

Student Media Board Charter  
Revised on July 08, 2016

Article I – Name

This organization shall be known as the Honolulu Community College Student Media Board. Media refers to all forms of information readily available to the public including, but not limited to, the written word, online publications, digital signage, recorded media, and radio productions.

Article II – Purpose

The Student Media Board (SMB) shall govern all publications, radio communications, and broadcast media that are supported by the mandatory Honolulu Community College (HonCC) Student Publication fee. Furthermore, it shall provide the HonCC community with a multi-faceted forum to promote self-expression, student awareness, and artistic creativity.

Article III – Authority

The SMB shall remain autonomous as a First Amendment forum of journalistic, literary, and artistic expression for fee-paying students of Honolulu Community College (HonCC). No action or recourse consistent with the SMB's responsibility and funded by the mandatory Student Publication fee shall be deemed outside its jurisdiction.

Article IV – Types of Media

The SMB may support a wide variety of media that promote campus communications and provide training and practice for students in all fields of communication as determined by the board. These types of communications may include, but are not limited to, printed and online newspapers, magazines, websites, social media outlets, pamphlets, digital signage, Internet radio, podcasts and webcasts. In addition, the SMB may support other types of activities that foster better communication among students, staff and faculty and, in general, increase the morale and physical conditions of the campus community.

Article V – Duties and Responsibilities

Duties and Responsibilities of the SMB shall include:

- 1 Administering all finances relating to all activities supported by HCC's mandatory Student Publication fee, advertisements, subscriptions, and/or other means.
- 2 Reviewing and serving as the appellate body for all of their media outlets in matters of journalistic ethics, integrity, taste, nondiscrimination, and responsibility.
- 3 Creating, revising and/or discontinuing publications, policies, and/or services under its jurisdiction.
- 4 Overseeing the appointment, evaluation, and removal of all consultant(s), director(s), and staff for all of its media departments.
- 5 Establishing, reviewing, paying, delaying and/or suspending all salaries, commission rates, stipends, and/or honorariums provided for services and/or achievements.

- 6 The Chairperson shall appoint all the SMB officers and the succeeding Chairperson in consultation with the SMB votes.

The SMB may remove their members and/or liaisons by vote in accordance with Article IX, Section D with the exception of the Chairperson and the Director of Student Life and Development.

## Article VI – Membership

### Section A: Voting Members

There shall be up to nine (9) voting members. These will include three (3) executive officers (chair, vice chair/secretary, business manager), three (3) student voting members representing various divisions and two (2) faculty members, (the Student Life and Development director, and publications adviser.)

### Section B: Qualifications and Eligibility

Members must be enrolled in HCC enrolled in a minimum of three (3) credit hours and are in good academic standing (cumulative 2.0 GPA). They must be fit to lead and uphold an executive position as deemed by the SMB Chairperson.

## Article VII – Appointments, Terms of Office, Vacancies, and Removal from Office

### Section A: Appointments

- 1 The Chair appoints all SMB members and the succeeding Chairperson.

### Section B: Vacancies

- 1 A vacancy is described as the resignation from office and/or lack of communication with any other SMB member for a period of no less than twenty-one (21) calendar days.
- 2 A vacancy in the office of the Chairperson shall be filled by the Vice Chairperson and will be the new Chairperson. If the Vice Chairperson declines or resigns from office, the remaining members of the SMB may elect an interim Chairperson.
- 3 Notice of all general SMB vacancies shall be announced in at least one (1) type of SMB media and/or posted around campus.

### Section C: Removal from Office

- 1 If the Chairperson resigns or is removed, then the procedure for his or her tentative replacement shall be followed as outlined in Article VII, Section B.
- 2 Voting members, exempting the chair, may be removed for the following reasons:
  - a A medical incapacitation, defined as the inability to perform the duties of office because of physical and/or mental conditions and/or limitations.
  - b Violations of the HCC Student Conduct an official of the college administration.

- 3 The following procedure must be followed to remove a SMB member exempting the Chairperson:
  - a A petition signed by the Chairperson or by four (4) SMB members bearing the grounds and must present their case to the SMB.
  - b Upon receipt of the petition to remove the member in question and the violations and/or reasons for this action, the individual shall be notified of this, if possible, a minimum of two (2) weeks before a meeting is convened to discuss the topic.
  - c The majority vote of two-thirds (2/3) of the voting members present will determine the result of FOR or OPPOSED.
  - d In case of the removal of a faculty member, the Dean of Students shall be notified of the SMB's recommendations.

## Article VIII – Meetings

### Section A: Regular Meetings

The SMB shall hold regular meetings at least three times per semester: All regular meetings are public and shall be advertised with a posted agenda a minimum 48 hours prior to the scheduled meeting stating the date, time, and location. A quorum shall be established with the presence of at least three (3) members of the board. Proxies are allowed and will be assigned based on the discretion of the individuals setting up the proxy. All proxies must be approved by the SMB.

### Section B: Closed Meetings

The SMB may hold a meeting closed to the public upon an affirmative vote taken at a regular meeting of two-thirds (2/3) vote of the voting members present at the meeting. A meeting closed to the public shall be limited to matters exempted by Section 92-4 of the Hawai'i Revised Statutes. The vote of each individual member and the reason for holding a closed meeting shall be recorded and entered into the minutes.

### Section C: Emergency Meetings and Voting Protocols

If the SMB finds that an immediate action is needed to meet a pressing need or a threat to public health, safety, or welfare, SMB chair may waive the 48 hour requirement stated in Article VIII, Section A, and hold an emergency meeting, either in person, by conference call or email vote, provided that all members are notified of the meeting and the reasons for its necessity. If the chair determines that a vote of all member is required before a full meeting can be held, he or she can call for an E-Vote The issue at hand will be e-mailed to all voting members in a clear and concise manner. Each voting member has 48 hours to respond to the E-Vote. If a voting member does not submit his or her vote before the 48-hour time constraint has elapsed, their lack of a vote will be consider a FOR vote. Only the chair can issue a call for an E-Vote.

## Article IX – Monies and Accountancy

#### Section A: Authority for expenditures

The power to authorize the expenditure of Student Media Board funds collected as the Student Publication fee will be vested solely in the SMB. Expenditures will be allocated from an annual budget prepared near the start of the academic year, and all funds for programs and publications must be shown to benefit the Honolulu Community College students and campus communications.

#### Section B: Regulation and accountancy of expenditures

The SMB will regulate expenditures of SMB in accordance with the guidelines of the accountancy system and the procedures and policies of the University.

#### Article X – Amendments

If an amendment to the SMB Charter is deemed necessary by an official vote of the SMB, the following procedure shall be followed:

- a Recommendations must be submitted in writing.
- b The recommendations will be submitted to the general body of the SMB voting members at a regular meeting and will be accepted with a two-thirds (2/3) agreement of those present at the meeting.
- c All voting must take place at the meeting following the meeting after the recommendations were submitted.