

Constitution

Student Publications and Media
(Approved [March 10, 2017](#))

Preamble

The students of Utah Valley University establish, through the Student Publications and Media Board, this Constitution. Student Publications and Media are for the common good of the UVU student body. The Student Publications and Media goals are to provide an avenue for freedom of expression and to communicate worthwhile and newsworthy information to the campus community while providing a place for student learning. Student Publications and Media shall provide a voice for student concerns and issues to facilitate meaningful and educational communication and interaction between students, faculty and administration.

Article I Organization

Section I Name

The official name of the department will be "Student Publications and Media."

The official name of the student newspaper shall be "The UVU Review," the online news shall be "uvureview.com"

Section II Board and Membership

The policy body of Student Publications and Media shall be the Student Publications and Media Board. Minimum membership is defined as:

- Vice President for Student Affairs
- Dean of Students
- Assistant Dean of Student Life Student Body President
- Media Faculty Representative
- UVU Staff Representative
- Off Campus Media Representative(s)
- Campus Academic Advisor
- Coordinator of Student Publications
- The Editor-in-Chief
- Student(s) at large

Positions and people may be added by a majority vote of the publication board.

Section III Rights and Privileges

All students currently at the university will have the following rights:

1. The right to submit articles, media and opinions to editors for consideration of publication or production.
2. The right to attend any meetings other than those designed as executive sessions of the Student Publications and Media Board. All in attendance must abide by the rules and procedures.
3. The right to expect regular publication of the newspaper during semesters and terms and regular production of media according to their specified production schedules.
4. The right to apply for staff positions to the Student Publications and Media Board or production staffs upon meeting the qualifications and appointment process as stipulated under Article II.

Section IV Staff

1. Media student staffs will include the following officers and staff members who will be interviewed and selected for a one-year term by the Student Publications and Media Board. In the event of resignation, hardship, or inability of the Board to meet the Coordinator of Student Publications, in consultation with the Student Publications and Media Board Chair, may make interim appointments to these positions until a Publications Board meeting can be called and selections made. They are:

--Editor-in-Chief of [UVU Review](#)

2. All other newspaper staff positions will be filled with an application and interview process and hired by their respective editors after consultation and consideration with and from the Coordinator of Student Publications and the Editor-in-Chief in accordance with each publication's or media bylaws or procedures.

Other student staff positions will be contingent upon acceptable continuous work performance. Senior staff positions, including all editors and section heads, must be currently enrolled full-time students at UVU during fall and spring semesters, and must meet a required cumulative GPA (2.75) for application and maintain a 2.5 GPA each semester and conditions found in Article IV.

Section V Advisor

The Coordinator of Student Publications will serve as the advisor. This position will be filled in accordance with university policy and will include involvement in the hiring process by members of the Student Publications and Media Board. Qualifications for this position require a strong background in the publishing and/or media field. The advisor must be able to relate to students in an advisory role, give advice, show leadership skills in motivating others, coach and teach; but must recognize the role is advisory- Editors (the Editor-in-Chief) will retain editorial right and content responsibility. The Coordinator of Student Publications will hire, supervise, and manage the advertising manager and sales staff and will coordinate with the [Editor-in-Chief](#) relating to collaboration with this area of the paper.

Article II

Powers

Section I Authority

The authority to produce this student newspaper, magazines and student media, lies with the institution president who has delegated responsibility to the Student Publications and Media Board.

Section II Student Publications and Media Board

The Student Publications and Media Board and its Chair will be responsible for setting procedures related to the overall operation of the student publications and media, including but not limited to the selection and supervision of key staff members (as listed above in Article II, Section I, subsection (a)) and removal of these officers if needed. The Board and its Chair will provide feedback to the senior editors, media news editors and advisor upon evaluation of the publications on an ongoing basis.

- (a) A majority of the Board must be in attendance to make or change procedures. Changes will require a majority vote of those present.
- (b) The Board will hold regularly scheduled meetings as needed.
- (c) Publication Board members will be recommended by the Coordinator of Student Publications. Other board members may forward suggestions to the Coordinator of Student Publications for nomination. Nominations must be approved by the Board Chair and by a majority vote of the Board.
- (d) The term of office for Board members will be one year, renewable as appropriate.
- (e) The Publication Board provides feedback, suggestions and general guidelines to the Editor-in-Chief who has sole responsibility for the content of the student newspaper.

(f) The Chair of the Board will be selected by a majority vote of the Board, for a two year term. The selection will happen during the June meeting when all Board membership will be evaluated. A Vice Chair will be selected in the same manner. Either the Chair or the Vice Chair will be a UVU Student Life employee. Staff positions may be added or deleted at the discretion of the Editor-in-Chief with consent of the Coordinator of Student Publications. Approval of the Board should be obtained at their next meeting. If the Chair or Vice Chair is unable to attend, or continue to function in their role, their responsibility will go to the Dean of Students until a new Chair and/or Vice Chair can be selected.

Section III Staff

1. The newspaper staff will be under the supervision of the Coordinator of Student Publications with day to day operating authority delegated to the Editor-in-Chief.
2. The staff will be defined as Senior Staff, Staff, and Content Creators. The senior staff is currently comprised of the following positions:

Section IV Qualifications for all Senior Staff and/or Scholarship recipients

The qualifications for any senior staff, staff, and content creator positions (senior staff include all [editors](#), [news](#), section editors) held within Student Publications and Media, and receive a scholarship are as follows:

1. All student staff receiving a scholarship must be currently enrolled full-time UVU students. Other student staff must be currently enrolled at UVU during each semester (summer term excluded).
2. All Senior staff must meet the following requirements to maintain eligibility for scholarship and senior staff positions;
 - a. Have a 2.75 cumulative GPA to apply and must maintain a minimum semester GPA of 2.5 during their tenure.
 - b. Register for a minimum of 12 credit hours to be a full-time student
 - c. Complete a minimum of 12 credit hours for each semester that a scholarship is received.
 - d. There is no appeal to the scholarship requirements above.
3. All staff must meet the requirements set forth in their job descriptions.
4. Term of position shall be for one semester, but may be renewed if all qualifications are met and upon consultation and approval by the Coordinator of Student Publications, the Editor-in-Chief and the appropriate media section head.
5. The Editor-in-Chief is chosen and evaluated by the Publication Board. The Publication Board reserves the right to take any actions relating to the Editor-in-Chief.

Failure to meet these qualifications will result in immediate suspension from duties by the Editor-in-Chief or they shall be suspended by the Coordinator of Student

Publications for a two news-cycle period (or five business days during the summer months). At the end of two news-cycles, following due process, the staff member will be evaluated and reinstated or terminated.

Section V Termination/Suspension

The Student Publication and Media Board will have the authority to immediately suspend, terminate, or reinstate staff members it appoints. Due process procedures, in accordance with Utah Valley University and the Division of Student Life, must be granted staff members for permanent suspension or termination. The Student Publication and Media Board will have the power to suspend from all duties, including pay status, any staff member found in violation of acceptable journalism and/or UVU business standards, or found ineligible to hold their position.

A suspension, termination, or disciplined staff member must be confirmed in writing and acknowledged by the signature of the staff member. Any staff member who plans to resign must notify their immediate superior or the Editor-in-Chief in writing at least two news-cycles (or five business days during the summer months) in advance. Staff members who fail to notify superior of their resignation or fail to appear for assigned duties over a 2-week period will be treated as a termination.

Section VI Legal Issues

The student Media and Publication Board may be convened for discussion and advice when articles or online presentations may result in legal action against the student publications students, staff, board members, the university and/or other organizations or persons.

Article III

Amendments

Amendments to this constitution may be initiated by a concurring vote of two-thirds (2/3) of the members of the Board. (See Article III, Section II Item a.)

Article IV

Bylaws

A set of bylaws shall be established by the respective Editor-in-Chief on each publication and production as required for the day-to-day operation of their respective publications and productions including a set of job descriptions, and organization chart for each staff position.

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