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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Student Media Board

**Number:** UW Regulation 11-6

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## I. PURPOSE

To establish the University of Wyoming Student Media Board. The Student Media Board acts as publisher for student publications, which are financed through student fees and publication revenue. The Student Media Board is an independent board, and shall oversee the publication and distribution of student publications (as defined below), including but not limited to, student newspapers, magazines, and yearbooks and establish policies and procedures for all student publications.

## II. GENERAL INFORMATION

The preservation of a student press free from censorship and outside intrusion is of highest concern and importance on the University campus. Student publications at the University are designated public forums, and student editors have authority to make all content decisions without censorship or advanced approval. Incumbent upon a free press, however, are certain accompanying responsibilities that must be assumed by the publisher. The President of the University, through powers delegated from the Trustees, is responsible for the assurance of and responsibilities surrounding a free student press. The Student Media Board has been established by the President of the University to carry out these responsibilities as well as the other duties of a publisher, consistent with University regulations, policies and procedures. The Student Media Board is advisory to the President of the University.

## III. DEFINITION OF A STUDENT PUBLICATION

For the purposes of this regulation, any University publication that meets the following requirements is considered a student publication:

- A. Purports to serve or benefit the students, faculty, staff, and administration making up the general campus community;
- B. Is periodic in nature with a regular issuance;
- C. Accepts University collected student fee support and/or uses facilities of the University; and
- D. Is primarily student managed, regulated, or operated.

#### **IV. RESPONSIBILITIES**

- A.** In its publisher's role, the Student Media Board shall be concerned with the welfare of the entire campus community, including students, faculty, staff, and administration. It shall encourage and adopt responsible journalistic practices, which generally involve meeting standards established by reputable journalistic societies and organizations that exist within the field. Specific areas of the Student Media Board's responsibilities include the following:
1. Encouraging accurate coverage and reporting of news in order to provide a maximum benefit to the student body and campus community as a whole.
  2. Providing a public forum for free inquiry and free expression of ideas necessary to an academic community.
  3. Encouraging opportunities for rebuttal and expression of alternative views.
  4. Encouraging propriety and good taste in expression.
  5. Ensuring that within the bounds of the law and professional standards, editors are free to develop their own editorial policies and make their own journalistic judgments.
- B.** To provide the Student Media Board with the autonomy needed to function as an active publisher, the Student Media Board shall be responsible for the financial management of all student publications, subject to University regulations, policies and procedures. In fulfilling this role and in conjunction with the Supervisor of Student Media, the Student Media Board shall prepare an annual budget for all student publications and submit it to the President of the University. Within the limitations of its budget and in accordance with University regulation, policies and procedures, the Student Media Board shall assume full responsibility for administering the approved budget and any amendments to the budget. A budget reserve fund shall be established to insure the financial independence of student publications and to encourage the development of innovative publications.
- C.** The Student Media Board shall appoint the principal student staff position of each student publication. Procedure for filling these positions shall be as follows:
1. The Student Media Board shall establish a calendar for the selection of the editor or manager positions during the spring semester of each academic year and shall publish that schedule.
  2. At least six weeks prior to the end of the term of appointment for each editor or manager, the Student Media Board shall call for applications for that position. Applications shall be submitted directly to the Student Media Board.

3. The Student Media Board shall review the applications, interview the applicants, and receive recommendations relative to the appointment.
  4. After completing the above steps, the Student Media Board shall appoint the principal student staff position of each student publication.
- D.** The Student Media Board shall have the power to reprimand or remove the student editor or student manager of any student publication with a two-thirds affirmative vote of the full voting membership of the Student Media Board. Before the Student Media Board removes an editor or manager from his or her position, a hearing shall be held. The Student Media Board shall give at least one week's notice of such a hearing to all involved parties. The Student Media Board's decision must be in writing. Upon dismissal of an editor or manager, or in other circumstances in which such a position has been vacated unexpectedly, the Student Media Board may appoint a temporary replacement for a period specified by the Student Media Board, but not to exceed one full academic semester, and then select a replacement following the procedures specified in paragraph IV(C) above.
- E.** Consistent with responsible journalistic practice, the Student Media Board shall serve as an intermediary between student publications and any member of the University community and various on and off campus interests. The Board shall seek solutions to problems or complaints pertaining to any student publication upon the written request of any member of the University community.
- F.** The Student Media Board shall approve the operating policies of all student publications. It is the responsibility of each publication to submit to the Student Media Board a set of guidelines and policies pertaining to that particular student publication. These guidelines shall be approved by the Student Media Board at the first Student Media Board meeting held during the student editor's or manager's term of appointment. The Student Media Board shall continually review guidelines and policies throughout the term of appointment.
- G.** The Student Media Board shall advise all student publications regarding such matters as techniques, standards, finances, and content and assist in providing training for staff members. The Student Media Board may seek technical assistance from professional experts if the Student Media Board deems it necessary.
- H.** Within the limitations of its budget and in accordance with University regulations, policies, and procedures, the Student Media Board may purchase, lease, and maintain equipment, supplies, services, space, and furnishings required for the Student Media Board to fulfill its responsibilities as publisher of student publications.

- I. Employees assigned to student publications shall be considered employees of the University, shall be supervised by University personnel as designated by the appointing authority, and shall be subject to all applicable University regulations, policies, and procedures. The Student Media Board may make recommendations to the appointing authority regarding any employees assigned to student publications or candidates for those positions. Nothing in this section limits student editors' or the advisor's authority as to the editorial content of the publications.

**V. COMPOSITION**

- A. The Chairperson of the Student Media Board shall be elected by a majority vote of the entire voting membership of the Student Media Board.
- B. Voting Members shall be as follows:
  - 1. The Chairperson
  - 2. Three student members appointed by the President of the Associated Students of the University (ASUW) and approved by the ASUW Senate, one of whom shall be a graduate student.
  - 3. Two student members approved by the Office of Student Media Staff.
  - 4. Two faculty or staff members appointed by the President. These members must have expertise that is relevant to student publications and a background in relevant academic disciplines or related professional experience.
  - 5. Two professional journalists appointed by the President from nominations submitted by the Wyoming Press Association Board of Directors.
  - 6. One member from the University faculty appointed by the Chairperson of the Faculty Senate and approved by the Faculty Senate.
  - 7. One member from the University staff appointed by the President of the Staff Senate and approved by the Staff Senate.
- C. Non-voting members shall be the Student Media Editors, the Office of Student Media Office Assistant and Student Media Board Secretary, the Office of Student Media Sales and Circulation Coordinator, and the Supervisor of the Office of Student Media. Non-voting members may not serve concurrently as voting members.
- D. Student members must maintain a 2.5 cumulative grade point average while serving on the Student Media Board.

## **VI. TERMS OF OFFICE**

- A.** The Chairperson shall not serve for more than two (2) consecutive one-year terms.
- B.** Except for the Chairperson, the terms of office for voting members shall be two (2) years. No voting member shall serve more than four (4) consecutive years on the Student Media Board.
- C.** The terms of office for all non-voting members who are the principal editor or manager of a student publication, shall be one (1) year and may serve consecutive terms up to a maximum of three (3) terms. The terms of the other non-voting members of the Student Media Board are unlimited.
- D.** At the Student Media Board's discretion, any member may be expelled by a majority vote of the Student Media Board's voting membership for missing three (3) meetings.

## **VII. OPERATING PROCEDURES**

- A.** Meetings of the Student Media Board shall be held at least once a month during the academic year. Additional meetings may be called by the Chairperson or a majority of the voting members of the Student Media Board, providing that notice of the meeting is given to each Student Media Board member in writing at least three (3) days in advance of the date on which the meeting is to be held. All meetings of the Student Media Board shall be open to the public, except the Student Media Board may meet in executive session to discuss recommendations to the appointing authority regarding University employees assigned to student publications. Minutes will be kept for all meetings and shall be available to the public upon request, except for minutes related to confidential personnel matters.
- B.** Except as otherwise provided in this Regulation, a quorum may conduct the business of the Student Media Board and shall consist of a majority of the voting members.
- C.** It shall be the responsibility of the Student Media Board to establish further operating policies and procedures necessary to carry out and fulfill the responsibilities and purposes of the Student Media Board. These further operating policies and procedures shall be submitted annually in writing to the President of the University for approval.

## **VIII. ADMINISTRATION**

The Vice President for Student Affairs shall administer this Regulation.

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**Responsible Division/Unit:** Division of Student Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 38, Revision 5; adopted 7/17/2008 Board of trustees meeting

Revisions adopted 2/9/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 8-38, now UW Regulation 11-6