

Drake University
Board of Student Communications (BSC)
Rules & Regulations

Note that the BSC Policy Document should be reviewed in tandem with these Rules and Regulations of the BSC.

I. BOARD MEMBERSHIP

A. The Board of Student Communications (hereafter referred to as “BSC”) shall have eight voting members, and other non-voting members determined as described below.

B. The representation on this committee shall be four faculty members and four students. The Faculty Senate shall appoint the faculty co-chair, and the student co-chair shall be the elected School of Journalism and Mass Communication (SJMC) Senator. In the fall, the faculty co-chair will be responsible for drafting agendas and facilitating meetings; in the spring, the student co-chair will have this responsibility instead of the faculty chair. This will be a full transition and vest the rights of the chair to the SJMC senator.

1. Faculty members will serve staggered, two-year appointments. At least two of the faculty members will be from the School of Journalism and Mass Communication, or any complimentary major within another school (i.e. the Arts and Sciences representatives from English, Rhetoric, etc). The remaining member must serve in the faculty of instruction.

2. Student members will serve for one-year appointments. Of the four student members, one shall be the elected School of Journalism and Mass Communication Senator, one shall be the Student Senate Organizational Council Senator, and one shall be a student in at least their second-year at Drake who is not active in an editorial board position of any publication and who is appointed by the Student Body President. The BSC organizational chiefs shall chose the fourth member of the BSC in the first two weeks of the fall semester via majority vote. In the event of a tie, the student co-chair shall cast the deciding vote.

C. Non-voting members shall include all appointed BSC position holders of each student publication under the supervision of the BSC. A representative of the Dean of Students Office, appointed by the Dean of Students, shall be a non-voting member. Other individuals may be designated as non-voting members by the BSC.

D. Voting faculty members shall be selected as determined by the Faculty Senate. Should a faculty voting member resign, the Faculty Senate shall provide a successor to fill that office for the remainder of the vacating member’s term.

E. Attendance of all voting members, outlined above, shall be mandatory at all regular and special meetings.

1. BSC voting members are allowed up to three excused absences.
2. The co-chairs shall determine whether an absence is excused.
3. If the co-chairs disagree it shall go before the BSC.
4. Members with four or more unexcused absences shall be dismissed from the BSC.

II. OFFICERS

A. The officers of the BSC shall consist of the student and faculty co-chairs.

III. PUBLICATIONS

- A. Under the purview of the BSC are the following publications: The Annual Magazine; The Drake Broadcasting System; Drake Magazine; Drake Political Review; DUiN (Drake University Independent Newspaper); Periphery; The Times-Delphic.
- B. By definition, publications under the BSC must be independent campus media, not affiliated with for-profit national organizations.
- i. As a result, national publishing platforms with campus chapters, such as The Odyssey or Spoon University, will not qualify for funding nor governing under the BSC.
- C. **Adding a Publication:** The procedures for adding a new organization to the BSC are as follows:
- a. A new media group seeking to become a recognized publication of the Board of Student Communications must go through the process of becoming an organization through Student Senate (See Student Senate Rules and Regulations XII.6.5)
 - i. A publication with funding requirements will go through one year of funding through Student Senate One-Time Funding, as the Annual Funding for the BSC will already be allocated.
 - ii. If the media group proves itself as an established organization, they may present a written proposal to the BSC co-chairs as to their interest in joining as a publication under the BSC.
 - iii. If an organization petitions for jurisdiction under the BSC, the BSC will create a sub-committee to evaluate the sustainability and need for the

publication on campus. Membership is not guaranteed simply by evaluation.

1. The sub-committee will, at minimum, consist of two representatives from Faculty Senate, two representatives from Student Senate, and two representatives from the Board of Student Communications.
2. The Faculty Senate and Student Senate Presidents shall not appoint members of their respective bodies who currently serve as members of the BSC.
3. The addition of a publication to the BSC would require the approval of two-thirds of the total members of the review committee, and could call for the reassessment of the Media Fee.

D. Removing a Publication: Removal of a BSC organization shall follow the review procedures outlined in Section 6d of the BSC Policy Document found on the University's Policy Pages. The most pertinent paragraphs follow from the May 2013 Revised Policy Document (in all cases, defer to the most recent version of the Policy Document):

1. "The removal of a BSC organization requires the approval of the BSC, the Student Senate and the Faculty Senate. Two-thirds of the total number of BSC voting members (and not two-thirds of votes cast) would constitute a vote of the BSC in favor of removal of a BSC organization; simple majorities (of votes cast) of Student Senate and Faculty Senate would constitute their respective consent to remove a BSC Organization (Board of Student Communication Policy Document, May 2013)."

b. If a publication does not have a candidate interested in overseeing the organization as Editor-in-Chief or President, the publication will go inactive for one year, during which time it will not receive funding, nor hold a vote on the BSC (example: for selecting the appointed student representative to the BSC). The following year, in advertising for Editor-in-Chief and President appointments, the inactive publication will also be advertised. If there is no interest for a second year, the publication will undergo the process for removal.

IV. MEETINGS

A. The BSC shall meet at least monthly during the academic year (September through April). The time/place of the meeting shall be determined by the BSC. Both co-chairs may call special meetings by joint approval. Such a meeting shall begin between 8 am and 5pm.

B. Notice of each meeting shall be sent by a co-chair to all members of the BSC at least one week before regular meetings, and notice of special meetings shall be sent at least two days before the meeting.

C. A quorum of the BSC shall consist of a simple majority (50% + 1) of the current voting members.

D. Upon agreement by the co-chairs, a budgetary item that requires action may be put before the BSC via email. Additionally, upon a majority vote, an item that comes before the BSC at a regular or special meeting may be deferred to email. In both cases, a quorum shall consist of a majority of voting members.

E. Robert's Rules of Order shall be used to resolve questions of conduct of meetings.

1. Let it be noted that a tie vote does *not* constitute a majority.

V. HIRING PROCESS

Hiring process schedule shall be as follows:

1. Ads for new BSC Appointments should be placed in early February at least four Times-Delphic issues before applications are due.

2. Applications should be received by the Monday after Spring Break.

3. Interviews should be held and positions determined by the end of March.

4. Predecessors of a position may sit in on interviews or deliberation if determined to be appropriate by the co-chairs. They do not have a vote, and may not participate in other publication's selection process.

VI. FISCAL PROCEDURES AND BUDGET REQUESTS

A. BSC funding allocation from the Student Activity Fee and its amendment procedures are outlined in the BSC Policy Document. The BSC shall have full control over the allocation and oversight of these funds to the organizations under its jurisdiction. Financial transactions of all publications must be handled through the University's business office.

B. Each organization's chief officer or an authorized representative (for example, business manager), shall make a written financial report to the BSC at all regular meetings, unless exempted by the BSC. Included in this report will be amounts expended for the month, for the year-to-date, and the remaining balance for each line item. In addition, the editor or authorized representative of those publications, shall report at each regular meeting the amount of advertising revenue received or contracted for that month, for the year-to-date, as well as the amount of advertising remaining to be sold during the remainder of the year, based on projections or estimates contained in the publication's annual budget.

C. **BSC Finance Priorities:** The Board of Student Communications prioritizes the funding of official BSC publications in a way that ensures freedom of the press in accordance with the Iowa

and United States Constitutions. The BSC secondarily seeks to enhance the media opportunities for student publications through conferences that will facilitate enhancement for their publication.

D. BSC Budgeting Guidelines: Each publication will present its proposed annual budget at the time set by BSC. Budget forms provided by BSC shall be completed by each organization's chief officer for the following year and submitted to the BSC chair on or before the date designated by the BSC before the last meeting is held.

1. **Salaries:** Each organization's chief officer can recommend a number of weekly hours for executive positions on their staffs. These recommendations must be approved by the BSC along with the rest of the budget. In all cases, salaries must reflect the weekly time commitment expected for the position, and must follow the Human Resources guidelines set forth by Drake University, as well as the Office of Student Financial Planning.
 - A. BSC salaries will follow the federal minimum wage (currently \$7.25) and be allocated on a per hour basis.
 - B. Student editors will not be paid for more than 20 hours of work per week, based on Drake University guidelines, with the recognition that student editors are students first.
 - C. The BSC will only allocate non-executive salaries for weekly or recurring contributing writers/designers/photographers. No funds will be allocated for freelance work or one-time salaries.
 - D. Non-recurring photographers will be paid on a per shoot basis with compensation reflecting the work required for the shoot.
 - E. Each organization's chief officer and executive staff members shall be paid monthly.
 - F. Salary funds shall not be transferred from one staff member to another within a budget without approval of the BSC co-chairs. The salary funds are allocated to reimburse executive officers for their work.
 - G. Personnel costs cannot be transferred nor forgone for the sake of increasing operations costs. Salaries are paid to promote the development of human capital and should not be used to inflate operations costs for a publication.

2. **Clothing:** The BSC will only allocate funding for clothing items when it's proved to be necessary to the functioning of the organization (example: DBS Relays Staff T-Shirts for on-field reporting).

3. **Prizes:** The BSC will only allocate funding for prizes when it's proven to be vital to the mission and success of the organization (example: Periphery's Student Prizes), not for general interest or incentivizing event attendance.

4. **Events:** The BSC may assist in funding events, such as pin-up or launch parties, but requested amounts for venue and promotional materials must be line-item listed in the submitted budget. Generalized or unspecified monetary requests for an event will

not be considered.

5. Consultants: The BSC may, at their discretion, allocate money to compensate journalism professionals outside the University who are proven to provide invaluable feedback and enhance the journalistic experience for publications. Justification for monetary compensation of consultants must be submitted in writing with the proposed budget. Furthermore the justification should address the benefits of monetary compensation on the publication as a whole. Publications are encouraged to work with professionals who are willing to assist in providing educational feedback on a pro bono basis.

6. Development Fund: After all budgets have been submitted, any excess funds will be held in a development fund for publications. In an effort to reduce censorship this fund will be allocated on a first come first serve basis for travel, conferences, and other events that aid in the development of a story or a publication.

The following items may **not** be included in annual publication budgets:

7. Miscellaneous Special Events: The BSC will not allocate a sum of money for miscellaneous events nor retreats not pertaining to the inherent purpose of the publication. Publications are encouraged to use excess advertising revenue to assist in paying for food and other recreational activities.

8. Conferences or Story Travel: In order to give each publication an equal opportunity to attend conferences and other events related to their publication, travel will not be annually funded. Each organization's chief officer and staff members may travel to conferences or other events related to their publication by applying for one-time travel funding through the BSC, or applying for additional funding through other sources. BSC travel is regulated at minimum by the per diem guidelines regulating all university travel. Exceptions can be made to the guidelines, but have to be justified in writing and approved by the BSC.

G. Printing Bids: To ensure timely and fair printing contracts, competitive bidding procedures including sealed bids shall be used where feasible for the procurement of materials, equipment and services. Such procedures will be coordinated through the Director of Purchasing of the University. All printing contracts must be approved by BSC, the advisor of the publication and the Director of Purchasing.

- 1) The Times-Delphic will send specifications to all potential bidders no later than May 1st of the year the contract expires. The decision should be made no later than the last BSC meeting of the spring semester. Other publications should set bid specifications and decision deadlines before the eighth week of a semester in which they intend to publish. Each publication should specify criteria it will use to select the bid and award the contract.

- 2) Written complaints regarding the bidding process of any BSC publication should be submitted directly to the Chief Financial Officer who will convene a review panel comprised of two other members: an independent consultant with expertise in the newspaper and/or printing business selected by the dean of the School of Journalism and Mass Communication and a faculty member selected by the provost. The panel will consider complaints about the bidding process, review the bidding process, and render judgment as to whether or not the criteria stated in bidding specification were objectively and fairly applied. The panel's decision is final. This appeal process applies only to the bidding process and to no other facet of operation of any publication.

C. Unless exempted by the BSC, at the first fall meeting, each print editor/representative will provide the BSC with the following information: number of issues for the coming year, dates of publication, number of copies for each issue, length of issues, and physical size. DBS will provide their production schedule for the year and amended budget items. Each publication will provide an updated capital equipment inventory at the first meeting.

F. Funds cannot be transferred from one account to another within a budget without approval of the BSC co-chairs. Responsibility for funds rests with the various organizations and it is expected that funds will be spent judiciously on items directly pertaining to the charge of the publication. Organizations are not allowed to reallocate money from budgeted items. Publication funds may be frozen upon evidence of violation through a simple majority of the BSC voting members.

H. Student publications may request from BSC the use of money unspent at the end of the year for special projects in the next fiscal year. Such projects must be approved by the BSC. Requests for such special projects should be submitted before the end of the fiscal year and will be granted based on the availability of funds.

VII. ADOPTION, ALTERATION OR REPEAL OF RULES AND REGULATIONS OF THE BSC

The BSC Rules and Regulations may be amended according to the procedure outlined in the BSC Policy Document.

VIII. EDITORIAL STAFFS

A. Applicants for each organization's chief officer must have academic training and experience in the form of writing, editing, and layout appropriate to their publication. Each organization's chief officer must hold and maintain a cumulative 2.0 grade point average, and must have earned a minimum of 30 semester hours at the time of their interview. In addition, each organization's chief officer must remain full-time students for the duration of their editorship. Any full-time student who meets these qualifications may submit an application for an editorial position to the Chair of BSC. The chief officer shall be elected by majority secret ballot. Chief officers must be able to fulfill the terms of their positions for a full academic year.

B. General editors and other paid positions are responsible for the selection of their editorial staffs, using a standard application process approved by the BSC.

C. BSC organization chief officers may not, during the time of their editorship, hold any other regular employment or internship, or participate in any extracurricular activities taking more than 10 hours a week, without first obtaining BSC approval. "Regular" means a recurring number of hours of employment on a daily, weekly, monthly, or yearly basis. Any chief officer wishing to resign to accept such employment, or participate in such an extracurricular activity, should provide the BSC with a minimum two weeks' notice. Activity approval forms must be completed for all BSC appointments working over the allowed hours.

D. Each organization's chief officer shall have final authority over all editorial decisions of their publications. Editorial chiefs may hire business managers for their publication as they see fit. Business managers are responsible to the officers through whatever chain of command the officers wish to establish.

E. Each organization's chief officer shall be responsible for the fiscal integrity of their publications.

F. Each organization's chief officer is responsible for establishing budget proposals for the following academic year. Such budgets shall be submitted to the Chair of the BSC by whatever deadline is set by the BSC.

G. Each organization's chief officer are also responsible for securing printing bids through the University's Purchasing Office, and submitting them the BSC for approval using the approved bid evaluation form. (See paragraph IV.I)

IX. FACULTY ADVISORS

A. There shall be at least one faculty advisor for each student publication under jurisdiction of BSC.

B. The faculty advisors of each student publication shall be requested by the leadership of the publication at the beginning of the academic year, and the BSC shall be notified.

C. Faculty advisors shall act in an advisory capacity, and be accessible to the editors of the student publications. Chief officers are urged to consult with advisors in regard to matters potentially of poor taste, or which are possibly libelous or obscene, but they are not required to do so.

D. Faculty advisors shall not be paid for carrying out their duties from funds allocated to student publications.

E. Advisors may attend meetings where their publication is being discussed, or may be required to attend at the request of the BSC in special circumstances.

X. PROCEDURE FOR DISCIPLINING STAFF MEMBERS

A. Chief officers may remove staff members. Staff members who have been removed have the right of appeal to the BSC.

B. The BSC may suspend or remove any chief officer or editorial board member in accordance with procedures outlined below:

1. Grounds for disciplinary action, suspension, or removal shall be:

a.) Academic (failure to maintain a 2.0 cumulative GPA and/or full-time student status);

b.) Financial mismanagement or misappropriation of funds;

c.) Neglect of the principles of responsible journalism. Although recognizing the difficulty of defining some potential causes for action, BSC cautions chief officers against malicious publications or “reckless disregard for the truth” as defined by the U.S. Supreme Court, as well as printing matter which falls within the Court’s definition of obscenity or pornography.

2. Complaints against chief officers may be initiated by any person. Such complaints must be submitted, in writing, to both co-chairs of the BSC.

3. The BSC shall investigate or cause to be investigated, the complaint. BSC may, if it wishes, conduct a preliminary hearing provided that the accused and the complainant shall have the right to be represented by persons of their choice, such as an advisor.

4. After the investigation and/or hearing, the BSC, by a majority vote, may dismiss the complaint. The BSC may also reprimand the appropriate parties within the publication in question through processes including, but not limited to, censure, removal from office, or loss of future compensation.

5. The BSC hearing should be held as quickly as possible, consistent with demands on members’ time and the University calendar.

6. Under extraordinary circumstances, BSC may suspend the accused from the performance of duties until there is a disposition of the case. Such action would require a majority vote of the BSC. Suspension does not affect the individual’s scholarship or remuneration.

C. Hearings before the BSC:

1. The hearing procedures shall follow the recommendations formulated by the Board of Trustees, as embodied in the Association of American College's Joint Statement on Rights and Freedoms of Students.
2. If possible, a Law School faculty member, or other member with legal training shall be invited to preside at BSC hearings, but he/she shall not have the power of vote. Otherwise, the BSC Chair will preside.

D. Powers of the BSC

1. The BSC shall have power to dismiss the case, reprimand the chief officer or censure or suspend the chief officer pending further action. The BSC may take such action by a majority vote.
2. BSC shall have the power to dismiss a chief officer upon a majority vote.

E. Appellate procedures. If reprimanded, censured, or dismissed, the chief officer shall have the right of appeal to the University President. Such an appeal must be made in writing within seven days of BSC's action, or its action will become final and official. In the case of dismissal, all remuneration will cease at the time dismissal becomes effective. An appeal will defer such action pending outcome of the appeal. Suspension (in accordance with the above) cannot be appealed and takes effect immediately.

F. Termination of advisor. BSC may terminate the services of an advisor prior to the expiration of the one-year term. A majority vote of the entire BSC membership is required for such an action, and all members of the BSC must be duly notified of the purpose of such an action. If services are so terminated, the advisor shall have the right to appeal to the University President. This termination request must be brought forward by a student directly working with the advisor on the publication they advise.

XI. POLICY OF EDITORIAL FREEDOM

A. The policy of editorial freedom to which the BSC must adhere was adopted by the University Senate in November 1969, and is entitled, "General University Policy, Board Communications." The most pertinent paragraphs follow:

"Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities, and of formulating student opinion on various issues on the campus and the world at large. The University will protect editorial freedom and provide sufficient financial autonomy for

student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.”

“The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism.”

In furtherance of the above, as safeguards for editorial freedom of student publications:

1. Student publications will be free of censorship; advance approval of copy by persons other than student editors will not be required; student editors will be free to develop their own editorial policies and news coverage consistent with the publication's' scope and purpose.
2. Editors of student publications will be protected from suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. BSC shall have the responsibility for appointment and removal of editors and faculty advisors of student publications. Appellate review of any disciplinary action by BSC, including removal from office, should be provided.
3. BSC publications shall explicitly state on their editorial page of in the program credits that opinions expressed therein are not necessarily those of the University, or of its college, school, or departmental divisions, or of its student body.