



University of Hawai'i at Mānoa

Board of Publications
Co-curricular Activities, Programs, and Services
1755 Pope Road, Bldg. 31-D
Honolulu, Hawai'i 96822-2290

BOARD OF PUBLICATIONS' BYLAWS **University of Hawai'i at Mānoa**

ARTICLE I MEETINGS AND QUORUM

Section 1. General Business Meetings

General business meetings shall be scheduled each month and shall be open to the public. Notice of a general business meeting of the BOP shall be posted on the BOP bulletin board, located in Campus Center complex, at least 48 hours prior to the meeting and may also be printed in *Ka Leo O Hawai'i*. Additional special meetings may be called by the BOP Chair, Vice Chair, or Treasurer, or on written request by any four (4) voting members. All Board members shall be notified of the time, place, and agenda a minimum of 48 hours in advance.

Section 2. Closed Meetings

Meetings conducted under Executive Session shall be closed to the public. The Board shall move into Executive Session at a general business meeting or a committee meeting only to discuss the following:

- A. The medical, financial, credit, or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, suspension, dismissal, or removal of a particular person or corporation, provided that the meeting shall be open if the particular person or corporation so requests.
- B. Proposed, pending, or current litigation.
- C. The proposed purchase, sale, or lease of real property, or the proposed purchase, sale, or trade of securities, buy only when publicity would substantially affect the value of such real property or securities.
- D. The performance and behavior of a Board member, employee, or a program staff member.

Section 3. Quorum

A majority of voting members but no less than seven (7) voting members, whichever is the greater, shall constitute a quorum.

Section 4. Parliamentary Authority

The latest edition of *Robert's Rules of Order* shall govern deliberations on all points not covered by this Charter and Bylaws or by the Operating Rules of the Board.

ARTICLE II OBLIGATIONS OF VOTING MEMBERS

Voting members are required to participate as follows:

- A. Limit unexcused absences to three (3) general business meetings per year.
- B. Serve actively on at least two committees and participate in BOP projects.
- C. Seek to serve the diverse needs of all segments of the UHM campus community.

- H. Facilitate the orientation of new Board members and the ongoing education of all Board members regarding the workings of the BOP and its programs.
- I. Perform other duties as may be required by the Charter, Bylaws, and the Operating Rules of the Board.

ARTICLE VI RECRUITMENT AND SELECTION PROCEDURES FOR VOTING BOARD MEMBERS

Section 1. Recruitment

The BOP shall announce in three (3) consecutive issues of *Ka Leo O Hawai'i* all vacancies for voting member positions. These announcements must be made annually no later than the end of the second week of February, or as circumstances warrant.

Section 2. Screening

There shall be a screening committee whose duty shall be to actively recruit, interview and recommend to the UH President or designee candidates for voting student positions on the Board.

- A. *Membership*: The committee shall consist of at least (3) three voting members specified in C of this section. No member of this committee shall be at the same time be an applicant for voting Board membership.
- B. *Terms of Office*: Members of the committee shall be appointed no later than October 1 each year, and shall serve as needed until April 30 of the next year.
- C. *Appointment Procedures*:
 - 1. The BOP Chair, with the Board's approval, shall appoint three (3) members from among the Board's voting membership.
 - 2. Student program heads shall together appoint one (1) member to represent BOP Programs.
 - 3. The Broadcast Communication Authority (BCA) shall appoint one member.
 - 4. The Director of CAPS shall appoint a CAPS staff member to serve as advisor to the committee.
 - 5. If the appointments specified in C-2 and C-3 of this section are not made by October 1, the BOP Chair shall have the authority to appoint these members subject to BOP approval.
- D. *Duty*: The committee shall recommend to the UH President or a designee one (1) person per vacancy and a list of alternates, if any, in accordance with the provisions of this Charter and Bylaws, and Operating Rules of the Board.

Section 3. Exceptions

The names of the candidates applying for voting faculty/staff, alumnus, and professional BOP membership shall be transmitted to the UH President or a designee for appointment. Criteria for selection shall include but not be limited to: (1) Contribution to professional journalism or publications; and (2) Potential for significant contribution to UHM student publications.

Section 4.

By written notification to the BOP, the UH President or a designee may reject any recommendation and shall request that the Board submit the name of a different candidate.

ARTICLE VII RECRUITMENT AND SELECTION PROCEDURES FOR BOP STUDENT STAFF

Section 1. Program Heads

- A. Notices of all vacancies shall appear in three (3) consecutive issues of *Ka Leo O Hawai'i* not later than the end of the second week of February, or as circumstances warrant.
- B. The Board shall interview eligible applicants and make appointments no later than March 31, or as circumstances warrant. A majority vote of the Board is needed to appoint all program heads.

Section 2. Executive Student Staff of All Publications

- A. Program heads shall advertise for applications for executive staff positions in no fewer than three (3) consecutive issues of *Ka Leo O Hawai'i* not later than two weeks after being appointed, or as circumstances warrant. Program heads shall pursue other recruitment options as appropriate.
- B. Program heads shall interview eligible applicants for executive staff positions and forward their selections to the Board for appointment.
- C. Program heads shall advertise for application for student staff positions in no fewer than three (3) consecutive issues of *Ka Leo O Hawai'i* no later than two weeks after being appointed, or as circumstances warrant.

ARTICLE VIII QUALIFICATIONS AND TERMS OF OFFICE OF BOP STUDENT STAFF

Section 1. Program Heads

- A. Qualifications for all program heads shall include but not be limited to:
 - 1. Prior related experience: Program heads must have had training and/or experience considered by the Board to have raised them to the level of expertise required for the position.
 - 2. Student Status: Program heads must be registered, BOP fee-paying, degree-seeking UHM students, and may be full-time or part-time, undergraduates who carry a minimum course load of six (6) credits or graduates who carry a minimum course load of (4) credits.
 - 3. Restrictions: No program head shall be a voting Board member and/or concurrently serve as an executive officer, elected, or appointed, or a member, hired, elected, or appointed, of any other UHM Chartered Student Organization, herein referred to as "CSO." In addition, no program head shall concurrently hold an executive staff position on any other BOP publication or program.
- B. Terms of office for program heads and staff members of *Ka Leo O Hawai'i*, *Hawai'i Review*, and the advertising department shall be for one (1) year starting May 15 and ending May 14 the following year, or as set be the Board. The terms of office for other programs created by the Board shall, be determined by the Board at the time of program's creation.
- C. A Board-approved job description shall define the duties and responsibilities of all program head positions.

Section 2. Executive Student Staff of All Programs

- A. Executive student staff positions shall include but not be limited to:
 - 1. BOP Advertising: Assistant Advertising Manager(s).
 - 2. *Ka Leo O Hawai'i*: Managing Editor, News Editor, Chief Copy Editor, Editorial Editor, Features Editor, Sports Editor, and Photo Editor.
 - 3. *Hawai'i Review*: Managing Editor.
 - 4. Other programs: Subject to Board authorization.
- B. Qualifications for executive student staff members shall include but not be limited to:

appointed to the BOP shall not be considered employees of the University, but rather serve as volunteers of the University.

- B. The Board may establish, adjust, or rescind stipends for voting student members.

Section 2. Stipends for BOP Program Student Staff

- A. As part of the University's co-curricular program, students contribute to the quality of campus life by volunteering their services to the University. Students appointed to program staff positions shall not be considered employees of either the BOP or the University of Hawai'i, but rather serve as volunteers of the University. In recognition of the efforts and energy invested in their volunteer service, program participants may receive stipends as tokens of appreciation. Stipend levels shall be set to reflect consideration at the co-curricular, pre-professional "reward" level intrinsic to the respective positions, as well as other relevant aspects such as degree of responsibility, supervisory responsibilities, and time spent discharging the duties of the position.
- B. Students participating in the BOP Advertising program may be awarded on a commission and/or flat-rate basis.
- C. The BOP may establish, adjust, or rescind stipends for its program participants.

Section 3. Compensation for Student Employees

The Board shall pay its student employees in accordance with established University scales for their respective classifications and levels of responsibility. The Board shall propose the level of classification for all these positions in accordance with the policies, procedures, pay scales of the Student Employment Office and subject to the approval by the appropriate University offices.

Section 4. Salaries for Faculty, Administrative, Professional, and Technical (APT), and Civil Service Appointees

The Board shall set the salaries of its faculty, APT, and civil service appointee(s) in accordance with regular University policies, procedures, and pay scales.

Section 5. Compensation for Contractual Employees

The Board shall pay all persons under contractual jurisdiction according to the terms of the relevant contract(s).

ARTICLE XII PUBLICATIONS' FREEDOM AND RESPONSIBILITY

Section 1. Ka Leo O Hawai'i

- A. Freedom: Insofar as the program head and student staff members of the newspaper produce a newspaper consistent with the responsibilities listed below, *Ka Leo O Hawai'i* qualifies under the law as a First Amendment forum. That status means that the University of Hawai'i at Mānoa and the Board of Publications recognize and acknowledge the value to this campus of an independent newspaper that functions without prior restraint within legal parameters, traditional guidelines, and under the Charter, Bylaws, and Operating Rules of the Board as a public forum for news and comment.
- B. Responsibilities:
 - 1. The newspaper shall not violate existing laws governing discrimination, libel, obscenity, or hazard to public or private safety or welfare.
 - 2. The newspaper shall stand independent of any public or private pressure to act, write, or edit in a manner in any respect inconsistent with its best knowledge of the truth.
 - 3. The newspaper shall function as a medium to inform, educate, and entertain the entire campus community by maintaining a timely, comprehensive, and diverse flow of information, ideas, and criticism.

4. The newspaper shall pursue aggressively its prerogatives to investigate, report, and comment upon any activity it deems of legitimate interest and concern to the campus community.
5. The newspaper shall give timely and reasonable consideration to any voice espousing any legitimate cause or interest, value, or concern to the campus community.
6. The newspaper shall operate in every respect consistently with the canons of journalism as practiced by responsible American newspapers and as expressed in "A Statement of Principles" of the American Society of Newspaper Editors as adopted in 10/23/75 (See Appendix A).

Section 2. Hawai'i Review

- A. Freedom: Insofar as the program head and student staff meet the responsibilities listed below, *Hawai'i Review* is guaranteed press freedom as stipulated under law and under the Charter, Bylaws, and Operating Rules of the Board.
- B. Responsibilities:
 1. The journal shall not violate existing law governing discrimination, libel, obscenity, or hazard to public or private safety or welfare.
 2. The journal staff shall maintain its independence of choice and action in carrying out in a responsible manner its goals and responsibilities.
 3. The journal staff shall strive to publish material of the best quality in fiction, poetry, drama, criticism, and graphic arts.
 4. The journal staff shall emphasize the work of UHM students and in other respects give priority to Hawai'i residents in order to promote the journal's regional character.
 5. The journal staff shall give full legal and ethical respect to the work of all contributors and shall publish all material in a form approved by the author.
 6. Distribution of single copies of each issue to BOP fee-paying students and acknowledged contributors shall be free of charge. The Board shall establish subscription and single-copy charges for all others.

Section 3. Other BOP-Funded Publications

- A. The Board may establish other publications and shall determine the publications' purpose and functions at the time of establishment.
- B. Responsibilities:
 1. These publications shall not violate existing law governing discrimination, libel, obscenity, or hazard to public or private safety or welfare.
 2. The staff members shall strive to publish material which is determined to be appropriate to their publication by the BOP and of the best quality possible.

ARTICLE XIII VALIDITY CLAUSE

If any portion of these Bylaws or their application to any person or circumstance is held to be invalid for any reason, then the organization hereby declares that the remainder of the Bylaws and each and every other provision thereof shall not be affected thereby.

ARTICLE XIV LIABILITY INSURANCE

The Board shall have the authority to purchase and maintain insurance on behalf of any person who is or was a Board member, BOP employee, or BOP appointed student staff member against liability asserted against him or her and incurred by the person in any such capacity, or arising out of the person's status as such.

ARTICLE XV ENACTMENT

These Bylaws shall take effect after approval by a simple majority of the Board and subsequent approval by the UH President or a designee on behalf of the UH Board of Regents. The Bylaws shall be binding and shall take precedence over all previous BOP Bylaws.

ARTICLE XVI AMENDMENTS

Section 1.

These Bylaws shall take effect after approval by a two-thirds (2/3) vote of the full Board membership and subsequent approval by the UH President or a designee on behalf of the UH Board of Regents.

Section 2.

Amendment proposals must be submitted in writing to all BOP members at least two (2) weeks prior to BOP action.

Section 3.

A public hearing on all amendments shall be held prior to final BOP approval.

AMENDMENT HISTORY

	BOARD APPROVAL	UNIVERSITY APPROVAL	EFFECTIVE DATE
ORIGINAL	03/19/68	11/01/68.....	11/01/68
1 st Revision	11/22/74.....	01/21/75	01/21/75
2 nd Revision.....	12/03/75	03/17/77	03/17/77
3 rd Revision	04/22/80	09/01/80	09/01/80
4 th Revision	11/12/81.....	06/08/82.....	06/08/82
5 th Revision	04/16/86	11/25/86.....	05/01/87
6 th Revision	02/09/89	02/08/89	02/08/89
7 th Revision	04/06/89	05/18/89	05/18/89
8 th Revision	04/18/91	06/06/91	06/06/91
9 th Revision	02/19/98	07/06/98	07/06/98
10 th Revision	12/03/07		

APPENDIX A

A STATEMENT OF PRINCIPLES *

PREAMBLE

The First Amendment, protecting freedom of expression from abridgment by any law, guarantees to the people through their press a constitutional right, and thereby places on newspaper people a particular responsibility.

Thus journalism demands of its practitioners not only industry and knowledge but also the pursuit of a standard of integrity proportionate to the journalist's singular obligation.

To this end the American Society of Newspaper Editors sets forth this Statement of Principles as a standard encouraging the highest ethical and professional performance.

ARTICLE I - RESPONSIBILITY

The primary purpose of gathering and distributing news and opinion is to serve the general welfare by informing the people and enabling them to make judgments on the issues of the time. Newspapermen and women who abuse the power of their professional role for selfish motives or unworthy purposes are faithless to that public trust.

The American press was made free not just to inform or just to serve as a focus for debate but also to bring an independent scrutiny to bear on the focus of power in the society, including the conduct of official power at all levels of government.

ARTICLE II - FREEDOM OF THE PRESS

Freedom of the press belongs to the people. It must be defended against encroachment or assault from any quarter, public or private.

Journalist must be constantly alert to see that the public's business is conducted in public. They must be vigilant against all who would exploit the press for selfish purposes.

ARTICLE III - INDEPENDENCE

Journalist must avoid impropriety and the appearance of impropriety as well as any conflict of interest or the appearance of conflict. They should neither accept anything nor pursue any activity that might compromise or seem to compromise their integrity.

ARTICLE IV - TRUTH AND ACCURACY

Good faith with the reader is the foundation of good journalism. Every effort must be made to assure that the news content is accurate, free from bias and in context, and that all sides are presented fairly. Editorials, analytical articles and commentary should be held to the same standards of accuracy with respect to facts as news reports.

Significant errors of fact, as well as errors of omission, should be corrected promptly and prominently.

ARTICLE V - IMPARTIALITY

To be impartial does not require the press to be unquestioning or to refrain from editorial expression. Sound practices, however, demands a clear distinction for the reader between news reports and opinion. Articles that contain opinion or personal interpretation should be clearly identified.

ARTICLE - FAIR PLAY

Journalist should respect the rights of people involved in the news, observe the common standards of decency and stand accountable to the public for the fairness and accuracy of their news reports.

Persons publicly accused should be given the earliest opportunity to respond.

Pledges of confidentiality to news sources must be honored at all costs, and therefore should not be given lightly. Unless there is a clear and pressing need to maintain confidence, sources of information should be identified.

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These principles are intended to preserve, protect and strengthen the bond of trust and respect between American journalist and the American people, a bond that is essential to sustain to grant of freedom entrusted to both by the nation's founders.

The ASNE board of directors adopted this Statement of Principles October 23, 1975; it supplants the 1922 Code of Ethics ("Canons of Journalism").