

Board of Publications 5241

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POLICY

RESPONSIBILITY FOR STUDENT PUBLICATIONS SHALL BE DELEGATED TO A BOARD OF PUBLICATIONS, WHICH WILL INCLUDE STUDENTS AND FACULTY IN ITS MEMBERSHIP.

Approved by:
Board of Trustees.....5/14/73

Procedural Guidelines

A. Principles

The Board of Publications shall subscribe to the following statement about student publications from the American Association of University of Professors:

1. 1. 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 about various issues on the campus in the world at large.
 - a. The student press should be free of censorship and advance approval of copy, and its editors should be free to develop their own editorial policies and news coverage.
 - b. The integrity and responsibility of student publications should be encouraged by arrangements which permit financial autonomy or, ideally, complete financial independence.
2. 2. Editors should subscribe to the canons of responsible journalism. At the same time, they should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors be subject to removal and then by orderly and prescribed procedures.

B. Purpose

The purpose of the Board of Publications is to centralize authority and responsibility for general matters pertaining to student publications.

The publications advisors, who are responsible to the Board of Publications, shall have the authority and responsibility for day-to-day operations of the publications. The editor of each publication is responsible for the content in the publication.

The Student Legislature shall exercise its responsibility and authority concerning the Board of Publications through its appointed student members and through appropriation of monies necessary to supplement advertising and subscription revenues of student publications. The College administration shall exercise its responsibility and authority concerning the Board of Publications through the President's appointment of a faculty or professional staff member to the Board of Publications, the appropriation of monies, and through the President's general directive powers applying to all Shoreline Community College agencies.

C. Membership

1. There shall be seven voting members.
 - a. Four students, to be selected as follows:
 - (1) One student appointed by the office of the Educational Opportunity Program.
 - (2) One student appointed by joint publication staff members.
 - (3) One student appointed by the SBA Executive Board.
 - (4) One member of the Student Legislature elected by the Student Legislature.
 - b. Three faculty and/or professional staff members, one to be appointed by the President of the College, one by the Faculty President, and one shall be the Humanities Division Chair or his/her designated representative.

2. There shall be ex-officio members (without vote) as follows:
 - a. The Director of Student Programs.
 - b. The advisors of each publication.
 - c. A faculty or staff member, from the business or finance area, selected by the Board of Publications.
 - d. The editor of each publication.
 - e. The president of the Student Body Association.

D. Functions

The Board of Publications shall:

1. Select its own chair.
2. Meet at least twice during the regular academic year.
3. Approve the appointment of advisors for each student publication upon the recommendation of the Humanities Division Chair.
4. Give general supervision to, and appoint and dismiss Editors in Chief of student publications.
 - a. Procedure for the selection of the *Ebbtide* Editor in Chief (hereafter, editor).
 - (1) The *Ebbtide* will advertise the availability of the editorship in advance of the opening. This means three or four issues before the end of the incumbent's term of office. A term will be one-half year.
 - (2) Applications
 - (a) Applicants for editor will submit the following information in writing to the Board of Publications Chair:

- (i) Name, address, class, educational background
 - (ii) Experience in journalism and writing in general
 - (iii) The applicants must each outline what they consider the role of a college newspaper on the campus and, in general, what they would do as editor to carry out that role.
- (b) Applications must be received seven days before the election.
- (c) The Board of Publications Chair, upon receiving applications for the editor of the *Ebbtide*, shall duplicate them and send them, without delay, to all members of the Board of Publications.
- (3) The Role of the *Ebbtide* Staff
- (a) The staff of the *Ebbtide* has the privilege of recommending one or more applicants for the editorship. It seems reasonable that any applicant for the position should request an interview with the staff of the *Ebbtide* in order to compete for the staff's recommendation.
 - (b) The *Ebbtide* staff will bring its recommendation to the Board of Publications.
 - (c) The joint publication representative will cast one personal vote for editor and one vote as instructed by the *Ebbtide* staff.
- (4) The Role of the *Ebbtide* Advisor
- (a) The *Ebbtide* advisor has the privilege of recommending one or more applicants for editor. Applicants for the position may request

an interview with the advisor in order to compete for the advisor's recommendation.

- (b) The *Ebbtide* advisor will give the same written examination problems or questions to each applicant for editor. The examination will be used as part of the selection criteria by the Board of Publications members.
- (5) The Board of Publications will make the appointment of the new editor at least two weeks prior to the end of the incumbent's tenure.
- (a) Each voting member of the Board will cast one vote with the exception of the joint publication representative who will cast two votes as provided in D.4.a(3)(c).
 - (b) When three or more candidates are running for editor, final selection will be through a runoff vote between the top two candidates.
- (6) If the position of editor becomes vacant before the end of the incumbent's tenure, the Board of Publications shall call a meeting immediately to interview candidates and to appoint a successor to fill the unexpired term giving first priority to current *Ebbtide* staff.
- (7) Paid *Ebbtide* staff positions other than the Editor will be selected by the *Ebbtide* Advisor and the *Ebbtide* Editor. If these two cannot reach a decision or agree on the appointment of staff members, the Board of Publications will meet to interview and appoint the paid staff members.
- b. Procedure for the selection of *Spindrift* and other student publications editors: Advisors will submit one or more nominations for approval by the Board of

Publications.

- c. Dismissal of Student Editors in Chief
 - (1) Grounds for dismissal or suspension shall be:
 - (a) Gross incompetence, or
 - (b) Willful and/or repeated standards as defined in the American Society of Newspaper Editor's Canons of Journalism.
 - (2) Allegations of such incompetence or irresponsibility may be lodged with the Board of Publications by the advisor, responsible and experienced members of the student publications staff, or members of the Board of Publications.
 - (3) No student editor shall be dismissed or suspended unless he/she has been informed by the advisor of the specific charges against him/her and has had adequate opportunity to defend himself/herself. Student editors will be suspended by the advisor only in extreme cases after the advisor has consulted with the student involved and notified both the editor and the Chair of the Board of Publications in writing.
 - (4) Upon receipt of written notification, the Chair of the Board of Publications will call a meeting of the Board within five instructional days. No student

editor shall be dismissed or suspended unless he/she has been informed by the advisor of the specific charges against him/her and has had adequate opportunity to defend himself/herself before the Board of Publications. The student editor's defense may include help from an advisor and the right to challenge testimony and question accusers. The Board of Publications hearing on continuing employment shall be informal and judicial procedures governing admissibility of evidence shall not apply.

(5) A Board of Publications hearing on dismissal or suspension of a student editor shall relate only to the question of his/her employment as editor of that publication. The Board of Publications shall not institute any disciplinary action beyond dismissal or suspension from the position of editor.

- 5. Review and approve budget requests for each of the publications.
- 6. Accept responsibility for additional publications at the request of the Student Body Association Executive Board and the President of the College.

E. Open Meetings

Meetings of the Board of Publications will be open to the public and press.

F. The Board of Publications shall develop rules of procedure for conducting its meetings.

Approved by:
Board of Publications.....4/6/73

Board of Publications

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Student Affairs Council.....5/1/73
Board of Trustees.....5/14/73
Revised:
College Cabinet.....1/22/80
Board of Trustees.....2/15/80
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