**Media Board Charter**

I. Purpose

The Georgetown University Media Board shall counsel and evaluate the overall administration and effectiveness of student media activities at Georgetown University. The Media Board may recommend policy to the editors and managers. The Media Board shall report its activities to the Vice President for Student Affairs.

II. Duties and Responsibilities

A. To support the growth and development of campus media.

B. To hear the concerns and challenges of campus media organizations and to

actively work to address and improve them.

C. To implement advertising standards and guidelines.

D. To review and approve budgets, major expenditures or borrowing.

E. To uphold and protect the rights of freedom of the press and freedom of speech of

editors and managers. Editors and managers are solely responsible for the content or policies or broadcast. The Board has no authority to censor the contents or editorial position of any organization.

F. To grant access to student club and organization benefits.

G. To hear complaints from students about material presented by campus media

outlets.

III. Membership

A. Structure

1. The President of each Media Board organization shall appoint a

representative to the Media Board.

1. The representative of each Media Board organization shall be required to

attend each meeting of the Media Board.

3. No individual student can represent two organizations at the same time at

a meeting of Media Board.

B. Officers

1. The Media Board will be comprised of representatives that include the following

officers:

1. Student Chair

2. Student Vice-Chair

3. Other student representatives

4. A non-voting Advisor, appointed by the Director of the Center for Student Engagement

5. Four faculty and/or staff members, two appointed by the Faculty Senate and two by the Vice President for Student Affairs, with the relevant experience in media or issues of academic freedom of expression.

6. A non-voting external advisor who serves as technical advisor to print media groups. This person is selected and hired by the Center for Student Engagement with input from student media leaders

B. All voting members shall be appointed by May 1. All voting student members are appointed for one academic year.

C. Officers Duties

A. The Chairperson shall:

1. Preside over all Media Board meetings.

2. Serve as liaison between the University community and the Board.

3. Ensure that the responsibilities of the Media Board are performed as herein described.

B. A Vice Chair shall:

1. Assume all duties of the Chair in his/her absence or as assigned.

2. Maintain the official minutes of the Media Board and such files and records as the Media Board shall direct.

3. Serve as the Media Board Representative to the Council of Advisory Boards (CAB).

D. Election of Officers

A. All Media Board officers will be elected by the Media Board itself, with each student representative voting once using an Instant Runoff Voting format.

B. The term of office for members of the Media Board shall be one year and cannot be interrupted by any extended absences from campus, such as study abroad.

C. No student may hold the same position on the Media Board for more than one term.

D. No student organization may have students who are members of that organization serve in consecutive terms in the same position (Chair or Vice Chair) on the Media Board. If an individual student is a member of two campus media organizations, both organizations shall be counted for the purposes of consecutive terms.

E. No student organization may have students representing them in more than one position on the Media Board. For the purposes of this provision, students in multiple organizations may choose for which organization their Media Board membership counts.

F. Should a vacancy arise on the Media Board, the position will be filled by appointment from the president of the Media Board group that has left a position vacant.

G. If a vacancy arises in the Chair or Vice Chair position during the year, the remaining members of the Media Board will vote on a member to fill one of those roles for the remaining term after the president of the Media Board group whose position was vacated fills the remaining student spot on the Media Board.

E. Removal and Censure of Officers

A. Any member of the Media Board who violates the Media Board constitution, fails to adequately execute his/her role, or has more than three unexcused absences from regularly scheduled meetings may be removed from office or censured.

B. In order to initiate a censure or request for removal, five members of the Media Board must make a request in writing to the Student Chair of the Media Board. A subsequent affirmative vote of seven members of the Media Board will lead to the censure or removal of that officer.

IV. Procedures

A. Procedure for conduct of the meetings will be established by the Chair with the advice and consent of the voting members of the Media Board.

B. The Media Board will establish guidelines for student media, criteria for new organizations and budgeting guidelines by a majority vote of the Forum. These policies will be enforced through the Media Board.

C. The guidelines for student media, criteria for new organizations, and budgeting guidelines must be written and approved within three months of the ratification of the Constitution.

D. Meeting Procedure and Protocol

A. The Media Board shall convene at a minimum once monthly at a regularly scheduled meeting time announced at the beginning of each academic semester. The time and place of each meeting shall also be publically distributed at least one week in advance of each regularly scheduled meeting.

B. A quorum of one half (1/2) of all voting members of the Media Board must be present to conduct business.

C. Yearly allocations of budgets require simple majority approval from the Media Board.

D. Yearly budget allocations will originate from the Student Chair and the rest of the members of the Media Board through a collaborative process.

E. All meetings of the Media Board will be open to the public. There may be times when discussing a difficult or sensitive issue requires more discretion for the board. The Media Board Chair can call a closed session for voting. Vote counts shall be made public.

E. Voting

A. All motions, unless otherwise specified, shall be carried by a majority of voting members present.

B. All voting power shall rest with the Media Board.

C. Any student organization can appeal a vote of the Media Board in writing within one week of being notified of the result of the vote. Appeals are heard and adjudicated by the Council of Advisory Boards.

F. If any Media organization finishes the fiscal year with a surplus, it may propose to reinvest a portion of that surplus in equipment, supplies, and other special projects. Any plan for reinvestment must be approved by a majority vote of the Media Board.

G. The day-to-day operations of individual organizations will be handled by the respective group’s leaders and advisors.

H. The role of the faculty and staff members shall be advisory in nature, drawing on expertise where available.

V. Amendments

A. Amendments to this Constitution and its bylaws shall be subject to approval of three fourths (3/4) of the voting membership of the Media Board.

*Last revised August 2014.*