

KAPI‘OLANI COMMUNITY COLLEGE
Board Of Student Publications
CHARTER

ARTICLE I - NAME

This organization shall be known as the Board Of Student Publications (BOSP) of Kapi‘olani Community College (KapCC). This name shall be included on all relevant documentation (e.g. publications) put out by said Board for branding purposes.

ARTICLE II - PURPOSE

The BOSP oversees and coordinates student-oriented publications at KapCC, including the newspaper, literary, art, and academic journals. The Board acts in an advisory capacity to the Vice Chancellor for Student Affairs (VCSA) and makes policy recommendations relating to all aspects of student publications and student media creations. This Board oversees expenditures of funds collected from students as a publication fee; said funds are meant to benefit students and student interests.*

* Fee solicitation from external and internal entities at the College shall be completely vetted by this Board; this money is meant to fully support ONLY mission initiatives listed below:

The mission of the BOSP is as follows:

- Provide media for instruction and training, as it relates to publications or media.
- Develop and showcase student talents, via publication, media, and/or creation.
- Provide a platform for sharing information, ideas and opinions.
- Provide skill-based professional and leadership development opportunities for students interested in publications and/or media.
- Support cross-curricular emphases that focus on student-driven publications or media creations.

In carrying out this mission, the BOSP believes in supporting all forms of publications or media showcases that contribute to the vitality of campus life, particularly those activities that fully support students. The Board will be guided by the priorities of KapCC as spelled out in its Mission Statement and its Strategic Plan.

ARTICLE III - MEMBERSHIP

Section A. **Composition and Appointments**

1. The BOSP shall consist of seven (7) voting members and ex-officio members as follows:
 - a. Three (3) executive student members: Chair, Vice-Chair, and Secretary.
 - b. One (1) non-executive student voting member.
 - c. Three (3) faculty/staff members with voting rights.
 - d. The advisors and chief editor of all publications serve as ex-officio members.
2. The seven (7) voting members shall be recommended by the Board and appointed by the VCSA.

Section B. **Terms of Office**

- The Board shall be formally appointed at the end of each academic year.
 1. Faculty voting members of the Board shall be appointed for two (2) academic years, renewable at the discretion of the executive members of the BOSP.
 2. Executive student members of the Board shall be appointed for one (1) academic year.

Section C. **Qualifications of Board Members**

- All student members must maintain the following:
 1. KappCC home campus
 2. Current enrollment at KapCC (with a minimum of six (6) credits)
Students that are graduating in the next term may be exempt from the minimum six (6) credit requirement.
 3. Cumulative G.P.A. of 2.0
First-year students who do not yet possess a cumulative G.P.A. may apply for Board membership, on a probationary basis.
- Due to potential conflicts-of-interest:
 - Student voting members may not:
 - a. Serve as members of the editorial staff of any of the publications.
 - b. Serve on the executive team (e.g. Chair, Vice-Chair) of other Chartered Student Organizations (CSO).
 - c. Vote on any items they are directly involved in.
 - Faculty voting members may not:
 - a. Vote on any items they are directly involved in.

Section D. **Authority and Duties**

1. At the first April meeting, the Board shall nominate a student Chairperson, Vice Chairperson, and Secretary. Nominations will be vetted and approved, followed by an anonymous balloting procedure, after which point, each executive member will serve out their academic term(s).
2. The Board shall uphold the following duties:
 - a. Administer publication finances. The Board shall review its financial status as reported by the end of each academic year and shall prepare and submit its operational budget for the next academic year to the VCSA.
 - b. Be the review and appellate body for student publications in matters of journalistic ethics, taste, and responsibility.
 - c. Review and approve production timelines for the publications as prepared by the advisors and/or their production staff.
 - d. Review and recommend revision of its Charter for approval as stated under the BOSP Charter, Article XI.
3. The Board shall have the power to do the following:
 - a. Establish, review, and revise advertising rates for its publications if applicable.
 - b. Create new publications and services under its jurisdiction.
 - c. Consider funding requests and allocation applications (but asks all requesters to read the BOSP Charter and Bylaws prior to making such requests).
4. At the end of each academic year, the BOSP shall review the current stipend and/or commission schedules for all paid staff positions and make any changes deemed necessary for the next academic year.

Section E. **Removal of Board Members**

Any member of the Board may be removed for cause as defined under BOSP Bylaws, Article III, Section A by a quorum vote of the Board.

ARTICLE IV - EXECUTIVE MEMBERS DUTIES AND POWERS

The executive members of the Board shall be comprised of a Chairperson, Vice Chairperson, and Secretary.

- **Chairperson**: The Chairperson of the Board shall be the presiding officer. The Chairperson shall convene all meetings of the Board, prepare all agendas, make Board committee appointments, appoint *ad hoc* committees, act as the spokesperson for the Board in all matters having appeared before the Board, and shall assume other duties as directed by the Board.
- **Vice Chairperson**: The Vice Chairperson shall preside in the absence of the Chairperson, executing all duties of the Chair. The Vice Chair is also responsible for

managing the budget for each academic year in consultation with the supervisor and also for bringing any funding or allocation requests to the Board from the Chartered Student Organization Council (CSOC). The Vice Chair is tasked with recruiting future BOSP members and running elections. The Vice Chair shall review, be familiar with, and manage the updating and revisions of the Charter and Bylaws. The Vice Chair is also responsible for campus outreach, creating flyers, social media posting, and other means of communication to publicize Board initiatives and events.

- Secretary: The Secretary shall keep records of all the Board meetings, notify all members of meetings and prepare necessary reports as required by this Charter. The secretary will also manage the BOSP email account. Further duties shall be assumed upon the direction of the Chairperson as outlined in this Charter.

Each executive member shall be appointed as a liaison for a journal/newspaper advisor, in order to insure proper communication for project updates and overall transparency.

ARTICLE V - VOTING MEMBER DUTIES AND POWERS

- Voting Member: The voting member shall act as a supporting role and help the executive team with any and all duties. The voting member must attend all BOSP General Meetings and serves as a voice for the student body.

ARTICLE VI - PUBLICATION SUPERVISOR

The supervisor shall be appointed and removed by the VCSA upon recommendation by the Board.

The supervisor shall execute voting that maintains the Bylaws and Charter to best support the BOSP Mission.

The supervisor shall assist when the Board receives inquiries regarding copyright, taste, ethics, libel and other contentious issues that may arise as a direct result of publication activities.

The supervisor is not accorded the right to vote in order to prevent personal or fiduciary conflict of interest.

ARTICLE VII—FACULTY VOTING MEMBERS OF THE BOARD

Based upon recommendations by the Board, faculty voting members of the Board shall be appointed and removed by the VCSA.

The faculty voting members shall assist when the Board receives inquiries regarding copyright, taste, ethics, libel and other contentious issues that may arise as a direct result of publication activities.

The faculty voting members each have a vote on the Board.

ARTICLE VIII - PUBLICATION ADVISORS AND EDITORIAL STAFF

The advisor(s) of each publication shall have the power to appoint and remove the editor(s) and staff of each publication.

The advisor(s) of each publication sets up and collaborates on production timelines, duties of their editor(s) and staff to ensure the highest possible quality of each publication.

ARTICLE IX - COMMITTEES

The Chairperson may appoint *ad hoc* committees as are required to carry out the work and development of the Board, as well as its Mission, as embodied in its Charter and Bylaws.

ARTICLE X - FINANCES

Section A. **Budget**

The BOSP shall be responsible for both annual and long-term budgeting and expenditures of funds, subject to annual budgetary review and approval by the Chancellor of KapCC.

Section B. **Revenues**

The BOSP shall administer all revenues generated from the student BOSP fees and other sources (advertisements, fundraising, sales, etc.) in accordance with the State of Hawai'i General Excise tax laws and UH policies and procedures. Such revenues shall be used primarily for funding of the student newspaper and other student publications. All revenues shall be deposited in the UH account designated for the BOSP.

Section C. **Funding**

An annual budget and expenditure plan shall be prepared and approved by the Board prior to the expenditure or commitment of funds.

Funding requests crafted by bodies external to the Board are to be brought before the CSOC. CSOC is tasked with deciphering which CSO is best suited to accept the request. Once CSOC determines which CSO should accept the funding request, the selected CSO may make their decision by following their own organization's charter and bylaws. If the funding request aligns with the BOSP's requirements (mission statement), then the Board will vote following the CSOC timeline.

Section D. **Fee Increase**

The BOSP may make recommendations regarding fee increases to the Chancellor and University of Hawaii Board of Regents. No recommendations concerning the increase to the publication fee can be taken by the Board until ten days after public hearings and testimonials have been completed.

Pursuant to University of Hawaii Board of Regents Policy, [RP 6.203](#), proposals for new fees that impact a student's cost of attendance must be must be approved by the University of Hawaii Board of Regents, and accompanied by operational and financial plans that describe when the proposed fees will begin, when the proposed services will be available, and whether and how fee revenue will be utilized in any interim period to support start up the new services.

ARTICLE XI - AMENDMENTS

Section A. **Proposal of Amendments**

Amendments to this Charter may be proposed by motion of the BOSP or by petition, bearing the signatures of five percent (5%) of the students of KapCC.

Section B. **Procedures**

When an amendment is proposed either by motion of the BOSP or by receipt of the petition, the Board shall:

1. Give notice
 - a. Give public notice by publishing the proposal in the campus newspaper and by posting on campus approved bulletin boards.
 - b. Give notice to such other organizations as the Board deems appropriate.
2. Hold an open forum within the academic school year
 - a. Public notice must be posted for at least seven (7) calendar days before an open forum is held.

- b. Open forum must be held no later than thirty (30) calendar days after public notice is given.

Section C. **Adoption**

Proposed amendments which receive the vote of at least two-thirds ($\frac{2}{3}$) of the voting membership of the BOSP at a meeting no more than thirty (30) days after the open forum shall be declared approved for referral to the Chancellor.

ARTICLE XII - ENACTMENT

This Charter recommended by the 1995-96 Board of Student Publications and updated 2011-12 for changes in administrative titles shall become effective upon approval by the Chancellor of KapCC. The BOSP continues to maintain accuracy and integrity of its own procedures and policies.

[a]"Delete" Yearbooks

[b]"in relation to student publications."

[c]Discussion May vs.Jan

[d]"All student members must maintain:

Semester GPA of 2.0

Minimum of 6 credits, with at least one class at KAPCC.

With exception to those that are graduating in the next term. "

"Students members of the Board must be KapCC home-based students. They cannot be members of the editorial staff of any of the publications."

[e]Discuss timeline

[f]Each executive member shall be appointed as a liaison for a journal advisor, in order to ensure proper communication for project updates and overall transparency.