

KAPI‘OLANI COMMUNITY COLLEGE
Board of Student Publications
BYLAWS

Article I – MEETINGS AND QUORUM

A. Public Meetings.

- Public meetings shall be scheduled from September through May and as needed from June through August. Special meetings may be called by Executive Team members. All Board members shall be notified of the time, place, and agenda a minimum of one (1) working day in advance. All public meetings shall be held in accordance with the provisions of the Hawai‘i Revised Statutes, Section 92-2.

B. Closed Meetings.

- All or any part of a meeting may be closed to the public as required by the nature of the business to be conducted and in accordance with the provisions of the Hawai‘i Revised Statutes, Section 92-4 and 92-5.

C. Quorum.

- A majority of voting members shall constitute a quorum. Given current Charter stipulations, with three (3) Faculty Advisors and four (4) Student Voting Members; four (4) members constitute a quorum.

Article II—OBLIGATIONS OF VOTING MEMBERSHIP

The obligations of the Board are such that voting members are expected to participate as follows:

- A. Limit unexcused absences to no more than three (3) meetings total, in a given semester.
- B. Become well-acquainted with the Charter and Bylaws.
- C. Possess and refer to Duty and Responsibility manuals.
- D. Strive to uphold the provisions of the Board of Student Publications (BOSP) Charter and Bylaws and work within the guidelines provided by the document.
- E. Adhere to the Student Conduct Code and Faculty Ethical Codes of Conduct and Decorum.

Article III—REMOVAL FROM OFFICE

A. Procedures.

1. Executive Team and Voting Member of the Board: Upon receipt of request for action to remove, signed by one or more voting members, the BOSP Secretary shall send out

written/emailed notice to all voting members a minimum of two (2) weeks prior to the anticipated meeting date.

The notice must contain specific reasons and rationale for the request. The original signed copy must be retained in permanent Board files. By a majority vote of the voting membership, the Board may send a recommendation for removal to the Vice Chancellor for Student Affairs (VCSA). The VCSA may remove a member only upon receiving this request or recommendation from the BOSP.

2. Editorial Staff: Publication advisors are authorized to hire and discharge editorial staff and employees, subject only to established Board policy, University regulations, State and Federal regulations and statutes.
3. Publication Advisors: Publication Advisors are appointed for one academic year. If at any point during the academic year, the Board members believe there is reason for removal by a majority vote of the voting membership, the Board will formally discuss concerns with the Publication Advisor. If the reason persists, the Board will follow the same protocol as for the removal of the voting members of the Board found under Article III, A-1.
4. Publications Supervisor: The Publications Supervisor is appointed by the VCSA for one academic year. If at any point during the academic year, the Board members believe there is reason for removal by a majority vote of the voting membership, the Board will formally discuss concerns with the Publication Supervisor. If the reason persists, the Board will follow the same protocol as for the removal of the voting members of the Board found under Article III, A-1.

B. Reasons for Removal.

1. Failure to maintain basic eligibility requirements for membership.
2. Three (3) unexcused absences, in a given semester.
3. Failure to execute duties and responsibilities.
4. Gross incompetence, negligence or unlawful activities.

Article IV—PUBLICATION ADVISORS

Duties and Responsibilities of Publication Advisors.

- A. Serve as a liaison to the Board and staff and keep the Board informed about the progress, successes, and/or issues regarding publications or BOSP events.
- B. Approve the publication and ensures that it is acceptable for viewing/reading by the campus community.
- C. Submit a proposal to the Board for the next fiscal year, by April 15. The proposal should include the following:

1. A statement about how the publication fulfills the BOSP mission.
 2. A budget request.
 3. A clear plan of action with a timetable for the publication and an approximation of advisor time/involvement.
- D. Ensure that the publication is completed in a timely fashion.
- E. Vet and submit names of editors.
- F. Supervise student editors as they produce, revise, and edit the publication.
- G. Train members of editorial staff.
- H. Create advertisements for submissions to their respective journals.
- I. Submit a report after publication by the end of the spring semester, which includes the following:
1. A list of the editorial staff.
 2. Publicity, recruitment, and submission information.
 3. Procedures for material selection.
 4. Production procedures.
 5. An accounting of expenditures.
 6. Any other sources of funding.
 7. An Advisor evaluation of the work completed that follows BOSP guidelines.
 8. Any other material that may be helpful to a new advisor.

ARTICLE V - PUBLICATIONS SUPERVISOR

Appointments.

1. A supervisor shall be appointed by the VCSA.
2. Responsibility: The Publications supervisor is responsible for overseeing all BOSP funds under the supervision of the VCSA.
3. Duties: The Publications supervisor is responsible for the following tasks:
 - a. Mentor student employees.
 - b. By April of each year:
 - i. Prepare budgets and budget requests for the Board's approval.
 - ii. Complete all necessary information for printing contracts and submitting these contracts to the VCSA and to the Business Office.
 - c. By the end of the spring semester:
 - i. Keep an account of income and expenditures and submit each report to Publication advisors, the Board, and the VCSA.
 - ii. Submit an end-of-year report of activities undertaken by the SP&M-B to the VCSA.
 - d. Oversee production work for all newspapers, magazines, and publications as requested by advisors.

ARTICLE VI—RECRUITMENT AND SELECTION PROCEDURES
FOR VOTING BOARD MEMBERS

- A. The BOSP shall publicize all vacancies for voting positions within the BOSP to the campus.
- B. The BOSP shall seek out broad representation from the college community, but will select eligible applicants from a pool consistent with the BOSP Charter and its protocols on student or faculty eligibility.
- C. The BOSP shall establish interviews and vetting procedures to promote diversity and differing viewpoints from applicants.
- D. The BOSP shall forward a list of recommendations to the VCSA.

Article VII—EDITORIAL STAFF

- A. All members of the editorial staff must maintain the following:
 - a. Kapi‘olani Community College (KapCC) home campus
 - b. Current enrollment at KapCC (with a minimum of six (6) credits)
 - c. Cumulative GPA of 2.0
- B. The term of all editors shall be limited to a maximum of two (2) consecutive terms for yearly publications and three (3) consecutive terms for those published each semester.

ADDENDUM

92-2:

“Board” means any agency, board, commission, authority, or committee of the State or its political subdivisions which is created by constitution, statute, rule, or executive order, to have supervision, control, jurisdiction or advisory power over specific matters and which is required to conduct meetings and to take official actions.

“Chance meeting” means a social or informal assemblage of two or more members at which matters relating to official business are not discussed.

“Interactive conference technology” means any form of audio or audio and visual conference technology, including teleconference, videoconference, and voice over internet protocol, that facilitates interaction between the public and board members.

“Meeting,” means the convening of a board for which a quorum is required in order to make a decision or to deliberate toward a decision upon a matter over which the board has supervision, control, jurisdiction, or advisory power. [L 1975, c 166, pt of §1; am L 1976, c 212, §1; am L 2012, c 202, §1]

92-4, 92-5:

§92-4 Executive meetings. A board may hold an executive meeting closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. A meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded, and entered into the minutes of the meeting. (L 1975,c 166, pt of §1; am L 1985, c 278, §2]

§92-5 Exceptions. (a) A board may hold a meeting closed to the public pursuant to section 92-4 for one or more of the following purposes:

- (1) To consider and evaluate personal information relating to individuals applying for professional or vocational licenses cited in section 26-9 or both;
- (2) To consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held;
- (3) To deliberate concerning the authority of persons designated by the board to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations;
- (4) To consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities;
- (5) To investigate proceedings regarding criminal misconduct;
- (6) To consider sensitive matters related to public safety or security;
- (7) To consider matters relating to the solicitation and acceptance of private donations; and

(8) To deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order.

(b) In no instance shall the board make a decision or deliberate toward a decision in an executive meeting on matters not directly related to the purposes specified in subsection (a). No chance meeting, permitted interaction, or electronic communication shall be used to circumvent the spirit or requirements of this part to make a decision or to deliberate toward a decision upon a matter over which the board has supervision, control, jurisdiction, or advisory power. [L 1975, c 166, pt of §1; am L 1985, c 278, §3; gen ch 1985; am L 1996, c 267, §3; am L 1998, c 48, §1; am L 1999, c 49, §1]