

CHARTER OF THE FLORIDA ATLANTIC UNIVERSITY STUDENT MEDIA ADVISORY BOARD

I. PREAMBLE

This charter provides the structure for the Student Media Advisory Board (SMAB) at Florida Atlantic University (FAU). The SMAB shall function in an advisory capacity and serves to protect the rights, freedoms, and responsibilities of students working for student media. The SMAB adopts the following principles:

- A. An independent and active press - print, online, broadcast - is a basic right in a free and democratic society and is valuable in promoting the development of students as socially responsible persons.
- B. Freedom of expression is guaranteed by the First Amendment to the Constitution of the United States. Accordingly, it is the responsibility of the SMAB to ensure a free student press and to resist interference with this principle. The student media at FAU are designated as public forums for the free and responsible discussion of ideas and issues on campus.
- C. As safeguards for the editorial freedom of student media, the following provisions are necessary:
 - a. Student publications and student media shall be free of censorship and prior review. Its editors and managers shall be free to develop their own editorial policies and make all content decisions.
 - b. Editors and managers of student publications and student media shall be protected from suspension and removal because of student, faculty, administrative or public disapproval of editorial policy and content.
- D. The editorial freedom of the student staff members entails collateral responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and harassment.

II. MISSION AND PURPOSE

The mission of the SMAB is to uphold the mission of student media at Florida Atlantic University and fulfill the following SMAB principles:

- A. Provide advisory guidance and support to student media at FAU through the professional and practical expertise of its members;
- B. Advise the student media under its purview, and promote the highest standards of journalism and broadcast communication; safeguard the interests, including financial stability and editorial independence, of student media; and ensure that those media are responsive to the needs and concerns of the University community;
- C. Provide a stable, reliable media environment, for the students by the students;
- D. Serve as a public forum for free, creative expression and a laboratory of learning;
- E. Student media is an Activity and Service (A&S) fee funded outlet (with some advertising revenue) which is dedicated to educating, informing, archiving, and entertaining the FAU community while upholding the Society of Professional Journalists Code of Ethics

(University Press), The National Association of Broadcasters' Principles of Radio and Television Broadcasting (OwlTV and Owl Radio), and adhering to the Florida Atlantic University regulations and policies, as well as the Student Government Constitution and Statutes governing Student Media;

- F. Daily management of student media is the responsibility of the students appointed to relevant positions in each student media enterprise. Their work is supported and supervised as necessary and appropriate by the full-time professional staff of the Office of Student Media that reports to the Associate Dean of Students.

III. AUTHORITY AND JURISDICTION

The SMAB is an advisory committee to the Senior Vice President for Student Affairs or his/her designee and is empowered by and accountable to the Senior Vice President for Student Affairs or his/her designee. The SMAB shall make recommendations to the Senior Vice President for Student Affairs or his/her designee concerning matters affecting the following student media outlets:

- A. University Press (UP), a University-wide student organization, funded by A&S fees allocated by Student Government, which will provide the student body with a publication for the provision of information
- B. Owl Radio, a University-wide organization, funded by A&S fees allocated by Student Government, which will provide the student body with a Radio Station for the dissemination of information and entertainment to the student body.
- C. OWL TV, is a University-wide student organization funded by A&S fees allocated by Student Government. OWL TV was created to disseminate information including news, sports, and entertainment to FAU students, both on and off campus.

IV. ORGANIZATION AND GOVERNANCE

The SMAB and Student Media outlets are subject to and governed by Florida Atlantic University Regulation 4.006, Student Government and Student Organizations, Student Government Constitution and Statutes and any other applicable Florida Atlantic University regulations and policies. Each student media outlet is under the supervision of the Office of Student Media. Each student media outlet is under the supervision of the Office of Student Media. Each student media outlet is also governed by its own policy and procedure manual. The Office of Student Media is under the supervision of the Division of Student Affairs at Florida Atlantic University.

V. COMPOSITION OF THE STUDENT MEDIA ADVISORY BOARD

The SMAB shall be comprised of the following voting members:

- A. The Associate Dean of Students shall appoint a chairperson from within the Office of Student Media or from the full-time staff or faculty member of the Student Media Advisory Board. The chairperson of the SMAB shall vote only in the event of a tie. He/she shall fill this role at the discretion of the Associate Dean of Students, subject to the approval of the Sr.Vice President for Student Affairs or designee.
- B. Six (6) FAU Students, who may be either graduate or undergraduate students, shall serve as members of the SMAB and shall consist of the following positions and/ or appointments:

1. One (1) Student Government Representative
2. One (1) OWL TV Station Manager
3. One (1) UP Editor-In-Chief (EIC)
4. One (1) Owl Radio Station Manager
5. One (1) Digital Media Professional

C. One representative from the School of Communications & Multimedia Studies recommended by the Director for the School of Communication and Multimedia Studies or his/her designee

D. One media professional actively employed full-time for five or more years in, or retired from, the field of Radio, recommended by Owl Radio

E. One media professional actively employed full-time for five or more years in, or retired from, the field of Television/Film, recommended by the UP

F. Two media professional actively employed full time for five or more years in, or retired from, the field of Print Journalism, recommended by the UP

G. The following Ex-Officio, non-voting members, shall serve in an advisory role to the SMAB: University Faculty Advisors to Student Media Organizations; Office of Student Media; Student Media advisers; Associate Dean of Students (Boca Raton) or his/her designee; and the Associate General Counsel from the Office of General Counsel.

VI. APPOINTMENT

- A. The Student Government representatives on the SMAB will be appointed through the procedures described in the procedures described in the Student Government Constitution and Statutes.
- B. OWL TV Station Manager, Owl Radio Station Manager and UP EIC or their designees shall sit on the board and shall be appointed by the procedures described in the Student Government Constitution and Statutes and these procedures herein.
- C. OWL TV Station Manager, Owl Radio Station Manager, and UP EIC shall each submit to the Sr. Vice President for Student Affairs or his/her designee three (3) recommendations for media professionals to serve on the SMAB. The Sr. Vice President for Student Affairs or his/her designee shall review the recommendations and shall make the media professional appointments. Failure to submit the recommended names to the Sr. Vice President for Student Affairs or his/her designee by the specified deadline provided in writing by the Associate Dean of Students or his/her designee may result in the Sr. Vice President for Student Affairs or his/her designee unilaterally making these appointments for the SMAB.

VII. ELIGIBILITY, TERM LIMITS, REMOVAL, APPEAL AND VACANCIES

- A. Eligibility. The student SMAB members must meet the minimum qualifications to hold student officers positions at the University, in accordance with University Regulation 4.006 Student Government and Student Organizations and other applicable University regulations and policies. The Owl Radio Station Manager, Owl TV Station Manager and EIC must complete core courses in the School of Communications and Multimedia Studies. The following courses are required: Introduction to Media Studies, U.S. Journalism and News and News Reporting with a GPA of a

least 2.7. The student must also be on track to complete the following courses: Mass Communication Theory, Public Opinion and Modernity, and the Multimedia Practicum by the final semester of his/her degree. These guidelines will be revised in accordance with the degree requirements of the School of Communication and Multimedia Studies and as stated in the University catalog. Exemption can be made by Association Dean of Students or their designees in certain circumstances when the courses are not available for students. Furthermore, these guidelines may be exempted by the Associate Dean of Students or their designee in special circumstances when the student has work experience or high school experience in student newspaper or publications or radio or TV broadcasting. These guidelines will become effective at the start of fall 2013 semester.

- B. Term Limits. Student members of the SMAB, except for Station Managers and EIC, will serve one (1) academic year term from the start of the Fall term and will end at the conclusion of Summer I term. Such students may not serve for subsequent terms unless approved by the Sr. Vice President for Student Affairs or his/her designee. Non- student SMAB members may be appointed for subsequent terms, subject to the approval of the Sr. Vice President for Student Affairs or his/her designee. Station Managers and EIC will serve while in office for their individuals terms, subject to - the Student Government Constitution and Statutes.
- C. Removal. Any SMAB member may be recommended to the Associate Vice President and Dean of Students or his/her designee for removal for non-performance of duties. Non performance of duties shall include but not limited to malfeasance, failure to perform the responsibilities of the job, or conduct unbecoming a SMAB member. Two consecutive absences from meetings by a SMAB member without prior written notification to the Chair or his/her designee may lead to recommendation for removal from the SMAB. Complaints must be submitted in writing to the SMAB . A two-thirds vote of the SMAB quorum shall be needed to recommend a removal of a SMAB member, and such recommendation shall be voted on at the next SMAB meeting immediately following the submission of the complaint. The SMAB will notify the SMAB member in writing within 48 hours of its recommendation for removal to the Associate Vice President and Dean of Students or his/her designee. If the associate vice president and dean of students or his/her designee adopts the recommendation for removal, this decision will be communicated to the member by the Associate Vice President and Dean of Students or his/her designee. The Chair of the SMAB or his/hers designee shall appoint a temporary replacement within five calendar days after the appeal process (described below) has concluded, to serve for the remainder of the term, pending the approval of such replacement by the Sr. Vice President for Student Affairs or his/her designee.
- D. Appeal. Any removed SMAB member who believes that the removal process did not follow the process as outlined above may appeal the decision of the Associate Vice President and Dean of Students or designee in writing to the Sr. Vice President for Student Affairs or his/her designee within 5 calendar days of receiving notification of the decision from the Associate Vice President and Dean of Students or his/her designee. The appeal must state the grounds for appealing the decision. During the appeal process, the removed SMAB member may remain on the SMAB until the final decision is made by the Sr. Vice President for Student Affairs or his/her designee. The decision of the Sr. Vice President for Student Affairs or his/her designee is final and will be communicated to the member by the Sr. Vice President for Student Affairs or his/her designee.

- E. Vacancies. Should any vacancy on the SMAB occur during a term, the Chair or his/her designee shall, at the next scheduled meeting, appoint a temporary appointment until the position is filled by the appointing authority as specified in Section VI. This temporary appointment shall serve for the remainder of that member's term limit, pending the approval of the Sr. Vice President for Student Affairs or his/her designee.

VIII. MEETINGS

- A. The SMAB shall have quarterly meetings to discuss ideas and matters regarding the student media outlets. Special meetings of the SMAB may be called by the Director of Student Media or designee or Sr. Vice President for Student Affairs or designee at his/her discretion, or upon the request of at least a majority of the SMAB members. At minimum, the SMAB shall meet at least four times during the academic year.
- B. Notification. All meeting dates and times to SMAB members must be made at least one week in advance of the designated meeting time.
- C. Quorum. No official SMAB action can take place unless a quorum is present. Half of the active voting members plus one constitute a quorum. Members are allowed to designate a proxy upon notification in writing to the Director of Student Media twenty-four (24) hours in advance of the meeting. Minutes shall be taken at all SMAB meetings, with a copy of the minutes sent to the Student Body President, the President of Student Senate, SMAB members and Sr. Vice President for Student Affairs or his/her designee. A file containing minutes shall be maintained by the Director of Student Media or his/her designee.

IX. DUTIES OF THE SMAB

- A. The SMAB provides advice and recommendations to the student editors and managers, and advocates for student media as necessary.
- B. Protects Student Media from censorship and prior review by any individual or representatives from the University.
- C. Shall serve as the selection committee for the Station Managers and EIC.
- D. Address disputes and complaints arising from the publication or airing of controversial material (such as material that is potentially considered to be libel, obscenity or that results in a disruption of the orderly process of education) in the student media.
- E. Aid student media organizations in strategic, long term planning and development of revenue generating activities
- F. Review budgets and make budgetary recommendations to student media leaders
- G. Issue an annual report to the Sr. Vice President for Student Affairs or designee on the state of FAU's student media outlets and work with the Associate Dean of Students or their designee and Student Media advisers to develop and/or revise a long term strategic plan (5-year plan)

X. BUDGETS

Budgets for each media outlet will be prepared by the EIC and Station Managers in consultation with the Associate Dean of Students or his/her designee and the student media advisers. Such budgets will then be submitted to the Student Government University Budget & Appropriations

Committee (UBAC). Upon notification of budget allocation, the SMAB will meet to review the itemized budget for each student media outlet and offer the board's recommendations. Ultimate approval of the budgets rests with the St.Vice President for Student Affairs or his/her designee.

XI. AD HOC COMMITTEES OF THE SMAB

Reserved for future use.

XII. CREATING NEW MEDIA AND THE SMAB ADOPTION PROCESS

Reserved for future use.

XIII. AMENDING THE CHARTER

Any member of SMAB may recommend amendments to this charter in the form of additions, modifications or deletions. Any amendments must be voted on by the SMAB and ultimately submitted as a recommendation to the Sr.Vice President for Student Affairs or his/her designee for review and approval. A vote may not take place at the meeting where the proposed amendment was initially presented to the full SMAB. At the next scheduled meeting, the SMAB may vote on the proposal. An affirmative vote of $\frac{2}{3}$ of the voting membership of the SMAB shall be required to move forward with a recommendation to the Sr.Vice President for Student Affairs or his/her designee. If an amendment is approved by the SMAB, it shall be sent to the Sr.Vice President for Student Affairs or his/her designee for consideration. If the Sr.Vice President for Student Affairs or his/her designee objects to the change, (s) he shall state any objections in writing to the SMAB, and return the proposed change to the SMAB for further consideration. The SMAB and the Sr.Vice President for Student Affairs or his/her designee shall discuss the issues raised until a compromise acceptable to each is reached. Copies of amended charters shall be set to the Sr.Vice President for Student Affairs or his/her designee, Associate Vice President and Dean of Students, Student Body President, President of the Student Senate, Chairperson for the School of Communications and Multimedia Studies and all members of the SMAB

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