

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM # #4600 (May 21, 1984)

SUBJECT: Student Publication Fees

- A. References: BOR Bylaws and Policies, Appendix 6-5, Revised 3/16/84
- B. Purpose: To set guidelines for the establishment of a campus student publication fee.
- C. Responsibilities:
 - 1. Chancellor
 - a. Issues guidelines for the establishment of such a campus fee.
 - b. Reviews and recommends proposed campus fee to the President for approval.
 - 2. Provost
 - a. Establishes campus processes and procedures.
 - b. Approves the charter and bylaws of the campus board of student publications.
 - c. Reviews and recommends proposed campus fee to the Chancellor.
- D. Guidelines: The student publication fee may be requested and approved, subject to the following guidelines:
 - 1. An independent, chartered board of student publications shall be established. This board shall assume full responsibility for all aspects of the student publications including fiscal control, operations, the selection of student staff and quality control. (Subject to conforming with required State fiscal and purchasing guidelines.)
 - 2. The charter and bylaws of such a board must delineate board responsibilities, outline procedures necessary for carrying out its business (including provisions for selection and dismissal of student staff). The charter and bylaws of the board must be approved by the Provost. (See Appendix I for a draft of an approved document.)
 - 3. The charter of the board shall spell out publishing standards including the role and function of the student newspaper. In addition, the charter shall incorporate a statement of principles and standards issued by a professional media association such as the American Society of Newspaper Editors, or College Media Advisors. (See Appendix II.)
 - 4. Evidence of a campus-wide consultation process which included opportunity for student participation in establishing or changing the fee structure must be available.

5. The proposed fee shall be based upon a detailed budget which specifies the type and frequency of publications planned for distribution during the year. The student publication fee shall not exceed \$5.00 per student per semester.

E. Revisions: None

Joyce S. Tsunoda

Attachments

BOARD OF STUDENT PUBLICATIONS
AT COMMUNITY COLLEGE
CHARTER

ARTICLE I - NAME

The name on this organization shall be the Board of Student Publications at - Community College. The official abbreviation shall be BOSP.

ARTICLE II - PURPOSE

The Board of Student Publications shall act as publisher and recommend policy for all publications supported by the BOSP fee. Further, the Board shall provide students and the rest of the college community with the-best journalistic services possible.

ARTICLE 111 - AUTHORITY

The Board of Student Publications of Community College is chartered by Community College to fill the purposes stated in Article II of this document. The College delegates certain duties and powers to the Board of Student Publications as stated in this Charter.

ARTICLE IV - MEMBERSHIP

Section A. Composition

The Board of Student Publications shall consist of ten (10) voting members appointed by the Provost in accordance with Articles II and III of the Bylaws. In addition, the Student Activities Coordinator, the publication advisors, and the student editors of the student-fee-funded publications shall be ex-officio, non-voting members.

1. There shall be five (5) voting student members selected in accordance with procedures set forth in Article II, Section, of the Bylaws of the Board of Publications of Community College.
2. There shall be three (3) voting, faculty members selected in accordance with the procedures set forth in Article II, Section B, of the Bylaws of the Board of Student publications of Community College.
3. There shall be one (1) voting industry representative selected in accordance with the procedures set forth in Article II, Section C, of the Bylaws of the Board of Student publications of Community College.

APPENDIX I
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4. There shall be one (1) voting staff member, an employee of Community College selected in accordance with the procedures set forth in Article II Section D, of the Bylaws of the Board of Student Publications of Community College.
5. The Student Editors-in-Chief of publications shall be ex-officio, non-voting members of the Board, selected in accordance with procedures set forth in Article III of the Bylaws of the Board of Student Publications of Community College.
6. The Publications advisors shall be e-officio, non-voting members of the Board selected in accordance with procedures set forth in Article V of the Bylaws of the Board of Student Publications of Community College.

Section B. Term of Membership

1. There shall be at least three (3) student members serving (2) academic year terms and two (2) student members serving one (1) academic year terms. Term of membership shall begin at the appointment and shall expire at the annual meeting of the academic year following the commencement of term of office unless student desires an additional term and fulfills other requirements of membership as stated in the Bylaws.
2. Student members appointed to fill the unexpired term of any student board member shall serve the remainder of that unexpired term.
3. One (1) faculty member shall be appointed to serve for two (2) academic years. Thereafter, there shall be at least two (2) faculty member serving two (2) academic year terms. Term of membership shall begin at the first annual meeting of the BOSP following appointment and shall expire at the annual meeting of the second academic year following the commencement of term of office.
4. There shall be one (1) faculty member serving a one (1) year academic year term. Term of membership begins at the first annual meeting of the Board of Student Publications following appointment and shall expire at the annual meeting of the first academic year following commencement of term of office.
5. Faculty members appointed to fill the unexpired term of any faculty board member shall serve for the remainder of that unexpired term.
6. The industry representative and the staff member shall be appointed for a one (1) academic year term. Their term shall begin at the first annual meeting of the Board of Student Publications following their appointment and shall expire at the annual meeting of the first academic year following the commencement of their term of office.

7. There shall be no limit on the number of terms allowed for faculty, staff member, or industry representative.
8. Appointees shall be named by April 15 or as soon hereafter as possible.

Section C. Vacancies

Vacancies in the regular voting membership of the Board shall be filled in accordance with procedures set forth in the attached Bylaws. Article IV, Section 4.

Section D. Eligibility

1. Students: Student Board members must maintain a 2.0 grade point average.
2. Faculty and Staff: All faculty and Staff members of the college shall be eligible for Board membership.
3. Industry representative: The professional member must be recognized in the fields of journalism or publications, active or retired and may not concurrently hold a full-time University of Hawaii academic appointment.

ARTICLE V - POWERS AND DUTIES

- Section A. The Board shall have full power to administer the finances relating to all student publications and programs which are supported wholly or in part by funds from the CC Student BOSP fee.
- Section B. The Board shall have full power to recommend, review, and revise "special rates and charges" which are integral features of BOSP publications and programs; for example, CC REPORTER advertising rates. The Provost shall approve all advertising rates.
- Section C. The Board shall, before the end of each fiscal year, review its financial status and prepare its operational budget for the next fiscal year.
- Section D. The Board shall have full power to establish, review and revise all commissions and honorariums which may be provided for its publications and programs. Furthermore it shall have power to delay and or suspend commissions and honorariums for just cause.
- Section E. The Board shall be the review and appellate body for all publications supported wholly or in part by the BOSP fees in matters of journalistic ethics, taste, and responsibility.

- Section F. The Board shall review and approve annual program plans prepared by appropriate editors-in-chief and all other program heads. Such plans may be based on the academic or fiscal year, as appropriate.
- Section G. The Board shall appoint all program heads, such as editors-in-chief of publications and the advertising manager, and shall confirm all other recommended appointments.
- Section H. The Board may remove its members and appointees as described in Article XII of this Charter.
- Section I. The Board shall have power to create new publications and services and revise or discontinue existing publications and/or services under its jurisdiction.
- Section J. The Board shall report administratively to the Director of Student Services.

ARTICLE VI - OFFICERS

Section A. Chairperson

The Chairperson of the Board of Student Publications shall be the presiding officer. The Chairperson shall be charged with convening meetings of the Board, preparing the agenda, making BOSP Committee appointments, being spokesperson for the Board in all matters having appeared before the BOSP, and shall assume other duties as directed by the OS and generally belonging to the office of Chairperson. The Chairperson of the Board of Publications shall be a voting student member of the Board.

Section B. Vice-Chair/Treasurer

The Vice-Chairperson/Treasurer shall be charged with regular review of all Board financial records; submission of financial statements to the Board and preparation of the Board's annual budget with the assistance of the Secretary and in consultation with the Chairperson. The Vice-Chairperson/Treasurer shall perform all other duties generally belonging to that office. The Vice-Chairperson/Treasurer of the Board of Student Publications shall be a voting student member of the Board and shall conduct meetings in the absence of the Chairperson.

Section C. Secretary

The Secretary of the Board of Student Publications shall be charged with keeping permanent records of the Board, notifying all members of meetings assisting the Vice-Chairperson/Treasurer in preparing the Board's annual budget, and preparing necessary reports as directed by the Board. The Secretary of the Board of Publications shall be a voting student member of the Board.

Section D. Election of Officer

The Board of Publications shall elect its officers from among its membership at the annual meeting as described in Article IX, Section B3 of this Charter or as circumstances warrant.

Section E. Vacancies

If any vacancies should occur in any of the offices, a special meeting of the Board shall be called at which time Board members will elect an individual to fill the vacancy in accordance with procedures set forth in Section D of this Article.

ARTICLE VII - APPOINTIVE OFFICES

The Board of Publications shall appoint annually the Student Editors-in-Chiefs of publications and an advertising manager.

ARTICLE VIII - ADVISORS

The Board of Publications shall annually appoint publication advisors.

ARTICLE IX - MEETINGS

Section A. Quorum

At all meetings of the Board of Student Publications, the presence of fifty percent (50%) of the number of voting members belonging to the Board at that time shall constitute a quorum.

Section B. Meetings

1. Regular Meetings: The Board of Student Publications shall hold regular open meetings at least once a month during the regular academic year.
2. Special Meetings: Special meetings of the Board may be called by the BOSP Chairperson, or upon written request by any four (4) members of the BOSP. All Board members will be duly notified of the time, place, and agenda.
3. Annual Meeting: There shall be an annual meeting of the Board of Publications each May at which the outgoing Board members shall be recognized and the new Board members shall be installed.
4. Budget Meeting: Each year, no later than April, the budget for the next fiscal year shall be completed and approved by the Board of Student Publications.

ARTICLE X - COMMITTEES

Section A. Standing Committees

The Board of Publications shall establish such standing committees as it deems necessary and appropriate to carry out its purposes and duties.

Section B. Special Committees

The Chairperson shall, from time to time, appoint special committees as are necessary to carry out the work and development of the Board of Student Publications. The chairperson shall dissolve said committees when they have completed their duties.

Section C. Committee Membership

1. All student members shall maintain a 2.0 GPA.
2. All faculty and staff members of Community College are eligible for committee membership.

ARTICLE XI - FINANCES

Section A: The Board of Student Publications shall be responsible for both annual and long-term budgeting and expenditure of funds, subject to annual budgetary review by the Provost of Community College.

Section B: The Board of Student Publications shall administer all revenues generated from the student BOSP fees and other sources (advertisement, fund-raising, sales, etc.) in accordance with State of Hawaii General Excise Tax laws and UH policies and procedures.

Section C: Such revenue shall be used for additional funding of the student newspaper and other student publications. All revenues shall be deposited in a UH account designated for the BOSP.

ARTICLE XII - RECALL

Section A: The members of the Board of Student Publications are subject to recall for the following reasons:

1. Unexcused absences for more than three (3) consecutive meetings.

2. Unexcused absences for more than one half (1/2) the total number of regular and special meetings in any one semester.
3. The presentation of a petition bearing the signatures of 5% of the students of Community College specifically showing cause why said member should be subject to recall.

Section B: The Board of Student Publications shall present in writing to the individual against whom recall has been initiated any and all charges levied against him/her at least five (5) school days prior to any action by the BOSP at a hearing.

Section C: A two-thirds (2/3) majority vote of the Board of Student Publications shall be required to recall any member of the BOSP. The Provost shall be advised of Board action in writing.

ARTICLE XIII - AMENDMENTS

Section A. Proposal of Amendments

Amendments to this Charter may be proposed by motion of the Board of Student Publications or by petition bearing the signatures of 5% of the students of Community College.

Section B. Procedures

When an amendment is proposed either by motion of the BOSP or by receipt of a petition, the Board shall:

1. Give public notice by publishing the proposal in the campus newspaper or by posting in several conspicuous locations on campus.
2. Give notice to such other organizations as the Board deems appropriate.
3. Hold an open hearing not less than one (1) week nor more than three (3) weeks after the notice provided in A and B has been given.

Section C. Adoption

Proposed Amendments which receive the vote of at least two-thirds 2/3 of the voting membership of the BOSP at a meeting not less than three (3) weeks but no more than four (4) weeks after the giving of appropriate notice, shall be declared approved for referral to the Provost.

ARTICLE XIV - ENACTMENT

This Charter shall become effective upon approval by the Provost.

BOARD OF STUDENT PUBLICATIONS
AT COMMUNITY COLLEGE

BYLAWS

ARTICLE I - DEFINITION

The bylaw shall be a motion which directly concerns policy or operation of the Board of Student Publications, but is not of a constitutional nature.

ARTICLE II - APPOINTMENT PROCEDURES FOR BOARD MEMBERS

Section A. Student Board Members: The BOSP will announce and post on campus unfilled student positions, review and recommend candidates subject to the approval of the Provost.

Section B. Faculty and Staff Board Members: The BOSP will announce and post on campus unfilled faculty or staff position, review and recommend candidates subject to the approval of the Provost.

Section C. Board Industry Representative: The BOSP shall make it known in the community throughout the publishing industry that a vacancy exists and shall review and recommend candidates subject to the approval of the Provost.

ARTICLE III - APPOINTMENT PROCEDURES FOR STUDENT EDITORS-IN-CHIEF

Section A. The BOSP shall announce, in two (2) consecutive issues of the newspaper, the vacancy for the positions of student editors-in-chief of publications; and/or the BOSP shall post in conspicuous locations, announcements of the vacancy for these positions.

Section B. These announcements must be made annually prior to the end of spring semester.

Section C. After applications have been received and interviews held, the BOSP shall elect a Student Editor-in-Chief for the publication by simple majority vote of the Board. The name of the elected student shall be announced to the campus at large.

ARTICLE IV - REQUIREMENTS, DUTIES AND TERMS OF OFFICE
OF THE STUDENT EDITORS-IN-CHIEF FOR PUBLICATIONS

Section A. Requirements

Candidates for positions of Editor-in-Chief must have had journalism and/or equivalent experience. They shall be CC students maintaining at least a 2.0 GPA.

Section B. Responsibilities

1. Organization: The Editors-in-Chief are responsible for recruiting, instructing, and supervising a complete staff throughout tenure in office, maintaining its scope and efficiency in fulfilling the responsibilities of their publication. Deviation from traditional organization and procedures is possible only with prior approval of the Board.
2. Budget: The Editors-in-Chief are responsible for production of the publication in number, frequency, and date of appearance as stipulated in each year's budget and at a cost within the budget.
3. Deadlines: The Editors-in-Chief are responsible for meeting all deadlines established by prior agreement with the printer in a manner which will facilitate prompt and regular printing of the publication on time and within the budget.
4. Advertising Liaison: The Editor-in-Chief and the Board's Advertising Manager are responsible for agreement on the proportions of editorial-to-advertising content in each publication in the absence of specific Board directives establishing a fixed editorial-advertising ratio.

Section C. Term of Office: The term of office for the Student Editors-in-Chief will begin 14 days prior to the first day of the fall semester and continue-through until the last day of class in the spring semester of that academic year or as circumstances warrant.

Section D. Vacancies: Vacancies in the office of Student Editors-in-Chief shall be filled in accordance with the procedure set forth in Article III of these bylaws.

ARTICLE V - APPOINTMENT PROCEDURES FOR THE PUBLICATION ADVISORS

Section A. The Newspaper Advisor shall preferably be (but is not limited to) a member of the Language Arts Division.

Section B. Nominations and announcement procedures for the positions of advisors are embodied in Article II of these bylaws.

Section C. After applications have been received and interviews held, the BOSP shall elect advisors by simple majority vote of the Board prior to the beginning of the fall semester. The names of the elected advisors shall be forwarded to the Provost.

Section D. Responsibilities.

The advisors shall be responsible for counseling the student editors-in-chief and his/her staff

in all dimensions of their responsibilities. In the discharge of these functions, the advisors shall represent the Board and shall at all times reflect the basic purposes of the Board set forth in these Charter.

Also, the Advisors shall be willing and able at all times to give advice, based on journalistic training and professional experience, to the BOSP on all matters concerning publications.

ARTICLE VI - ADVERTISING

Section 1. Composition

The BOSP advertising staff shall consist of an advertising manager and salesperson(s).

Section 2. Responsibility of Advertising Manager

- A. The Advertising manager shall be responsible to the BOSP for organizing and conducting an advertising sales program.
- B. Other programs may be established under the supervision of the Advertising Manager by BOSP direction or by the Manager's request. Such programs will be either totally separate publications or they will be programs which complement established publications.
- C. The Advertising Manager shall take all reasonable steps to establish and maintain bookkeeping and production routines and deadlines in a manner which shall increase net revenue from advertising sales.
- D. The Advertising Manager shall take all reasonable steps to screen advertising materials for anything defined under law as libelous, obscene, or hazardous to public or private safety or welfare, and within reason, watch for untruthful statements or other misrepresentation.
- E. The Advertising Manager shall work with the Editor(s) to agree as far in advance as possible on the editorial-to-advertising proportions of any single issue or number, and give maximum advance warning of any unusual demand for advertising space.

Section 3. Compensation

The Board shall establish the rate of compensation for the Advertising manager and salespersons. They shall be compensated on a commission basis.

ARTICLE VII - BOARD OF PUBLICATION POLICIES

The publications of the Board of Student Publications of Community College 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 ASNE as adopted 10/23/75. See Appendix A.

STUDENT NEWSPAPER POLICY. The student press should exist as an unencumbered vehicle for the timely flow of information, ideas and criticism among the disparate elements of the campus community---students, faculty, institutional staff, and interested associates; and the community at large. It should function as any other medium of mass communication: to inform, .o educate, and to entertain. Its viewpoint should be relevant to the campus and the community it serves in keeping with Appendix A.

It is the policy of the student newspaper to cover the campus fairly and honestly, without fear or favor, to follow the canons of good journalism and to open its columns to all sides in campus controversies.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the BOSP provided the amendment(s) is submitted to all Board members, in writing, at least one (1) week prior to the Board meeting at which a vote is to be taken. An affirmative vote of two-thirds (2/3) of the voting membership of the BOSP is required for adoption of any amendment. Final adoption shall be subject to the approval of the Provost.

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 31st the pursuit of a standard of integrity proportionate to the journalist's regular 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 forum for debate but also to bring an independent scrutiny to bear on the forces 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.

Journalists 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

Journalists 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 practice, 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 VI - Fair Play

Journalists 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 clear and pressing need to maintain confidences, sources of information should be identified.

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

This Statement of Principles was adopted by the ASNE board of directors Oct. 23, 1975; it supplants the 1922 Code of Ethics ("Canons of Journalism").