Our Mission: The mission of Student Media is to engage East Carolina University students in comprehensive vocational training that integrates classroom instruction with real-world internship experience modeled after professional media operations while also providing the university community with a written and oral historical record of life on campus as well as news, information, literary and artistic expression and general entertainment within a designated limited forum for the exchange of ideas.

Introduction

This policy handbook is for all student staff members and the Professional Staff. It integrates existing campus regulations, mandates set forth in the Student Media Constitution, the ECU Student Conduct Policy (http://www.ecu.edu/PRR/11/30/01/) and longstanding Student Media Board policies. This is an evolving document that reflects organizational changes. Amendments must be ratified by the Student Media Board. It is organized as follows:

1. Student Media Board Constitutional Governance — This section outlines longstanding policies adopted by the Student Media Board since its inception in March 29, 1978. They serve, in part, as a reiteration and extension of the policies outlined in the Student Media Board Constitution, published here in its entirety.

2. Student Media Rules, Regulations & Procedures — This section outlines the need-to-know rules, regulations and procedures that affect all of Student Media, including general organizational policies, University mandates as applicable to Student Media and the East Carolina University’s Code of Conduct. This manual is meant to dovetail with divisional operations manuals for each Student Media outlet published under separate cover. Those are intended to provide an overview of the rules, regulations and procedures specific to the particular medium. Included in each is a Code of Ethics.

East Carolina University provides Student Media with funding, facilities and equipment necessary to operate the Advertising & Marketing Agency, Rebel, The Hook, Buccaneer, expressions and WZMB, as well as limited indirect financial support for theeastcarolinian.com and The East Carolinian. In return, all outlets are charged with serving the University community in a fair manner. Student Media operates with the understanding that students represent a wide diversity of views, interests and ideologies, and ECU is best served by outlets that encourage respect through the exercise of good judgment by staff, fair and impartial treatment of controversial issues and constructive expressions of opinion.

By order of Student Media’s Constitution, ratified by Chancellor John M. Howell on Sept. 18, 1986, the University administration cannot restrict the free speech rights of Student Media staff with regard to the selection of news and information to present, subjects on which to editorialize and opinions to express.
Organizational Structure

Student Media produces The East Carolinian, a student newspaper published twice a week in the fall and spring and once a week over the summer; theeastcarolinian.com website; Rebel, an arts and literary journal published in the spring; expressions, a creative-writing magazine representing minority communities and published in the fall; The Hook, a general interest magazine published in fall and spring; Buccaneer, a yearbook; WZMB 91.3 FM, a college radio station, and the Advertising & Marketing Agency. These individual units are divided into five divisions (News, Books, Magazines, Broadcasting and Business).

Student Media Board
The overall governing agency for Student Media is the Student Media Board, an autonomous group that comes under the jurisdiction of the Student Media Board Constitution. Members of the Board include the presidents of the Student Government Association, Student Activities Board, Residence Hall Association, Graduate Advisory Council, Inter-Fraternity Council, National Panhellenic Council and Panhellenic Council; a day student, faculty member and Cultural Organization Collaborative representative appointed by the board; an administrator appointed by the Vice Chancellor for Student Affairs; two representatives from the School of Communication, and the Student Media Director, who serves as board adviser and ex-officio member without a vote. The Student Media Administrative Support Associate also serves as Board Secretary.

Student Executive Committee
Leaders for each division form the Student Executive Committee. Members include the Editor-in-Chief of The East Carolinian and theeastcarolinian.com (NEWS DIVISION); General Manager for The Hook, expressions and Rebel (MAGAZINE DIVISION), Station Manager of WZMB (BROADCASTING DIVISION); Editor-in-Chief of Buccaneer (BOOKS DIVISION) and Business Manager of the Advertising & Marketing Agency (BUSINESS DIVISION). The Director serves as the chair but does not vote. This committee offers recommendations and carries out day-to-day operations.

Student Media
Student Media is a department of East Carolina University Division of Student Affairs, Marketing & Communications. The Director is the top executive for Student Media and reports directly to the Executive Director of Marketing & Communications and indirectly to the Associate Vice Chancellor for Student Affairs and the Vice Chancellor for Student Affairs. The Director has fiduciary responsibility for all of Student Media, as well as day-to-day management and operations duties for the Professional Staff. The department is funded through a combination of advertising revenue from outside sources and student fee funds.

Student Media operates at two general locations: In the Self-Help Building, Third and Evans streets, Uptown Greenville, and the Mendenhall Student Center on Core Campus. The Central Administrative Offices are at 205-A-D on the second floor of the Self-Help Building, as are offices for Rebel, The Hook and Expressions (Suite 203A), the Agency (Suite 204A) and the advisers (Suites 202A, 203B, 206E). The East Carolinian newsroom is in Suite 100, first-floor, Self-Help Building. Meanwhile, Buccaneer and WZMB are located in the lower level of the Mendenhall Student Center, rooms 8D and 110 respectively.
Student Media is the umbrella organization for seven individual student organizations (The East Carolinian/theeastcarolinian.com, WZMB, The Hook, Advertising & Marketing Agency, Rebel, Buccaneer and Expressions). In that regard Student Media offers a variety of extracurricular activities. Student Media is also an internship model that exists to provide training and professional experience to students at East Carolina University. If not for the students at East Carolina University, none of our student organizations would exist. Finally, Student Media exists to serve the community with news and information.
Section I

Student Media Board
Constitutional Governance
HISTORICAL PREFACE: The need for these policies pertaining to all media under the supervision of the Student Media Board had been apparent for some time by the 1970s. The minutes of Board meetings were studied carefully, and policies documented therein were assembled. Several decades later, in the summer of 2014, the Director of Student Media, with the assistance of the Board Secretary, Media Adviser and entire Professional Staff, revised these Board policies to be presented to the full Board for its ratification in September 2014. Student Executives will be supplied a copy of these new policies, as part of Student Media Policy Handbook, with the stipulation that they read the policies carefully and, further, that they make these policies known to each member of their respective staffs. Failure to follow these policies by any staff member of Student Media will be subject to Board review.

Adopted:
October 5, 1984
Revised August 22, 1985
Policies Adopted Sept. 1985 - August 1986
Revised June 25, 1987
Revised August 10, 1987
Revised October 4, 1988
Revised August 22, 1990
Revised August 26, 1993
Revised September 18, 1998
Revised 2002
Revised December 2014

The Director of Student Media and the Student Media Board Secretary are responsible for accumulating and presenting the Student Media Policy Manual for Board review and consultation. The annual deadline for making revisions is April 1. An approved operations manual is essential for the Student Executive and his/her staff to have and to follow in carrying out their responsibilities. The Board set the date of April 1 for each division to submit its operations manual to the Board in order for the Board to have the operations manual prior to the end of spring semester. The following policies have been adopted by the Board:

Operational Policies

Board Authority
The Student Media Board will not have the authority to involve itself with the day-to-day operations of Student Media as carried out by the Student Executives. The Board will also have no jurisdiction over those media it does not fund. (Adopted Oct. 2, 1979). Financially independent media are not subject to the Board’s authority.

Annual Budget
The Director is responsible for the financial management of Student Media and is charged with developing, executing and monitoring the annual budgets, including one budget for The East Carolinian and another for the rest of Student Media. He/she develops budgets for all media for the next year and submits them to the Board for approval during spring semester.
**Carryover Funds**
The Board established that 100 percent of carryover money should remain in the general fund. Carryover is defined as the unspent amount in the budget at the end of the fiscal year.

**Board Meetings**
The Board is to meet in a conference room with separate seating for the Board from that of the general public. (Adopted June 26, 1979). Only members of the Board are to participate in general business of the Board or to vote on matters before the Board.

The Board is to meet once a month, preferably in the Mendenhall Student Center, at times set at the beginning of each semester. They are open to the public. Executives are required to attend to brief Board members on the progress of their areas and to express concerns. Schedule conflicts must be submitted in writing to the Board Secretary at the beginning of the semester.

Student Executives are required to submit electronic or printed copies of their monthly media reports to the Board Secretary at least two days before the scheduled Board meeting. These reports will be given to the Board collectively at the meeting and will become a part of the meeting minutes.

**Board Meeting Minutes**
The Chairperson of the Board will approve the minutes and the minutes will be taken to the meetings to be read and approved. The Board Chairperson has the responsibility for proofing the minutes before they are submitted to the Board.

**Conflict of Interest**
Board members are required to abstain from all discussion and voting on all matters pertaining to their parent organizations as such a breach would present the appearance of a conflict.

**Appointing a Board Chairperson**
The Director shall sit in and conduct the first meeting of the fall semester until the Board selects one of its members to serve as Chairperson through to the following fall semester. The Student Media Board Chairperson:

- Shall conduct Board meetings according to Board policies and Robert's Rules of Order.
- Shall accept letters of grievance from disgruntled student staff members for further hearing before the Board and shall attempt to resolve employee differences prior to hearings before the Board.
- Shall initiate and maintain correspondence for the effective and efficient operation of the Board and its subsidiaries.
- Shall act as a liaison for the Board with University employees and outside individuals.
- Shall approve and sign the minutes of Board meetings.
- Shall hold periodic meetings with Student Executives, as he/she or the board feels necessary. (Adopted Nov. 23, 1987)

**Selection of Student Executives**
Student Executives are to be selected by the Board to serve one-year terms. That selection process shall take place not later than the end of March of each year. This is to allow time for
the new Student Executive to complete the Student Media Executive Training Program and transition into the new position. This program is conducted by the Operations Manager.

East Carolina University students interested in applying for a Student Executive position must fill out the application found online at www.ecu.edu/studentmedia. In addition, they must present to the Board a resume, cover letter and 500-800 word Statement of Interest and Intentions. The Statements will be posted publicly for all staff members to consider, and staff members will be eligible to write brief letters of support to be considered by the Board during the selection process. Letters should be fewer than 200 words, and the writer will remain anonymous. Those that are negative toward any of the prospective Student Executive candidates will not be accepted. The Board Secretary will be charged with advertising the positions and gathering application materials.

**Student Executive Qualifications**

Below is an outline of qualifications and basic job duties for each position:

- The East Carolinian Editor-in-Chief (NEWS DIVISION) must have completed a year of University work at East Carolina and be a Student Media staff member in good standing. The Editor-in-Chief should demonstrate sound editorial judgment in coverage and assignments, be familiar with basic journalistic practices such as newsgathering and reporting practices, news and feature writing, copy editing and proofreading, photojournalism, layout and design and media law and ethics. The East Carolinian Editor-in-Chief will be responsible for coordinating the editorial efforts of each edition, as well as theeastcarolinian.com. The Editor-in-Chief chairs the Board of Editors and sits on the Board of Opinions, Newsroom Management Group, TEC Membership Committee and Executive Committee, as well as acts as a liaison to the Student Media Board.

- The Magazine General Manager (MAGAZINE DIVISION) should have completed one year of University work, at least one semester at East Carolina, and it is desirable that this person be a Student Media staff member in good standing. He/she will oversee and appoint all staff for three magazines, including The Rebel arts and literature magazine, expressions magazine for minority voices and The Hook, a general interest magazine. He/she should display capabilities required for the position, including demonstrable knowledge of basic journalistic practices and an understanding of media law and ethics. The general manager serves as chief executive officer of all magazines and is ultimately responsible for the content of each edition, in consultation with the individual magazine editors. He/she should demonstrate sound editorial judgment in coverage and assignments, and should display leadership qualities of high ethical standards. The General Manager serves on the Magazine Management Group, Executive Committee and as a liaison to the Board.

- Advertising & Marketing Agency Business Manager (BUSINESS DIVISION) should have completed at least one year of University work at East Carolina; it is desirable that this person be a Student Media staff member. The Business Manager should demonstrate sound business judgment, high ethical standards and the ability to
supervise and participate in ad sales and layouts for newspapers, online, radio and magazines. The Business Manager will be responsible for managing national accounts, recruitment of and management and leadership of managers, sales representatives, designers and marketing coordinators. The Business Manager serves on the Executive Committee and as a liaison to the Board.

- Buccaneer Editor-In-Chief (BOOKS DIVISION) must have completed a year of University work at East Carolina; it is desirable that this person be a Student Media staff member in good standing. The Editor-in-Chief should demonstrate sound editorial judgment in coverage and assignments, be familiar with basic journalistic practices such as newsgathering and reporting practices, news and feature writing, copy editing and proofreading, photojournalism, layout and design and media law and ethics. The Buccaneer Editor-in-Chief will be responsible for coordinating the editorial efforts of each edition. The Editor-in-Chief serves on the Executive Committee and as a liaison to the Board.

- WZMB Station manager (BROADCAST DIVISION) must have completed a year of university work at East Carolina and be a Student Media staff member in good standing. The station manager should know and maintain all FCC, Board, and station policies, as well as develop regulations governing announcers. The station manager is responsible for supervising the selection, development and scheduling of entertainment programming for broadcast; interviewing, hiring, and supervising all disc jockeys and news/sports announcers; training new personnel; enforcing disciplinary guidelines for employees who violate station policy; and managing the On-Air Automation System. The station manager serves on the Executive Committee as a liaison to the Board.

**Student Status and Grade Point Average**
For any Student Executive to hold his/her position, he or she must be a full-time student and have at the time of selection a 2.5 grade point average and remain a full-time student and maintain at least 2.5 average. (Adopted March 27, 1997; amended January 21, 2014)

**Student Executive Commitment**
Student Executives are required to work throughout the summer. They may accept outside employment during their year of service, but that employment cannot interfere with their duties as Student Executives. If a Student Executive’s outside employment begins to interfere with their duties, the Director will have the authority initiate resignation proceedings.

**Summer Compensation for Student Executives**
The Board will offer Student Executives scholarship aid of up to $1,500 to be applied by Student Media toward tuition for summer sessions. This is in addition to the regular summer stipend.

**Leadership Changeover:**
All Board-appointed Student Executives except the Buccaneer Editor-in-Chief shall assume their new roles at 12 a.m. on the day after the last class of the spring semester. Leadership of the Buccaneer shall change over at 12 a.m. July 1st.
**Delegation of Duties by Student Executives**
If for any reason a Student Executive must be away for a period of time of more than two days, he or she must inform the Director, explain the reason for leaving and to gain permission to delegate his or her responsibilities to a member of the staff. The Director has final authority in the naming of the person to be in charge.

**Resignation by Student Executives**
In the event of a resignation by a Student Executive, the Student Executive shall submit his/her resignation to the Director, who shall then appoint an Acting Student Executive and seek approval of the Board at the next regular meeting. (Adopted September 17, 1984) When an Student Executive resigns, prompt action is required in selecting an Acting Student Executive.

**Conflict of Interest**
Board members are required to abstain from all discussion and voting on all matters pertaining to their parent organizations as such a breach would present the appearance of a conflict.

**Board Members Serving on Staff**
No member of the Board shall be a Student Media staff member for any division. Furthermore, former Student Media staff members may not serve on the Board until three years after their last date of employment with Student Media.

**Accepting Non-students**
No division shall accept as staff members non-students (persons that have formerly been enrolled at ECU, will be enrolled, or never been enrolled) to work for any medium – unless under contract. All contracts for non-student employees will need to be approved by the Director before they are acted upon. (Adopted November 7, 1983). Any contractual obligations contemplated are to be approved by the authority in contracting for personnel services and/or equipment.

At the time the request is made to the Director and before the non-student is hired, the length of time and the method of employment (i.e., contract services employment shall specify the term). (Adopted October 5, 1983)

**Staff Members Holding Additional Positions:**
Student staff members shall not hold two positions within Student Media without prior justification to and approval by the Director. However, student staff members will be permitted to serve as unpaid contributors to other Student Media outlets, upon approval of their Student Executive.

**Legal Services Engaged**
The Board Chairperson and Director must be notified before any legal services are engaged. (Adopted November 8, 1978).
The name of this organization shall be the East Carolina University Student Media Board (here and after referred to as the Board).

Article II. Purpose

The Board shall oversee all student-sponsored media platforms at East Carolina University, including but not limited to The East Carolinian, Buccaneer, Rebel, expressions, The Hook, theeastcarolinian.com, WZMB 91.3 FM and the Advertising and Marketing Agency.

Article III. Services

Section 1. All students who pay an activity fee at East Carolina University shall have primary access to the services of the media platforms under the authority of the Board.

Section 2. All faculty, staff, officers, trustees, and alumni of East Carolina University shall be recognized by the Board as members of the university family to be served by student-sponsored media platforms.

Article IV. Organization

SECTION 1. All student media platforms funded in any way from the student activity fees shall be administered by the Board.

SECTION 2. The governing authority for Student Media at East Carolina University shall be the Board.

A. The following individuals shall serve as members of the board:
   1. President of the Student Government Association
2. President of the Student Activities Board
3. President of the Residence Hall Association
4. President of Graduate Advisory Council
5. President of the Inter-Fraternity Council
6. President of the Panhellenic Council
7. A day student appointed by the Board (defined as a student living off campus and not a member of a fraternity or sorority)
8. Representative of the Cultural Organization Collaborative
9. President of the National Panhellenic Council
10. An administrator appointed by the Vice Chancellor for Student Affairs
11. A faculty member appointed by the Board in consultation with the chairperson of the Faculty Senate
12. Two Representatives from the School of Communication
13. Student Media Director (adviser to the Board and ex officio member without a vote)

B. The terms of office of Board members shall be as follows:
   1. Selection of the day student representative shall take place between the second week of March and the last week of April each year, but in any event, no later than October 1. The Board shall determine the exact date. Selection of the member shall be done through application and interviews. In case of a vacancy of the day student representative, the Board shall call for a special selection, which shall be held within 20 days of the vacancy. The student selected for the vacant seat shall serve the remainder of the term.
   2. The remainder of the student Board members shall be ex officio members and shall serve during the term of their respective offices.
   3. The faculty member of the Board shall serve a one-year term from April 1 through March 31. Re-appointment shall be permitted.
   4. The representative from the administration shall serve at the pleasure of the Vice Chancellor for Student Affairs.
   5. The member or his/her designated representative of that member’s organization shall serve on the Student Media Board during that member’s term. The designated representative shall be identified to the chairperson of the Board no later than the second called meeting of the board during fall semester. The member or his/her designated representative may not attend Board meetings interchangeably. The president of each organization has the option of replacing his/her representative once during his/her term.

C. A student chairperson shall be selected from the Board’s membership by a majority vote of the regular meeting of the Board during fall semester.

D. The Student Media Board Administrative Associate shall perform the secretarial duties of the Board and the Executives when necessary.

E. The Executive Committee shall consist of the appointed Student Executives for Student Media’s divisions, to include Student Executives for News (The East Carolinian, theeastcarolinian.com), Magazines (expressions, Rebel, The Hook), Books (Buccaneer), Broadcasting (WZMB) and Business (Advertising & Marketing Agency). The Executive Committee shall:
   1. Serve as an advisory panel that meets twice a month.
2. Meetings shall be chaired by the Director and attended by the Board Secretary.

SECTION 3. The Board shall hold at least one meeting within the first three weeks of each semester. Special meetings shall be called from time to time upon the direction of the chairperson of the Board, or at the request of four or more members of the Board.

A. At the last meeting in the spring, the Board shall establish such policies and conduct such business as is necessary for the maintenance of operations during summer sessions.

B. A quorum shall consist of four students and either the faculty member or the administrator.

C. All decisions shall be reached by a majority vote, with the chairperson voting only in case of a tie or to create a tie.

SECTION 4. The Chairperson of the Board shall be the Executive Officer of the Board.

A. It shall be the duty of the Chairperson to carry out the policy of the Board.

B. The Chairperson, in cooperation with the Director, shall schedule and call all meetings of the Board.

C. The Chairperson and Director shall plan the agenda for each Board meeting.

D. All official acts of the Board, including official correspondence, shall be signed by the Chairperson.

Article V. Functions, Duties, and Responsibilities

SECTION 1. The Board shall authorize the establishment of media that may be funded from student activity fees at the University and shall be responsible for the overall operation of these media.

A. Responsibilities for overall operations of divisions shall include, but are not limited to, the following:

1. Selection and/or dismissal of Student Executives to head up the Student Media divisions (News, Magazines, Broadcasting, Business and Books) Executive titles for the divisional heads include a) Editor-in-Chief of The East Carolinian and theeastcarolinian.com; b) General Manager of The Hook, expressions and Rebel; c) Editor-in-Chief of the Buccaneer; Station Manager of WZMB, and Business Manager of the Advertising & Marketing Agency.

2. Approval of budgets and appropriation of funds to the divisions

3. Approval of faculty advisers designated by each division

B. The Board shall be informed of all activities such as conferences and workshops conducted by the divisions that are presented at East Carolina University.

SECTION 2. The Board shall establish and enforce policies for the divisions within Student
Media at East Carolina University. Editorial policy of an individual medium shall be excluded from Board control. The Board shall uphold and support the First Amendment guarantees granted to the media under their oversight.

SECTION 3. The Board shall require all divisions to maintain operations manuals that set forth the objectives and minimal operating procedures so that the Board may assess whether each medium is maintaining its own standards.

SECTION 4. The Board shall require that all divisions adhere to state and national laws.

SECTION 5. The Board shall be responsible for maintaining free and responsible student media.

SECTION 6. The selection of Student Executives for the four divisions (News, Broadcast, Magazines and Business) shall be carried out as follows: candidates for Student Executive positions shall apply in the Student Media Administrative Office at least one week prior to the date set by the Board for selection. Each candidate shall be a full-time student at East Carolina University and have a cumulative grade-point average of a minimum 2.50 at the time of selection. He/she must maintain a 2.50 average during the time he/she holds office.

SECTION 7. The Board may remove a student from a position named in Section 6 for one or more of the following reasons:
   A. Failure to maintain the minimum grade-point average
   B. Failure to maintain good standing in the university
   C. Failure to maintain standards established in the Student Media Policy Handbook
   D. Violation of the Constitution of the Student Media Board, policies of the Board, and policies of the university may lead to dismissal. Dismissal shall require a three-fourths (3/4) vote of the Board.

Article VI. Financial Structure

SECTION 1. Sources of funds for the Board shall be the student activity fee, generated advertising income, and all interest earned on these funds.
A. The Board shall receive a proportionate amount each semester and summer session from each student paying an activity fee at the university as authorized by the East Carolina University Board of Trustees. The Student Media Board may recommend to the Chancellor (through the Vice Chancellor for Student Affairs) any fee increase request.

B. Interest earned on Board funds shall be the property of the Board.

SECTION 2. All Board funds shall be deposited in the divisional accounts set up with the university.
A. Student Media Board funds shall be restricted for use by the Board in the conduct of its programs and the operation of its divisional media platforms.

B. A purchase order system shall be required for the expenditure of Board funds.
C. The Board shall receive financial reports from individual divisions as desirable but at least annually.

SECTION 3. The divisions shall own, maintain, and operate equipment as necessary for their operations. Equipment shall be inventoried annually by the Student Media Adviser, as required by the University, and the inventory shall be made available to the Board upon request.

Article VII. Advisers

SECTION 1. The Student Media Director shall serve as adviser to the Board.

SECTION 2. The Student Media Director shall be responsible for the financial affairs of the Board, subject to the provisions of the Constitution.

A. He/she shall approve all requisitions for the expenditure of Board funds.

B. He/she shall assist in negotiating all contracts for printing and purchase of equipment and supplies exceeding one thousand dollars ($1,000) upon receipt of the choices selected by each medium.

Article VIII. Parliamentary Procedure

Robert’s Rules of Order (latest edition) shall constitute the authority for all proceedings of the Board, except in such cases as are covered by the Constitution and the special rules adopted by the Board.

Article IX. Interpretation

SECTION 1. All questions raised concerning interpretation of this Constitution shall be determined by a two-thirds (2/3) vote of the Board.

SECTION 2. During summer session, matters of interpretation shall be settled by a subcommittee of the Board. This committee shall be composed of at least two student members and either the faculty or administrative member. Action taken by the subcommittee shall be subject to approval by the Board at its next meeting.

Article X. Operations Manuals

Operations manuals necessary for the operation of the divisions that do not conflict with this Constitution may be authorized by a two-thirds (2/3) vote of the Board.

Article XI. Amendment Procedures

The Board may enact Constitutional amendments, provided that each amendment has been
submitted in writing to the members of the Board at least two weeks prior to the first meeting in which it is to be considered. Amendments must be approved by a three-fourths (3/4) vote at two consecutive meetings of the Board. Final approval must be obtained from the Vice Chancellor for Student Affairs.

Article XII. Ratification

Ratification of this Constitution shall be by three-fourths (3/4) vote of the total membership of the special Media Board Constitution Committee and approved by the Assistant Vice Chancellor for Student Experiences.

Effective: October 24, 2006
Revised June 19, 2014
Section II

Student Media
Rules, Regulations & Procedures
Each of Student Media’s five Student Executives has overall day-to-day operational responsibility for every aspect of their division. Student Executives make all personnel decisions and retain authority over all content. The job description for each, as well as all staff positions, can be found in the divisional operations handbooks.

Student Executives are expected to have knowledge of all operational aspects and excel in managerial duties and day-to-day operations. Final authority over all content rests with them. On financial matters, Student Executives must work in collaboration with their advisers, the Operations Manager, the support staff and the Director of Student Media, who holds ultimate fiduciary authority.

All staff members, including Executives, must abide by Student Media policies and procedures herein outlined and function within these guidelines. Failure to comply may result in disciplinary action consistent with these policies and procedures. Policies and procedures are as follow:

### Operational Policies

**Office Hours**
Student Media’s Central Administrative Offices, The East Carolinian and WZMB are open daily (Monday through Friday) from 8 a.m. to 5 pm. Editors and managers will keep various office hours that should be posted. Depending on assignments, all staff members are required to maintain office hours. Student Media does not permit remote employment.

**Contacts**
Inquiries regarding Student Media may be answered by calling the main office, 252-328-9236, or any of the following:

- Director of Student Media / Adviser (TEC) 252-328-9234
- Operations Manager 252-328-9235
- Administrative Support Associate 252-328-9236
- Production/Visual Arts Adviser 252-328-9239
- Media Adviser (Bucaneer, Rebel, The Hook, expressions) 252-328-4712
- Volunteer Adviser (Rebel) 252-328-1316
- Advertising & Marketing Adviser (Agency) 252-737-1553
- Administrative Adviser (TEC) 252-328-9238
- Administrative Adviser (WZMB) 252-328-4751
- The East Carolinian Office 252-328-9249
- Advertising & Marketing Agency Office 252-328-9245
- Buccaneer Office 252-328-9246
- Magazine Office (The Hook, expressions, Rebel) 252-328-9247

**Professional Staff**
The first thing to remember about administrators and advisers, known collectively as the Professional Staff, is what they cannot do. They cannot censure or require prior review of Student Media publications or broadcasts. The following is a brief rundown of what the Professional Staff can do:
Director of Student Media -- Oversee, train, organize and make long-range plans for Student Media; serve as lead adviser for Student Media personnel issues; oversee financial expenditures of departmental funds; prepare Student Media’s annual budget; act as a liaison in dealings with university administration; serve as coordinator of the Student Media educational program; may serve as adviser of a medium when necessary.

Administrative Support (Operations Manager, Administrative Support Associate) -- Assist the Director and staff members with office duties and University affairs / functions; process purchase requests, payroll, employment forms and travel requests, etc.; insure all processes are being handled smoothly and professionally; serve as a resource for student staff members.

Advisers (Media, Production, Advertising & Marketing) -- Offer professional advice to students and their staffs; help students comply with stipulations and Student Media’s Constitution; consult with students regarding ethical, legal questions and situations; attend student staff meetings when requested.

Administrative Advisers (WZMB, TEC) – Serve in dual roles of both advisers and administrative support personnel. Specifically, they serve as office managers, assist the Director and staff members with office duties; process purchase requests, payroll, employment forms and travel requests, etc.; insure processes are handled smoothly and professionally; serve as a resource for student staff members; offer professional advice to students and their staffs; help students comply with stipulations and Student Media’s Constitution; attend student staff meetings when requested.

Organizational Spokespeople
The Director is the only Professional Staff member authorized to speak on behalf of Student Media. Only Student Executives are authorized to speak on behalf of the media within their divisions.

Compensation Procedures
All flat-rate stipend and hourly wage payments are made by direct deposit to students’ checking or savings accounts on the last working day of the month. No paper checks are issued. Student staff members are compensated one of three ways: Account executives receive flat-rate commission on all sales earned, photographers receive flat-rate compensation per assignment and DJs are paid by the hour. All other staff members are compensated through stipends issued during regular intervals each semester and based on a preset pay grade scale attached to the position, area of responsibility and expected hours engaged.

Those who are compensated through commissions, hourly wages and per assignment receive monthly payments. Those who receive stipends are paid four times during fall and spring semesters and twice over the summer, as follows:

- Fall: Sept. 30, Oct. 31, Nov. 30, Dec. 20
- Spring: Jan. 31, Feb. 28, March 31, April 30
- Summer: June 30, July 31
Procedures for processing payments will be as follows:

- For The East Carolinian, the Operations Manager will prepare payment sheets each month for the Editor in Chief’s approval. Those sheets will then be gathered by the Administrative Adviser/TEC for payroll processing.

- For all other divisions, the Student Media Administrative Support Associate will gather and compile the information from other Executives directly, review it and forward it for processing.

- If a staff member resigns at any time during the semester, his/her stipend will be prorated and doled out based on how long that staff member worked that semester.

The complete documentation for student compensation, which support all compensation computation, is kept on file. Documentation of hours worked will be used for auditing purposes to make sure Student Media is following the dictates of the Affordable Care Act.

**Flat-Rate Compensation/Grades**
Flat-rate compensation/grades are established by the Director for the start of each budget year and are available to all Student Executives at the start of their terms. Grade levels will run from 1 to 7 and are based on the position and the duties assigned.

Exceptions to this grade scale are photographers and sales representatives. Photographers are paid on a flat-rate per assignment basis and sales representatives are paid on a flat-rate per sale commission basis.

**Accounting**
All Student Media must comply with university financial and accounting protocol and procedures for all transactions and services.

**Expenditures**
Any expenditure greater than $4,999 shall be made through procedures set by the Materials Management Department. All purchases must be funneled through administrators and initialed by the Director. Expenditures without prior approval from the Director will not be honored.

**Equipment & Property**
All equipment, materials and intellectual property paid for with Student Media funds are owned by East Carolina University and the State of North Carolina. Staff members will be held accountable for any misuse, abuse or conversion of Student Media facilities, equipment and supplies, under provisions of the Student Conduct Code. Any media outlet that is discontinued should turn over all equipment, materials and other assets -- including all intellectual property -- to Student Media. An inventory shall be maintained of all equipment.

**Distribution of Office Keys**
Depending on the position, staff members may be issued office keys or electronic access to buildings. Students should follow protocol as set by advisers regarding building and office access. Students who are issued keys are solely responsible for those keys and for following protocol in returning issued keys at the end of their tenures as staff members.
Security
Staffers who have keys or electronic access to offices or buildings are responsible for maintaining the security of equipment, data and intellectual property. Staffers should lock and secure the office at all times. Any suspicious activity should immediately be reported to Campus Police at 252-328-6787. All emergencies should be reported by calling 911.

Telephone Use
Telephones are for general staff usage for Student Media-related business only. Equipment is state property; therefore, staffers should not tamper with it for any reason. Long distance calls made via office phones are encouraged when appropriate for legitimate newsgathering or reporting purposes. University policy prohibits any phone usage for personal long distance calls.

Email
Email accounts are accessible via Student Media computers. Privacy is NOT guaranteed by East Carolina University or Student Media. Email accounts can be accessed by outside parties and should NOT be used for private or sensitive matters that are intended to be confidential.

Positively No Pets
Employees are not permitted to bring pets to any Student Media facility.

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Personnel Policies

Hours Engaged
Although Student Media is an internship model and therefore exempt from the Federal Labor Standards Act, the organization adheres to the East Carolina University policy for student employment that says no student may work more than 25 hours a week for any University affiliated organization. In addition, if a student works for two ECU-affiliated organizations, the combined limit of hours per week is also 25, although students are free to work for any amount of hours for an off-campus employer. For on-campus employment, however, students are expressly forbidden to work beyond those allotted hours. Any student who works for another organization on campus is required to report that to Student Media immediately.

Staff Membership
Each Student Media member organization has its own method for determining staff membership. To become a staff member at The East Carolinian/thetheastcarolinian.com, for instance, each reporting and graphic arts candidate must complete a semester-long training program that is part of Student Media's News Academy and then be voted in by the Membership Committee, which is made up of TEC editors. At WZMB, membership is gained only after completion of a six-week training program called the Radio Corps, while staff membership for all other outlets, as well as photographers across all Student Media platforms, comes through the traditional hiring process as conducted by the appropriate Student Executives.

Only staff members are eligible for the full benefits of Student Media, including compensation, travel and advancement.
**Appointment Procedures**
Before any Student Media position can be filled, Student Executives must make sure all proper procedures are followed:

- The student must be enrolled full-time and have a 2.00 overall GPA.
- The student must fill out an appropriate Student Media application form and the application form via the ECU Career Center homepage at ecu.edu/e3careers
- The student’s appointment must be approved in advance by the adviser (If the executive and adviser disagree, the director will moderate).
- The student must fill out the proper documents:
  a) INS I-9 Form: Immigration and Naturalization Service form (a copy of your Social Security card and a picture ID is required to be attached to this form)
  b) IRS W-4 Form: Federal Internal Revenue Service Form
  c) NC-4 Form: North Carolina Department of Revenue Form
  d) Authorization for Direct Deposit: A pre-printed voided check. It should clearly be marked “VOID.” The preprinted information must include the financial institution’s routing number and account number (used for direct deposit information). If a voided check is not available or the deposit will go to a savings account, contact the financial institution and ask for a letter indicating its transit routing number and the account number
  e) Online ECU Sexual Harassment and Employment Discrimination (EEO) modules

**SPECIAL NOTE:** No student may begin working with any outlet, in any capacity, until all forms have been filled out completely and appropriately, and submitted to the payroll administrator.

**Applying and Reapplying for Positions**
All Student Executives are appointed for one calendar year beginning on the day after spring semester classes end. Staff member positions, meanwhile, are posted each semester and only run from the beginning of that semester to the end. In other words, students, even current staff members, must reapply each semester for their old positions or new ones.

Positions are posted near the end of each semester and are open to all staff members. Students will be required to fill out an application form, identify three positions they would like to fill, and include a class schedule and statement of intention. The Student Executive will take those applications and devise a staff list before the end of the semester. A staff member’s period of appointment begins at midnight on the last day of classes for that semester. Staff members enrolled during spring semester and planning to enroll in the fall may be assigned to summer positions without having to enroll in summer classes.

**Staff Rosters**
Student Executives are required to keep an updated list of currently employed students and staff members. As the list is updated throughout the semester/year, executives are required to submit these updated lists to the proper administrative personnel and/or office managers.

**Adviser/Manager Meetings**
Student Executives are required to set up regular weekly or twice weekly meetings with their respective advisers. Additional meetings are encouraged. Editors and managers are also
encouraged to meet with their advisers on a regular basis. These meetings serve as points of communication to discuss ideas, processes, updates or issues as they relate to Student Media.

**Staff Meetings**
It is the responsibility of managers and editors to have weekly meetings with their staff. These should primarily be used to plan ahead, communicate necessary information, discuss relevant issues or project blockers, and motivate staff members regarding their roles on the team.

**Leaving Staff**
Any Student Media staff member has the right to resign his/her position at any time. The resigning student is asked to submit a written statement of resignation to the Director. Any student may take a leave of absence for any reason by completing a form from the Student Executive. Those who do so retain membership privileges and may return any time.

**Disciplinary Action**
Staff members may only be dismissed by their Executives, in consultation with the Director. Dismissal for poor or unsatisfactory performance of duties requires the receipt of at least two written warnings. To dismiss a staff member, the Executive must present that staff members with:

- An oral warning with a follow-up letter stating the practices to be corrected
- A final written warning, which will notify the employee that a continuation of the unsatisfactory/poor practice may result in dismissal. The Student Executive, staff member committing the infraction and a witness should sign each notice
- Written notice of termination.

Examples of poor performance include, but are not limited to:

- Inefficiency or incompetency in the performance of duties.
- Negligence or apathy in the performance of duties listed in this handbook
- Physical or mental incapability to perform duties listed in this handbook
- Careless, negligent or improper use of state property or equipment
- Failure to maintain satisfactory and harmonious working relationships
- Absence without approved leave
- Demonstrating a pattern of failure to report to work at the assigned time and place

**Dismissal Without Warning**
Any staff member may be dismissed from his/her position by their Executive, upon consultation with the Director, without warning or advanced notice for just cause relating to personal conduct detrimental to East Carolina University in order to avoid undue disruption or work or to protect the safety of persons or property. In such cases, the staff member may be instructed to leave the premises at once or at a specified time. Examples of detrimental personal conduct include:

- Gross misconduct or conduct unbecoming of a staff member
- Conviction of a felony or a criminal act
- Misuse of state funds and/or state property
- Participation in any action that would in any way seriously disrupt the normal operations of Student Media or any Student Media outlet
- Willful damage or destruction of property
- Possession of firearms or lethal weapons on the job
- Willful acts endangering the lives and/or property of others
- Insubordination (refusal to accept a reasonable assignment by a supervisor)
- Reporting to work under the influence of alcohol, drugs/narcotics or other substances
- Acceptance of gifts in exchange for influence

**Formal Grievance Procedure**
Any student who has been dismissed from his/her position may appeal that decision in writing to the Student Media Board within 14 days. The Student Media Board Chairperson will receive the formal grievance and appoint a three-member committee of Board members to consider the appeal. The committee will select a chairperson within that group and conduct proceedings as it sees fit, to include testimony from the parties involved and selected witnesses. The committee’s final recommendation shall be forwarded to the Board for its consideration.

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**Travel Policies**

In accordance with ECU Division of Student Affairs Student Travel Code of Conduct, the following applies to all persons traveling to meetings, conferences, retreats, athletic events or other activities using East Carolina University student fee funds, whether this travel is within Greenville or to an external destination. Any individual who does not to abide by this policy will not be approved for travel.

Student Affairs stresses the importance of individual and student organizational responsibility pertaining to the use of alcohol/drugs. Neither alcoholic beverages nor non-prescription drugs can be transported or consumed in state vehicles. The use of alcohol/drugs during university-approved and student organization-sponsored travel (including but not limited to retreats, conventions or conferences) will not be tolerated.

In addition, the sponsoring student organization may be held responsible for the actions of individuals during officially sanctioned university travel. Abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the organization and future travel plans when these lapses in judgment are foreseeable and preventable by those attending the event. Student Affairs expects such situations to be reported to the adviser immediately.

When traveling using East Carolina University student fee funds, student employees understand that they are spending student funds entrusted to Student Affairs. Student employees accept the responsibility to be good stewards of those funds. They understand that they will be viewed as representatives of East Carolina University, and their behavior will reflect upon the entire university. Students accept the responsibility of being positive representatives of the university.

**Travel Responsibilities**
In light of these responsibilities, each traveling student agrees to abide by the following policies:
To attend all scheduled meetings, conference sessions and activities related to the funded travel. Failure to attend the conference due to last-minute cancellations may result in the student having to repay travel expenditures made on the student’s behalf;

- Not to consume alcoholic beverages and not to use illicit drugs;
- To operate motorized vehicles legally and responsibly; i.e., to drive within the posted speed limits; to wear a seatbelt and require passengers to do the same in accordance with the laws of the state in which he is traveling; not to operate a vehicle if he has consumed any alcohol; not to allow alcohol, illicit drugs or weapons in the vehicle; to operate only motorized vehicles for which he has a current, unrestricted license; to only use vehicles that are properly licensed and with current motor vehicle inspections; to provide a copy of their license and automobile insurance prior to departure.

- Not to spend money or make monetary commitments on behalf of the organization or the university without following proper procedures;
- Not to provide transportation to persons not approved for travel;
- To dress appropriately for the setting; and
- To interact professionally and responsibly with other participants and the event

Each traveling student also understands that it is the responsibility of everyone traveling to uphold these policies. If a student violates them, the adviser and/or most senior member of the organization present may take steps to protect to mitigate liability. Those steps may include:

- Requiring the student to return to campus immediately at his/her own expense;
- Banning the student from further participation in the conference or meeting;
- Requiring the student repay travel expenditures made by ECU prior to travel, including cost of travel (airline tickets and/or share of vehicle rental/fuel; prepaid accommodation expenses, conference fees, etc)
- Banning the student from recovering out-of-pocket expenses related to the travel;
- Disciplining the student upon returning to campus, which may include banning the student from future ECU-funded travel, removing him/her from the organization and/or leadership and referring the student to the Office of Student Rights and Responsibilities.

**Emergencies**

In case of a personal emergency, the student is to contact a Professional Staff member immediately. Any additional travel expense done without prior approval of Professional Staff will be the student’s responsibility. If the need arises that the student must leave the event due to an emergency prior to the departure date, the University will be responsible for returning the student to the point of departure. All other expenses are the responsibility of the student.

**Travel Process**

The Administrative Support Associate and the Administrative Adviser / TEC are responsible for coordinating all travel arrangements and processing proper forms for students representing Student Media. Expenses are funded by Student Media. Prior to traveling, students shall:

- Sign a Request to Travel and Travel Authorization Form
- Sign a Travel Reimbursement Form
- Complete and Sign a Student Travel Code of Conduct Form
- Complete and sign Unconditional/Full General Release and Covenant Not to Sue Form
During and after the trip, students shall receive and return receipts for the following:

- All airline ticket receipts
- Shuttle or taxi receipts (request one from the driver)
- Hotel receipts with a $0.00 balance showing
- Receipts for baggage check at the airport

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**Social Media Policy**

This policy governs the publication of and commentary on social media by staff members. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki’s, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the Internet.

Staff members are subject to this policy to the extent they identify themselves as a member of Student Media (other than as an incidental mention of place of work in a personal blog).

This policy applies to all uses of social media, including personal, by Student Media staff members who are published Student Media writers or on-air personalities, as their position with Student Media would be well known within the community.

All uses of social media must follow the same ethical standards that Student Media employees must otherwise follow. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

**Setting up Social Media.**

Assistance in setting up social media accounts and their settings can be obtained from Student Media's Production Adviser. Social media identities, logon ID’s and user names may not use Student Media’s name without prior approval from the Executive of the outlet. Student profiles on social media sites must be consistent with profiles on the Student Media website or other Student Media publications. Profile information may be obtained from Executives in charge of Student Media websites.

**Enforcement**

Policy violations will be subject to disciplinary action, up to and including termination for cause.
Personal Conduct Policies

Student Media staff members should at all times avoid libel, the use of obscene material (as defined in the rules and regulations of the Federal Communications Commission), false or inauthentic allegations, attacks on personal integrity or character, and any forms of harassment and innuendo. Further, all Student Media staff are to honor the ECU Student Code of Conduct, set by the Office of Student Rights and Responsibilities, by refraining from the following:

**Alcohol**
Illegally possessing, consuming, having consumed, and/or providing alcoholic beverages to those under the legal drinking age. Being intoxicated in public.

**Drugs, Drug Paraphernalia, and Other Controlled Substances**
Possessing, using, distributing, buying, selling, manufacturing, and/or abusing illicit or illegally obtained substances. Misusing prescription or counterfeit drugs.

**Endangerment**
Acting in a manner that could or did endanger or injure a person or the ECU community.
Examples of endangerment include, but are not limited to, fighting, operating a vehicle while under the influence of alcohol or drugs, and engaging in non-consensual sexual contact.

Non-consensual sexual contact occurs when a person subjects another person to sexual contact without having first obtained explicit consent or when s/he knows or should have known that the person was incapable of giving consent because of mental incapacitation, mental disorder, or physical helplessness. Sexual contact includes, but is not limited to, kissing, touching of the genitalia, anus, buttocks or breast of a person. Sexual penetration includes any insertion, however slight, of the penis, finger(s) or any object into the vagina or anus, or the insertion of the penis into someone’s mouth.

Consent requires an affirmative verbal response and/or unmistakable conduct indicating a freely given agreement. Silence and/or lack of protest do not constitute consent. Previous consent does not necessarily apply to future situations. Consent cannot be given when a person’s physical or mental control is markedly diminished. Physical or mental control may be diminished by injury, illness, duress, social pressure, and/or the ingestion of alcohol or other drugs.

**Harassment and Threats**
Directing action toward a particular individual or group in a manner which is unwelcome and, under the totality of the circumstances, so severe, pervasive, or objectively offensive that it undermines and/or detracts from the target’s academic pursuits, participation in University-sponsored activities, or employment effectively denying equal access to University resources and opportunities.

Engaging in conduct directed at a specific person, group, or entity in a manner that would cause a reasonable person to fear for one’s safety, the safety of others, or the loss of or damage to property. East Carolina University will also enforce the University of North Carolina Policy 700.4.2, which states:
1. No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid University policy, while on University premises or at University-sponsored activities based upon the person’s race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status.

2. No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: It is:
   - Directed toward a particular person or persons;
   - Based upon the person’s race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status;
   - Unwelcome;
   - Severe or pervasive;
   - Objectively offensive; and
   - So unreasonably interferes with the target person’s employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University resources.

3. In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards.

**Hazing**
Acting in a manner that would subject another student to physical injury or mental or emotional harm as part of an initiation, or as a criterion of membership, into any organized University group, including any society, athletic team, fraternity or sorority, or other similar group. Planning or preparing to engage in hazing activity is also a violation of the Code. The expressed or implied consent of participants will not prevent disciplinary action. Examples of hazing activities include, but are not limited to, forced consumption of any solids or liquids, acts of humiliation or disgrace, paddling, damaging/destroying private or public property, or being forced or coerced to violate laws or University policies.

**Weapons**
Possessing, distributing, using, manufacturing, assembling, storing, transporting, selling, purchasing, or acquiring any weapons as defined in this policy on property owned or controlled by the University or any illegal weapons, including nuclear/biological/chemical weapons, or home-made weapons on or off campus. This provision also applies to students on the way to and present at any off-campus curricular and extracurricular activity sponsored by the University.

Weapons include, but are not limited to, guns, rifles, pistols, bb guns, air rifles, air pistols, paintball guns, crossbows, arrows, fireworks, dynamite, bombs, grenades, mines, powerful explosives, bullets or ammunition cartridges, nunchucks, slingshots, leaded canes, blackjacks, metallic knuckles, martial arts weapons, throwing stars, Kamas, axes, razor blades, dirks, daggers, swords, bowie knives, switchblade knives, other knives with blades three or more inches in length, Tasers, and stun guns. Any item used or possessed for purposes of use as a weapon will be considered a weapon under this policy.
**Disruptive Conduct**
Being disruptive or disorderly in a manner that interferes with the function of the University or interferes with conduct of others, including law enforcement officers, who are on or off campus. Refusing or failing to submit appropriate identification or refusing to comply with a request from an identifiable University official acting on behalf of the University.

**Theft**
Stealing or attempting to steal property of any person or entity. Receiving, possessing or selling/giving away such property when the student recognizes, or should have recognized, it was stolen. Selling books or helping sell books without owner’s permission is theft.

**Vandalism or Defacement**
Defacing, destroying, damaging, or misusing private, University, or other public properties.

**Trespassing and Unauthorized Use of Property**
Entering or using university facilities and/or the personal property of students, staff, and faculty without explicit permission. This includes but is not limited to, unauthorized access to residence halls, cars, stadiums and fields as well as unauthorized possession, duplication, or use of University, student, faculty or staff property.

**False Information, Forgery, and Fraud**
Publishing and/or circulating false information that is harmful to any member of the University community. Providing false information to the University or withholding information from the University, which has been appropriately requested.

**Having Knowledge of or Assisting with a Violation**
Having knowledge of, being present during, instigating, encouraging, or facilitating a violation of the Student Code of Conduct. Failing to discourage, prevent, or report a violation of the Code.

**Gambling**
Placing a bet on an outcome for money or other items of value unless permitted by law.

**Hindering the University Conduct Process**
Coaching, intimidating, retaliating against, or otherwise influencing witnesses, Conduct Board members, conduct administrators, and other participants in the conduct process. Failing to provide the University with relevant information regarding a conduct case. Failing to meet with University representatives conducting case evaluations.

**Violation of University Policies**
Violating University policies including, but not limited to, University Student and Employee Computer Use Policy; Residence Hall Policies and Guidelines; University Policy and Procedures Concerning Weapons on Campus; Racial and Ethnic Harassment Policy; Policy on Sexual Harassment, Discrimination, and Conflicts of Interest; and Canvassing, Peddling, and Solicitation Policy. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the Student Code of Conduct and imposition of student discipline.
Sexual Harassment Policy

Student Media is committed to maintaining an environment free of discrimination on the basis of sex for both its employees and its student staff members. Harassment on the basis of sex is a violation of state and federal civil rights employment regulations.

**What is sexual harassment?**
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status on the Student Media staff. This is quid pro quo harassment.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's role on the staff. This is indirect harassment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive office environment. This is environmental harassment.

**How can I recognize sexual harassment?**
Sexual harassment can be verbal or physical. Verbal sexual harassment may include the following: sexual propositions, sexual innuendoes and sexual remarks about clothing or physique, whistling in a suggestive manner or making suggestive or insulting sounds.

Physical harassment may include the following: any inappropriate touching or feeling, brushing against someone, coerced sexual acts or intercourse, assault. Leering or ogling is also considered harassment.

Any offensive verbal or physical gesture becomes sexual harassment when the person at whom the action is directed makes it clear that this behavior is unwelcome and unwanted.

Environmental sexual harassment may occur when an employer allows a hostile environment to exist in the workplace. Displaying sexually offensive objects, calendars, pictures in the workplace; telling sexually oriented jokes or stories may all contribute to a hostile environment. Such situations don't have to be directed towards a particular employee for that employee to file a complaint of environmental harassment.

**Complaints**
Students are responsible for reporting to the executive any conduct perceived as sexual harassment. The executive may discuss the situation with an adviser. The incident must be reported to the director.

Students have the opportunity to pursue their allegations without fear of retribution. Alleged offenders will have the opportunity to defend themselves.

Student Media is obligated to investigate every complaint of sexual harassment. Cases of alleged sexual harassment will be resolved in the least disruptive, most informal manner possible, depending on each situation.
Formal procedures
If a complaint cannot be resolved with informal procedures, a student may initiate formal complaint procedures by contacting the director.

A formal complaint involves a written statement of charges that provides details on the incident(s) of sexual harassment. The director will investigate the complaint. This investigation includes interviews with the alleged harasser and any witnesses named by the accuser. The investigation will be kept as confidential as possible.

Resolution
If the investigation concludes that sexual harassment has occurred, the proven offender may be subject to discipline or immediate dismissal, depending on the severity of the situation.

Diversity Policy

Student Media is committed to maintaining an environment free of discrimination on the basis of race, ethnicity or sexual orientation for both its employees and its student staff members.

Discrimination on the basis of race or sexual orientation is a violation of state and federal civil rights and employment regulations. Student Media therefore adheres to good personnel policies.

What is discrimination?
Discrimination is an action that humiliates, belittles or disadvantages a person based upon a distinguishing characteristic and a pre-existing opinion of that characteristic.

What is insensitivity?
Insensitivity occurs when a party says something biased toward the race or sexual orientation among other things of another party. This insensitivity causes feelings of humiliation, anger and frustration.

What is cultural harassment?
Culture harassment is taking place when the culture, defined as an individual’s or a group’s unique way of life, is attacked verbally or nonverbally, and this action is found reprehensible by members and non-members of the group in question. All of these acts can be linked to the sexual harassment policy, which states, “Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive office environment. This is environmental harassment.”

How can I recognize discrimination, insensitivity or cultural harassment?
Discrimination may include such actions as choosing or not choosing a person for a task solely on basis of race or sexual orientation or harshly criticizing the work of one person over another based on the aforementioned characteristics of the person.
Insensitivity or cultural harassment includes such actions as making racist, sexist or other jokes that are meant to offend, hanging flyers that demean a certain group, using expressions that equate sexual orientation with a negative action (such as “That’s so gay.”), using language meant to target someone’s ethnicity in a negative way.

Any offensive verbal or physical gesture becomes harassment when the person at whom the action is directed makes it clear that this behavior is unwelcome and unwanted.

Environmental harassment may occur when an employer allows a hostile environment to exist. Displaying culturally offensive objects, calendars, pictures in the workplace, telling inappropriate jokes or stories may all contribute to a hostile environment. Such situations do not have to be directed toward a particular individual for that person to file a complaint.

**Complaints**
Students are to report to their editor or manager any conduct perceived as discriminatory. The editor or manager may discuss it with an adviser. It must be reported to the Director.

Students have the opportunity to pursue their allegations without fear or retribution. Alleged offenders will have the opportunity to defend themselves. Student Media is obligated to investigate every complaint of discrimination or cultural harassment.

**Informal procedures**
A student staff member who feels that she or he may be the victim of discrimination or cultural insensitivity/harassment should discuss the incident informally with the editor or manager, who will notify the Director.

Every attempt will be made to resolve the problem informally. The student may be advised to talk to the alleged offending party. The student may ask the Director to talk to the alleged offending party. The investigation will be kept as confidential as possible.

**Formal procedures**
If a complaint cannot be resolved with informal procedures, a student may initiate formal complaint procedures by contacting the Director.

A formal complaint involves a written statement of charges, which provide details on the incident(s) of wrongdoing. The Director will investigate the complaint. This investigation includes interviews with the alleged offender and any witnesses named by the accuser. The investigation will be kept as confidential as possible.

**Resolution**
If the investigation concludes that discrimination, insensitivity or cultural harassment has occurred, the proven offender may be subject to discipline or immediate dismissal, depending on the severity of the situation.