

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. MEMBERSHIP

- A. The Board of Student Communications 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 co-chair shall be appointed by the Faculty Senate, and the student co-chair shall be the elected School of Journalism and Mass Communication 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.
  - 1. Faculty members will serve staggered, two year appointments. At least three of the faculty members will be from 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 Technology Liaison, 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. 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.

F. Hiring process schedule shall be as follows:

1. Ads for new BSC Appointments should be placed in early February at least 4 TD 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.

## IV. FISCAL PROCEDURES AND BUDGET REQUESTS

A. BSC funding allocation 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.

C. 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, depending on advertising revenue for any part of their operations budget, 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.

- D. 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, physical size, intended use of color, and amended budget items (if any). 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.
- E. 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.
  - 1. Each organization's chief officer recommends a salary for each position on their staffs. These recommendations must be approved by the BSC along with the rest of the budget. In all cases, salaries must reflect time and ability required for the position.
  - 2. Each organization's chief officer and staff are paid only after their work is completed except for TD and DBS staff members who are paid monthly.
  - 3. Each publication will present its proposed budget at the time set by BSC.
- F. Funds cannot be transferred from one account to another within a budget without approval of the BSC.
- G. 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.
- H. 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.
- I. Written complaints regarding the bidding process of any BSC publication should be submitted directly to the vice president for Business and Finance 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.

- J. 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 after the accounting has been completed for the previous year, usually in September.

#### V. 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.

#### VI. 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. The chief officer shall serve for one 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. 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)
- H. 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 publications' 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.
- I. Travel: Each organization's chief officer and staff members may travel to conferences or other events related to their publication so long as they remain within their budgets (or apply for additional funding through other sources). BSC travel is

not regulated by the Student Fees Allocation Committee; therefore, students are, at minimum, subject to 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.

#### VII. 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.

#### VIII. 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.

#### IX. PUBLICATIONS

- A. Under the purview of the BSC are the following publications: The Times-Delphic; DUiN; Periphery; Drake Magazine; the Drake Broadcasting System; DUH Magazine.
- B. The procedures for adding new organizations to the purview of the BSC can be found in the Student Senate Rules and Regulations. 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.