Arizona Student Media Advisory Board Governing Statement

I. Preamble
The role of the Arizona Student Media Advisory Board (“Board”) at the University of Arizona is to assist the student media in the effective and professional conduct of their operations and to advocate for their interests and well-being. The authority of the Board is derived from the Office of the University President and the Arizona Board of Regents; the Board is a distinct entity from any student-run medium and from the Arizona Student Media department.

Student media, as defined herein, are any publications (print, digital or electronic) or broadcast media that meet the following criteria:

1. Content or programming is primarily the product of student effort and is controlled by a student editor or manager;
2. In content, mission, and employment of student staff, the activity unmistakably serves the University of Arizona community; and
3. the Arizona Student Media department is the designated fiduciary agent.

This statement describes the organization of the Board and the scope of the activities it may undertake to fulfill its responsibilities.

II. Freedom of the Press
The student press at the University of Arizona is free of censorship and advance approval of content. Student editors, managers and news directors must be free to develop their own editorial policies, content, programming and news coverage. An independent and active press — print, online and broadcast — is a basic right in a free and democratic society and is valuable in promoting the development of students as socially responsible persons.

Freedom of expression is guaranteed by the First Amendment to the Constitution of the United States and by the Constitution of the State of Arizona. Accordingly, it is the responsibility of the Board to ensure a free student press and to resist interference with this principle. Students alone are responsible for the content, character and design of their publications, and students alone are responsible for their broadcast programming, consistent with FCC regulations.

For media organizations to serve their readers, viewers and listeners, it is fundamental that they represent, in staffing and coverage, the various communities they serve. It is the board’s expectation that student media managers and editors strive to deliver content that reflects the interests of a complex and culturally diverse community and to build staffs that are inclusive and representative.

It is also the Board’s expectation that editorial and programming decisions be consistent with the accepted principles of journalistic/ broadcasting ethics and procedure and that the student media strive for accuracy, fairness and service to their readers/listeners. The Board expects student editors, managers and news directors to seek professional advice and legal assistance when confronted with editorial and operational questions.
III. Arizona Student Media

A. The Arizona Student Media department is responsible for the day-to-day operations of the student media, exclusive of managing editorial content. Its chief function is to provide financial, technical, advisory, administrative and sales support for the media. The department is a university auxiliary and does not report to the Board.

B. To support student employment and development, and as a service to the campus community, Arizona Student Media is responsible for publishing other publications, such as the UA Visitor Guide, that do not fall under the authority of the Board. Only those publications listed in Article IV, below, are recognized student media for the purposes of this document.

C. The director of student media is the department’s chief administrative/fiscal officer and media adviser. All student media budgets, salaries and business policies are determined by the director in consultation with student media E-Boards and other staff.

D. The director is hired by and reports to the university’s designee. Where otherwise not indicated in the document, decisions made by the Arizona Student Media department (by the director or other advisers/employees) may be appealed to the department’s supervisory level within the university administration.

IV. Recognized Student Media

A. The primary functions of recognized student media at the University of Arizona are:
   1) to provide forums for the dissemination of ideas, information and entertainment to the university community; and 2) to provide learning environments where students can develop practical skills in journalism, broadcasting, finances, graphics, computer systems, advertising, social media, web publishing and other facets of media management.

B. The Arizona Daily Wildcat is the recognized student newspaper. The dailywildcat.com and the Arizona Summer Wildcat are publications of the Daily Wildcat and operate equally as independent and recognized journalistic enterprises. Wildcat editors may develop specialty publications, apps, websites and supplements in conjunction with the department of student media which, if published under the Wildcat name, enjoy the same rights and responsibilities as the Arizona Daily Wildcat.

C. KAMP is the university’s student radio station, providing a variety of music, public affairs, news and sports programming developed by students. KAMP also sponsors promotional events and other activities, such as remote DJ services, consistent with customary radio practices.

D. UATV Channel 3 is a student run TV channel providing entertainment and news programming to the campus.

E. The Board shall recognize as an official student media group, and have authority for under this document, any student-edited or student-managed media outlet assigned to or developed by the Arizona Student Media department.

F. All recognized student media shall have a student executive board (E-Board) responsible for governing that medium and making content decisions, and which shall be chaired by a student editor/manager selected by the Board. Each medium is responsible for drawing up its own bylaws or other policy statements that outline the conditions of self-governance, consistent with this document and with applicable Arizona Student Media department policy. The director of student media or his/her designee shall be a non-voting member of all student media E-Boards.
G. All recognized student media shall subscribe to a professionally-based code of ethics such as that of the Society of Professional Journalists.

H. The names of any official student media may not be changed or relinquished without the approval of the Board.

I. Student media recognized by the Board do not necessarily reflect the opinions of the Board or the University of Arizona or of any agency, department or employee of the university.

V. Board Membership

A. Media produced by students require specialized knowledge in order to best serve readers or listeners, maintain journalistic independence, adapt to technology and ensure financial stability. Persons selected for Board positions, therefore, should be able to relate to the responsibilities inherent in managing a publication, website or broadcast station in a university community and be able to offer the requisite time, understanding and expertise.

B. There shall be 13 voting members, a majority of whom must be students at the University of Arizona:
   Two faculty members, one of whom must be a member of the Journalism faculty.
   A community member, normally an alumnus/a employed professionally in the news media in the Tucson area.
   A professional member employed in broadcasting in the Tucson area.
   An administrator in the Division of Student Affairs to be selected by the vice president for student affairs.
   A student employee of Arizona Student Media selected by the department’s non-student staff.
   A student selected by the Journalism faculty who is not currently a member of any student media group.
   A student selected by the KAMP E-Board.
   A student selected by the Arizona Daily Wildcat E-Board.
   A student selected by the UATV E-Board.
   A student selected by the president of ASUA who is not an elected ASUA official.
   A student selected by the president of GPSC who is not an elected GPSC official.

C. Students selected for the Board may be graduate or undergraduate students and must be enrolled in good standing at the University of Arizona and maintain student status during their terms of office.

D. Vacancies on the Board shall be filled by the designated authority to make the appointment. The Board, by a majority vote, may declare a seat vacant in the event of a member’s repeated absences from meetings. The director of student media is authorized to seek out and select persons to fill vacancies in order to ensure the efficient working of the Board.

E. Any member of the Board may designate an alternate to represent him or her at a meeting and to cast a proxy vote. To cast a proxy, the alternate must obtain a letter of authorization signed by the member and present it to the chair in advance of the meeting. The proxy is good for one meeting only.

F. The Board shall recognize as ex-officio members (non-voting): the director of student media, all editors/managers selected by the Board, the KAMP adviser, the Daily Wildcat professional and student advertising managers, the Arizona Student Media department business manager, an administrator representing the department’s supervisory level, and the university’s senior public information officer (or his/her designee). The Board may acknowledge additional ex-officio members without amending this document.
G. All terms (voting members) are for one-year, eligible for reappointment.

H. All active student media organizations, including any newly recognized ones, whose chief student manager or editor is selected by the Board shall have a voting representative on the Board and the Board membership will be enlarged without need to amend this document.

VI. Meetings

A. The Board shall select a chairperson from among its voting members to serve a one-year term. The director of student media (or his/her designee) shall serve as the Board’s secretary and maintain all Board records and minutes. In the absence of the chairperson, the Board may select an acting chair from among its voting members for one meeting only.

B. The Board shall meet as necessary, but ideally a minimum of once per semester during the academic year. Meetings may be called by either the chair or the director of student media. The Board is not required to meet during the summer.

C. The Board shall conduct its meetings in the spirit of the Arizona Open Meetings Law. The public is free to attend and reasonably participate in all meetings, with the exception of the selection of student editors/managers which shall be conducted in closed session at all times. For any other purpose, a majority of Board members must vote to go into closed session.

D. Where otherwise not indicated in this document, the chairperson shall be guided by a combination of common sense, courtesy and Roberts Rules of Order in conducting the Board’s meetings.

E. Meetings may be held and Board business conducted without a quorum in so far as at least 5 voting members are present. A quorum of a majority of the Board’s seated voting members is required to be present for all votes.

F. Votes of the Board shall be considered advisory in all cases except selection or removal of student personnel and board members.

VII. Board’s Powers and Responsibilities

A. The Board shall:

1. Select the editors in chief of the Arizona Daily Wildcat, the Arizona Summer Wildcat, the general manager of KAMP, and the student manager of UATV; monitor the qualifications for these positions; and review and approve job descriptions.

2. Remove or suspend the editors and managers it appoints, according to procedures described herein.

3. Recognize any new student media, and assume the same powers and responsibilities as those for existing media. Discontinue recognition of an existing medium, subject to the approval of the vice president for student affairs.

4. Remove voting members of the Board from their seats (including the chair) by majority vote upon determining that the member has a conflict of interest or is unable to meet the standards outlined in Article II; Article V, Section A; or any other provision herein.

5. Receive current copies of all relevant media documents, including but not limited to, media rate cards, staff manuals, organizational charts, bylaws and operating budgets.

6. Review and consider complaints against the media, according to the grievance process outlined herein.

7. Advise the editors, managers and student staff on policy, management, programming, content and personnel issues, and advocate for their interests.

8. Be apprised of all significant actions or issues of concern in the operations of the
student media. Make advisory recommendations, by vote, on issues affecting the student media or the Board.

9. Select a Summer Board of five persons from among both voting and nonvoting members who will be available to meet and act on Board business during the summer if needed.

B. Board members shall not disclose proprietary, financial, strategic or marketing information obtained from meetings, discussions, memoranda or via any other association with the Board with media that could be reasonably viewed as competitors of the student media.

C. The Board shall assume no powers except those detailed in this governing statement, unless by amendment according to procedures defined herein.

VIII. Hiring of Student Editors and Managers

A. Wherever possible, student editors and managers must be given opportunity to grow and advance within their organizations and to aspire to leadership roles. The Board shall endeavor to support hiring and personnel policies that meet these needs and those of the individual media organizations.

B. The Board is responsible for overseeing a fair and inclusive selection process for editors and managers, including approval of job criteria, review of nominations and applications, and final selection.
   1. The Board shall initiate the application process in a timely manner to allow sufficient recruitment and notice.
   2. The Board may establish a nominating committee to review applicant credentials and interview applicants. Upon completing its assessments, the committee shall forward its recommendations, along with all applications received, to the full Board. The Board may accept the recommendations or, for whatever reason, reject them and reinitiate the process.

C. Student members of the Board or on the staff of Arizona Student Media who are seeking election to one of these positions must disqualify themselves from taking part in any aspect of the hiring process, and may not appoint proxies to vote for them. Voting student members who are seeking election may not be replaced by the selection authority after the position is posted.

IX. Dismissal of Student Editors and Managers

A. Student media editors and managers selected by the Board may be dismissed from their positions only upon due deliberation and a majority vote of the Board’s official quorum. Cause for dismissal, or any other discipline, shall be limited to malfeasance or failure to perform the responsibilities of the job.

B. All disciplinary proceedings require a written complaint and a specific charge (or charges) from a voting member of the Board or signed by a majority of a student media group E-Board. Requests to discipline and/or dismiss an editor or manager made by any other persons, departments or agencies shall not be considered on their own unless a Board member supports the claims and requests a hearing.

C. A full hearing, specification of charges, witnesses for both sides, right of rebuttal and cross-examination will be offered. All proceedings of the Board relating to discipline of an editor or manager shall be conducted in a manner consistent with the Arizona Open Meetings Law.
D. Vacancies created by dismissal or suspension shall be filled by the Board in a timely manner. Subject to Board approval, the E-Board of the affected media group may designate an interim/acting editor or manager.

X. Grievances
A. The Board will hear complaints and grievances about any recognized student media only after the complaint has first been brought to the attention of the appropriate editor or manager and then, if necessary, to the director of student media, and if no settlement has been reached.
B. Grievances must be filed in writing with the director of student media, who is responsible for notifying the Board and scheduling a grievance hearing within a reasonable amount of time, normally not to exceed 30 days. All parties involved in the complaint have the right to attend any grievance hearing.
C. The Board’s role will be to review the complaint and the steps taken to resolve it; to identify other courses of action; and to recommend remedies.

XI. Amendments
Any amendments or bylaws to this document must be approved by a majority of the Board and accepted by the vice president for student affairs.