

Pending LCSC Administrative Approval

LEWIS-CLARK STATE COLLEGE COMMUNICATIONS BOARD CONSTITUTION AND BYLAWS Proposed April 6, 2007

Table of Contents

Article I. Name	2
Article II. Purpose.....	2
Article III. Membership	2
Section 3.01 Voting Members	2
Section 3.02 Ex-officio Members.....	2
Section 3.03 Term.....	3
Section 3.04 Appointments.....	3
Section 3.05 Removal of board members.....	3
Section 3.06 Officers	3
Article IV. Student Media Managers	4
Section 4.01 Student Media Managers	4
Section 4.02 General Duties	4
Section 4.03 The Pathfinder Editor Specific Duties.....	5
Section 4.04 The Pathfinder Business Manager Specific Duties	5
Section 4.05 KLCZ Student Station Manager Specific Duties	5
Section 4.06 Budget.....	6
Section 4.07 Salaries.....	6
Section 4.08 Appropriations	6
Section 4.09 Media Advisors.....	6
Article V. Meetings.....	7
Section 5.01 Regular Meetings.....	7
Section 5.02 Special Meetings.....	7
Section 5.03 Quorum.....	7
Article VI. Powers of the Board.....	7
Section 6.01 Primary Duties.....	7
Section 6.02 Financial Oversight.....	7
Section 6.03 Student Media Manager(s) Selection	8
Section 6.04 Removal of the Student Media Manager(s).....	8
Section 6.05 Conflict of Interest.....	8
Section 6.06 Censorship	8
Section 6.07 Removal Procedures	9
Article VII. Amendments	9

Pending LCSC Administrative Approval

Preamble

We, the students of Lewis-Clark State College are committed to the concept of an independent and uncensored student news media free from controls placed directly on it by institutional or government administrations. We also believe there should be a system of checks and balances whereby the student media can maintain it as a competent and responsible voice of the students. Therefore we do ordain and establish the following rules and regulations.

ARTICLE I. NAME

The name of this organization shall be the Communications Board of Lewis-Clark State College.

ARTICLE II. PURPOSE

The Communications Board will provide a democratic vehicle to supervise the finances and the management of student media, to select or remove the principal director(s) of the various student media by attempting to work for the best interests of the student body, and to act in an advisory capacity to said director(s). It is not the board's intent to dictate editorial policy or influence the assignment or selection of stories. Instead, the board's intent is to serve as a mediator between students, faculty and administration and the media, and to recommend solutions when all other options fail.

ARTICLE III. MEMBERSHIP

The Communications Board will consist of ten voting members and nine ex-officio members.

Section 3.01 Voting Members

- Five (5) members of the LCSC student body at-large
- One (1) full-time faculty member of Lewis-Clark State College
- One (1) Lewis-Clark State employee
- One (1) print media professional
- One (1) radio broadcast media professional
- One (1) ASLCSC representative

Section 3.02 Ex-officio Members

- One (1) administrative member of the Lewis-Clark State College finance office
- One (1) Director of Student Life
- One (1) Student Activities Coordinator
- One (1) Pathfinder Advisor
- One (1) Pathfinder Editor
- One (1) Pathfinder Business Manager
- One (1) Talking River Advisor

- One (1) KLCZ Advisor
- One (1) KLCZ Student Station Manager

Section 3.03 Term

- (a) All members shall serve one academic year term, with the possibility of renewal.

Section 3.04 Appointments

- (a) Student Members

The five student members of the board shall be appointed by the Dean of Student Services or his/her designee, and shall maintain a cumulative GPA of 2.0 or better.

- (b) Faculty Member

The full-time faculty member shall be appointed by Dean of Student Services or his/her designee.

- (c) LCSC Employee

The LCSC employee shall be appointed by the Dean of Student Services or his/her designee.

- (d) Media Professionals

The Print Media Professional and Radio Broadcast Media Professional shall be invited by the Communications Board to serve indefinite terms.

- (e) ASLCSC Representative

The ASLCSC representative shall be appointed by the ASLCSC President.

Section 3.05 Removal of board members

- (a) Any board member can be removed by a simple majority (51%) vote of the Communications Board. Removal shall be considered for board members who, without prior notice to the chairman, miss two consecutive board meetings.

Section 3.06 Officers

- (a) Elected Officers

- (i) Chairperson of the Board
- (ii) Vice-chairperson of the Board
- (iii) Secretary of the Board.

- (b) Election of Officers

- (i) Officers shall be elected from the voting members of the Communications Board at the first regular meeting of the fall semester, by a simple majority (51%) vote of the voting members in attendance.
- (c) Duties and Responsibilities of the Officers
- (i) All officers shall serve a one (1) academic year term.
 - (ii) The duties of the officers shall be as follows:
 - 1) Chairperson

The Chairperson of the Board shall:

 - Be a student member of the board,
 - Conduct board meetings according to parliamentary procedure,
 - Prepare meeting agendas,
 - Assist the secretary with notifying board members of upcoming meetings
 - Send all correspondence on behalf of the board, with the assistance of the secretary and vice-chairperson as needed.
 - Vote only in the event of a tie
 - 2) Clause B: Vice-Chairperson

The Vice-Chairperson of the Board shall:

 - Assume the duties of the chairperson in his/her absence,
 - Assume the duties of the chairperson if at any time the chairperson is unable to complete his/her term, if she/he is a student,
 - If the vice-chairperson is not a student she/he shall assume the duties of chairperson until another can be elected.
 - 3) Secretary

The Secretary of the Board shall:

 - Be responsible for taking and distributing the minutes of all meetings,
 - Record all votes,
 - Assist the chairperson with notifying board members of each meeting;
 - Prepare and send any communications deemed necessary by the board

ARTICLE IV. STUDENT MEDIA MANAGERS

Section 4.01 Student Media Managers

- (a) The following positions are considered Student Media Managers:
 - The Pathfinder Editor,
 - The Pathfinder Business Manager,
 - KLCZ Radio Student Station Manager.

Section 4.02 General Duties

- (a) A Student Media Manager shall:
 - (i) Be a student “in good standing” of Lewis-Clark State College
 - (ii) Be an ex-officio member of the Communications Board

- (iii) Manage a well run media to the best of his/her ability
- (iv) Oversee office management including selection of staff other than those appointed by the Board and fulfillment of various duties
- (v) Be able to sign requisitions pertaining to and contained within his/her budget and verified by a designee of the Communications Board, who must be a full time employee of Lewis-Clark State College
- (vi) May renew his/her term at the pleasure of the board without written application

Section 4.03 The Pathfinder Editor Specific Duties

- (i) Oversee weekly production of The Pathfinder;
- (ii) Approve layout and publication content of The Pathfinder
- (iii) Provide status reports at monthly intervals or as the Board deems necessary
- (iv) Hire and train all The Pathfinder student personnel, other than those appointed by the Board, in cooperation with The Pathfinder Advisor(s) as needed
- (v) Assist LCSC personnel in administering appropriate employment documentation for all The Pathfinder personnel.

Section 4.04 The Pathfinder Business Manager Specific Duties

- (i) Provide a proposed annual budget at the first Communication Board Meeting of the Fall semester
- (ii) Provide financial status reports at monthly intervals or as the board deems necessary
- (iii) Provide a year-end-review of all finances
- (iv) Manage all advertising sales
- (v) Assist LCSC personnel in administration of The Pathfinder payroll

Section 4.05 KLCZ Student Station Manager Specific Duties

- (i) Oversee day-to-day operation of KLCZ
- (ii) Approve programming schedule of KLCZ
- (iii) Provide a proposed annual budget at the first Communication Board Meeting of the Fall semester
- (iv) Provide financial status reports at monthly intervals or as the Board deems necessary
- (v) Provide a year-end-review of all finances
- (vi) Promote and manage underwriting in cooperation of KLCZ Operation Director and Advisor
- (vii) Assist LCSC personnel in administration of KCLZ payroll
- (viii) Train all KLCZ student personnel in cooperation with KLCZ Advisor as needed

Section 4.06 Budget

- (a) The projected budget shall contain:
 - (i) The projected revenue from student fees
 - (ii) The projected ad sales revenue
 - (iii) Salaries for all paid positions (itemized)
 - (iv) Expected expenses
 - (v) Any expected appropriations (itemized)

Section 4.07 Salaries

The Board will determine salaries of Student Media Managers annually.

Section 4.08 Appropriations

- (a) Any appropriations for items not covered in the budget, over \$100 shall be presented to the Communications Board. All proposals over \$250 shall be presented in written form explaining the reason for the appropriation and the benefit it will have to the student media. Appropriation requests will be handled in an expedient manner by the board.

Section 4.09 Media Advisors

- (a) Terms
 - (i) Media Advisors and non-student directors for The Pathfinder and KLCZ will be invited to serve for one academic year, with the possibility of renewal.
- (b) Qualifications
 - (i) Advisors may be qualified faculty or staff of LCSC or community members.
- (c) Responsibilities
 - (i) Duties and responsibilities of Media Advisors of student media shall include the following:
 - a) Update annual job descriptions for the Student Media Managers with the cooperation of the Communication Board;
 - b) Assist Student Media Managers in the selection, training, pay and management of student staff members;
 - c) Assist Student Media Managers in the preparation of all budget reports;
 - d) Assist student media with fundraising, advertising and underwriting;
 - e) Assist student media with equipment and facilities needs and issues;

- f) Act as a liaison for LCSC student media with the student body, faculty, administration, staff, community and Board.
- (ii) Specific Responsibilities
 - a) The Pathfinder
 - i) The advisor to The Pathfinder will provide general guidance to student staff about any and all content intended for publication. Such guidance will be provided upon request of the student staff but is not binding. The advisor will conduct weekly post-publication reviews of the newspaper with the student editor and other staff.

ARTICLE V. MEETINGS

Section 5.01 Regular Meetings

- (a) At the beginning of each semester the Communications Board will establish an appropriate time for regular meetings.

Section 5.02 Special Meetings

- (a) Special meetings may be called by the chairperson of the Board at his/her discretion, including executive sessions of the voting members of the board.

Section 5.03 Quorum

- (a) A simple majority of the voting members present shall constitute a quorum.

ARTICLE VI. POWERS OF THE BOARD

Section 6.01 Primary Duties

- (a) The Communications Board has three primary duties:
 - (i) To supervise the financial status and operations of student media
 - (ii) To advise media advisors on overall news media management
 - (iii) To select or remove the Student Media Managers

Section 6.02 Financial Oversight

- (a) The Communications Board shall:
 - (i) Request a projected budget before the end of the spring semester
 - (ii) Request financial status reports at monthly intervals for board review or as the board deems necessary

- (iii) Approve budgets, salaries, and appropriations not specifically covered in the budget

Section 6.03 Student Media Manager(s) Selection

- (a) The Communications Board shall:
 - (i) Call for applications for the Student Media Manager positions eight (8) weeks or more prior to the end of the spring semester of each school year or at the beginning of spring semester, should a vacancy occur.
 - (ii) Determine a process for filling any Student Manager position should vacancy occur during fall or spring semester.
 - (iii) Determine a process for reviewing applications, interview references, selecting finalists, conducting interviews, and selecting the Student Media Managers.
 - (iv) Appoint, by simple majority (51%) vote, of the voting members in attendance all Student Media Managers within three (3) weeks after applications have been called.

Section 6.04 Removal of the Student Media Manager(s)

- (a) In the event, the Student Media Manager does not fulfill the items listed below; the board has the power to remove him/her.
 - (i) Fulfill designated duties,
 - (ii) Maintain a “student in good standing” status with Lewis-Clark State College,
 - (iii) Maintain at least a 2.0 cumulative GPA,
 - (iv) Maintain the student media as a responsible voice of the students.

Section 6.05 Conflict of Interest

- (a) Due to conflict of interest:
 - (i) Student Media Managers may not be a member of the ASLCSC Student Government during their term as Student Media Managers
 - (ii) Student Communication Board Representatives shall not be salaried employees of any student media.

Section 6.06 Censorship

- (a) Students who publish publications or broadcast under college auspices have the right to be free from unlawful censorship. However, students who publish such documents or broadcast programming must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may not be removed because of general faculty, administrative, student or public disapproval. They

may be suspended or removed from their positions for proper cause by the Communications Board.

Section 6.07 Removal Procedures

- (a) The procedure follows:
 - (i) The motion to remove a principal director shall be written and delivered to the chairperson of the board.
 - (ii) Upon the receipt of a written motion to remove a Student Media Manager or if the Communication Board deems by majority vote that the charges have not been responded to satisfactorily, the chairperson shall form a Board of Inquiry to investigate.
 - 1) The investigations shall last no more than two (2) weeks
 - 2) The Board of Inquiry shall be chaired by the chairperson of the Communications Board, unless there are circumstances to warrant otherwise. In that case the Vice-Chairperson shall chair the Board of Inquiry.
 - (iii) After the investigation has been completed, the Board of Inquiry shall give its findings to the Communications Board.
 - (iv) If the findings of the investigation verify charges, the Student Media Manager shall receive a written reprimand citing the charges and designating a time frame in which they must be corrected.
 - (v) If charges remain uncorrected, or if no attempt has been made to correct them, the Student Media Manager shall be removed from his/her position by a simple majority (51%) vote of the Communications Board.

ARTICLE VII. AMENDMENTS

- (a) Amendments to these rules and regulations shall be submitted in writing at a regular or special board meeting and shall, upon a simple (51%) majority vote of the Communications Board of the voting members in attendance and the approval of the Chief Executive Officer of Lewis-Clark State College or his/her designee, become permanent at the next regular meeting.

Pending LCSC Administrative Approval