BY-LAWS OF
THE UNIVERSITY OF HAWAI‘I AT HILO
BOARD OF STUDENT PUBLICATIONS

ARTICLE I
MEETINGS AND QUORUM

Section 1. Public Meetings

Semi-monthly public meetings shall be scheduled during the academic year and, as needed, from June through August. Special meetings may be called by the Chairperson, Vice-Chairperson, Treasurer, or Secretary of the Board of Student Publications, or by written request by any four (4) members of the Board of Student Publications.

All BOSP members shall be notified of the time, place, and agenda a minimum of two (2) working days in advance. All public meetings shall be held in accordance with the provisions of the Hawaii Revised Statutes, Section 92-3.

Section 2. 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 Hawaii Revised Statutes, Sections 92-4 and 92-5.

Section 3. Quorum

Four (4) voting members, three (3) of which must be student representatives as defined in Article III, Section 1-B of the BOSP Charter, shall constitute a quorum.

ARTICLE II
RECRUITMENT AND SELECTION PROCEDURES FOR VOTING MEMBERS

Section 1. Recruitment

The BOSP shall announce applications for all vacancies for voting positions in two (2) consecutive issues of Ke Kalahea or by circulation of printed announcements three weeks prior to closing of. These announcements must be made annually no later than the second week of March, or as circumstances warrant.

Other methods of advertising open positions may be incorporated as needed.

Section 2. Selection Procedures for Student Members
There shall be a selection committee whose duty shall be to screen and select appointees to voting positions on the BOSP no later than March 30 of each year.

A. **Membership:** The committee shall consist of four (4) members as specified in Article III, Section 2-B of the BOSP By-law’s. No member of this committee may at the same time be an applicant for BOSP membership.

B. **Appointment Procedures:** The chief executive officers of the UHHSA Senate, the Student Activities Council, the Board of Media Broadcasting, and the Campus Center Fee Board of shall each appoint one (1) member to sit on the screening committee. These appointees shall not be members of the BOSP.

C. **Term of Appointment:** The selection committee will be appointed at the time the announcement of vacancies for voting positions is authorized by the BOSP. The committee will disband upon confirmation of newly selected BOSP members.

D. **Duty:** The current BOSP shall conduct a search and interview processing and approve replacements to the BOSP to complete terms left open due to resignations or enforced terminations.

**Section 3. Selection Procedures for Community Representatives**

A. In the selection of the BOSP members from the professional community, the provisions of Sections 1 and 2 of this Article shall not apply. Criteria for selection include but are not limited to:
   1. Contribution to professional journalism or publications.
   2. Potential for significant contribution to BOSP publications.

B. The BOSP shall select and approve the community members by majority vote.

C. The current BOSP shall conduct a search and interview processing and approve replacements to the Board to complete terms left open due to resignations or enforced terminations.

**Section 4. Selection Procedures for Faculty/Staff members**

The Vice Chancellor for Student Affairs shall recommend qualified candidates to BOSP, in accordance with Article III, Section 1-B.2 and Article III, Section 3-B of the BOSP Charter, by March 1 of each year for selection by majority vote of the BOSP. If the BOSP does not approve candidate(s), BOSP may recommend another qualified candidate(s) to be approved by the Vice Chancellor for Student Affairs.

**ARTICLE III**

**RESPONSIBILITIES AND DUTIES OF BOSP OFFICERS**
Section 1. The Chairperson

The Chairperson will convene meetings, prepare the agenda, create BOSP committees and appoint committee members (subject to BOSP approval), be spokesperson for the Board in all matters pertinent to the Board's interest and jurisdiction, and assume other duties as directed by the Board, this Charter and Bylaws, any operating policies of the Board, and the latest edition of Robert's Rules of Order.

Section 2. The Vice-Chairperson

The Vice-Chairperson will serve in the absence of the Chairperson assist the BOSP chair in the orientation of new BOSP members and the ongoing education of all BOSP members regarding the workings of the Board and its programs and will assume other duties as directed by the Board, any policies of the Board, and the latest edition of Robert's Rules of Order.

Section 3. The Treasurer

The Treasurer will regularly review all BOSP financial records, submit to the Board monthly reports of the Board's financial statements for all BOSP accounts, and prepare the annual budget. The Treasurer will utilize the resources of the Campus Center Fiscal Officer in developing and monitoring the BOSP budget and will work closely with the Fiscal Officers of the respective publications. In the absence of the Chairperson and the Vice-Chairperson, the Treasurer will serve as Chairperson. Also, the Treasurer will assume other duties as directed by the Board, any operating policies of the Board, and the latest edition of Robert's Rules of Order.

Section 4. The Secretary

In the discharge of Board-related functions, the Secretary will be responsible to the Board and will act in a manner consistent with the basic philosophy of the Board as embodied in its Charter and Bylaws. The Secretary will:

A. Prepare and present special reports as requested by the Board.

B. Publish the agenda, ensure that the minutes of all Board and committee meetings are taken, and distribute both agenda and minutes to all members in a minimum of two days prior to the next meeting.

C. Publicly post, all regular meeting agendas and minutes two (2) working days prior to the meeting.

D. Maintain a master file of all minutes and documents at BOSP office.

E. Maintain a current BOSP job/position description file.
F. Assume other duties as directed and needed by the Board.

ARTICLE IV
OBLIGATIONS OF VOTING MEMBERS

Voting members are expected to:

A. Limit unexcused absences to two (2) meetings per year.

B. Serve on committees and participate in projects.

C. Serve the diverse needs of all segments of the UH Hilo campus communities.

D. Become acquainted with the Charter and Bylaws.

E. Uphold the provisions of the Charter and Bylaws and work within the guidelines provided by this document and by any operating policies of the BOSP.

F. Be the primary advocates at all times for the BOSP's philosophy, goals, and programs.

ARTICLE V
REMOVAL FROM OFFICE

Section 1. Procedures

A. Voting members of the BOSP: After receiving a request for action to remove signed by two (2) or more voting members, the Secretary will notify all voting members in writing a minimum of two (2) weeks prior to the meeting on which the action is requested. The request for action to remove a member must be by secret ballot and retained in the confidential files of the BOSP. By a 2/3 majority of the seven (7) voting members, the BOSP may send a recommendation for removal, the Vice-Chancellor for Student Services/Affairs may remove a member only after submitting a written statement of cause as stated in the SOP Manual at an official BOSP meeting and after consideration of the BOSP's response.

B. BOSP Officers: The Chairperson, Vice-Chairperson, Secretary and/or Treasurer may be removed from office by a 2/3 majority of the seven (7) voting members of the BOSP.

C. Appointed Staff: Editors-in-Chief may be removed from office by a majority of the seven (7) BOSP members, provided that the notification procedures for voting members set forth in A of this section are followed for the staff member in
question. The BOSP must hold a hearing on the removal of any appointee in question upon his or her request.

Section 2. Reasons for Removal

Grounds for removal include but are not limited to those listed below.

A. Voting members of the Board:

1. Failure to maintain eligibility for the position as described in Article III, Section 3.A of the Charter.

2. Willful misuse of the position.

3. Failure to meet the obligations of membership specified in Article IV of these by-laws.

4. Submission of a written statement of cause by the UH Hilo Vice Chancellor for Student.

B. Non-voting members of the Board as established in Article III, Section I of the charter:

1. Those grounds cited in A of this section.

2. Surrender of or removal from appointed office.

ARTICLE VI
RECRUITMENT AND SELECTION PROCEDURES FOR BOSP APPOINTMENT STAFF

Section 1. Annual Appointees

The positions established in Article V, Section 1 of the Charter will be filled using the following procedures:

A. Editors-in-Chief of all publications:

1. Notices of all vacancies will appear in two (2) consecutive issues of Ke Kalahea as circumstances warrant.

2. The Board will interview eligible applicants and make appointments as circumstances warrant.
ARTICLE VII
QUALIFICATION, TERMS OF OFFICE, AND RESPONSIBILITIES OF THE
BOARD OF STUDENT PUBLICATION APPOINTEES

Section 1. Qualification for BOSP appointees:

A. **Qualifications** will include, but not be limited to:

1. **Prior related experience**: Appointees must have training and/or experience considered by the BOSP to have raised them to the level of expertise required for the publication.

2. **Student status**: Appointees must be currently registered, for a minimum of six (6) credits with UH Hilo and in good academic standing.

B. **Terms of office** will begin on March 15 or when selected and will serve until the next appointee is named or as the BOSP determines.

Section 2. Responsibilities of Editors-in-Chief

A. **Organization**: Editors-in-Chief are responsible for recruiting, instructing, and supervising a complete staff (e.g., executive staff, writers, photographers, readers) throughout their tenure in office.

1. **Recruiting/appointments**: The Editor-in-Chief will advertise for applications for staff positions in to (2) consecutive issues of Ke Kalahea no later than the first week of April. Positions of Business Manager and Advertising Manager shall be recommended by Editor-in-Chief, final candidate shall be interviewed and approved by the Campus Center Coordinator.

2. **Instructing/supervising**: The Editor-in-Chief will provide all executive staff members with their current BOSP-approved descriptions. The Editor-in-Chief shall make provisions for staff to be initiated into job responsibilities through training sessions or leadership seminars.

B. **Production**: In cooperation with the Advertising Manager and Business Manager, the Editors-in-Chief are responsible for production of their respective publications in the number, frequency, and date(s) of appearance stipulated in each year's budget and at a cost within that budget.

C. **Deadlines**: In order to facilitate prompt and regular printing of their publications, the Editors-in-Chief are responsible for meeting all deadlines established by prior agreement with the BOSP.

D. **Operations**: The Editors-in-Chief are responsible for reaching consensus with the Advertising Managers and/or the Business Managers on all matter related to
annual production schedules, editorial/advertising ratio, and relevant budget topics.

E. **Content**: The Editors-in-Chief are responsible for ensuring that the content of their respective publications is in keeping with the provisions of this Charter and Bylaws (with special emphasis in Article XIII and Appendix A).

F. **Training and Mentoring**: The Editors-in-Chief shall be responsible for providing training and mentoring for newly selected Editors-in-Chief from the time of their selection to the end of the previous Editors' terms.

G. **Miscellaneous**: The Editors-in-Chief are responsible for all other duties assigned by the BOSP, this Charter and Bylaws, and any operating policies of the BOSP.

**Section 3. Responsibilities of Business Managers**

A. **Fiscal**: The Business Managers are responsible for establishing and maintaining deadlines and management, bookkeeping, and production routines in a manner which will insure proper management of the fiscal operation of the publications. The Business Managers will report monthly to all BOSP meetings.

B. **Miscellaneous**: The Business Managers are responsible for all other duties assigned by the BOSP, this Charter and Bylaws, and any operating policies of the BOSP.

**Section 4. Responsibilities of Advertising Managers**

A. **Organization**: The Advertising Managers are responsible for organizing and conducting a vigorous and sustained nine-month advertising sales program with the aim of meeting the publications' budgeted advertising revenue projections.

B. **Deadlines**: In order to facilitate prompt and regular printing of BOSP publications, the Advertising Managers are responsible for meeting all advertising deadlines established by prior agreement.

C. **Content**: The Advertising Managers are responsible for ensuring that the content of all advertising accepted for publication is in keeping with the provisions of this Charter and Bylaws and any operating policies of the BOSP. In the exercise of this responsibility, the Advertising Managers will take all reasonable steps to screen advertising materials for anything defined under law as illegal, libelous, obscene, or hazardous to public or private safety or welfare, and within reason, will watch for untruthful statements or other misrepresentation.

D. **Fiscal**: The Advertising Managers are responsible for establishing and maintaining deadlines and management, bookkeeping, and production routines in a manner which will maximize net revenue from advertising sales.
E. Miscellaneous: The Advertising Managers are responsible for all other duties assigned by the BOSP, this Charter and Bylaws, and any operating policies of the BOSP.

Section 5. Responsibilities of Faculty Advisors to Publications

A. Journalistic Training: The faculty advisor shall provide instruction, training, and supervision to student volunteers in regards to policies & procedures, journalistic ethics and laws.

B. Resource Person: The faculty advisor shall serve as a resource person & liaison to campus and community resources.

C. Code of Ethics: The faculty advisor shall operate in every aspect consistently with the Canons of Journalism as practiced by responsible American newspapers and as expressed in the Statement of Principles of the American Society of Newspaper Editors as adopted 10/23/75 (see Appendix A).

ARTICLE VIII
AWARDS

Section 1. Stipends for BOSP Appointees and Editorial Staff
The BOSP may recommend, adjust, or rescind stipends for its editorial appointees and staff. Because of the co-curricular nature of publications overseen by the BOSP, students appointed to editorial positions of these publications will not be considered employees of either the BOSP or the University of Hawai‘i, rather volunteers of the BOSP and/or University. Stipend levels will be set to reflect consideration of the co-curricular, pre-professional "reward" intrinsic to the respective positions, as well as other relevant aspects such as degree of responsibility, supervisory responsibilities, and time spent in discharging the duties of the position.

Section 2. Stipends for Non-Editorial Staff Members
The BOSP may establish, adjust, or rescind stipends for persons chosen to fill positions by Editors-in-Chief alone. Some or all of these stipends may be distributed by Editors-in-Chief from a discretionary portion of their editorial budget. Because of the co-curricular nature of publications overseen by the BOSP, persons chosen to fill positions by Editors-in-Chief alone will not be considered employees of the BOSP, the University of Hawai‘i, or the publication, rather volunteers of the BOSP, University or appropriate publication. Stipend levels will be set to reflect consideration of the co-curricular, pre-professional "reward" intrinsic to the respective positions, as well as other relevant aspects such as degree of responsibility, supervisory responsibility, and time spent in discharging the duties of this position.

Section 3. Salaries and Commissions for BOSP Advertising Staff Members
The BOSP will establish the schedule and rates of compensation for the Advertising Managers/staff. The total income of the Advertising Managers/staff will be set to reflect their responsibilities and may be based on commission. Salespersons will be compensated on a commission basis. Because of the co-curricular nature of publications overseen by the BOSP, students appointed to advertising staff positions of these publications will not be considered employees of either the BOSP, the University of Hawai’i or the publication, rather volunteers of the BOSP, University and the appropriate publication.

Section 4. Compensation for Contractual Employees
The BOSP will pay all persons under contractual jurisdiction according to the terms of the relevant contract(s).

ARTICLE IX
PUBLICATIONS FREEDOM AND RESPONSIBILITY

Section 1. Ke Kalahea

A. Freedom: Insofar as executive and staff members of the newspaper produce a newspaper consistent with the responsibilities listed below, the Ke Kalahea qualifies under law as a First Amendment forum. That status means that the University of Hawai’i at Hilo and the Board of Student Publications recognize and acknowledge the value of an independent newspaper that functions without prior restraint within legal and traditional guidelines a public forum for news and comment.

B. Responsibilities:

1. The newspaper may not violate existing law governing libel, obscenity, or hazard to public or private safety or welfare. Personal liability may be incurred for such violations.

2. The newspaper will stand independent of any public or private pressure to act, write, or edit in a manner in any respect inconsistent with its best knowledge of the truth.

3. The newspaper will function as a medium to inform, educate, and entertain the entire campus community by maintaining a timely, comprehensive, and diverse flow of information, ideas and criticism.

4. The newspaper will pursue aggressively its prerogatives to investigate, report, and comment upon any activity it deems of legitimate interest and concern to the campus community.
5. The newspaper will give timely and reasonable space to any voice espousing any legitimate cause of interest, value, or concern to the campus community.

6. The newspaper will operate in every aspect consistently with the canons of journalism as practiced by responsible American newspapers and as expressed in the Statement of Principles of the American Society of Newspaper Editors as adopted 10/23/75 (see Appendix A).

Section 2. Kanilehua

A. Freedom: Insofar as the editor-in-chief and staff meet the responsibilities listed below, Kanilehua is guaranteed press freedom as stipulated under law.

B. Responsibilities:

1. The magazine may not violate existing law governing libel, obscenity, or hazard to public or private safety or welfare.

2. The magazine staff will maintain its independence of choice and action in carrying out in a responsible manner its goals and responsibilities.

3. The magazine staff will strive to publish material of the best quality in fiction, poetry, drama, criticism, and graphic arts.

4. The magazine staff will emphasize the work of UH Hilo students and in other respects give priority to Hawai‘i residents in order to promote the magazine’s regional character.

5. The magazine staff will give full legal and ethical respect to the work of all contributors and will publish all materials in a form approved by the author.

6. Distribution of single copies of each issue to BOSP fee-paying students will be offered at the lowest possible cost. Single copies will be distributed to acknowledged contributors free of charge. The BOSP will establish subscription and single-copy charges for all others.

7. The magazine will operate in every aspect consistently with the canons of journalism as practiced by responsible American newspapers and as expressed in the Statement of Principles of the American Society of Newspaper Editors as adopted 10/23/75 (see Appendix A).

Section 3. Hohonu

A. Freedom: Insofar as the editor-in-chief and staff meet the responsibilities listed below, Hohonu is guaranteed press freedom as stipulated under law.
B. Responsibilities:

1. The journal may not violate existing law governing libel, obscenity, or hazard to public or private safety or welfare.

2. The journal staff will maintain its independence of choice and action in carrying out in a responsible manner its goals and responsibilities.

3. The journal staff will strive to publish material of the best quality in academic research content.

4. The journal staff will emphasize the work of UH Hilo students and in other respects give priority to Hawai‘i residents in order to promote the journal’s regional character.

5. The journal staff will give full legal and ethical respect to the work of all contributors and will publish all materials in a form approved by the author.

6. Distribution of single copies of each issue to BOSP fee-paying students will be offered at the lowest possible cost. Single copies will be distributed to acknowledged contributors free of charge. The BOSP will establish subscription and single-copy charges for all others.

7. The journal will operate in every aspect consistently with the canons of journalism as practiced by responsible American newspapers and as expressed in the Statement of Principles of the American Society of Newspaper Editors as adopted 10/23/75 (see Appendix A).

Section 4. Other BOSP Publications

A. Freedom: Insofar as the editors and staff members meet the responsibilities listed below, all other BOSP publications are guaranteed press freedom as stipulated under law.

B. Responsibilities:

1. These publications may not violate existing laws governing libel, obscenity, or hazard to public or private safety or welfare.

2. The staff members will maintain their independence of choice and action in carrying out in a responsible manner their goals and responsibilities.

3. The staff members will strive to publish material which is appropriate to their publication and of the best quality possible.
4. All publications will operate in every aspect consistently with the canons of journalism as practiced by responsible American newspaper and as expressed in the Statement of Principles of the American Society of Newspaper Editors as adopted 10/23/75 (see Appendix A).

ARTICLE X
AMENDMENTS

Section 1. Amendment Proposals
Amendment proposals must be submitted in writing to all BOSP members at least one (1) month prior to BOSP action.

Section 2. Public Hearing
In accordance with the provisions of the current Hawaii Revised Statutes, a public hearing on all amendments will be held prior to final BOSP approval.

Section 3. Amendments Approval
These Bylaws may be amended by a 2/3 majority vote of the BOSP and subsequent confirmation by the UH Hilo Chancellor.

ARTICLE XI
PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall govern deliberations on all points not covered by this Charter and By-Laws or by the operating policies of the Board.

APPENDIX A
BOARD OF STUDENT PUBLICATIONS BY-LAWS
A STATEMENT OF PRINCIPLES

PREAMBLE
The First Amendment, protecting freedom of expression from abridgement by a law, guarantees to the people through their press a constitutional right, and thereby places on newspaper people a particular responsibility.

Thus, journalism demands of its practitioners not only industry and knowledge but also the pursuit of a standard of integrity proportionate to the journalist's singular obligation.

To this end the American Society of Newspaper Editors sets for this Statement of Principles as a standard encouraging the highest ethical and professional performance.

ARTICLE I
RESPONSIBILITY

The primary purpose of gathering and distributing news and opinion is to serve the general welfare by informing the people and enabling them to make judgments on the issues of the time. Newspapermen and women who abuse the power of their professional role for selfish motives or unworthy purposes are faithless to that public trust. The American Press was made free not just to inform or just to serve as a forum for debate but also to bring an independent scrutiny to bear on the forces of power in the society, including the conduct of official power at all levels of government.

ARTICLE II
FREEDOM OF PRESS

Freedom of the press belongs to the people. It must be defended against encroachment or assault from any quarter, public or private. Journalists must be constantly alert to see that the public's business is conducted in public. They must be vigilant against all who would exploit the press for selfish purposes.

ARTICLE III
INDEPENDENCE

Journalists must avoid impropriety and the appearance of impropriety as well as any conflict of interest or the appearance of conflict. They should neither accept anything nor pursue any activity that might compromise or seem to compromise their integrity.

ARTICLE IV
IMPARTIALITY

To be impartial does not require the press to be unquestioning or to refrain from editorial expression. Sound practice, however, demands a clear distinction for the reader between news reports and opinion. Articles that contain opinion or personal interpretation should be clearly identified.

ARTICLE V
FAIR PLAY

Journalists should respect the rights of people involved in the news, observe the common standards of decency and stand accountable to the
These principles are intended to preserve, protect and strengthen the bond of trust and respect between American journalists and the American people, a bond that is essential to sustain the grant of freedom entrusted to both by the nation's founders.

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This statement of Principles was adopted by the ASNE board of directors October 23, 1975; it supplants the 1922 Code of Ethics ("Canons of Journalism")

CONFIRMATION

BOSP CHAIRPERSON: ___________________________ DATE: ________________

UH HILO CHANCELLOR: ______________________ DATE: ________________

EFFECTIVE DATE: __________________________

REVISION HISTORY:

2/17/2013