



KENNESAW STATE UNIVERSITY STUDENT MEDIA BOARD BYLAWS

PREAMBLE

Student Media 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 means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating opinions on various issues on the campus and in the world at large. In response to the editorial responsibility of students, the University must provide sufficient editorial freedom and sufficient financial autonomy for the student media/publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student media/publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors entail corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. By authority of the Board of Regents and the President of Kennesaw State University and on behalf of the University community, the KSU Student Media Board presents these bylaws governing specific student media, said bylaws representing the general framework of operations of the KSU Student Media Board.

SECTION 1-MEDIA BOARD AUTHORITY

The Student Media Board of Kennesaw State University receives its authority from the Georgia Board of Regents through the President of the University, the Vice President for Student Success, and The Student Activities and Budget Advisory Committee.

SECTION 2-MEDIA BOARD PURPOSE

The KSU Student Media Board supervises the non-editorial operation of recognized student media and such other student media as may be established, recognized, financed, contracted and directed by the Student Media Board, which Board is designated the operating and policy-making responsibilities for such student media. The Board is to promote professionalism in the practice of journalism in its publications. For purposes of this document, student media shall be defined as those publications supported directly by appropriations apportioned from student activity fees and published by student staffs.

SECTION 3-STUDENT MEDIA

- A. The Sentinel is a student newspaper with responsibility to the University community; secondarily, it provides opportunity for hands-on newspaper experience. It is published weekly during the Fall and Spring semesters and bi-weekly during the Summer term. Special issues are published periodically.
- B. Talon is the KSU student feature magazine. It is published approximately six times a year.
- C. Share Art & Literary Magazine is published once per academic year and holds coffee houses and open microphone events.
- D. OWL Radio, KSU's student run Internet radio station
- E. The Student Handbook & Planner is primarily an administrative publication and is published once per academic year.
- F. Other student media which are student run, generated, use student activity fees and University facilities, and accepted/approved by the Student Media Board, once petitioned.
- G. The Student Media Board, in order to best serve the University community, must preserve the status as a public forum all student media under its jurisdiction.

SECTION 4-THE CHARGE OF THE STUDENT MEDIA BOARD

The single charge of the Student Media Board is to assure, on behalf of the University, the highest quality of publications under its direction for the entire University community. This charge implies these general powers and responsibilities:

- A. Recommending sound editorial policies and establishing, implementing and monitoring sound fiscal, production and personnel policies

B. Long-range planning in all areas of responsibility

C. Assuring due process when, in the judgment of the Board, a staff member acting on its behalf must be removed for cause. This charge also implies these specific duties and responsibilities:

1. Appoint the editors in chief of student media
2. Review and approve the budgets of student media
3. Hear complaints and suggestions
4. Protect the status of student media as public forums
5. Act as a liaison between student media and the community

SECTION 5-REGULAR MEETINGS

A. The Student Media Board will meet as needed, and at least once per semester. Dates shall be set by the Board at the Fall workshop. Modifications shall be set by the chair. Other meetings may be held at the discretion of the chair. Any member of the Board may request a meeting by submitting such a request and reason to the chair.

B. Meetings shall be called by the chair as necessary during the summer sessions. Because some members may be unalterably away from the University during summer sessions, the chair shall regard those who are reasonably accessible to the University as the total membership of the Board and shall alter accordingly the quorum rule during such periods.

C. Attendance at meetings of the Board shall be open to the public under provisions of the Georgia Open Meetings Act. Any person wishing business brought before the Board must submit it in writing at least four (4) days in advance to the Board secretary or chair. Minutes of each meeting will be prepared by the secretary and shall be furnished each member of the Board, the president of the student body and the Vice President for Student Success who may accomplish further distribution to the president of the University and others.

D. Although in attendance, guests may not address the Board unless asked to do so. Speakers not on the Board must indicate in writing to the chair their desire to speak and may do so after all agenda items have been addressed.

SECTION 6-STUDENT MEDIA BOARD MEMBERSHIP

To represent fully the total community it is to serve, the Media Board shall be composed of 15 regular members: eleven (12) voting members and three (3) nonvoting members as follows:

A. Advisor to the Media Board: Vice President for Student Success (ex officio, nonvoting)

B. Student editor in chief: newspaper (ex-officio, voting)

C. Student editor in chief: feature magazine (ex-officio, voting)

D. Student editor in chief: art & literary magazine (ex-officio, voting)

E. Student station manager: OWL Radio (ex-officio, voting; pending)

F. Student member at large: appointed through Student Involvement office (voting)

G. Kennesaw Activities Board Representative: appointed (voting)

H. Student Government Representative: appointed (voting)

I. Student member at large: appointed from ISA or AASA (voting)

J. KSU staff member at large (voting)

K. KSU faculty: Communication dept. (voting)

L. KSU faculty member at large (voting)

M. KSU staff member: University Relations (voting)

N. Student Media Marketing Coordinator (ex-officio, nonvoting)

O. Associate Director of the Student Life Department, for Student Media (ex-officio, nonvoting)

1. The Associate Director of the Student Life Department is the secretary.

2. Will take the minutes and distribute it within seven days of the previous meeting to all members for approval.

3. In the event of an absence of both co-chairs, the secretary will chair the meeting.

P. One student member and one faculty member will each serve as co-chair. They will be elected by the body at large. The student co-chair will serve for one year. The faculty co-chair will serve for two consecutive years.

SECTION 7-OTHER CRITERIA FOR BOARD MEMBERSHIP

These additional criteria for Student Media Board membership shall be applicable:

A. Individual responsibilities/duties to be determined at the fall workshop or assigned by the Board Chair.

B. Voting members must abstain from voting on issues where the Board determines conflict of interest (budgetary matters, editor selection, complaints against a publication of which they are a member, etc.).

- C. Student members at large may not be current members of a KSU media organization.
- D. The Student Government Representative may not be a member of the executive board.
- E. Any qualifications set forth by the Board itself provided that such qualifications have been approved by SABAC.

SECTION 8-TERMS OF OFFICE

Terms of student members of the Media Board shall be one year and may reapply for a second term. Terms of nonstudent members will be two years.

SECTION 9-BOARD SELECTION

Staff and faculty members shall be appointed by the University President or his/her designated employee when a position becomes open. Student members shall be elected by student body ballot or appointed by the appropriate body. In the case where no candidates come forward, the Chair shall work with all other members and resources to solicit candidates. Ex officio members of the Board are members due to their position. Advisors are selected by their respective student medium.

SECTION 10-BOARD VACANCIES

If an unexpired term should occur, the chair shall report the vacancy to the appointing authority and request a replacement. A Media Board member absent two meetings per semester shall be declared ineligible for membership at the discretion of the Board, the seat vacated and the appointing authority requested to appoint a replacement.

SECTION 11-BOARD CHAIR AND SECRETARY

The Board shall elect its own chair from the voting members of the Board and the chair shall have the right to vote to break a tie. The secretary to the Board shall be, ex-officio and nonvoting, the Associate Director of the Student Life Department.

Election of the chair is by routine nomination and election procedures which should occur during the fall workshop. In the absence of the chair from a meeting of the Board, the chair may delegate powers (except voting) and responsibilities of the chair to any member of the Board.

SECTION 12-PROPERTIES AND FUNDS

All properties, funds, securities, goodwill and titles of registered student media or the Media Board shall be managed in accordance with the fiscal management policy of Kennesaw State University. Board activities will be financed through funds budgeted by each student media and managed by the Associate Director of the Student Life Department.

SECTION 13-AUTHORITY OVER BUSINESS AFFAIRS

The Media Board shall have the power to govern directly or through its authorized representatives or employees the business affairs of the publications under the control of the Media Board, provided that such governance is consistent with and participant in current University accounting, purchasing and contracting and all other University policies and practices. The Board, or its designated employees, retain the power to set advertising and mail subscription rates, and student stipends within appropriate University, administrative, state and national guidelines, and with student publication staff input.

The Board sets and supervises the pay scale for honorariums for student media positions. When line item budget supervisors and/or organizations wish to add a new position or increase pay for a current position, they must receive approval of the Board [Student Activities Committee (SABAC), Policy on Wages & Honorariums, 3/28/90].

The Board shall review and recommend annual operating budgets for the fiscal year in accord with the University's budget schedule. Such budgets shall be forwarded through channels to SABAC as a recommendation. Copies of each budget will be forwarded to members of the University community upon request.

The Board shall undertake a five-year capital improvement plan for the media and facilities under its control and revise said plan annually as appropriate to reflect changes in priorities for such improvements. The plan, along with estimated costs, shall be supplied to the Vice President for Student Success and to SABAC for their endorsement, support and action.

SECTION 14-SELECTION OF EDITORS/STATION MANAGER

A. The following eligibility requirements must be met by all applicants for the positions of editors in chief of student media and the Station Manager:

- Candidates must be an enrolled KSU student with an adjusted GPA of at least 2.5.
- Have at least one semester of experience with the publication he/she is applying for, or equivalent (to be determined)
- Have strong communication skills and ability to motivate a staff.
- Maintain office hours.
- Complete the Editor Training Packet prior to the selection process.
- Be willing to work closely with the Associate Director of the Student Life Department, advisors, and Student Media Board.

Desired but not required:

- Completed applicable class work.
- An understanding of the medium he/she is applying for and its purpose and audience.

B. Applicants meeting the eligibility requirements must execute the proper application forms at the specified filing times, appear before the Board for interviews at a time prescribed by the chair, and certify by their signatures on the application forms that they have read, understand and will uphold the Policies and Procedures manuals specific to the publication/medium and the position description therein, the Statement of Principles, and the Statement of Understanding and Acceptance pertinent to the position for which they apply.

C. The Board shall have the authority to waive any and all of the requirements for positions if there are no candidates who meet all of the requirements or if in the opinion of the Board there is an otherwise qualified candidate. Voting on applicants for these positions will be done for those that arise from a motion and second from voting members of the Board. Selected candidates shall be responsible for a formal meeting with the Vice President for Student Success, the Media Board Chair, and the Associate Director of the Student Life Department prior to assumption of office.

D. If a student media loses its editor/manager, the respective organization's student staff may appoint an acting editor/manager to serve until the Board appoints another editor.

SECTION 15-EDITOR/STATION MANAGER TERMS OF APPOINTMENTS

Terms of appointment for editors/General Manager are:

One year for all student media outlets, not to exceed 2 terms or 2 years. Editors/GM are interviewed and appointed at the last meeting of the SMB each year, usually in April. Terms of editors/GM are typically July 1-June 30.

SECTION 16-ASSOCIATE DIRECTOR OF THE STUDENT LIFE DEPARTMENT (MEDIA ADVISOR)

The Associate Director of the Student Life Department (ex-officio, nonvoting) shall have the following responsibilities to the Board in addition to secretary:

- A. Principal fiscal officer of student media.
- B. Hiring and terminating personnel under his/her charge in the clerical and advertising and distribution areas.
- C. Maintaining adequate financial records and reporting to the Board non-routine developments and transactions.
- D. The preparation and annual updating of a long-range plan for systematic growth of student media and the preparation of an annual operating budget for the coming fiscal year to be submitted for Board approval prior to submission to SABAC.
- E. Quarterly reviews of all Board appointed positions.
- F. Being aware of the policies and procedures of the Board, to uphold them and to recommend ways in which they can be strengthened.

SECTION 17-ADVISORS

There shall be an advisor (ex-officio, nonvoting) for each publication or media under the Media Board, to be selected by the specific publication or medium. The advisors shall be delegated these general responsibilities:

- A. Principal advisor of the editorial content of the publications and the professional conduct of their staffs.
- B. Awareness of the sensitive role the media play in the University and extended communities.
- C. Shall adhere to the principle that editorial freedom of expression is a basic requirement for University media.
- D. Understanding and adhering to the policies and procedures of the Board and KSU student media.
- E. Shall assist the editors and staff of the organization within their charge to understand the objectives of the media and to

fully comprehend their responsibilities and duties.

F. The relationship between the advisor and the staff of the medium shall be that of advisor and liaison between the Media Board and the staffs. Advisors shall not engage in prior review, restraint, or censorship, and may not accept payment for their work within a student media. Advisors shall maintain a close working relationship with the Associate Director of the Student Life Department.

G. Shall interpret University policies and procedures.

H. Shall serve as ex-officio nonvoting members on the Student Media Board.

SECTION 18-POLICIES AND PROCEDURES MANUALS

A. Each organization shall have written Policies and Procedures which must be approved by the Board. The Policies and Procedures should be published in its respective media on at least a yearly basis or publish the location of the complete policy for public review.

B. Any proposed changes in Policies and Procedures for a student media shall be submitted in writing to the Associate Director of the Student Life Department (media adviser). The Policies and Procedures should be reviewed by incoming editors/ manager of student media and discussed at the appointee's formal meeting.

C. It shall be the responsibility of the editor and executive staff members of each media to enforce the Policies and Procedures for their organization.

SECTION 19-COMPLAINTS

A. Any member of the University community who considers one of the student media outlets to have violated its Policies and Procedures should first bring the matter to the attention of the outlet's editor. If the matter cannot be resolved at this level, the matter may be brought to the Associate Director of the Student Life Department. The Student Media Board refuses to hear a complaint that has not first been discussed at these two levels.

B. Once a complaint is filed with the Associate Director of the Student Life Department, he/she will determine if it is:

- a. A violation of school policy,
- b. A violation of civil rights, and/or
- c. A threat to the media outlet's role as an open forum.

C. Only complaints that meet one or more of the three conditions set forth in "B" can be taken before the Student Media Board. The Associate Director of the Student Life Department will arbitrate all other complaints if the grievance procedures detailed in the media's staff manual do not resolve the issue. It is not the policy or the purview of the Board to arbitrate complaints that deal with the day-to-day running of a student media outlet.

D. If the complaint meets one or more of the three conditions set forth in "B," the Associate Director of the Student Life Department will advise the complaining party to submit the complaint in writing to him/her. The Associate Director of the Student Life Department will then forward the written complaint to the Chair of the Student Media Board and will also place the complaint on the agenda for the next Board meeting.

E. The written complaint will be discussed at the next Board meeting and deliberated by the full Board. The Board maintains the discretion to call witnesses to assist in the deliberations or to base its decision solely on the written complaint. The student editor involved in the complaint must relinquish his/her place as a voting member of the Board during the deliberations. He/She will be treated as a witness, if the Board chooses to call witnesses. The Board may choose to reject the complaint, establish an ad hoc committee charged with resolving the complaint, or take disciplinary action based on the complaint.

F. Disciplinary powers include the following: warning, reprimand, removal from office, and recommendations for further University disciplinary action by the appropriate authorities or bodies.

G. A majority vote of the Board, with quorum present, is necessary to reject the complaint, establish an ad hoc committee, or take disciplinary action.

SECTION 19A-GRIEVANCE PROCEDURES

19.01 Media Management & the Editorial Board

The editorial board of the different entities of student media is the governing authority for the daily operations of each medium. While the different media are not democracies, and the ultimate responsibility for its operations is vested in the editor in chief, most leaders would agree that involvement of their editorial boards is essential to successful operation of student media. The three C's — cooperation, consultation, and compromise — are vital for EICs to forge a strong working

relationship with their boards. The core membership of the boards is defined in section 1.06 of these procedures listed previously; however, the number of board members may be increased at the discretion of the Editor in Chief. The duties of board members include but are not limited to the following:

1. Each board member is required to maintain office hours for a minimum of two hours daily, Monday through Friday, between 9 a.m. and 4 p.m.
2. Each board member is expected to be available for “after hours” work on deadline nights as warranted.
3. The editorial board will meet with the newspaper’s adviser once a week to discuss any problems or concerns and to discuss upcoming plans.
4. The editorial board will assume other duties as warranted by the operations requirements of the different media.

19.02 Editor in Chief

While the editor in chief is strongly encouraged to involve their media board in all facets of daily operations, the editor in chief retains the ultimate authority to establish media operations policy on a day to day basis.

In matters of board decisions involving an individual medium, the editor in chief retains a veto power over their decisions. The EIC, however, is encouraged to use this “veto” authority sparingly inasmuch as policy decisions which have the board’s endorsement will be much easier to implement than those which lack such support.

General expectations of the EIC are as follows:

1. The EIC absorbs all responsibilities for the functioning of the media, and is expected to provide leadership and guidance to the staff.
2. The EIC is responsible for determining the duties of staff members and supervising performance of their assigned duties.
3. The EIC is responsible for reviewing and understanding the staff manual and SMB Bylaws.
4. The EIC has final authority on policy regarding their medium. While some policy decisions, by necessity, must be made “on the run” during deadline production, the EIC has an obligation to the staff and audience to put any policy revisions in writing as an addendum to the staff manual. As much as possible, the EIC should follow the staff manual, though this manual is understood to be guidelines, for the most part.
5. The EIC is expected to follow established grievance procedures prior to dismissal of a staffer.

19.03 Disciplinary action by EICs

If at any time the EIC should become dissatisfied with the conduct of any staff member, the EIC may initiate disciplinary action. The EIC, in the exercise of managerial responsibility mandated by the Student Media Board, has the authority to issue reprimands in the form of warnings, suspensions, or expulsions to staffers whose conduct is in conflict with the objectives of student media. In all cases, the questionable action of a staffer should be measured against performance of job-related duties, and not on the basis of personalities.

19.04 Disciplinary remedies

In all cases, the EIC is required to document in writing the reason and the rationale for the disciplinary action taken. The disciplinary remedies available to the editor are as follows:

1. **WARNING NOTICE** — A written document from the EIC which notifies the staffer of the job-related infractions, and lists resulting consequences for additional infractions. The following infractions may result in a formal warning notice:
 - Failure to meet an established deadline.
 - Failure to maintain office hours as established.
 - Failure to attend mandatory staff meetings without a proper excuse.
2. **NOTICE OF SUSPENSION FROM STAFF** — A written document from the EIC, usually issued only after one or more written warnings have been issued, which notifies the staffer of suspension from the staff for a specific period of time not to exceed two weeks. During this time, the staffer will not be awarded any assignments, nor will the staffer be

paid. During the term of the suspension, the staffer and the EIC or editorial board are encouraged to meet and to discuss the reasons and rationale for the suspension. Once a suspension has been lifted, the staffer may again resume normal staff duties.

3. **EXPULSION FROM STAFF** — A written document from the EIC, issued as a last resort only after the staffer has been given written warnings and suspension(s) notices, which terminates a staff member from affiliation with the newspaper.

4. **CONFIDENTIALITY** — A disciplinary action is considered a personnel action and, thus, is confidential. When the EIC issues a written reprimand, the EIC must retain a file copy of the reprimand and is advised to have the reprimanded staffer sign the file copy of the reprimand as acknowledgment of its receipt.

5. **EXTRAORDINARY SUSPENSION** — In a few, exceptional cases, the EIC has the authority to immediately suspend a staff member without issuing a formal warning. These instances include, but are not limited to, the following infractions:

- Plagiarism.
- Maliciously falsifying a news report.
- Maliciously misrepresenting the newspaper.
- Theft of newspaper property.
- Malicious destruction of newspaper property.
- Acceptance of money or other special considerations in exchange for favorable news coverage or a promise of news coverage.

19.05 Disciplinary action appeal

A staffer may file an appeal with the student media adviser (Associate Director of the Student Life Department) about the EIC's decision regarding suspension or expulsion from the staff.

1. At no time will the Associate Director of the Student Life Department consider an appeal of written warnings issued to the staffer.
2. The reprimanded staffer must file this appeal in writing with the Associate Director of the Student Life Department within a reasonable time following the EIC's actions.
3. The Associate Director of the Student Life Department will arrange a meeting between the EIC and the reprimanded staffer to discuss the EIC's actions, and seek to adjudicate any disagreement.
4. Subsequently, the Associate Director of the Student Life Department will issue a written opinion regarding the suspension or expulsion.
5. Should this procedure fail to resolve any apparent conflict, the reprimanded staffer may file a written notice of appeal with the chairperson of the Student Media Board and seek to schedule a hearing with the committee or its designee, according to the committee's constitution.
6. The decision of the SMB in this matter will be considered final.

19.06 Associate Director of the Student Life Department/media adviser

The Associate Director of the Student Life Department performs the duties of the adviser but is also responsible for the financial matters of student media.

1. The Associate Director of the Student Life Department has direct financial responsibility for the expenditure of funds required for newspaper operations. Therefore, student editors and managers must seek the adviser's approval for all purchases or expenditures.
2. The Associate Director of the Student Life Department is responsible for preparing the newspaper's annual budget.
3. The Associate Director of the Student Life Department strives to represent the students' interests in all dealings with university administration and others.
4. The Associate Director of the Student Life Department/adviser is not a censor.
5. The Associate Director of the Student Life Department/adviser does not require prior review of any materials.
6. Student editors and managers are strongly encouraged to voluntarily seek the The Associate Director of the Student Life Department/adviser' opinions prior to publishing items of questionable legality or extreme sensitivity.
7. The The Associate Director of the Student Life Department/adviser is a good source of news, feature and other

coverage ideas.

8. Student editors and managers are encouraged to consult the The Associate Director of the Student Life Department/ adviser with questions about publication standards, procedures, ethical and professional conduct.

9. The The Associate Director of the Student Life Department/adviser, upon request, will make a reasonable effort to attend editorial board and/or staff meetings.

10. The The Associate Director of the Student Life Department./adviser is a member of College Media Advisers and supports the CMA Role of the Adviser and Code of Ethics.

Editors and managers of student media are encouraged to consult with media adviser's regarding any questions they might have about the media operations, management, content, and/or legal concerns.

19.06 Staff grievance procedures

Formal grievance procedures are listed in the Student Media Board's Bylaws & Staff Manual in the appendix of this manual. Staffers, however, are expected to follow an internal grievance procedure prior to seeking the involvement of the Student Media Board.

The informal grievance process is as follows:

1. Staffers first should seek to resolve their own grievances or differences of opinion with editors, managers and/or other staffers on an informal basis.

2. If the informal procedure fails to resolve the disagreement, the editor, the editorial board, EIC, or their designee might be appointed to hear, to arbitrate any grievance, and to make a decision on the grievance.

3. If the staffer is dissatisfied with the decision of the editor, manager or editorial board, the staffer may discuss the matter with the Associate Director of the Student Life Department who will advise the staffer of other remedies available, and if necessary, make a final decision.

4. If either party is dissatisfied with the decision of the Associate Director of the Student Life Department, the grievance will then - and only then - be heard by the Student Media Board. The decision of the SMB in this matter will be considered final.

SECTION 20-DUE PROCESS

In all matters relating to the discipline or dismissal of a student editor in chief/manager, care shall be taken to insure due process.

SECTION 21-PARLIAMENTARY PROCEDURE

The Student Media Board shall establish its own parliamentary procedures, excepting quorum and proxy rules as follows. For purposes of the Media Board meetings, a quorum is one more than one-half of individuals who have been named or elected to the voting membership of the Board. In all cases, a majority of the voting members present is required to enact any motion.

SECTION 22-AMENDMENTS TO THESE BYLAWS

Provisions of this document may be amended by a two-thirds vote of the voting membership of the Student Media Board. Such amendments will be effective only after approved by SABAC.

Adopted by the SPB 10/5/94

Approved by the Student Activities & Budget Advisory Committee 10/19/94

Updated & approved by SABAC 6/96, 3/2002, 4/2003, 2/2005 (Grievance Procedures)

Revision approved by Department of Student Life, 11/4/2013



KSU STUDENT MEDIA BOARD STATEMENT OF PRINCIPLES

1. The editorial freedom of student editors entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
2. Editors and managers of student publications 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 and managers be subject to removal and then by orderly and prescribed procedures. The Student Media Board which is responsible for the appointment of editors should be the agency normally responsible for their removal.
3. The editors and managers of the student publications of Kennesaw State University hold responsible positions and shall exercise mature decision making and judgment. Editors and managers are not official spokesmen for the students or Kennesaw State University.
4. Editors and managers of student publications are expected to have read the laws of libel, right of privacy, obscenity, and similar existing laws, as well as a current staff manual and the SPB bylaws.
5. Editors and managers of student publications are expected to exhibit balance in the contents of their publications.
6. The Student Media Board believes that the widest degree of latitude should be allowed editors and managers of student communications media for the free discussion of current issues and problems. Editors and managers of student publications have the right to criticize without malice public officials in the performance of their official duties.
7. Letters to the Editors of student publications must bear positive identification of authorship. Identification of the author may be withheld at the discretion of the editors. Editors and managers, before publication of letters, must be able to verify and clearly identify the author of the letter.
8. Publications and their editors may give news and editorial coverage to student political events and controversies. At no time, however, will the editor or student staff member of any student publication, acting in his/her official capacity, enter into student partisan politics and/or use the facilities or the privileges of his/ her office for the promotion of a political party or candidate.
9. Reprinting of materials from other sources does not mitigate deviations from the Statement of Principles.



**KENNESAW STATE UNIVERSITY STUDENT MEDIA BOARD
STATEMENT OF UNDERSTANDING & ACCEPTANCE**

Let it be known that _____ has been appointed by the Student Media Board of Kennesaw State University to the position of editor in chief of _____. The term of this appointment will be from _____ to _____. This position is directly advised by the Associate Director, Student Life.

With the signing of this 'Statement of Understanding and Acceptance' the person named above:

- 1.) Has read and agrees to abide by KSU's Bylaws and Student Media Board's Statement of Principles before the term or appointment begins.
- 2.) Has read and agrees to follow the staff manual and position description for this position.
- 3.) Knows that attendance at board meetings, retreats, and/or training sessions may be required.
- 4.) Has read the established procedures for organizations receiving allocations from student activities fees.
- 5.) Will enforce all deadlines as established by staff and contracts.
- 6.) Understands that the payment for this position is a minimal sum for volunteer participation in student publications work which is not considered an employment relationship by the WHPC Divisions of the U.S. Department of Labor.
- 7.) Clearly understands that Kennesaw State University publications are published for all students and other segments of the University and not just a small group.

Editor/Manager > Signed | Date

Vice President for Student Success > Signed | Date

Associate Director, Student Life (student media adviser) > Signed | Date