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 S&A 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.

Washington State University shall make no rule, regulation or policy that abridges students’ freedom of speech and 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 Washington State University 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 bi-monthly student newspaper; the VanCougar Online, an online edition of the student newspaper; the Salmon Creek Journal, an annual literary journal; and KOUG, a student-operated radio station.

A primary concern 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; we will work with students to improve their skills and abilities in order to continually improve the quality of WSU Vancouver student-run media.
Article I: The Student Media Board

Students of Washington State University 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 Washington State University Vancouver Student Media Board shall bear the legal responsibility for what they speak, write, publish, and broadcast.

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

a. To monitor all student-run media and to develop, implement, and mediate policies of governance.
b. 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.
c. To approve the annual budget and capital investments of the Student Media Board membership.
d. To provide input for long-range planning and goals in all areas of responsibility.
e. To appoint or dismiss Editors and Managers for all media in accordance with the Operating Bylaws.
f. To establish, consolidate, or discontinue any student-run media under its control, subject to approval of the Chancellor.
g. To ensure that 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 Washington State University Vancouver.
h. To approve Operating Bylaws and to adopt grievance and appeals procedures.
i. To annually recommend advisor appointments for each of the Student Media Programs to the Student Involvement Manager or designee of the Vice Chancellor of Student Affairs. Day-to-day supervision of the advisors is the responsibility of the Student Involvement Manager, including payroll, annual evaluations, and problem solving.
j. To serve as an appeal board with the ability to recommend a reversal decision in the event that the Student Involvement Manager 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 Involvement Manager. There shall not be more Student Executive Board members than Student Media Entity Leaders, nor shall there be more non-
Section I: Student membership on the Student Media Board will consist of seven (7) voting members and three (3) 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 voting membership of the Student Media Board includes:

a. Van Cougar Editor-in-Chief
b. Salmon Creek Journal Editor-in-Chief
c. KOUG Station Manager
d. Two (2) Executive Board members:
   1. Chair
   2. Vice-Chair

Section III: Faculty and staff membership to the Student Media Board will consist of two (2) voting members and three (3) non-voting advisors.

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

a. The Student Involvement Manager
   1. Serves as the advisor to the Student Media Board Executive Board.
b. Representative of the Office of Marketing & Communications
c. The Advisor to the Van Cougar
d. The Advisor to the Salmon Creek Journal
e. The Advisor to KOUG

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

a. The Van Cougar, Salmon Creek Journal, and KOUG will facilitate their respective openings and the Executive Board will facilitate their respective openings as described in the Operating Bylaws.
b. The Chair will be appointed by Student Media Board members in April or May to take office at the beginning of summer session.
c. The Student Media Board Executive Board members shall serve continuously until they resign or graduate, and be elected to a renewable term of one academic year.

Section II: Faculty and staff selection and tenure

a. 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 VI: 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:

a. Support and promote the mission, goals, and objectives of the WSU Vancouver Student Media Board.

b. Attend major events sponsored by or affiliated with the WSU Vancouver Student Media Board.

c. 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. Responsible for overseeing the efforts of the Executive Board.

c. Review all meeting minutes and communicates findings with Vice-Chair and Recording Secretary before disclosure to the entire Student Media Board.

d. Maintain and update the Student Media Board primary resource binder.

e. Act as the official voice of the Student Media Board to work in conjunction with the Student Involvement Manager.

f. Coordinate and maintain-media relations using various resources as applicable to the current WSU Vancouver 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.

i. Recruit students to apply for open Student Media Board positions.

j. Monitors all electronic postings regarding the Student Media Board on the WSU Vancouver website and the VanCougar.

k. Gather student feedback to present at Student Media Board and Executive Board meetings.

l. 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.

Section III: The Vice-Chair of the Executive Board Shall:
a. Serve as the Chair in the Chair’s absence.

b. Maintain and distribute Student Media Board membership contact information.

c. Create and distribute meeting agendas and minutes, in conjunction with the Chair.

d. Supports any requests, activities, or responsibilities of the WSU Vancouver Student Media Board as needed by the Chair. Follow-up on all volunteer or student feedback as assigned by the Chair and agreed upon by a majority of the Executive Board.

e. Record meeting minutes of the Student Media Board and Executive Board meetings.

f. Up-to-date binder/files of all Student Media Board and Executive Board communications throughout term.

g. Keep a file (either hard copy or electronic) of all necessary forms to be utilized by Student Media Board and Executive Board positions.

Prepare follow-up and report documentation.

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

a. Be currently working, or have advanced knowledge and expertise, in a field related to the program to which they are assigned.

b. Be available two (2) hours per week.

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

d. Demonstrated relevant technical skills.

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

a. Be actively involved with Student Managers and student organizations.

b. Provide technical assistance on the operation and production of the Student Media Program with which they are affiliated.

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

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

e. Attend Student Media Board meetings.

f. Introduce students to professional associations and professionals in the field related to the program with which they are affiliated.

g. 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 Polices
a. Amendments can be submitted by any member of the Student Media Board or student of Washington State University Vancouver.

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

c. Amendments shall be distributed to all voting members no less than one 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 provided to them 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. Amendments or changes to the Operating Bylaws shall have a link provided to them in the following issue of the VanCougar.

Section II: Emergency Meetings of the Student Media Board

a. Any two (2) 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 quorum to conduct official business.

d. An informational meeting may be conducted if a quorum is not attained.

e. Emergency meetings shall be held with no less than forty-eight (48) hours of notice.

f. Such meetings shall follow established procedures with the Chair or Vice Chair presiding.
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 Involvement Manager. 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 student members per the Statement of Policies.
b. Student members shall maintain a 2.5 cumulative grade point average while serving on the Student Media Board.
c. Student members will submit applications to the Chair during spring semester.
d. Applicants shall be confirmed by the Student Media Board as a whole.
e. Student Editors and Managers shall be appointed for one (1) academic year.
f. Students may apply and be appointed for additional terms.
g. Confirmations shall be determined by plurality in cases of multiple applicants.

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 Washington State University Vancouver.
   3. Terms of office shall be one (1) academic year. Editors and Managers will be selected at the end of Spring semester and will serve from commencement to commencement.

Section III: Removal Process for student Editors and Managers
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 per the Statement of Policies.

b. The Student Involvement Manager shall serve as:
   1. The Advisor to the Executive Board of the Student Media Board.
   2. The signature authority on all expenditures of S&A Fee funds and other accounts held by the Student Media Board.
   3. A point of contact during the summer months.
   4. The point of contact to 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 and adoption of the annual budget.

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 his/her absence in advance may be removed from the Student Media Board.
   1. 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.
   1. 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.

e. Emergency meetings shall be held within no less than forty-eight (48) hours of notice.

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

a. 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 ASASUV immediately upon appointment.

Article IV: The VanCougar

Section I: Mission Statement of the VanCougar

We 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 within our readership area and present them in a balanced, accurate way and displayed fairly without bias. It matters not whether the views of the issue are held by many or few.

To serve the needs of the WSU Vancouver campus community. To grow by constantly enhancing the role of WSU Vancouver student-run media. To report information with balance, accuracy, and completeness and in a timely manner. To 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 subjected to all the regulations governing free speech, and we will strive to adhere to established ethical guidelines.

Section II: 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/grammar (removing potentially libelous material) and mentor contributors to help improve their work.

c. Lead regular staff meetings, no less than once every month.

d. Lead regular editor meetings once every month.
Article V: KOUG Radio

Section I. KOUG Radio Mission Statement

KOUG Radio’s mission is to promote the free exchange of media and provide a voice for Washington State University Vancouver students and faculty, while providing a positive 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 Washington State University Vancouver community on university and local events, talents and issues.

Section II: Duties of the Station Manager

a. Failure to meet the following duties may result in removal of the Station Manager by the process outlined in Article I, Section III.
b. Develop a yearly plan considering the following components: Programming, Advertising, and Technological Advancement.
c. Develop, post, and maintain eight weekly office hours in the office and two out of the office.
d. Maintain an archive of all recorded programming and all documentation pertaining to past, current, and future KOUG operation within FCC regulations.
e. Develop and update job descriptions for other staff positions including but not limited to: manager, program director, and on-air personalities. (Final approval of job descriptions for Station Manager will be made by the Student Media Board).
f. Train the Program Director to take over as Station Manager in the Station Manager’s absence.
g. Oversee music selection and review.
h. Hold director meetings at least once a month.
i. Develop a budget for the S&A Fees Committee and maintain a balanced budget.

Article VI: The Salmon Creek Journal

Section I: the Salmon Creek Journal

The Salmon Creek Journal’s mission is showcasing the creative work of Washington State University 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 access
to learning 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.

To facilitate a forum for all types of print expression, poetry, prose, creative non-fiction,
essay, photography, artwork, and all other expression that can be incorporated into a printable or
electronic format.

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

To 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.

To provide opportunity to students to participate in the process of producing, promoting,
and publishing a print journal.

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

To provide opportunity for the free expression of 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 university’s English Department.

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

Section II: Duties of the Editor-in-Chief

a. The Editor-in-Chief is responsible for coordination of efforts between WSU Vancouver
administrative bodies (such as the Office of Student Involvement, Facilities, Security,
Marketing, etc.), journal staff, students, faculty, staff, alumni, and the community.
b. Hiring and supervision of student editorial staff.
c. Developing annual editorial standards, design policies, submission guidelines, and
publication deadlines.
d. Publicizing the journal and soliciting submissions.
e. Reviewing all submissions and corresponding with contributors.
f. Preparing and editing all accepted materials for publication.
g. Coordinating print publication budgets and bids.
h. Drafting and proposing a budget for the following year’s journal.
i. Providing regular updates to the faculty advisor and Student Media Board.

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 provided to them in 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 do not require ratification from the Chancellor for implementation.

f. Amendments or changes to the Operating Bylaws shall have a link provided to them in the following issue of the VanCougar.