

# **Guidelines for Student Media Organizations at Seattle Pacific University**

2018-2019 Board of Student Media

Adopted by President's Cabinet 1994-1995

As Amended 1996-1997

As Amended 2000-2001

As Amended 2002-2003

As Amended 2010-2011

As Amended 2017-18

## **I. PREAMBLE**

A. Purpose of This Document

The guidelines which follow constitute a handbook for supervising and producing the various authorized student media organizations at Seattle Pacific University. For the purposes of this document, authorized student media organizations include those officially recommended by ASSP and approved by the Board of Student Media.

B. Purpose of Student Media Organizations

Student media organizations at Seattle Pacific University serve a range of purposes. They offer views of life within a unique academic and social community. They stand as forums for responsible and vigorous discussion of issues within that community. They open avenues for students' artistic and creative expression. They represent vital tools for developing students' professional and technical skills. And they supply the means by which students can explore the essential integration of Christian faith into the world of writing, photography, literature, broadcasting, and publishing.

C. Principles of Supervision and Production

The structure for supervising and producing student media organizations outlined in this document is based on the following principles:

1. All media organization policy must be recommended by the Board of Student Media to President of the University. Any change in policy that also requires a change in the ASSP Constitution and Bylaws must also be approved by ASSP before being submitted to President. No policy is official until approved by President's Cabinet.
2. BSM and ASSP share an equal responsibility to ensure that language in the BSM Guidelines and ASSP Constitution and Bylaws are consistent with one another.
3. Implementation of media policy shall be the responsibility of the Board of Student Media, publisher and broadcaster of all authorized student media on campus.

D. Organization

The following committees and individuals are responsible for facilitating media organizations on this campus:

The **Board of Trustees** is legally responsible for media at Seattle Pacific University.

The **President** of the University is responsible for approving all student media policy as recommended by the Board of Student Media.

The **Provost** is responsible for supervising journalism instruction offered by the College of Arts and Sciences and appointing Faculty Advisors. The Provost is accountable to the President in this capacity.

The **Associated Students of Seattle Pacific University (ASSP)** is responsible for providing financial support for media organizations, determined annually by the Student Senate. ASSP is accountable to the student body of Seattle Pacific University at-large and to the President of the University. .

The **Board of Student Media** serves as publisher/broadcaster for all student media organizations. The Board is responsible for recommending policy for all student media organizations; reviewing operational conformity for all policy; selecting Top Student Officers for each organization; and monitoring media organizations' budgets. The Board of Student Media is accountable to the Provost.

The **Faculty Advisors** for media organizations are responsible for teaching, serving as consultants with their respective Top Student Officer, providing technical support and overseeing the financial operations of their respective Media(s). The Faculty Advisors are accountable to their respective Deans and will thereby be ultimately accountable to the Provost.

The **Top Student Officers** are responsible for supervising publication and broadcast; overseeing financial operations; hiring student staff; and consulting regularly with both staff and Faculty Advisors. Top Student Officers are accountable to the Board of Student Media through the Faculty Advisors.

All student staff are accountable to the Top Student Officers.

E. Distribution of This Document

The incoming chair of the Board of Student Media (BSM) is responsible for updating and distributing this document by the first week of September to the individuals involved in student media organizations for the following year, including: all Board of Student Media members, all members of President's Cabinet, all Faculty Advisors, all Top Student Officers, and the ASSP President and Executive Vice President. The chair is also responsible for distributing changes made to the document during the course of the year to the same individuals.

## **II. THE BOARD OF STUDENT MEDIA**

A. Purpose

The Board of Student Media serves as publisher/broadcaster for all student media organizations. The Board is responsible for recommending policy for all student media organizations; reviewing operational conformity for all policy; selecting Top Student Officers for each organization; and monitoring media organizations' budgets.

B. Accountability

The Board of Student Media is accountable to the Provost.

C. Membership

The Board of Student Media shall comprise:

- The Editor in Chief and the Faculty advisor for Lingua student arts journal
- The Station Manager and the Faculty advisor for KSPU student radio station
- The Editor in Chief and the Faculty advisor for The Falcon student newspaper
- The Editor in Chief and the Faculty advisor for Cascade student yearbook
- The Executive Vice President for the Associated Students of Seattle Pacific
- One Student representative, chosen at large by BSM
- One Student representative selected as BSM chair
- One Faculty representative
- One Staff representative
- One Student Life staff member in an advisory role, designated by the Vice President for Student Life

The seven voting members shall include the BSM Chair, the student representative, the faculty representative, the staff representative, the Executive VP, a student media representative, and an advisor representative as chosen according to sections E and F

Board members shall exhibit collectively as many of the following traits as possible: human relations and public relations skills; some First Amendment and liability legal knowledge; successful managerial and fiscal experience; familiarity with media organizations processes and procedures; familiarity with University processes and procedures.

D. Selection of Student Representatives

Students interested in serving as at-large representatives will submit applications and undergo interviews with BSM during Spring Quarter. BSM will select student representatives for the following year no later than the seventh week of the quarter. Student

representatives should not hold any paid or unpaid positions in ASSP or student media during their term of office.

E. Selection of Student Media Representative

The Top Student Officers of all student media organizations shall select one from among themselves to serve as their voting representative on the Board of Student Media. No media organization's Top Student Officer may fill this position two years in a row.

F. Selection of Faculty Advisor Representative

The Faculty Advisors of all student media organizations shall select one from among themselves to serve as their voting representative on the Board of Student Media. No media organization's faculty advisor may fill this position two years in a row or during the same year as the same media organization's Top Student Officer.

G. Selection of BSM Chair

BSM shall be chaired by one of its at-large student representatives. The new BSM chair will be selected by a vote of BSM during the board's last meeting each spring.

H. Meetings

The Board of Student Media shall meet at least three times each autumn, winter and spring quarters to fulfill its responsibilities.

All meetings are open to the public. All Top Student Officers and Media Advisors are expected to attend. All votes on policy must take place in open meetings. Executive sessions are permitted for personnel matters and complaints against student media. When calling for executive session, the chair must offer an explanation. Only voting members and representatives of pertaining parties shall be present during executive sessions.

I. Quorum and Voting

Five Board members must be present for quorum, and quorum is required for any official Board action. When all seven members are present, any motion before the Board must be approved by at least a 5-2 margin. When six members are present, a 4-2 margin is required. When five members are present, a 4-1 margin is required.

J. Responsibilities

1. Select Top Student Officers for each media organization no later than the end of Winter Quarter. The selection of Top Student Officers should include a call for applications, a review of qualifications and interviews with all candidates. All deliberations and decisions should be conducted in a manner consistent with the

qualifications and procedures for each Student Media Organization, as outlined in this document.

2. Recommend policy for all student media organizations and submit all changes in policy for approval by President of the University no later than the final week of classes each year.
3. Distribute new copies of BSM Guidelines to the following individuals at the beginning of each academic year: All BSM members; all members of President's Cabinet; all faculty advisors for student media; all Top Student Officers; and the ASSP President and Executive Vice President.
4. Review conformity by all student media organizations with all policies outlined in this document.
5. Review and approve all annual budget proposals before their submission to ASSP.
6. Review financial reports from each student media organization at least once a quarter. BSM sets deadlines for submission of financial reports.
7. Advocate on behalf of student media on areas of concern for needed equipment, staff, housing and other issues.
8. Review any complaints against student media in accordance with the process outlined in Section XII of the BSM Guidelines.
9. Review and rule, if necessary, on any conflict between Faculty Advisors and Top Student Officers.
10. Dismiss a Top Student Officer for Cause, in accordance with the process outlined in Section XIII of the BSM Guidelines.
11. Recommend to Faculty Advisors and Top Student Officers the removal of any paid student staff members, in accordance with the process outlined in Section XIV of the BSM Guidelines.
12. Suspend any student media organization for cause, accordance with process outlined in Section XV of the BSM Guidelines.

#### K. Relationship Between BSM and ASSP

1. BSM possesses sole authority to fulfill all responsibilities of media governance as outlined in this document, subject to the provisions in Section I-C of the BSM Guidelines.
2. ASSP is responsible for providing financial support for media organizations.
3. All Student Media Organizations are obligated to fulfill their financial commitments in a manner consistent with Section X of this document and with budgetary guidelines and procedures for student organizations funded by ASSP. BSM observes ASSP's deadlines for financial reporting.

4. It is BSM's responsibility to ensure that Student Media Organizations honor their financial responsibilities, so that both Student Media Organizations and ASSP are not exposed to financial harm.
5. BSM must investigate in a timely manner any questions or complaints involving the financial conduct of any Student Media Organization, consistent with the procedures outlined in Section XII of this document. If necessary, BSM has the authority to suspend the operation of a Student Media Organization or dismiss Top Student Officers and paid staff, consistent with the procedures outlined in Sections XIII, XIV and XV of this document.
6. ASSP shall not make any budgetary decisions based on the content of student media.
7. Once ASSP approves appropriations for student media, those appropriations cannot be cut during the academic year unless one of the following situations arise:
  - a. ASSP faces a financial emergency that requires reductions in funding for student organizations. In such a situation, the proportion of the reductions in funding for student media should be no less than the proportion of reductions to ASSP's allocation.
  - b. A documented violation of financial policies set forth in the ASSP Constitution and Bylaws as determined by a vote of ASSP Senate.
8. Student Media Organizations must supply ASSP with a copy of their financial reports for BSM each quarter. Deadlines for the submission of reports are set by BSM.
9. The ASSP Vice President of Finance also may supply BSM with ASSP's own reports on financial performance of Student Media each quarter.
10. Terms of contracts shall be set and administered by ASSP in a manner consistent with the ASSP Constitution and Bylaws and the BSM Guidelines.

#### L. Responsibilities of BSM Chair

The chair of the Board of Student Media is responsible for the following duties:

1. Ensuring that BSM meets at least three times a quarter, and scheduling all meetings.
2. Setting the agenda for each meeting.
3. Notifying all BSM members of scheduled meetings.
4. Setting up schedules for interviews with all applicants for Top Student Officer positions.
5. Ensure that BSM conduct its business in a manner consistent with all policies outlined in this document.

### **III. FACULTY ADVISORS**

A. Purpose

Faculty Advisors for media organizations are responsible for teaching, serving as consultants with their respective Top Student Officers, providing technical support and overseeing budgets.

B. Accountability

Faculty Advisors are to be appointed by the Vice President of Academic Affairs. All media advisors are accountable to the Vice President of Academic Affairs.

C. Responsibilities

1. All Faculty Advisors are responsible for supervising Student Media Organizations in a manner consistent with all policies outlined in this document.
2. Work closely with Top Student Officers and (if applicable) Business Managers to ensure sound financial operations of Student Media Organizations, from formulation of budget requests each year to submission of quarterly financial reports to BSM.
3. Review awarding of contracts in accordance with approved budget, and ensure that all contracts are signed by ASSP Vice President of Finance or designate, and by Associate Vice President of Student Life or designate.
4. Ensure that Student Media Organizations submit quarterly financial reports to BSM.
5. Serve as consultant to Top Student Officers in selection and evaluation of staff members.
6. Provide ongoing evaluations of Student Media Organization performance in a manner that best fits needs of Media Organizations.
7. Provide Technical Support.
8. Arrange for workshops and training sessions.
9. Respond to any complaints in accordance with process outlined in Section XII of this document.
10. Consult with BSM as necessary regarding dismissals of Top Student Officers or suspension of paid staff members, in accordance with policies outlined in Sections XIII and XIV of this document.

D. Academic Load

On the basis of 33 load hours for a full-time undergraduate faculty assignment, the following load designations for advising present student publications are assigned:

- |                   |           |
|-------------------|-----------|
| 1. <i>Lingua</i>  | 3 credits |
| 2. <i>Falcon</i>  | 9 credits |
| 3. <i>Cascade</i> | 5 credits |

These hours include supervising practicum credits granted students for student publications editorships.

E. Recruitment of Faculty Advisors

The Board of Student Media, in collaboration with Top Student Officers, is responsible for recruitment of Faculty Advisors for Student Media Organizations.

F. Procedures if No Advisor Can Be Found

If an advisor cannot be secured for a Student Media Organization before June 1 of each academic year, BSM must suspend operation of that Student Media Organization until an advisor is secured. BSM must notify ASSP that the organization's funding is frozen, and it must notify appropriate university personnel to ensure that all equipment and facilities are closed and secure.

## **IV. FALCON**

A. Editor in Chief

1. Qualifications

The Editor in Chief of the *Falcon* shall meet the following qualifications:

- a. Prior to application, full-time enrollment (12 credit hours or more) at Seattle Pacific University for at least three quarters, with a cumulative grade point average of 2.75 or higher, and are subject from disqualification from this position if on probation of any sort;
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
- c. Before term of office begins, completion of six credits of journalism or equivalent with a grade of 2.75 or higher;
- d. Publications experience, including at least three quarters as reporter or Sub-Editor for the *Falcon*;
- e. Demonstrated skills in writing, editing and layout, as well as commitment to journalistic codes of ethics;
- f. Proven ability to provide leadership, use sound judgment and meet deadlines;
- g. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community;
- h. During tenure in office, enrollment at Seattle Pacific University for a minimum of 12 credit hours and maintenance of a 2.75 grade point average.

In the case of an outstanding candidate who does not meet the GPA, training or experience requirements, BSM has the right to accept alternate credentials provided that the candidate's overall qualifications are consistent with or exceed the standards outlined above. At the same time, BSM must ensure that all candidates satisfy the minimum requirements for all elected officers and service compensation recipients for ASSP, as stated in Article I, Section 1, of the ASSP Constitution and Article III, Section 7, of the ASSP Bylaws.

2. Selection

- a. The chairperson of BSM shall call for applications for the position of *Falcon* Editor in Chief no later than the sixth week in Winter Quarter.
- b. Candidates shall submit applications by the last day of classes in Winter Quarter.
- c. Applications may include:
  1. Completed application form;
  2. Resume;

3. Two letters of recommendation, at least one of which shall be from a Seattle Pacific University faculty member.
  4. Samples of writing, art, scripts or other relevant work;
  - d. BSM is not bound to select any of the applicants and may reopen the application process if qualified individuals have not applied.
  - e. BSM may nominate an acting Editor in Chief for one quarter if qualified applicants are not forthcoming.
  - f. Selection of Falcon Editor in Chief must follow rules for quorum and voting outlined in Section II of the BSM Guidelines.
3. Responsibilities

The *Falcon* Editor in Chief shall perform the following functions:

- a. Assume general supervision and responsibility for the publication;
- b. In cooperation with the Faculty Advisor, implement student media organization policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document.
- c. Strive to maintain consistent integrity and professionalism, and monitor the work of staff to ensure it meets the same standards;
- d. In conjunction with the Business Manager and Faculty Advisor, oversee the publication's financial operations, including:
  1. Prepare a preliminary annual budget request to provide for beginning publication in Autumn Quarter and present to the Faculty Advisor on or before the third week of April for review by the Board of Student Media;
  2. Present the preliminary annual budget request to the ASSP Senate on or before the first week of May for approval;
  3. After the completion of Autumn Quarter registration, prepare a final budget request and present to the Faculty Advisor by the end of the second week of Autumn Quarter for review by the Board of Student Media;
  4. Present the final budget request to the ASSP Senate by the end of the third week of Autumn Quarter for approval;

5. Contract with a printer to print the paper (all contracts must be signed by the ASSP Vice President of Finance or his/her designate and the Vice President for Student Life or his/her designate);
  6. Produce the publication within the budget approved by the ASSP Senate;
  7. Prepare a budget status report at the end of each quarter and present to the Faculty Advisor for review by the Board of Student Media;
- e. In conjunction with the Faculty Advisor, interview, hire and/or dismiss Sub-Editors and other staff members;
  - f. Evaluate and inform Sub-Editors and staff members of the level of their performance of assigned responsibilities;
  - g. Preside at staff meetings;
  - h. Be responsible for production of the publication and procurement of advertising on schedule;
  - i. Discuss with the Faculty Advisor, before publication, material that might violate the editorial policy established in this document.
4. Compensation  
The *Falcon* Editor in Chief shall receive compensation in accordance with Article III of the ASSP Constitution Bylaws.

B. Sub-Editors

1. Qualifications

Sub-Editors and the Business and Advertising Managers of the *Falcon* shall meet the following minimum qualifications:

- a. A cumulative grade point average of 2.75 or higher;
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section of "Our Mission";
- c. Support for the mission of Seattle Pacific University;
- d. Demonstration of appropriate skills and/or experience;
- e. Previous experience in publications production, business or advertising helpful, but not required;

2. Selection

The Editor in Chief and Faculty Advisor of the *Falcon* shall jointly interview and hire Sub-Editors.

3. Responsibilities

a. General

All Sub-Editors and the Business and Advertising Managers agree to:

1. Be responsible to the Editor in Chief;
2. Support student publications policies, functions and standards as recommended by BSM, approved by President's Cabinet and outlined in this document;
3. Participate in in-service education/training;
4. Attend regular staff meetings and critique sessions.

- b. The Editor in Chief has the authority to adjust sub editor positions and salaries in accordance with the provisions of Article III of the ASSP Constitution Bylaws. Specific job descriptions are to be worked out between Editor in Chief and sub-editors.

c. Advertising and Business Manager

The Advertising and Business Manager is responsible, with the Editor in Chief and Faculty Advisor, for overseeing the financial operations of the *Falcon*. His or her specific responsibilities, to be defined by the Editor in Chief, may include such activities as:

1. Assisting in the preparation of a preliminary annual budget request for publication of the *Falcon*;
2. After the completion of Autumn Quarter registration, assisting in the preparation of a final budget request;
3. Assisting in the preparation of a budget status report at the end of each quarter;
4. Billing advertisers and managing collections;

5. Processing advertising paperwork, payroll forms, revenue statements and expense statements.
6. Consulting with the Editor in Chief to meet revenue goals;
7. Selling weekly advertisements;
8. Consulting Editor in Chief for final approval of ads when of a questionable nature.

C. Staff

1. Qualifications

*Falcon* staff members shall meet the following minimum qualifications:

- a. Enrollment at Seattle Pacific University for a minimum of 8 credit hours;
  - b. Support for the mission of Seattle Pacific University;
  - c. In accord with the purposes of the university, trustees, administration, faculty, students, alumni or official campus guests may be invited or privileged to write for the *Falcon*.
2. Selection

The Editor in Chief shall recruit and supervise staff members.

3. Responsibilities

*Falcon* staff members agree to:

- a. Be responsible to the Editor in Chief;
- b. Support student media organizations policies, functions and standards as recommended by BSM, approved by the President's Cabinet, and outlined in this document;
- c. Participate in in-service education/training;
- d. Attend regular staff meetings and critique sessions.

D. Publication and Distribution Requirements

1. The *Falcon* shall publish a minimum of 15 issues per year. Publication shall be bi-weekly, except during finals week, vacations and Summer Quarter. The Editor in

Chief is not required to publish on the first week of each quarter or other weeks shortened by holidays. Other exceptions must be approved by BSM. However, during non-printing weeks, editors and writers are required to publish a minimum of 6 articles online (2 news articles, 1 feature article, 1 staff editorial, 1 op-ed, and 1 sports article or recap). In addition to posting online, all articles, both published in print and online, must be made available via all social network accounts (Facebook, Twitter, and Instagram) by the end of each publication week.

2. Issues of the *Falcon* are to be distributed on the same day each week.
3. Each edition of the *Falcon* shall include the following statement: "The *Falcon* is paid for in part by the Associated Students of Seattle Pacific."

## **V. CASCADE**

A. Editor in Chief

1. Qualifications

The Editor in Chief of the *Cascade* shall meet the following qualifications:

- a. Prior to application, full-time enrollment (12 credit hours or more) at Seattle Pacific University for at least three quarters, with a cumulative grade point average of 2.75 or higher, and are subject to disqualification from this position if on probation of any sort.
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
- c. Experience in yearbook/newspaper production, and or publication/graphic design.
- d. Demonstrated skills in writing and layout (skills in photography helpful, but not required);
- e. Proven ability to provide leadership, use sound judgment and meet deadlines;
- f. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community.
- g. During tenure in office, enrollment at Seattle Pacific University for a minimum of 12 credit hours and maintenance a 2.75 grade point average.

In the case of an outstanding candidate who does not meet the GPA, training or experience requirements, BSM has the right to accept alternate credentials provided that the candidate's overall qualifications are consistent with or exceed the standards outlined above. At the same time, BSM must ensure that all candidates satisfy the minimum requirements for all elected officers and service compensation recipients for ASSP, as stated in Article I, Section 1, of the ASSP Constitution and Article III, Section 7, of the ASSP Bylaws.

2. Selection

- a. The chairperson of BSM shall call for applications for the position of *Cascade* Editor in Chief no later than the sixth week of classes in Winter Quarter.
- b. Candidates shall submit applications by the last day of classes in Winter Quarter.

- c. Applications may include:
    - 1. Completed application form;
    - 2. Resume;
    - 3. Two letters of recommendation, at least one of which shall be from a Seattle Pacific University faculty member.
    - 4. Samples of writing, art, scripts or other relevant work;
  - d. BSM is not bound to select any of the applicants and may reopen the application process if qualified individuals have not applied.
  - e. BSM may nominate an acting Editor in Chief for one quarter if qualified applicants are not forthcoming.
  - f. Selection of a Cascade Editor in Chief must follow rules for quorum and voting outlined in Section II of the BSM Guidelines.
3. Responsibilities

The *Cascade* Editor in Chief shall perform the following functions:

- a. Assume general supervision and responsibility for the publication;
- b. In cooperation with the Faculty Advisor, implement student media organizations policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document;
- c. Strive to maintain consistent integrity and professionalism, and monitor the work of staff to ensure it meets the same standards;
- d. In conjunction with the Faculty Advisor, oversee the publication's financial operations, including:
  - 1. Prepare a preliminary annual budget request to provide for beginning publication in Autumn Quarter and present to the Faculty Advisor on or before the third week of April for review by the Board of Student Media;
  - 2. Present the preliminary annual budget request to the ASSP Senate on or before the first week of May for approval;

3. After the completion of Autumn Quarter registration, prepare a final budget request and present to the Faculty Advisor by the end of the second week of Autumn Quarter for review by the Board of Student Media;
  4. Present the final budget request to the ASSP Senate by the end of the third week of Autumn Quarter for approval;
  5. Contract with a publisher to produce the yearbook (all contracts must be signed by the ASSP Vice President of Finance or his/her designate and the Vice President for Student Life or his/her designate);
  6. Produce the publication within the budget approved by the ASSP Senate;
  7. Prepare a budget status report at the end of each quarter and present to the Faculty Advisor for review by the Board of Student Media;
- e. In conjunction with the Faculty Advisor, interview, hire and/or dismiss Sub-Editors and other staff members;
  - f. Evaluate and inform Sub-Editors and staff members of the level of their performance of responsibilities;
  - g. Preside at staff meetings;
  - h. Be responsible for production of the publication including but not limited to: overseeing assistant editors and staff project and coordinating editorial business, publicity and production schedules;
  - i. Discuss with the Faculty Advisor, before publication, material that might violate the editorial policy established in this document.
4. Compensation

The *Cascade* Editor in Chief shall receive compensation in accordance with Article III of the ASSP Constitution Bylaws.

## B. Sub-Editors

### 1. Qualifications

Sub-Editors of the *Cascade* shall meet the following minimum qualifications:

- a. A cumulative grade point average of 2.75 or higher;

- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
  - c. Support for the mission of Seattle Pacific University;
  - d. Demonstration of appropriate skills and/or experience;
  - e. Previous experience in publications production, business or advertising helpful, but not required;
2. Selection

The Editor in Chief and Faculty Advisor of the *Cascade* will jointly interview and hire Sub-Editors.

3. Responsibilities

a. General

All Sub-Editors agree to:

1. Be responsible to the Editor in Chief;
2. Support student media organization policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document;
3. Participate in in-service education/training;
4. Attend regular staff meetings and critique sessions.

- b. The Editor in Chief has the authority to adjust sub editor positions and salaries in accordance with the provisions of Article III of the ASSP Constitution Bylaws. Specific job descriptions are to be worked out between Editor in Chief and sub-editors.

c. Advertising and Business Manager

The Advertising and Business Manager is responsible, with the Editor in Chief and Faculty Advisor, for overseeing the financial operations of the *Cascade*. His or her specific responsibilities, to be defined by the Editor in Chief, may include such activities as:

1. Assisting in the preparation of a preliminary annual budget request for publication of the *Cascade*;
2. After the completion of Autumn Quarter registration, assisting in the preparation of a final budget request;
3. Assisting in the preparation of a budget status report at the end of each quarter;
4. Billing advertisers and managing collections;
5. Processing advertising paperwork, payroll forms, revenue statements and expense statements.
6. Consulting with the Editor in Chief to meet revenue goals

C. Staff

1. Qualifications

*Cascade* staff members shall meet the following minimum qualifications:

- a. Enrollment at Seattle Pacific University for a minimum of 8 credit hours;
- b. Support for the mission of Seattle Pacific University.

2. Selection

The Editor in Chief shall recruit and supervise staff members.

3. Responsibilities

*Cascade* staff members agree to:

- a. Be responsible to the Editor in Chief;
- b. Support student media organizations policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document;
- c. Participate in in-service education/training;
- d. Attend regular staff meetings and critique sessions.

D. Publication and Distribution Requirements

1. The distribution of the *Cascade* shall be the responsibility of the Editor in Chief and staff of the yearbook. The books should be on campus and ready for distribution beginning the Monday before Spring Quarter final exams.

## **VI. LINGUA**



A. Editor in Chief

1. Qualifications

The Editor in Chief of the *Lingua* shall meet the following qualifications:

- a. Prior to application, full-time enrollment (12 credit hours or more) at Seattle Pacific University for at least three quarters (the third of which may be the quarter of application), with a cumulative grade point average of 2.75 or higher, and are subject to disqualification from this position if on probation of any sort;
- b. Candidates must exhibit a lifestyle consistent with the institution’s statement of faith, as found in the University Catalog under the section “Our Mission”;
- c. Completion of at least 8 credits of course work in arts and literature or equivalent with a cumulative grade point average of 2.75 or higher;
- d. Previous service on the *Lingua* editorial board and additional experience in publications production helpful, but not required;
- e. Familiarity with and sensitivity to the components of good writing, artwork and photography;
- f. Proven ability to provide leadership, use sound judgment and meet deadlines;
- g. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community;
- h. During tenure in office, enrollment at Seattle Pacific University for a minimum of 10 credit hours and maintenance a 2.75 grade point average.

In the case of an outstanding candidate who does not meet the GPA, training or experience requirements, BSM has the right to accept alternate credentials provided that the candidate’s overall qualifications are consistent with or exceed the standards outlined above. At the same time, BSM must ensure that all candidates satisfy the minimum requirements for all elected officers and service compensation recipients for ASSP, as stated in Article I, Section 1, of the ASSP Constitution and Article III, Section 7, of the ASSP Bylaws.

2. Selection

- a. The chairperson of BSM shall call for applications for the positions of *Lingua* Editor in Chief by the no later than the sixth week in Winter Quarter.



- b. Candidates shall submit applications by the last day of classes in Winter Quarter.
  - c. Applications may include:
    - 1. Completed application form;
    - 2. Resume;
    - 3. Two letters of recommendation, at least one of which shall be from a Seattle Pacific University faculty member.
    - 4. Samples of writing, art, scripts or other relevant work;
  - d. BSM is not bound to select any of the applicants and may reopen the application process if qualified individuals have not applied.
  - e. BSM may nominate an acting Editor in Chief for one quarter if qualified applicants are not forthcoming.
  - f. Selection of a *Lingua* Editor in Chief must follow rules for quorum and voting outlined in Section II of the BSM Guidelines.
3. Responsibilities

The *Lingua* Editor in Chief shall perform the following functions:

- a. Assume general supervision and responsibility for the publication;
- b. In cooperation with the Faculty Advisor, implement student media organizations policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document.
- c. Strive to maintain consistent integrity and professionalism, and monitor the work of staff to ensure it meets the same standards;
- d. In conjunction with the Faculty Advisor and *Lingua* Staff Members, oversee the publication's financial operations, including:
  - 1. Prepare a preliminary annual budget request to provide for beginning publication in Autumn Quarter and present to the Faculty Advisor on or before the third week of April for review by the Board of Student Media;
  - 2. Present the preliminary annual budget request to the ASSP Senate on or before the first week of May for approval;



3. After the completion of Autumn Quarter registration, prepare a final budget request and present to the Faculty Advisor by the end of the second week of Autumn Quarter for review by the Board of Student Media;
  4. Present the final budget request to the ASSP Senate by the end of the third week of Autumn Quarter for approval;
  5. Produce the publication within the budget approved by the ASSP Senate;
  6. Prepare a budget status report at the end of each quarter and present to the Faculty Advisor for review by the Board of Student Media.
- e. In conjunction with the Faculty Advisor, interview, hire and/or dismiss staff members;
  - f. Evaluate and inform staff members of the level of their performance of responsibilities;
  - g. Preside at staff meetings;
  - h. Be responsible for production of the publication including but not limited to: overseeing assistant editors and staff projects and coordinating editorial business, publicity, and production schedules;
  - i. Discuss with the Faculty Advisor, before publication, material that might violate the editorial policy established in this document.

4. Compensation

The *Lingua* Editor in Chief shall receive compensation in accordance with Article III of the ASSP Constitution Bylaws.

B. Sub Editors

1. Qualifications

*Lingua* sub editors shall meet the following minimum qualifications:

- a. A cumulative grade point average of 2.75 or higher;
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";



- c. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community;
  - d. Demonstration of appropriate skills and/or experience;
  - e. Previous experience in publications production, business or advertising helpful but not required;
2. Selection
- The Editor in Chief shall recruit and supervise sub editors.
3. Responsibilities
- a. All sub editors agree to:
    - 1. Be responsible to the Editor in Chief;
    - 2. Support student media organization policies, functions and standards as recommended by BSM, approved by the President’s Cabinet and outlined in this document;
    - 3. Participate in in-service education/training;
    - 4. Attend regular staff meetings and critique sessions.
  - b. The Editor in Chief has the authority to adjust sub editor positions and stipends in accordance with the provisions of Article III of the ASSP Constitution Bylaws. Specific job descriptions are to be worked out between Editor in Chief and sub editors;
  - c. Create, coordinate, and oversee staff projects in this area;
  - d. Be responsible to and maintain clear communication with the Editor in Chief.

C. Staff

1. Qualifications

*Lingua* staff members shall meet the following minimum qualifications:

- a. Enrollment at Seattle Pacific University for a minimum of 8 credit hours;
- b. Support for the mission of Seattle Pacific University.



2. Selection

The Editor in Chief shall recruit and supervise staff members.

3. Responsibilities

*Lingua* staff members agree to:

- a. Be responsible to the Editor in Chief;
- b. Support student media organizations, policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document;
- c. Participate in in-service education/training;
- d. Attend regular staff meetings and critique sessions.

D. Publication and Distribution Requirements

- 1. *Lingua* is responsible for one publication, due to be available at the end of the academic year.
  - a. Other publications may be created quarterly, depending on resources and scheduling.
- 2. This statement must be included in the publication: "A publication of the Associated Students of Seattle Pacific."

## **VII. KSPU**

A. Station Manager

1. Qualifications

The Station Manager of KSPU shall meet the following qualifications:

- a. Prior to application, full-time enrollment (12 credit hours or more) at Seattle Pacific University for at least three quarters, with a cumulative grade point average of 2.75 or higher, and are subject to disqualification from this position if on probation of any sort;
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
- c. Radio experience, including at least two quarters KSPU experience;
- d. Demonstrated skills in leadership, time management, communication, sound judgment, and ability to meet deadlines;
- e. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community;
- f. During tenure in office, enrollment at Seattle Pacific University for a minimum of 12 credit hours and maintenance of a 2.75 grade point average;
- g. In the case of an outstanding candidate who does not meet the GPA, training or experience requirements, BSM has the right to accept alternate credentials provided that the candidate's overall qualifications are consistent with or exceed the standards outlined above. At the same time, BSM must ensure that all candidates satisfy the minimum requirements for all elected officers and service compensation recipients for ASSP, as stated in Article I, Section 1, of the ASSP Constitution and Article III, Section 7, of the ASSP Bylaws.

2. Selection

- a. The chairperson of BSM shall call for applications for the position of KSPU Station Manager no later than the sixth week in Winter Quarter.
- b. Candidates shall submit applications by the last day of classes in Winter Quarter.

- c. Applications shall include:
  - 1. Completed application form;
  - 2. Resume;
  - 3. Two letters of recommendation, at least one of which shall be from a Seattle Pacific University faculty member.
- d. BSM is not bound to select any of the applicants and may reopen the application process if qualified individual have not applied.
- e. BSM may nominate an acting Station Manager for one quarter if qualified applicants are not forthcoming.
- f. Selection of KSPU Station Manager must follow rules for quorum and voting outlined in Section II of the BSM Guidelines.

### 3. Responsibilities

The KSPU Station Manager shall perform the following functions:

- a. Assume general supervision and responsibility for the station's output and function;
- b. In cooperation with the Faculty Advisor, implement student publications policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document.
- c. Strive to maintain consistent integrity and professionalism, and monitor the work of staff to ensure it meets the same standards;
- d. In conjunction with the Business Manager and Faculty Advisor, oversee the publication's financial operations, including:
  - 1. Prepare a preliminary annual budget request to provide for beginning publication in Autumn Quarter and present before the third week of April for review by the Board of Student Media;
  - 2. Present the preliminary annual budget request to the ASSP Senate on or before the first week of May for approval;

3. After the completion of Autumn Quarter registration, prepare a final budget request and present to the Faculty Advisor by the end of the second week of Autumn Quarter for review by the Board of Student Media;
  4. Present the final budget request to the ASSP Senate by the end of the third week of Autumn Quarter for approval;
  5. Coordinate with Music Director to form contracts with music journal.
  6. Operate the station within the budget approved by the ASSP Senate;
  7. Prepare a budget status report at the end of each quarter and present to the Faculty Advisor for review by the Board of Student Media;
- e. In conjunction with the Faculty Advisor, interview, hire and/or dismiss appointed staff members;
  - f. Evaluate and inform staff members and volunteers of the level of their performance of assigned responsibilities;
  - g. Preside at staff meetings;
4. Compensation  
The KSPU Station Manager shall receive compensation in accordance with Article III of the ASSP Constitution Bylaws.

B. Staff

1. Qualifications

Staff of KSPU shall meet the following minimum qualifications:

- a. A cumulative grade point average of 2.75 or higher;
- b. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
- c. Support for the mission of Seattle Pacific University;
- e. Demonstration of appropriate skills and/or experience;
- f. Previous experience in radio production, business, or advertising helpful, but not required;

2. Selection

The Station Manager and Faculty Advisor of the KSPU shall jointly interview and hire Staff.

3. Compensation

Some members of the KSPU Staff may receive compensation in accordance with Article III of the ASSP Constitution Bylaws.

C. Broadcast Requirements

1. KSPU will broadcast every day school is in session during Autumn, Winter and Spring Quarters via playlist or DJ show, except when the studio is being used to record podcasts, interviews, or performances
2. Each broadcast day, KSPU shall state the following: "KSPU is paid for in part by the Associated Students of Seattle Pacific."
3. In conjunction with the SPU Risk Management Office, KSPU will comply with legal requirements for Internet streaming and pay the associated copyright and licensing fees to the appropriate agencies and organizations.

## **VIII. EDITORIAL POLICY**

Student media organizations at Seattle Pacific University serve a range of purposes. They offer views of life within a unique academic and social community. They stand as forums for responsible and vigorous discussion of issues within that community. They open avenues for students' artistic and creative expression. They represent vital tools for developing students' professional and technical skills. And they supply the means by which students can explore the essential integration of Christian faith into the world of writing, photography, literature and publishing.

As a starting point for ethical conduct, student media organizations shall adhere to the standards outlined in the Code of Ethics of the Society of Professional Journalists and the Statement of Principles of Radio and Television Broadcasters (as appended at the end of this section). Moreover, student media organizations of Christian higher education share in the responsibility of helping and encouraging their institutions to remain true to their unique mission. In this way, student media organizations participate in the redemptive enterprise of Christian faith. Therefore:

- A. Writers, photographers, broadcasters and editors are charged with a responsibility to honor God in everything they do: news, features, entertainment, opinion, photography, essays, drama, poetry and fiction.
- B. Redemptive media organizations, at their core, embody a vigorous commitment to community. They supply information, opinion and artistic expression that empower members of the public to be full participants in the academic, social, spiritual and administrative life of the university.
- C. A commitment to community requires media organizations to pursue the most complete and truthful account of events possible. Neither libel nor any other form of deliberate distortion is ever permissible.
- D. In pursuing the truth, redemptive media organizations exemplify a commitment to the Golden Rule in every phase of writing-editing-publishing-broadcasting process.
- E. Redemptive media organizations also exemplify an attitude of grace, remembering that all people are created in the image of God and are worthy of respect and dignity.
- F. Vigilance is required against stereotypes, particularly those involving religion, race, gender and ethnicity.
- G. The relationship between media organizations and community is marked by mutual accountability. To protect community interest, media organizations have a responsibility to hold those in power accountable for their conduct. At the same time, media organizations are equally accountable to the community for their own conduct.
- H. Redemptive media organizations support an open exchange of views marked by a tone of respect and civility, neither exploiting nor suppressing sharp differences that emerge within the community.
- I. In all student media, authors of all letters should be identified for readers and listeners. Though editorial staffs are not obligated to print or broadcast every letter, the staffs should keep in mind that the letters represent an important forum of community expression. Any

decision not to run a letter should be made in accordance with the standards outlined in this document. The following disclaimer can accompany any letter: “The opinions represented here do not necessarily represent the views of The Falcon or Seattle Pacific University.”

- J. In all student media, corrections shall be published or broadcast promptly and they should be printed or broadcast in a manner roughly equivalent to that of the original error. .
- K. It is the responsibility of each media organization’s top officer to seek the counsel of the Faculty Advisor whenever ethical issues arise concerning any material submitted for publication or broadcast.

**THE SOCIETY OF PROFESSIONAL  
JOURNALISTS – SIGMA DELTA CHI  
CODE OF ETHICS**

Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility.

Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society's principles and standards of practice.

**Seek the Truth and Report It**

*Journalists should be honest, fair and courageous in gathering, reporting and interpreting information. Journalists should:*

- A. Test the accuracy of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never permissible.
- B. Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
- C. Identify sources whenever feasible. The public is entitled to as much information as possible on sources' reliability.
- D. Always question sources' motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- E. Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- F. Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
- G. Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
- H. Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story.
- I. Never plagiarize.
- J. Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- K. Examine their own cultural values and avoid imposing those values on others.

- L. Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- M. Support the open exchange of views, even views they find repugnant.
- N. Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- O. Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
- P. Distinguish news from advertising and shun hybrids that blur the lines between the two.
- Q. Recognize a special obligation to ensure that the public's business is conducted in the open and that government records are open to inspection.

### **Minimize Harm**

*Ethical journalists treat sources, subjects and colleagues as human beings deserving respect. Journalists should:*

- A. Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
- B. Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
- C. Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance
- D. Recognize that private people have greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.
- E. Show good taste. Avoid pandering to lurid curiosity.
- F. Be cautious about identifying juvenile suspects or victims of sex crimes.
- G. Be judicious about naming criminal suspects before the formal filing of charges.
- H. Balance a criminal suspect's fair trial rights with the public's right to be informed.

### **Act Independently**

*Journalists should be free of obligation to any interest other than the public's right to know. Journalist should:*

- A. Avoid conflicts of interest, real or perceived.
- B. Remain free of associations and activities that may compromise integrity or damage credibility.

- C. Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
- D. Disclose unavoidable conflicts.
- E. Be vigilant and courageous about holding those with power accountable.
- F. Deny favored treatment to advertisers and special interest and resist their pressure to influence news coverage.
- G. Be wary of sources offering information for favors or money; avoid bidding for news.

### **Be Accountable**

*Journalists are accountable to their readers, listeners, viewers and each other. Journalist should:*

- A. Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- B. Encourage the public to voice grievances against the news media.
- C. Admit mistakes and correct them promptly.
- D. Expose unethical practices of journalists and the news media.
- E. Abide by the same high standards to which they hold others.

## **Statement of Principles of Radio and Television Broadcasters**

**Issued By The Board of Directors of The National Association of Broadcasters**

### Preface

The following Statement of Principles of radio and television broadcasting was adopted by the Board of Directors of the National Association of Broadcasters on behalf of the Association and commercial radio and television stations it represents.

America's free over-the-air radio and television broadcasters have long and proud tradition of universal, local broadcast service to the American people. These broadcasters, large and small, representing diverse localities and perspectives, have strived to present programming of the highest quality to their local communities pursuant to standards of excellence and responsibility. They have done so and continue to do so out of respect for their status as daily guests in the homes and lives of a majority of Americans and with a sense of pride in their profession, in their product and in their public service.

The Board issues this statement of principles to record and reflect what it believes to be the generally-accepted standards of America's radio and television broadcasters. The Board feels

that such a statement will be particularly useful at this time, given public concern about certain serious societal problems, notably violence and drug abuse.

The Board believes that broadcasters will continue to earn public trust and confidence by following the same principles that have served them well for so long. Many broadcasters now have written standards of their own. All have their own programming policies. NAB would hope that all broadcasters would set down in writing their general programming principles and policies, as the Board hereby sets down the following principles.

## **Principles Concerning Program Content**

### **Responsibly exercised artistic freedom**

The challenge to the broadcaster often is to determine how suitably to present the complexities of human behavior without compromising or reducing the range of subject matter, artistic expression or dramatic presentation desired by the broadcaster and its audience. For television and for radio, this requires exceptional awareness of considerations peculiar to each medium and of the composition and preferences of particular communities and audiences.

Each broadcaster should exercise responsible and careful judgment in the selection of material for broadcast. At the same time each broadcast licensee must be vigilant in exercising and defending its rights to program according to its own judgments and to the programming choices of its audiences. This often may include the presentation of sensitive or controversial material.

In selecting program subjects and themes of particular sensitivity, great care should be paid to treatment and presentation, so as to avoid presentations purely for the purpose of sensationalism or to appeal to prurient interest or morbid curiosity.

In scheduling programs of particular sensitivity, broadcasters should take account of the composition and the listening or viewing habits of their specific audiences. Scheduling generally should consider audience expectations and composition in various time periods.

### **Responsibility In Children's Programming**

Programs designed primarily for children should take into account the range of interests and needs of children from informational material to wide variety of entertainment material. Children's programs should attempt to contribute to the sound, balanced development of children and to help them achieve a sense of the world at large.

## **SPECIAL PROGRAM PRINCIPLES**

1. Violence.

Violence, physical or psychological, should only be portrayed in a responsible manner and should not be used exploitatively. Where consistent with the creative intent, programs involving violence should present the consequences of violence to its victims and perpetrators.

Presentation of the details of violence should avoid the excessive, the gratuitous and the instructional.

The use of violence for its own sake and the detailed dwelling upon brutality or physical agony, by sight or by sound, should be avoided.

Particular care should be exercised where children are involved in the depiction of violent behavior.

## 2. Drugs and Substance Abuse.

The use illegal drugs or other substance abuse should not be encouraged or shown as socially desirable.

Portrayal of drug or substance abuse should be reasonably related to plot, theme or character development. Where consistent with the creative intent, the adverse consequences of drug or substance abuse should be depicted.

Glamorization of drug and substance abuse should be avoided.

## 3. Sexually Oriented Material.

In evaluating programming dealing with human sexuality, broadcasters should consider the composition and expectations of the audience likely to be viewing or listening to their stations and/or to a particular program, the context in which sensitive material is presented and its scheduling.

Creativity and diversity in programming that deals with human sexuality should be encouraged. Programming that purely panders to prurient or morbid interests should be avoided.

Where significant child audience can be expected, particular care should be exercised when addressing sexual themes.

Obscenity is not constitutionally protected speech and is at all times unacceptable for broadcast.

All programming decisions should take into account current federal requirements limiting the broadcast of indecent matter.

**Endnote**

This statement of principles is of necessity general and advisory rather than specific and restrictive. There will be no interpretation or enforcement of these principles by NAB or others. They are not intended to establish new criteria for programming decisions, but rather to reflect generally accepted practices of America's radio and television programmers. They similarly are not in any way intended to inhibit creativity in or programming of controversial, diverse or sensitive subjects.

Specific standards and their applications and interpretations remain within the sole discretion of the individual television or radio licensee. Both NAB and the stations it represents respect and defend the individual broadcast's First Amendment rights to select and present programming according to its individual assessment of the desires and expectations of its audiences and of the public interests.

## **IX. PRIOR REVIEW**

Faculty Advisors do not customarily review the material prior to publication or broadcast. The Top Student Officer of any student media organization shall discuss with the Faculty Advisor before publication or broadcast of any material that might violate the standards of conduct established in this document. The decision to publish or to broadcast rests with the Top Student Officer.

Following student consultation with the Faculty Advisor, if the advisor believes that the Top Student Officer will publish or broadcast material that would violate the standards of conduct established in this document, the Faculty Advisor shall appeal to their respective Dean who will then appeal to the University's Chief Academic Officer. The Chief Academic Officer or the University President shall make the final decision on whether or under what condition such material may be published. Pending a final decision on such appeal, the Top Student Officer shall withhold publication or broadcast of the material in question.

## **X. FINANCE**

Financial support for Student Media Organizations is allocated by ASSP from funds collected through student fees, according the following process:

- A. The newly confirmed Top Student Officers shall, in consultation with the Faculty Advisors, develop preliminary annual budget requests for review and approval by the Board of Student Media before the submission of these requests to Finance Board and ASSP Senate each spring.
- B. The preliminary annual budget requests shall identify projected expenditures and income (including subscriptions and advertising).
- D. Each Student Media Organization's Top Student Officer shall present a preliminary budget request, accompanied by a BSM recommendation of "do pass," to Finance Board. If the request is approved by Finance Board, it is presented to ASSP Senate for preliminary approval. As per ASSP parliamentary procedure, any amendment to the recommended budget that changes the committee recommendation requires a two-thirds vote for passage.
- E. A final annual budget for each Student Media Organization shall be approved by ASSP Senate during Fall Quarter according to procedures outlined in the ASSP Constitution and Bylaws.
- F. Compensation of Top Student Officers and all student staff is set by the ASSP Constitution, Bylaw Article III. After review and recommendation by BSM, requests for changes in staff positions and/or compensation may be presented to the Constitutional Review Committee, and subsequently, the ASSP Senate.
- G. The Faculty Advisor assumes, jointly with the Top Student Officer (and the Business Manager, if applicable), the responsibility of overseeing the media organization's financial operations. The Faculty Advisor will review the awarding of contracts in accord with the approved budget.
- H. All contracts involving expenditures of more than \$75.00 of ASSP funds must be signed by the ASSP Vice President of Finance (or his/her designate) and the Vice President for Student Life (or his/her designate).
- I. Student Media Organizations must supply ASSP with a copy of their financial reports for BSM each quarter. Deadlines for the submission of reports are set by BSM.
- J. The ASSP Vice President of Finance also may supply BSM with ASSP's own report on financial performance of Student Media each quarter.

## **XI. ADVERTISING**

The following criteria apply to the sale, content and purpose of advertising in the *Falcon* and *Cascade*.

- A. Advertising is limited to a maximum of 40 percent of each issue.
- B. Ads must not be in conflict with the Christian mission and social standards of the university.
- C. A strategy for the sale of advertising and collection of revenues, prepared by the Top Student Officers, Advertising Manager or Business Manager, must be included in the annual budget requests.
- D. The quarterly budget status reports to the Board of Student Media by the Top Student Officers shall include the status of the collection of advertising revenues.
- E. Financial arrangements for all advertisements must be administered in a manner consistent with the standards jointly established by the Finance Board of the ASSP and the BSM.

## **XII. COMPLAINTS**

- A. Complainants will first make their grievances known in writing to the Top Student Officers, who will attempt to resolve the issue.
- B. If the complainant is not satisfied, he or she may take the grievance to the Faculty Advisor of the media organizations, who will seek to resolve the issue in consultation with the Top Student Officer.
- C. If the complainant is still not satisfied with the resolution of this issue, he or she may bring the grievance to the chair of the Board of Student Media, who will call a special meeting of the board in order to discuss the issue.
- D. Prior to this meeting, the chair will obtain from the complainant, the Top Student Officer and the Faculty Advisor written summaries of the complainant's case and of the attempts to resolve the issue. After the Board of Student Media has reviewed these documents and met with these three parties, it will meet in executive session in order to settle the dispute.
- E. After the board has made its decision, the chair shall notify in writing the complainant, top Student Officers, Faculty Advisor and the members of BSM of the facts of the matter and of its adjudication.
- F. Policy matters emerging from complaint settlements shall be referred to BSM for discussion and clarification.
- G. The final court of appeal for all complaints is the Provost, who shall similarly interview complainant, Top Student Officer, Faculty Advisor and the chair of the Board of Student Media in order to arrive at his or her decision. The decision of the Provost in this matter shall be final.

### **XIII. DISMISSAL OF A TOP STUDENT OFFICER**

- A. A Top Student Officer may be removed from office by the Board of Student Media only in extreme cases on the following grounds:
  - 1. Gross failure to fulfill the responsibilities of Top Student Officer, as defined by the Top Student Officer's statement of responsibilities; or.
  - 2. Violation of the standards of conduct established in this document.
- B. The Board of Student Media will immediately inform the Top Student Officer of the action in writing, providing a statement of causes for the suspension. An order of suspension will immediately relieve the Top Student Officer of all duties connected with the media organization.
- C. The procedure for reviewing suspension of a Top Student Officer is as follows:
  - 1. Within three days (72 hours) after the receipt of the notice of suspension, the chair of BSM will convene a special meeting of the committee in order to hear relevant testimony in the case.
  - 2. At this meeting, BSM shall make the final determination as to whether the suspension order shall be lifted, or the party involved shall be dismissed.
  - 3. BSM is further authorized, when necessary, to name another staff member to act with full authority for Top Student Officer during the period the order is in effect.
- D. The Top Student Officer has the right to appeal the suspension to the ASSP Senate whose decision in this matter shall be final.

#### **XIV. DISMISSAL OF A PAID STUDENT STAFF MEMBER**

*Dismissal of a Student Staff Member*

- A. A paid student staff member may be removed from office by the joint action of the Top Student Officer and Faculty Advisor, only after the Faculty Advisor has consulted with the Board of Student Media in order to obtain its recommendation in the matter. Grounds for dismissal shall be:
  - 1. Gross failure to fulfill the responsibilities of paid student staff member, as defined by the paid student staff member's statement of responsibilities; or
  - 2. Violation of or the standards of conduct established in this document.
- B. The paid student staff member has the right to appeal the suspension to the Provost, whose decision in this matter shall be final.

## **XV. SUSPENSION OF MEDIA ORGANIZATION**

## *Suspension of a Media Organization*

- A. The Board of Student Media may suspend any student media organization upon notification of the Top Student Officer, the Faculty Advisor and the ASSP Senate, specifying the reasons for the suspension. Grounds for suspension of a media organization shall be:
  - 1. Insufficient funds for operation;
  - 2. Gross incompetence in its operation;
  - 3. Violation of or the standards of conduct established in this document.
- B. Immediate opportunities shall be given either the Top Student Officer and/or the Faculty Advisor to appeal the suspension to the Provost, whose decision in the matter shall be final.