

**CHARTER GOVERNING
STUDENT PUBLICATIONS**

At

THE UNIVERSITY OF OKLAHOMA

As Approved By

THE BOARD OF REGENTS

of

THE UNIVERSITY OF OKLAHOMA

OCTOBER 18, 1973

Amended by the University of Oklahoma Board of Regents May 1992,
January 1997 and March 2007.

Preamble

By authority of the Board of Regents and the President of the University of Oklahoma and on behalf of the University community, the Publications Board presents this charter governing specific Student Publications, said charter representing the general framework of operations of the Publications Board.

Section I - The Publications Board Authority

The Publications Board of the University of Oklahoma receives its authority from the University of Oklahoma Board of Regents through the president of the University and the vice president for Student Affairs.

Section II - The Publisher Function

The Board of Regents of the University of Oklahoma is the legal publisher of and has ultimate responsibility for *The Oklahoma Daily* and *Sooner* yearbook and such other student publications as may be established, recognized, financed, controlled, and directed by the Publications Board. The Board is delegated the operating and policy-making responsibilities for such student publications.

Section III - *The Oklahoma Daily*

The Oklahoma Daily is a student newspaper with responsibility to the University community; secondarily, it provides opportunity for laboratory experience for students in the Gaylord College of Journalism and Mass Communication. The Publications Board has the responsibility for seeing that both of these functions are performed. In order to best serve the University community and fulfill the historic check and balance role a newspaper plays in government and society, *The Oklahoma Daily* must preserve its independence. Student newspaper editorial freedom of expression requires student responsibility for presenting news and opinion accurately, fairly and completely.

Section IV - Sooner yearbook

Sooner yearbook is a student publication which has a responsibility to the University community and which provides students an opportunity for specialized journalism experience. The Publications Board has the responsibility of seeing that both functions are performed with editorial freedom of expression that requires student responsibility for presenting content accurately, fairly and completely.

Section V - The Charge of the Publications Board

The single charge of the Publications Board is to assure, on behalf of the Board of Regents, the highest quality of publications under its direction for the entire University community. This charge implies these general powers and responsibilities:

- A. Recommending, reviewing and monitoring sound editorial, fiscal, production and personnel policies.
- B. Reviewing long-range planning in all areas of responsibility.
- C. Assuring due process when, in the judgment of the Board, an editor or adviser acting on its behalf must be removed for cause.

Section VI - Regular Meetings

The Publications Board will meet no fewer than six times during the academic year. Dates shall be set by the chair.

Section VII - Summer Meetings

Meetings shall be called by the chair as necessary during the summer session. Because some members may be unalterably away from the University during the summer session, the chair shall regard those who

are reasonably accessible to the University as the total membership of the Board and shall alter accordingly the quorum rule, hereinafter detailed, during such periods.

Section VIII - Publications Board Membership

To represent fully the total community it is to serve, the Publications Board shall be composed of 10 voting members and six non-voting members as follows:

A. Voting members

1. One representative who is a member of the working press in the State of Oklahoma, selected by the chair of the board from among nominations from the Membership of the Oklahoma Press Association

2. One member representing *The Oklahoma Daily* (a student who has held a staff position on *The Oklahoma Daily*, elected by *The Oklahoma Daily's* fall staff to serve one (1) year, beginning that fall)

3. One member representing *Sooner* yearbook (a student who has held a staff position on *Sooner*, elected by the *Sooner's* fall staff to serve one (1) year, beginning that fall)

4. One member representing publications-at-large (selected by the Publications Board from students petitioning the Board for membership; this member must have held a staff position on one of the publications published by the Board)

5. One staff member, appointed by the University President

6. One student appointed by the University President

7. One student appointed by UOSA

8. One member to represent journalism and mass communication faculty, elected by the faculty of the Gaylord College of Journalism and Mass Communication

9. One member representing the faculty-at-large, appointed by the Faculty Senate

10. One staff member, appointed by the Staff Senate

B. Ex-officio, non-voting members

1. Dean of the Gaylord College of Journalism and Mass Communication

2. Director of Student Media

3. Editor of *The Oklahoma Daily*, during tenure in that position

4. Editorial adviser of *The Oklahoma Daily*

5. Editor of *Sooner* yearbook, during tenure in that position

6. Adviser, *Sooner* yearbook

Section IX - Other Eligibility Requirements for Board Membership

These additional eligibility requirements for Publications Board membership shall be applicable:

A. For all student members, each

1. shall be enrolled as a student in a degree program at the University of Oklahoma and making satisfactory academic progress during the term of membership, 2. shall not be required to enroll during summer term, 3. shall be a student in good standing, i.e., not on academic or disciplinary probation, 4. shall have posted no less than a 2.25 grade average in the semester immediately preceding selection to the Board, shall have no less than a 2.25 cumulative grade point average, and shall maintain no less than 2.25 during the term of appointment, 5. and shall not graduate from the University prior to completion of the term of appointment to the Board.

B. Additionally, the member representing *The Oklahoma Daily* shall have served at least one semester at the time of application in a staff position on that paper.

C. The member representing the *Sooner* shall have served at least one semester at the time of application in a staff position on that publication.

D. The at-large member must have served on the staff of *The Oklahoma Daily* or *Sooner*, as defined in B and C above.

E. For non-student members,

1. Faculty and staff must be employed by the University at no

less than .75 time (including split appointments),

2. The professional representative must be an active member of the working press of Oklahoma.

Methods of selection are left to the appointing authority as approved by the Board of Regents excepting the positions representing *The Oklahoma Daily*, *Sooner*, and publications-at-large. In the latter cases, the following procedures apply:

a. In addition to applicable student membership criteria above, the editor of *The Oklahoma Daily* shall accept nominations from qualified students during the first five days of publication of *The Oklahoma Daily* during the fall semester. The editor shall call a staff meeting the sixth day of publication and staff members shall elect a representative, whose name shall be given in writing to the chair of the Board.

b. In addition to applicable student membership criteria above, the editor of the *Sooner* shall accept nominations from qualified students during the first five class days of the fall semester. The editor shall call a staff meeting the sixth day of classes and staff members shall elect a representative, whose name shall be given in writing to the chair of the Board.

c. Applicants for the publications-at-large member's position will execute the proper application forms at the specified filing times. The Board will select the member-at-large at the first meeting of the fall semester after reviewing all applications.

Section X - Terms of Office

Terms of student members of the Publications Board shall be one year. Appointment may not be successive, except by approval of board. Terms of non-student members normally will be three years and can be successive. All terms commence with the first fall meeting.

Section XI - Board Vacancies

A vacancy shall occur when a member resigns or otherwise becomes ineligible to serve as a board member. When a vacancy occurs, the chair shall report the vacancy to the appropriate authority, as set forth in Section VIII, and request a replacement. If a vacancy occurs with reference to *The Oklahoma Daily*, *Sooner* or at-large positions, the previously detailed selection procedures shall be followed but in a different time frame as determined by the chair. A Publications Board voting

member absent three consecutive meetings shall be notified by the chair that if the member is absent the next meeting the member shall be declared ineligible for membership, the seat vacated, and the appropriate authority requested to appoint a replacement.

Section XII - Board Chair and Secretary

The Board shall elect its own chair from the voting faculty and staff members, except the staff appointee by the university president. The chair shall have the right to vote on all issues. The secretary shall be elected from voting or non-voting Board members. Election of the chair is by routine nomination and election procedures. In the absence of the chair from a meeting of the Board, the chair may delegate powers and responsibilities of the chair – except a proxy vote – to any member of the board. If the member chosen to act as chair is a voting member, he or she retains personal membership powers and responsibilities, including the right to vote, but cannot vote a proxy for the chair. Election of the secretary is by routine nomination and election procedures. In the absence of the secretary, the chair – permanent or temporary – may delegate the powers and responsibilities of the secretary to any member of the Board.

Section XIII - Board Executive Committee

The Executive Committee is composed of the chair of the Board, the dean of the Gaylord College of Journalism and Mass Communication, and one student chosen by the Board from among the voting members of the Board. All members of the Executive Committee are voting members of the Executive committee. The chair of the Board shall serve as chair of the Executive Committee.

The Executive Committee is, in effect, the day-to-day publisher of the publications and exists primarily to see that the policies and procedures of the Board are carried out, and to settle disputes as follows:

When an editorial adviser and an editor reach a point of disagreement on a matter which cannot be resolved between them, they shall take the following steps:

1. If the situation needs to be decided within a matter of a few hours, the editor or adviser will call upon the Executive Committee to make a decision with the Committee decision being final.

2. If the Executive Committee determines that the situation does

not require an immediate decision, the editor or editorial adviser may request a 72-hour waiting period and call a special meeting of the Board to be held within 72 hours.

3. In all such appeals the decision of the Board is final. The Executive Committee is empowered to make emergency decisions of any kind in those areas in which the Publications Board has authority. Such decisions must be reported to the full Board at its next meeting.

Section XIV - Authority Over Publications

As stated in Section II, the Publications Board shall have operating and policy-making responsibilities for *The Oklahoma Daily* and *Sooner* yearbook and other such publications as come under purview of the Board. The Board shall review the policies and procedures for the publications under its control and make recommendations for amendments or revisions.

Section XV - Authority to Establish, Consolidate, Discontinue

When, in the judgment of the Publications Board, conditions warrant such action, it may establish or discontinue any student publication under its oversight, subject to the approval of the President.

Section XVI - Properties and Funds

All properties, funds, securities, goodwill and titles of *Sooner* yearbook, *The Oklahoma Daily* or the Publications Board held for the University of Oklahoma Board of Regents by the Publications Board shall be managed in accordance with the fiscal management policy of the University of Oklahoma.

Section XVII - Authority Over Business Affairs

The Publications Board shall have the power to govern directly or through its authorized representatives or employees the business affairs of the publications under the oversight of the Publications Board, provided that such governance is consistent with and participant in current University accounting, purchasing and contracting and all other University policies and practices. The Board, or its designated employees, retains the power to set advertising and mail subscription rates, yearbook prices, and employee pay rates within appropriate University, administrative, state, and federal guidelines.

The Board shall review and recommend an annual operating budget for the new fiscal year in accord with the University's budget schedule and practice.

The Board shall have in place long-range planning for the publications and facilities under its oversight and shall periodically review the planning and make recommendations for improvements.

Section XVIII - Staff Organization

It shall be the responsibility of the Publications Board to review and make recommendations regarding the staff organizations of *The Oklahoma Daily* and *Sooner* and any other publication(s) which may be established by the Board.

Section XIX - Principal Employees of the Board

The principal employees of the Publications Board are the editors of *The Oklahoma Daily* and *Sooner* yearbook, the director of Student Media and the editorial advisers of the publications.

Section XX - Selection of Editors

The following eligibility requirements must be met by applicants for the position of editor of *The Oklahoma Daily*:

A. Applicant must be a student in a degree program at the University of Oklahoma making satisfactory academic progress at the time of application and during term of appointment.

B. Shall be an enrolled student (except during summer session) in good standing, i.e., not be on academic or disciplinary probation during term of appointment.

C. Shall have posted no less than a 2.25 grade point average in the semester immediately preceding application for the position of editor, and shall have no less than 2.25 cumulative grade point average.

D. Shall not graduate from the University prior to the completion of the term of appointment to the position of editor.

E. Shall have served on *The Oklahoma Daily* in a staff position.

F. Shall not hold an elective or appointive position in student government during tenure as editor.

The following eligibility requirements must be met by applicants for the position of editor of the *Sooner*:

A. Applicant must be a student in a degree program at the University of Oklahoma making satisfactory academic progress at the time of application and during term of appointment.

B. Shall be an enrolled student (except during the summer session) in good standing, i.e., not be on academic or disciplinary probation.

C. Shall have posted no less than a 2.25 grade point average in the semester immediately preceding application for the position of editor, and shall have no less than 2.25 cumulative grade point average.

D. Shall have served on the *Sooner* in a staff position.

E. Shall not hold an elective or appointive position in student government during tenure as editor.

Applicants meeting the eligibility requirements must execute the proper application forms at the specified filing times, appear before the Board for interviews at a time prescribed by the chair, and certify by their signatures on the application forms that they have read, understand, and will uphold the policies and procedures pertinent to the positions for which they apply. The Board shall have the authority to waive any or all of the requirements for either of these positions if there are no candidates who meet all of the requirements or if in the opinion of the Board there is an otherwise qualified candidate. Voting on applicants for these positions will be done only for those that arise from a motion and second from voting members of the Board. Voting will be by roll call, which the secretary shall record in the minutes of the meeting.

Terms of appointment for editors are:

A. One year for *The Oklahoma Daily* beginning with the first publication following the last issue of the Spring semester. Board shall consider applications for a shorter term if such action would be in the best interest of *The Oklahoma Daily* and the University.

B. One year for the *Sooner*.

Section XXI - Director of Student Media

When the position of Director of Student Media is vacant, the Board may forward recommendations for suitable candidates to the Vice

President for Student Affairs.

The Director of Student Media is delegated the following responsibilities by the Publications Board:

A. Serve as principal fiscal officer of the Board with prime responsibility to effect prudent fiscal oversight over the Board' s business.

B. Report to the Board non-routine financial purchasing, personnel or publication actions.

C. Periodically prepare long-range plans for systemic growth of *The Oklahoma Daily* and *Sooner* yearbook; prepare an annual operating budget for the new fiscal year to be submitted to the Board for approval either before or at the first meeting after submission to other university authorities.

D. Being aware of the policies and procedures of the Board, upholding them, and recommending ways in which they can be strengthened.

Section XXII - Editorial Advisers

There shall be an editorial adviser for each publication under the oversight of the Publications Board. When the Editorial Advisers' positions are vacant the Board will:

A. establish the qualifications needed at the time,

B. interview qualified applicants, and

C. select the editorial adviser.

A two-thirds vote of the voting membership of the Board shall be necessary for hiring or dismissal of an editorial adviser.

The Editorial Advisers of *The Oklahoma Daily* and *Sooner* shall be delegated these general responsibilities:

A. Understand and adhere to the policies and procedures of the Board contained in this document and in the documents affecting publications over which the advisers have supervisory responsibilities power.

B. Serve as principal advisers for the editorial content of the publications and the professional conduct of their respective staffs.

C. Demonstrate awareness of the sensitive role the publications play in the total University community.

D. Adhere to the principle that editorial freedom of expression is a basic requirement for the college publications and forbids an adviser to participate directly in determining editorial content.

E. Help the editors of *The Oklahoma Daily* and *Sooner* yearbook fully comprehend their responsibilities and duties as editors and understand the objectives of these publications.

Concerning the Editorial Adviser positions:

A. The Editorial Adviser of *The Oklahoma Daily* and the *Sooner* yearbook can be a member of the faculty of the Gaylord College of Journalism and Mass Communication with a reduced teaching load. He or she shall be appointed jointly by the dean of the Gaylord College of Journalism and Mass Communication and the director of Student Media with approval of two-thirds majority of the voting members of the Publications Board. The salary can be divided between the Gaylord College of Journalism and Mass Communication and the Publications Board.

For academic work including the lab, he/she shall report to the dean of the Gaylord College of Journalism and Mass Communication. In publications supervisory matters, he/she shall report to the Publications Board.

If the editorial adviser will not hold a split appointment with the Gaylord College of Journalism and Mass Communication, he or she is to be selected by the director of Student Media with approval of two-thirds majority of the voting members of the Publications Board.

B. The relationship between the Editorial Advisers and the staffs of *The Oklahoma Daily* and the *Sooner* yearbook shall be that of adviser and liaison between the Publications Board and the staffs. The relationships between the Editorial Adviser of *The Oklahoma Daily* and laboratory students shall be teacher-student.

Section XXIII - Other Personnel

The Board Executive Committee shall take an indirect role in the

appointment of all other personnel related to the operations of *The Oklahoma Daily* and *Sooner* by:

A. Requiring the editors of its publications to present their staff appointments for review by the Committee.

B. Requiring that the Director of Student Media provide monthly a complete report of all personnel appointments and terminations.

In the event that any appointment is opposed by a majority of the Executive Committee, the appointment shall be brought to the full Board for its action.

Section XXIV - Due Process

In all matters relating to the discipline or dismissal of an employee of the Publications Board, care shall be taken to ensure due process. Employees other than those directly hired by the Board shall have a hearing upon request under the appropriate University policy. Employees hired directly by the Board shall have an opportunity for a hearing before the Board prior to any University hearing.

Section XXV - Parliamentary Procedure

The Publications Board shall establish its own parliamentary procedures, excepting quorum and proxy rules as follows:

For purposes of Publications Board meeting, a quorum is one more than one-half of the individuals who have been named or elected to the Board, i.e., if there are 10 voting members of the Board, six voting members present constitute a quorum. A majority of the voting members present is required to enact any motion except in the case of appointment or dismissal of editorial advisers, where a two-thirds majority of voting members is required as set forth in Section XXII.

Section XXVI - Amendments to this Charter

Provisions of this charter may be amended by a two-thirds vote of the voting membership of the Publications Board. Such amendments will be effective only after approval by the Regents. (RM, 10-18-73, pp. 12552-63; amended 12-9-82, pp. 17337-45; 10-17-90, p. 22023; 6-13-91, pp. 22459-60)