined by the Student Media Board Operating Bylaws or the governing document of their respective media entity.

c. Content-based issues are expressly disallowed as grounds for removal, in accordance with the Statement of Policies.

d. A petition for removal must be submitted in writing to the chair of the Student Media Board and brought before a quorum of voting members.

e. The petitioner and student editor or manager shall have equal time before the Student Media Board and interested parties may be heard at the discretion of the chair.

f. A two-thirds (2/3) majority vote must be obtained to remove a student editor or manager from office.

g. In the event of such a removal, an interim appointment shall be made to fill the vacancy as described by the Operating Bylaws.

Section IV: Filling Student Editor and Manager Vacancies

a. In the event of the resignation or dismissal of a student editor or manager, or a vacancy resulting from unforeseen circumstances, an interim appointment to fill this position shall be made by the Student Media Board.

b. The interim student editor or manager will be appointed from among the editorial staff or board of directors of the effected student-run media organization, as feasible.

c. The interim student editor or manager will preside until the application process to appoint a permanent student editor or manager is complete.

Section V: Faculty and Staff Membership

a. Voting faculty members are defined in the Statement of Policies

b. The student activities advisor shall serve as:

   i. The signature authority on all expenditures of S & A Fee funds and other accounts held by the Student Media Board
   
   ii. The advisor to the executive board of the Student Media Board

       1. A point of contact during the summer months
       2. The point of contact for all faculty and staff
Article II: Meetings and Attendance

Section I: Meetings

a. Quorum shall be based upon the number of officially seated Student Media Board members.

b. A quorum of two-thirds (2/3) of the voting members must be present for appointment of student editors; governing documents and adoption of the annual budget.

i. Appointments shall be determined by plurality in cases of multiple applicants

c. A simple majority shall constitute a quorum for all other business purposes.

Section II: Attendance

a. Excused absences will be granted with notification to the chair eight (8) hours in advance of the meeting.

b. Any Student Media Board member missing two consecutive meetings without notifying the chair of the Student Media Board of their absence in advance may be removed from the Student Media Board.

i. The appropriate nominating bodies shall be notified immediately if a member is removed.

c. In the event of an excused absence, members may cast votes via absentee ballot submitted to the chair before the meeting or identify a proxy.

i. The absentee may also request the chair read a letter to the Student Media Board prior to a vote on a specific issue.

Section III: Emergency Meetings

a. Any two members of the Student Media Board, or any fifteen (15) members of the campus community, through written petition to the Student Media Board chair, may call an emergency meeting of the Student Media Board.

b. The members calling the emergency meeting shall provide items to be on the agenda.

c. Any emergency meeting must attain a two-thirds (2/3) quorum to conduct official business.

d. An informational meeting may be conducted if a quorum is not attained.
Article III: Conflicts of Interest

Section I: Members of the Student Media Board

a. With the exception of the student editors and managers (see Article III, Section II), members of the Student Media Board may be involved in other student and administrative boards and offices provided their membership and interests in these boards and offices are fully disclosed to all members of the Student Media Board, and the members of the Student Media Board find there to be no conflict of interest in these associations.

b. Student Media Board members, regardless of their affiliations external to the Student Media Board, shall come prepared to represent the interest, policies, and mission of the Student Media Board at any and all meetings of the Student Media Board.

c. The Student Media Board shall mediate all unresolved disputes and questions regarding conflicts of interest.

Section II: Student Staffs of the Student-run Media

All student staff members are required to notify their respective student editor or manager when and in what capacity they intend to work for competing media. Their manager or editor can determine to what extent a conflict of interest might exist, and what steps, if any, need to be taken.

Section III: Student Editor and Managers

a. Applicants shall not hold an elected or appointed position in the Associated Students of Washington State University Vancouver (ASWSUV) during their tenure as editor or manager on the Student Media Board.

b. Applicants understand if they are appointed to a student editor or manager position they must relinquish their position with ASWSUV immediately upon appointment.

c. If eligibility is not met, notice shall be give to the advisor and the matter will be referred to the Student Media Board for voting.

Article IV: The VanCougar

Section I: Mission Statement of the The VanCougar
The VanCougar will strive to be accurate in our reporting, as we realize our credibility rests heavily on that factor. However, recognizing we are students in training and not infallible, we understand errors might occur. Thus, we pledge to take immediate steps to correct those errors once they have been brought to our attention.

We pledge to seek out injustices and present them in a balanced, accurate way displayed fairly without bias. It matters not whether the views of the issue are held by many or few.

We pledge to:

a. Serve the needs of the WSU Vancouver campus community
b. Grow by constantly enhancing the role of WSU Vancouver student-run media
c. Report information in a timely manner with balance, accuracy, and completeness
d. Create an environment where students can succeed while being held to standards of professional journalistic excellence

We understand freedom of the press should be guarded as a constitutional right in both printed and electronic materials. Likewise, those materials are subject to all the regulations governing free speech, and we will strive to adhere to established ethical guidelines.

Section II: General Managing Requirements for The VanCougar

a. Before Spring semester ends, the Student Media Board shall appoint an editor-in-chief for the following year, who will report to the Student Media Board.

b. Before each spring semester ends, the Student Media Board shall appoint a managing editor for the The VanCougar for the following academic year, who will report to the editor-in-chief.

c. Create a bimonthly production schedule at the beginning of each semester and follow that schedule throughout the term.

d. Once selected for those positions, both editors must maintain the criteria outlined in Article IV, Section III.

e. Failure to complete duties outlined in Article IV, Section III may result in removal of the editor by the process outlined in Article I, Section III.

Section III: Duties of the Editor-in-Chief

a. Oversee all phases of the newspaper’s production, including reporting, writing, editing, photography, layout, design, printing, and distribution.

b. Review submitted articles for content and grammar (removing potentially libelous material) and mentor contributors to help improve their work.
c. Create and maintain a balanced budget.

d. Lead regular staff and editorial meetings, no less than once every month.

e. Document and maintain Student Media Board activities, business correspondence and budgets.

f. Post and maintain regular office hours between 8am-6pm. Mon-Fri.

g. Enforce the paper’s editorial policies and code of ethics.

h. Establish realistic and measurable goals for the paper.

i. Work with the advisor to set journalistic standards for staff.

j. Meet regularly with advisors and managing editor for critiques, training and problem solving.

k. Plan in advance for crisis-management situations.

l. Assign duties and create positions not covered in job descriptions.

m. Immediately train and mentor the managing editor to be ready to stand in for the editor in chief if ever needed.

n. Participate as a voting member of the Student Media Board.

Section IV: Duties of the Managing Editor

a. Function as human resource manager, including promotion, section and management of employees.

b. Oversee organization of The VanCougar office space.

c. Directly supervise and assist advertising manager to achieve advertising goals.

d. Manage distribution of the paper in a timely and thorough fashion.

e. Maintain an archive of on-line and print publications, staff employment and advertising contracts.

f. Assist with layout as needed.

  g. Make every effort to meet onsite with other editors as needed.

  h. Post and maintain regular office hours between 8am-6pm. Mon-Fri.
learning environment for students interested in the creation and dissemination of Internet radio broadcasting. KOUG Radio will be used to entertain, inform and educate the WSU Vancouver community on university and local events, talents and issues.

Section II: Duties of the Station Manager

a. Maintain daily operation of the station

b. Develop a yearly plan considering the following components: programming, advertising, and technological advancement.

c. Hire and manage KOUG Radio student staff

d. Post and maintain regular office hours between 8am-6pm. Mon-Fri.

e. Create and maintain a balanced budget.

f. Maintain an archive of all recorded programming and all documentation pertaining to past, current, and future KOUG Radio operation within appropriate FCC regulations.

g. Train the program director to take over as station manager in the station manager’s absence.

h. Oversee the execution of KOUG Radio events.

i. Hold regular monthly meetings with all staff.

j. Use KOUG Radio resources to facilitate the events of other campus organizations.

k. Work with technology director to maintain current hardware and software, and replace or repair it as necessary.

l. Participate as a voting member of the Student Media Board.

m. Oversee music selection and review.

Article VI: The Salmon Creek Journal

Section I: The Salmon Creek Journal

The Salmon Creek Journal’s mission is to showcase the creative work of WSU Vancouver students, staff, faculty, and alumni. Our goal is to provide a cultural connection between the journal’s work and the community, to be a liaison between WSU Vancouver and the broader Portland/Vancouver creative community, and to give students the opportunity to learn the publishing process. The penultimate aim of the journal staff is a quality product; better that the journal be small and professional than large and mediocre. We pledge to:
a. Facilitate a forum for all types of print expression, poetry, prose, visual arts and performing arts, and all other expression that can be incorporated into a printable or electronic format

b. Provide a forum where students can showcase talents and abilities that are of creative interest to and reflective of the WSU Vancouver campus community

c. Encourage students, through guidance, support, and training, to achieve recognition for excellence by facilitating the creation of an award-winning creative and academic literary journal

d. Provide opportunity for students to participate in the process of producing, promoting, and publishing a print journal

e. Act as a training opportunity for students to practice and implement skills necessary to the world of professional printing, editing, and writing

f. Provide opportunity for the free expression of the WSU Vancouver community voice on all subjects within a forum governed by standards of academic excellence, both literary and artistic, that are consistent with the standards of the Chicago Manual of Style.

We understand freedom of speech should be guarded as a constitutional right in both printed and electronic materials. All material is subject to the regulations governing free speech, and we will strive to adhere to those regulations.

Section II: Duties of the Editor-in-Chief

a. Review and maintain annual editorial standards, design policies, submission guidelines, and publication deadlines

b. Manage administrative work associated with running the organization

c. Create and maintain balanced budget for Salmon Creek Journal

d. Hire and manage Salmon Creek Journal student staff.

e. Publicize the journal and solicit submissions.

f. Coordinate print publication budgets and bids.

g. Manage and oversee the design and publication of the journal

h. Plan and promote events for the journal

i. Participate as a voting member of the Student Media Board.

j. Coordinate efforts between WSU Vancouver administrative bodies (such as the Office of Student Involvement, facilities, public safety, marketing, etc.), journal staff, students, faculty, staff, alumni, and the community.

k. Post and maintain regular office hours between 8am-6pm. Mon-Fri

Article VII: Amendments to the Operating Bylaws

Section I: Procedures for Amendments
a. Amendments shall be submitted two weeks prior to the next Student Media Board meeting.

b. Amendments shall be distributed to all voting members no less than one week prior to the next Student Media Board meeting.

c. Proposed changes to the Statement of Policies and/or Operating Bylaws must have a link to them published in the The VanCougar in at least one issue prior to a vote by the Student Media Board.

d. A proposed change requires a two-thirds (2/3) affirmative vote of a two-thirds (2/3) quorum of the seated voting membership of the Student Media Board.

e. Amendments or changes to the Operating Bylaws shall have a link to them published in the following issue of the The VanCougar.
Statement of Policies
Washington State University Vancouver
Student Media Board

PREAMBLE:

We, as members of the Student Media Board, place the needs of our university community above all else, and our mission is to provide meaningful and essential information that serves the needs of the public. The university shall provide for the exercise of these freedoms with various student-run media serving as public forums for expression. The purpose of the Student Media Board is to support the educational opportunity provided to students by student-run media. Our goal is to assist students as they contribute their skills to the university community.

This document shall govern the Student Media Board and all Services & Activities Fee-funded student-run media programs and attendant activities coming under its purview. The authority of the Student Media Board is derived from the Washington State University Board of Regents through the Chancellor. The scope of this authority is dictated by the university’s charter and applicable laws of the State of Washington and the United States.

WSU Vancouver shall make no rule, regulation or policy that abridges students’ freedom of speech or of the press. University officials, faculty, staff, or agencies shall neither directly nor indirectly compel nor prohibit speech on the basis of the views expressed. Moreover, university officials shall not deny funding based on the content of these publications. Students working on a student publication under the purview of the WSU Vancouver Student Media Board shall bear the legal responsibility for what they speak, write, publish and broadcast.

Current student-run media under the purview of the Student Media Board are the VanCougar, a print and digital bimonthly student newspaper; the Salmon Creek Journal, an annual art and literary journal; and KOUG Radio, a student-operated Internet radio station.

A primary concern of the Student Media Board is to support the educational opportunities provided to students by student-run media. Our goal is to assist students as they contribute their skills to the university community; we will work with students to improve their skills and abilities, and continually improve the quality of WSU Vancouver student-run media.

Article I: The Student Media Board

Students of WSU Vancouver have the undeniable right as guaranteed by the First Amendment of the U.S. Constitution to speak, write, publish and broadcast their
sentiments freely on all subjects and shall be free from censorship or advance review or approval.

Student managers shall be free to develop their own editorial policies regarding news coverage or content. The university shall provide for the exercise of these freedoms with various student-run media serving as public forums for expression. Students working on a student publication under the purview of the WSU Vancouver Student Media Board shall bear the legal responsibility for what they speak, write, publish and broadcast.

Section I: Charges to the Student Media Board include the following general powers and responsibilities

- To monitor all student-run media and to develop, implement and mediate policies of governance
- To act as a liaison between student-run media and the campus, and community at large, and to act as an advocate for the students and their programs
- To approve the annual budget and capital investments of the Student Media Board membership
- To provide input for long-range planning and goals in all areas of responsibility
- To appoint or dismiss editors and managers for all media in accordance with the Operating Bylaws
- To establish, consolidate or discontinue any student-run media under its control, subject to approval of the Chancellor
- To ensure all properties, funds, securities and titles of any student-run media established under the Student Media Board’s authority shall be managed in accordance with the fiscal management policies of WSU Vancouver
- To approve Operating Bylaws and to adopt grievance and appeals procedures
- To make day-to-day supervision of the advisors the responsibility of the student involvement manager, including payroll, annual evaluations, and problem solving. To serve as an appeal board with the ability to recommend a reversal decision in the event that the student activities advisor dismisses an advisor for inadequate performance

Article II: Student Media Board Membership

The Student Media Board shall be comprised of one (1) student leader from each of the student media entities, two (2) student executive board members, the director of marketing and communications and the student activities advisor. There shall not be
more student executive board members than student media entity leaders, nor shall there be more non-student members than student members. The Student Media Board shall be presided over by the two (2) student executive board positions.

Section I: Student membership on the Student Media Board will consist of seven (7) voting members and four (4) non-voting advisors.

Students shall be degree-seeking, WSU Vancouver students. All students must be enrolled in a minimum of six (6) graded semester hours per semester, must be in good academic standing and shall maintain at least a 2.5 cumulative grade point average at WSU Vancouver.

Section II: Student Membership for the Student Media Board includes the following:

c. VanCougar editor-in-chief
d. Salmon Creek Journal editor-in-chief
e. KOUG Radio station manager
f. Two(2) executive board members:
   4. Chair
   5. Vice chair

Section III: Faculty and staff membership to the Student Media Board will consist of two (2) voting members and four (4) nonvoting advisors.

If any of the offices below are shared, only one may become a voting member of the Student Media Board.

h. Director of Student Development (V)
i. Representative of the Office of Marketing and Communications (V)
j. Advisor to The VanCougar
k. The Advisor to Salmon Creek Journal
l. The Advisor to KOUG Radio
m. Student activities advisor

Article III: Selection and Tenure of Student Media Board Members

The seven (7) voting members of the Student Media Board will be selected and have tenure per the following guidelines.

Section I: Student selection and tenure
d. The VanCougar, Salmon Creek Journal and KOUG Radio will facilitate their respective openings and the executive boards will facilitate their respective openings as described in the Operating Bylaws.
e. The chair and vice chair will be appointed by Student Media Board members in spring semester to take office at the beginning of summer session.
Section II: Faculty and staff selection and tenure

All faculty and professional staff members of the Student Media Board shall be determined by virtue of their position within the university. These members will serve on the Student Media Board for the term of that position.

Article IV: Executive Board

The Executive Board shall meet the following qualifications and will be charged with the following duties and responsibilities.

Section I: The executive board as a whole shall be charged with the following:

   c. Support and promote the mission, goals and objectives of the WSU Vancouver Student Media Board
   d. Attend major events sponsored by or affiliated with the WSU Vancouver Student Media Board
   e. Attend Student Media Board meetings, executive board meetings and other meetings as deemed necessary

Section II: The Chair of the executive board shall:

   a. Chair all meetings of the Student Media Board
   b. Have responsibility for overseeing the efforts of the executive board
   c. Review all meeting minutes and communicate findings with vice chair before disclosure to the entire Student Media Board
   d. Maintain and update the Student Media Board documents and materials
   e. Act as the official voice of the Student Media Board to work in conjunction with the student activities advisor
   f. Coordinate and maintain media relations using various resources as applicable to the current Student Media Board
   g. Work closely with webmaster to post any updates, news flashes, and/or any other information changes
   h. Develop, distribute and promote materials supporting Student Media Board openings executive openings and activities
   i. Gather student feedback to present at Student Media Board and Executive Board meetings
   j. Act as a representative of the Student Media Board in the campus community and bring forth to the Student Media Board concerns of the campus community
   k. Assist in the creation and planning of Student Media Board events
Section III: The vice-chair of the executive board shall:

a. Serve as the chair in the chair’s absence

b. Create and distribute meeting agendas and minutes in conjunction with the chair

c. Record and archive meeting minutes of the Student Media Board and executive board meetings

d. Maintain and distribute Student Media Board membership contact information

e. Support requests, activities, or responsibilities of the Student Media Board as needed by the chair.

f. Prepare follow-up and report documentation

g. Assist in the creation and planning of Student Media Board events

h. Monitor the print and digital content of the Student Media Board and its members

Article V: Faculty and Professional Staff

The faculty and staff shall meet the following qualifications and will be charged with the following duties and responsibilities.

Section I: Faculty and professional staff qualifications

d. Work or have advanced knowledge and expertise in a field related to the program to which they are assigned

e. Be available two (2) hours per week

f. Have a desire to work with college students in a mentoring role

g. Possess relevant technical skills

Section II: Duties and responsibilities of the student-run media advisor positions

d. Be actively involved with student managers and student organizations

e. Provide technical assistance on the operation and production of the student media program with which they are affiliated

f. Provide training or training opportunities to students working in the program

g. Establish professional boundaries for the operation of the program in line with the mission of the program and the Student Media Board

h. Attend Student Media Board meetings

i. Introduce students to professional associations and professionals in the field related to the program with which they are affiliated
j. Advise the student involvement manager of any problems related to student management and management of the program

Article VI: Procedures

Section I: Amending the Statement of Policies

a. Amendments can be submitted by any member of the Student Media Board or student of WSU Vancouver.

b. Amendments shall be submitted to the chair two (2) weeks prior to the next Student Media Board meeting.

c. Amendments shall be distributed to all voting members no less than one (1) week prior to the next Student Media Board meeting.

d. Proposed changes to the Statement of Policies and/or Operating Bylaws shall have a link published in the VanCougar in at least one issue prior to a vote by the Student Media Board.

e. A proposed change requires a two-thirds (2/3) affirmative vote of a two-thirds (2/3) quorum of the seated voting membership of the Student Media Board.

f. The chancellor or a designee outside the Student Media Board shall have the final approval on changes to the Statement of Policies approved by the Student Media Board.

g. Approved amendments or changes to the Statement of Policy and Operating Bylaws shall have a link to them published in the following issue of the VanCougar.