

**Boise State University
Publications Board
Bylaws**

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Section 1 - Boise State Student Media

Purpose and Scope

Student Media is a university department that supports two independent media organizations: The Arbiter, a student-run newspaper, and The University Pulse, a student-run radio station.

Mission

We connect and inform the Boise State University community through compelling content produced from a student perspective.

Vision

Boise State University is a well-informed, connected campus community.

Values

Professionalism, Quality, Relevance

Section 2 - Publications Board

Section 2.1 Roles and Responsibilities

The role of the Boise State University Publications Board (hereafter referred to as the Board) is to ensure editorial autonomy for the student media organizations. Specifically, the board will:

- Hire the Arbiter Editor-in-Chief
- Hire the University Pulse General Manager
- Appoint an Arbiter adviser and a University Pulse adviser
- Address grievances against the Editor-in-Chief or University Pulse General Manager
- Address any other issues that compromise the editorial autonomy of the Arbiter and/or the University Pulse

The board is not responsible for:

- Content decisions or editorial policy
- Management of the Editor-in-Chief, University Pulse General Manager or any student staff employed by Student Media
- Financial stewardship except for financial decisions that significantly impact the editorial autonomy of the University Pulse or The Arbiter

Section 2.2 - Board Composition

The Board will be comprised of the following members, appointed by the Senior Student Affairs Officer (SSAO):

Voting Members

- Two faculty members
- One representative from the Office of Communications & Marketing
- One representative from the Division of Student Affairs
- One representative from the local professional journalism/mass communications community
- Three student representatives appointed at large by ASBSU

Non-Voting Members (Optional and/or subject to availability)

- The Adviser to each publication
- The Arbiter Editor-in-Chief
- The University Pulse General Manager
- Board Chair (elected by SSAO)

Section 2.3 - Board Terms of Office

Members of the Board will serve for a one-year term of office. Members may be reappointed. The term of office will be from March 1 to February 31 of the following year.

Student Membership

- Students must be enrolled at Boise State University for nine or more credit hours
- In good standing at Boise State University
- GPA of at least 2.5
- Student representatives may not be members of any publication under the Board's governance while serving on the Board

Section 2.4 - Board Vacancies

If vacancy exists, the SSAO or designee will appoint a replacement.

Section 2.5 - Board Meetings

The Board meets twice per year, once during the spring and once during the fall. The board chair may call additional meetings as needed.

Section 3 - General Duties and Responsibilities

Section 3.1 - Student Employee Selection

The Board will select and appoint the University Pulse General Manager and the Arbiter Editor-in-Chief. The Board will confirm all the appointments of the Editor-in-Chief and General Manager with a written agreement.

Arbiter Editor-in-Chief

- Provides leadership and support to the Arbiter staff
- Represents the Arbiter to external campus entities
- Will work 20 hours per week, 12 hours of which will be during regular Boise State business hours
- The editor's term of office will begin May 1st and will end May 15 of the following year

Selection of Editor-in-Chief

- The SSAO or their designee will post the position to BroncoJobs no later than the third Monday in February
- The selection will occur prior to the second week of April
- A minimum two-week transition period will precede the editor's term of office.

The application for the position of editor should include:

- Cover letter
- Resume
- Two letters of recommendation
- Proposal for moving the mission, vision, and values of Student Media forward

Applications will be due by the third Monday in March.

The board will assess candidates from their applications, references, portfolios and/or personal interviews. The successful candidate will be selected by a consensus of the board.

Selection Criteria

The Arbiter Editor-in-Chief should demonstrate the personal qualities and technical abilities necessary to lead an organization that exhibits professionalism in producing a quality newspaper that is relevant to the Boise State University campus community.

Technical abilities include experience in leadership, news writing, editing, production, and knowledge of ethical foundations of journalism.

At the time of selection, the successful candidate will be required to have:

- Enrollment status as a Boise State University student
- A minimum 2.50 cumulative grade point average
- At least one semester's experience with a student newspaper or have prior professional newspaper or publications experience

The successful candidate will receive:

- A fall and spring scholarship to partially offset the cost of tuition and fees
- An hourly wage of \$10

Throughout the appointment, the successful candidate must maintain:

- A minimum 2.50 cumulative grade point average
- At least full time status as defined in State Board of Education policy

https://boardofed.idaho.gov/policies/documents/policies/iii/iiip_students_0215.pdf

The SSAO designee will verify grade-point averages and course load prior to appointment and at the end of each semester. Appointments must also comply with State Board of Education policy.

Vacancy

Should an editor resign or be removed during their tenure, the board will either select a new editor from the existing staff or select a new editor using the criteria and selection procedure outlined above.

Removal/Suspension/Reprimand

The Editor-in-Chief will be removed from office for the following reasons

- Failure to maintain a 2.50 GPA
- Failure to maintain full time status as defined in State Board of Education policy

https://boardofed.idaho.gov/policies/documents/policies/iii/iiip_students_0215.pdf

Other reasons as determined by the board include but are not limited to:

- Persistent and flagrant violation of board or university policies and procedures
- Serious managerial inadequacies
- Fiscal mismanagement or misappropriation of funds

The board will consult with the Dean of Students office to construct an appropriate due process. Removal, suspension or reprimand requires a majority vote of the members serving on the board at the time of the vote.

University Pulse General Manager

- Provides leadership and support to the University Pulse staff
- Represents the University Pulse to external campus entities
- Will work 20 hours per week, 12 hours of which will be during regular Boise State business hours
- The General Manager's term of office will begin May 1st and will end May 15th of the following year

Selection of University Pulse General Manager

- The SSAO designee will post the position to BroncoJobs no later than the third Monday in February
- The selection will occur the second week of April
- A minimum two-week transition period will precede the editor's term of office

The application for the position of General Manager should include:

- Cover letter
- Resume
- Two letters of recommendation
- Proposal for moving the mission, vision, and values of Student Media forward

Applications will be due by the third Monday in March.

The board will assess candidates from their applications, references, portfolios and/or personal interviews. The successful candidate will be selected by a consensus of the board.

Selection Criteria

The University Pulse General Manager should demonstrate the personal qualities and technical abilities necessary to lead an organization that exhibits professionalism in producing a quality online radio station that is relevant to Boise State's campus.

Technical abilities include experience in radio programming, managing schedules, facilitating student trainings, leadership development, and knowledge of legal, professional and ethical standards related to on-air programming.

At the time of selection, the successful candidate will be required to have:

- Enrollment status as a Boise State University student
- A minimum 2.50 cumulative grade point average
- At least one semester's experience working with a radio station

The successful candidate will receive:

- A fall and spring scholarship to partially offset the cost of tuition and fees
- An hourly wage of \$10

Throughout the appointment, the successful candidate will be required to maintain:

- At least a 2.5 cumulative grade point average
- At least full time status as defined in State Board of Education policy

https://boardofed.idaho.gov/policies/documents/policies/iii/iiip_students_0215.pdf

The SSAO or designee will verify grade point averages and course load prior to appointment and at the end of each semester. Appointments must also comply with State Board of Education policy.

Vacancy

Should a University Pulse General Manager resign or be removed during their tenure, the board will either select a new manager from the existing staff or select a new manager using the criteria and selection procedure outlined above.

Removal/Suspension/Reprimand

The Pulse General Manager will be automatically removed from office for the following reasons

- Failure to maintain a 2.50 GPA
- Failure to maintain full time status as defined by state board policy

https://boardofed.idaho.gov/policies/documents/policies/iii/iiip_students_0215.pdf

Other reasons as determined by the board include but are not limited to:

- Persistent and flagrant violation of board or university policies and procedures
- Serious managerial inadequacies
- Fiscal mismanagement or misappropriation of funds

The board will consult with the Dean of Students office to construct an appropriate due process. Removal, suspension or reprimand requires a majority vote of the members serving on the board at the time of the vote.

Section 3.2 - Adviser Selection

a) Editorial Adviser

The chair of the Department of Communication will recommend an appropriate adviser for The Arbiter from the Communication faculty. The recommendation will be presented to the board for their consideration at their spring meeting.

The appointed adviser will meet with the Editor-in-Chief at least weekly to:

- Review the content and design of the newspaper and suggest improvements
- Consult on reporting techniques, writing style and ethics of journalism
- Be available to conduct staff workshops on writing, design, ethics and/or other pertinent topics
- Assist the Editor-in-Chief in recruitment of editorial staff

The editorial adviser of the newspaper is an adviser and counselor to the Editor-in-Chief and editorial staff. Additionally, this position serves as a liaison with the board. The editorial adviser's role is advisory, not prescriptive in terms of content related issues.

Removal/Suspension/Reprimand

The board can recommend removal/suspension/reprimand of the editorial adviser to the chair of the Department of Communication.

b) University Pulse Adviser

The University Pulse adviser will be recommended by the SSAO or their designee and will be presented to the board for consideration.

The University Pulse adviser will assist the University Pulse General Manager. In that capacity, the adviser will meet with the general manager at least twice per month to provide support and guidance.

Removal/Suspension/Reprimand

The board can recommend the removal/suspension/reprimand of the University Pulse adviser to the SSAO.

Section 3.3 - Grievances

The board will be responsible for hearing complaints against the Editor-in-Chief, and/or University Pulse General Manager. The board will address grievances and/or complaints that compromise the editorial autonomy of the University Pulse or The Arbiter. The board has the ability to dismiss the Editor-in-Chief or Pulse General Manager based on:

- Persistent and flagrant violation of board or university policies and procedures
- Serious managerial inadequacies
- Contribution to a hostile or otherwise counterproductive culture
- Fiscal mismanagement or misappropriation of funds

Decisions concerning the dismissal, promotion, tenure, assignment duties, or compensation of any adviser, Editor-in-Chief or Pulse General Manager will not be related to content of the newspaper.

Section 3.4 - Liability and Insurance

The board will ensure that The Arbiter and University Pulse procure and maintain a media liability insurance policy that will cover the functions and actions of operating the newspaper.

Appendix - Policies

Editorial Policy

In conjunction with the editorial staff, the editor-in-chief is entrusted with making judgments concerning content. However, editors must seek accuracy and fairness and follow the canons of sound journalistic practices. Editors should avoid defamation, illegal discrimination, undocumented allegations and harassment. When in doubt regarding the legality of copy or its propriety, editors should consult with the newspaper's editorial adviser. The Editor-in-Chief will hold final decision making authority concerning editorial and advertising content.

Advertising Policy

Advertising is constitutionally protected expression. Student media may accept advertising. Acceptance or rejection of advertising is within the purview of the publication staff, which may accept or deny any ads. Ads for products or services that are illegal for all students will not be accepted. Advertisements for political candidates, ballot issues and/or other political speech may be accepted provided they are consistent with the mission, vision, and values of Student Media.

Policy Adoption and Amendments

Adoption of and amendments to this document are to be made in accordance with general university policies with final approval by the SSAO.

Approved Nov. 8, 1991

Amended April 26, 1995

Amended Jan. 16, 2001

Amended May 12, 2006

Amended February 2016