

**Student Media Board**  
*Standard Operating Procedures*

The Student Media Board Standard Operating Procedures are written to define the rights and responsibilities for organizations that fall under the media umbrella. It is the media organizations' responsibility to ensure that structures and procedures allow of an inclusive and engaging educational experience for those involved. This document outlines the community-based responsibilities that come with being a part of the media cohort.

**ARTICLE I. JURISDICTION**

**Section 1. Matters within the jurisdiction of these standard operating procedures**

The Standard Operating Procedures provide basic rules and standards for media organizations as a collective and individually. It is not meant to replace individual media organization constitutions.

**Section 2. Common Practices**

Student Media organizations will abide by their own Code of Ethics that have been established. In addition, they will also abide by the following procedures:

1. The Society of Professional Journalists Code of Ethics states that the foundation of ethical journalism is based on seeking the truth, minimizing harm, and being transparent and accountable in reporting.
2. All contributors of media should not plagiarize or violate copyright.
3. All members under the Student Media cohort will follow the standard of journalistic integrity and ethical practice.

**ARTICLE II. APPOINTMENTS**

**Section 1. Media Board Chairs**

1. The Media Board Chairs will be selected through an application process. Applications will be reviewed by the current Media chairs, or the CSI Advisor if chairs are not present.
2. Applicants must be a member of a Student Media organization for at least 1 year. Heads of organizations **cannot** apply to the chair roles due to conflict of interest (i.e., President Editor-in-Chief, Director, etc.).
3. It is the responsibility of each chair to:
  - a. Advocate to CSI and AU administration on topics that are impacting the health and success of media organizations.
  - b. Attend meetings with AU staff on behalf of the Media Board.
4. The positions and their respective responsibilities include:
  - a. Programming Chair
    - i. Working with media organizations to create semesterly media release events.
    - ii. Planning annual retreat at the beginning of the year, in partnership with the Professional Development Chair.
    - iii. Overseeing the planning of the spring "Mediafest" event.
  - b. Professional Development Chair
    - i. Collaborating with CSI to create and execute standard media trainings each semester.
    - ii. Hosting skill-based workshops for the benefit of media organizations (i.e., guest speaker panels, resume workshops, networking events).
  - c. Secretary
    - i. Coordinating and recording biweekly Chair and Media Board meetings.
    - ii. Updating the Media Board Engage page on all relevant news, roster information, and upcoming events.
    - iii. Maintaining open lines of communication amongst all media organizations.
5. Terms are a full year, May-April.

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6. Chairs will be provided a stipend, based on the role they hold and the responsibilities they fulfill as chairs of the Student Media Board. The amount will vary based on the allocation that is provided to Student Media from the Student Activity Fee.

**Section 2. Student Media Organization Representatives**

1. Each organization must have at least one representative, but no more than two, attend every Media Board meeting for the overall benefit of Student Media.
2. Representatives are chosen by the head of the organization at the beginning of each semester to ensure their attendance at every meeting. It can be the head (President, Editor-in-Chief, etc), a member of the executive board, or a general body member.
3. Shared responsibilities of these representatives include:
  - a. Showing up on time or providing notice if they will be arriving late.
  - b. Providing accurate and timely organization updates to keep meetings productive and consistent.
  - c. Collaborating with other organizations in Student Media.
  - d. Representing their organization professionally and respectfully.

**Section 3. Media Meetings**

1. Chairs will meet biweekly, based on mutual availability, with the CSI Student Media advisor.
  - a. This time will be used to discuss pertinent and timely Student Media updates in coordination with the CSI Advisor.
2. Student Media Board will meet biweekly.
  - a. If the designated representative of an organization cannot attend, a virtual option must be provided to them.
    - i. It is expected that the representative attends every meeting in person, but a virtual option can be requested due to a scheduling conflict or illness. This will be provided on a case-by-case basis.
  - b. Topics will include:
    - i. Leadership updates on behalf of the organization the attendees are representing.
    - ii. Proposed collaborative events, hosted by the Student Media Board as a whole or other media group collaborations.
    - iii. Troubleshooting (i.e., conflict resolution, asking for feedback about potential challenges, etc.)
    - iv. Announcements from the Center for Student Involvement about policies, upcoming deadlines, etc., if necessary.
3. If voting, a required 2/3 of Media organizations must be in attendance in order to perform a vote.

**ARTICLE III. RESPONSIBILITIES OF THE MEDIA COHORT**

**Section 1. Student Media Organization Definition**

1. Organizations classified under Student Media must produce at least one form of audio or visual content each semester that focuses on a media-driven purpose/mission.
2. Any future organizations wishing to be recognized under the Media Board must submit the following information for review:
  - a. A portfolio that includes a summary of the year (meetings held, events proposed, timeline of work created), samples of work created, a minimum number of contributors to the piece, and a transition for leadership.
  - b. An advisor who has experience in the content area
  - c. A completed application that includes:
    - i. A constitution
    - ii. Executive Board of at least 4 positions, based on content (i.e., Editor-in-Chief vs. General Manager vs. Director)
    - iii. Amount of work published consistently.

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- iv. Code of Ethics
- v. If they are tied to a national branch
- vi. Relevant media to showcase work (audio vs. portfolio)
3. The review process will take place each semester during a designated period set forth by the Student Media Board at the beginning of the academic year.
  - a. Once approved, the organization will use the following semester to gather their work and initiate a plan moving forward (schedule of events, officer transition, use of media for producing, etc.)
4. Organizations looking to be considered under the Student Media umbrella cannot copy a current Student Media organization.
5. When reviewing organizations that are looking to be a part of the Student Media Board, the following should be considered:
  - a. How do you determine uniqueness?
  - b. Is the medium different than what Student Media already has?
  - c. How do they plan to maintain membership? (Including a growth plan)

**Section 2. Student Media Trainings**

1. Student Media Chairs are responsible for working with the CSI Student Media Advisor to develop and facilitate trainings and retreats throughout the school year.
2. Standard media trainings will be established based on the unique needs of each Student Media cohort (i.e., producing written content vs. producing audio content).
3. New leaders of organizations must attend all CSI student organization-required trainings, such as finance, orientation, DEIA, and media retreats.
4. Organizations must have at least one representative attend each required training to receive voting and participating privileges.
  - a. If the organization cannot attend a scheduled retreat, it is up to the head of the organization to set up a meeting with the Professional Development chair to satisfy this requirement.

**Section 3. Student Media Events**

Events held by the Student Media Board includes, but is not limited to:

1. Community-building initiatives, such as trivia nights, guest speaker panels, and community-wide events throughout the DC area
2. Semesterly release parties where all media organizations showcase their work from the past semester.
3. Professional development opportunities, such as a faculty-focused event for networking and showcasing work to prospective employers.

**Section 4. Office Utilization**

1. Shared office space will be available to use by each organization. The space can be used to hold meetings and office hours, as well as to store equipment.
2. Each member utilizing the shared Student Media office space must be respectful of others who are using it by keeping it clean and organized.
3. Each organization's executive board can choose who in their general body is given access to the space. At the beginning of each semester, the Media Board will provide their CSI advisor with a list of approved Student Media members who require swipe access to their respective spaces.
4. A schedule will be sent out each semester to show who has access to the space and when based on pre-determined organization meeting times. The schedule will also be open to book the space on an as-needed basis if space is available.
5. At the end of the academic year, a clean-up will be performed by each organization that includes an audit of each organization's equipment.

**Section 5. Communication**

1. A standard of communication amongst all heads of organizations and the Chairs will be established at the first meeting of the year (i.e., Slack, Microsoft Teams, etc.).

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2. As discussed in Article II, Section 1, it is up to the Secretary, plus one individual in Student Media who has familiarity with the subject matter, to speak on behalf of the Student Media Board when meeting with any outside party. This includes:
  - a. If the Secretary is unable to attend a scheduled meeting, the Chairs must decide who of the three chairs can represent in their place.
  - b. It is this representative's responsibility to take notes and report back to the rest of the Student Media Board at the next meeting. A memo on behalf of the Student Media Board can be created ahead of time to present at the meeting.
3. As discussed in Article II, Section 1, it is up to the Programming Chair to communicate with any outside organizations or departments when planning or collaborating on events. The Programming Chair can also choose a Student Media representative who is more familiar with the topic that the event is based on to take over communication (i.e., hosting a concert vs. running a journalistic integrity workshop).

**Section 6. Finances and Contracts**

1. All media organizations must work with their CSI advisor during all steps of finances and contracting, including submitting purchase requests.
2. Semester budgets will be submitted at the beginning of each academic year to CSI during the first week of class. All heads of Student Media organizations will have access to view these budgets to increase transparency.
3. It is the responsibility of each Student Media organization to be good stewards of the Student Activity Fee, as this is their source of funding.
4. If there is an instance where an organization needs to request more funding than originally allocated, the Media Board will convene for a vote to access the reserve funds.
  - a. Any organization who requests additional funds will submit their request to their CSI advisor, outlining what exactly they are requesting.
  - b. The list will be provided to the Student Media Board who will then vote to approve or deny the additional funding. A representative from each Student Media organization must be present to vote.
  - c. When voting, organizations must remember that it is the responsibility of each Student Media organization to be good stewards of the Student Activity Fee.
  - d. Student Media reserve must maintain \$25,000 at all times.

**Section 7. Removal from Student Media**

1. Final decisions on organization removal will be up to the Center for Student Involvement.
2. A recommendation will be voted on by the Student Media Board that will then be provided to CSI. To hold each organization accountable, the following system will be used:
  - a. A first warning will be provided if the organization does not attend a Media Board meeting or does not produce content for a semester.
  - b. A check-in will be scheduled mid-semester to troubleshoot established challenges.
  - c. CSI will oversee any monetary discretions or reports of AU Code of Conduct violations.
  - d. Recommendations to CSI will not be made based on personal preference or biased accusations.
3. If a complaint about the head of an organization has been brought to the Student Media Board's attention, an open discussion will take place between the two parties. The CSI advisor will also be in attendance.