

**Honolulu Community College  
Student Media Board  
Charter  
Revised on March 23, 2021**

**Article I – Name**

This organization shall be known as the Honolulu Community College Student Media Board. Media refers to all forms of information readily available to the public including, but not limited to, written & online publications, digital signage, recorded media, and radio/podcast productions.

**Article II – Purpose**

The Student Media Board (SMB) shall govern all publications, radio/podcast communications, and broadcast media that are supported by the mandatory Honolulu Community College (HonCC) Student Media Fee. Furthermore, it shall provide the HonCC community with a multifaceted forum to promote self-expression, student awareness, and artistic creativity.

**Article III – Authority**

SMB shall remain autonomous as a First Amendment forum of journalistic, literary, and artistic expression for fee-paying students of HonCC. No action or recourse consistent with the SMB's responsibility and funded by the mandatory Student Media Fee shall be deemed outside its jurisdiction.

**Article IV – Types of Media**

SMB may support a wide variety of media that promote campus communications and provide training and practice for students in all fields of communication as determined by the board. These types of communications may include, but are not limited to, printed and online newspapers/magazines, websites, social media outlets, pamphlets, digital signage, Internet radio, podcasts, and webcasts. In addition, SMB may support other types of activities that foster better communication among students, faculty and staff, and in general, increase the morale and physical conditions of the campus community.

**Article V – Membership**

**Section A: Board Members**

There shall be up to nine (9) Board Members.

- Chairperson of Student Media Board (Student)
- Vice Chairperson of Student Media Board (Student)
- Director of Student Media Board (Student)

- Ka Lā News Editor-in-Chief (Student)
- Art & Soul Editor-in-Chief (Student)
- Ka Lā Podcast Producer (Student)
- Fiscal Officer (Student)
- Publications Advisor (Faculty)
- Student Life & Development Director (Faculty)

### **Section B: Affiliate Board Members**

There shall be at least four (4) Affiliate Board Members.

- Ka Lā News Editor (Student)
- Art & Soul Editor (Student)
- Ka Lā Podcast Editor (Student)
- Student Media Board Member (Student)

### **Section C: Qualifications and Eligibility**

Board Members must be enrolled at HonCC with a minimum of six (6) credit hours and are in good academic standing (cumulative 2.0 GPA minimum). They must be fit to lead and uphold an executive position as deemed by the SMB executive officers. Board Members have voting rights.

Affiliate Board Members must be one of the following: Non fee-paying students at HonCC, such as non-credit students, Previously enrolled students and alumni of HonCC, or Student employees at HonCC. Affiliate Board Members do not have voting rights but can be included in all organization activities.

## **Article VI – Media Board Duties and Responsibilities**

### **Section A: Duties and Responsibilities of Student Media Board:**

1. Administering all finances relating to all activities supported by HonCC's mandatory Student Media Fee, advertisements, subscriptions, and/or other means.
2. Reviewing and serving as the appellate body for all of their media outlets in matters of journalistic ethics, integrity, taste, nondiscrimination, and responsibility.
3. Creating, revising and/or discontinuing publications, policies, and/or services under its jurisdiction.
4. Overseeing the appointment, evaluation, and removal of all consultant(s), director(s), and staff for all of its media departments.
5. Establishing, reviewing, paying, delaying and/or suspending all salaries, commission rates, stipends, and/or honorariums provided for services and/or achievements.
6. The Chairperson shall appoint all SMB officers and the succeeding Chairperson in consultation with SMB votes. SMB may remove their members and/or liaisons by vote in accordance with Article VII, Section C with the exception of the Chairperson and the Director of Student Life & Development.

## Section B: Positions

### 1. Student Media Board Executives

All Student Media Board Executives are committed to the following responsibilities. The Student Media Board Executive members include the Chairperson, Vice Chairperson, and Director.

#### a. General Responsibilities

- i. Maintain an ethical and professional media outlet.
- ii. Assume full responsibility for any material published or aired, and address any complaints filed against the media outlet.
- iii. In conjunction with the advisors and campus appropriate officials, prepare and issue requests for contractual bids for equipment and service.
- iv. Be responsible for the accuracy, completeness, and overall quality of the media; and in conjunction with the advisors, review the appropriateness of material for publication/airing, including techniques used in gathering information.
- v. Ensure that the publication/production is properly equipped and that adequate space is provided for production.
- vi. In conjunction with the advisors, maintain professional contact with journalistic organizations outside the campus and with members of printing trades, publishing firms, television productions, radio productions, and similar operations on other campuses. Meet regularly with the other media outlet heads to discuss content and promote cross-platform collaboration.
- vii. Oversees the SMB sectors' publication calendar.
- viii. Participates in creating the annual budget.
- ix. Reviews established realistic and measurable goals for *Ka Lā News*, *Ka Lā Podcast*, *Art & Soul*, and *Digital Signs*.
- x. Works with advisors to set journalism standards for staff.
- xi. Meets bi-weekly with advisor and other editors for critiques, training and problem solving.
- xii. Takes on vacant Editor-in-Chief and Director position responsibilities.
- xiii. Plans in advance for crisis-management situations with assistance from advisors and SMB in closed meetings.
- xiv. Represents *Ka Lā News*, *Ka Lā Podcast*, *Art & Soul*, and *Digital Signs* needs publicly by attending Student Media Board meetings.
- xv. Assists in assigning duties and creates positions not covered in job descriptions.
- xvi. Attends and helps plan annual retreat and semester training exercises.

### 2. Chairperson of Student Media (Student)

The Chairperson is ultimately responsible for *Ka Lā News*, *Ka Lā Podcast*, *Art & Soul*, and *Digital Signs*. They are also the face to the outside world and must focus on the

vision and future of the SMB sectors. One of the most important responsibilities of the Chairperson is to set measurable long-term and short-term goals for the SMB sectors.

a. General Responsibilities

- i. Preside at all board meetings and be the primary spokesperson for Student Media Board (SMB).
- ii. Call a board meeting whenever necessary, but at least once a month. iii. Be responsible for accepting applications from candidates for media heads, Publications Director, and for coordinating the selection process. iv. Be responsible for maintaining, in conjunction with the Vice Chairperson/Director, SMB administrative files.
- v. Be responsible for coordinating a hearing in the case that a formal complaint is filed against student media, at the direction of the Student Life and SMB advisors.
- vi. Be responsible for providing training sessions and relevant materials to inform and train the new Chairperson.
- vii. Complete semester reports about media outlets that includes but is not limited to: number of student participants, hours or operation of publication schedule, and any other reports called for by student media advisors.
- viii. Be responsible for Vice Chairperson duties in their absence.

3. Vice Chairperson of Student Media (Student)

The Vice Chairperson is responsible for helping and advising the Chairperson whenever needed. They are also responsible for enforcing the goals set forth by the Chairperson.

a. General Responsibilities:

- i. Supervises and manages all SMB Editors and Directors.
- ii. Attend SMB meetings.
- iii. Participates in *Ka Lā News*, *Ka Lā Podcast*, *Art & Soul*, and *Digital Signs* meetings.
- iv. Enforces goals and deadlines.
- v. Be responsible for Chairperson duties in their absence.
- vi. Serves as the official spokesperson for the publications.
- vii. Responsible for all Editor-in-Chief and Director positions.
- viii. Responsible for overseeing publishing correction of all published errors. ix. Assists all Editor-in-Chiefs and Directors in equipment and software upgrades.
- x. Maintains constant communication with all Editor-in-Chief and Director positions.
- xi. Collects semesterly progress reports for *Ka Lā News*, *Ka Lā Podcast*, *Art & Soul*, and *Digital Signs*

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*

4. Director of Student Media (Student)

The Director is responsible for maintaining and recording all open and closed meetings. They are also responsible for making all necessary arrangements for meetings, including but not limited to, keeping formal records, meeting minutes, and records of correspondence.

a. General Responsibilities

- i. Shall arrange, maintain, and record all open and closed meeting minutes.
- ii. Be responsible for obtaining past meeting minutes approval from the board and necessary signatures.
- iii. Keep formal records, meeting minutes, and records of correspondence.
- iv. Be responsible for posting and promote all open meetings with 48 hours in advance.
- v. Be responsible for Vice Chairperson duties in their absence.
- vi. Assist in completing semester reports about media outlets that includes but not limited to: number of student participants, hours or operation of publication schedule, and any other reports called for by student media advisors.

5. Student Media Board Staff (Student)

All members must understand the goals and mission of SMB, and uphold a sense of responsibility to the student body.

a. General Responsibilities

- i. Have an interest in media such as journalism, broadcasting, publication, and the internet web.
- ii. Assist all media and publication outlets under SMB
- iii. Seek to report the truth honestly and fairly.
- iv. Have a strong sense of honesty and ethical integrity.
- v. Constantly comply with Student Media's "Code of Ethics" and other pertinent ethical standards;
- vi. Attend meetings and regular monthly training.

6. Ka Lā News Editor-in-Chief (Student)

The editor is ultimately responsible for all content in *Ka Lā News*.

a. Regular duties:

- i. Supervises and manages all staff members.
- ii. Attends monthly editorial board meetings, where they critique or supervise a critique of the prior month's paper and/or posted articles.
- iii. Enforces goals and deadlines.
- iv. Serves as the official spokesperson for the staff.

- focus on the constancy and appearance of the whole paper.
- vi. Gives final approval of all articles before being published online.
- vii. Responsible for all content in the paper and website.
- viii. Responsible for publishing corrections of all errors.
- ix. Assists section editors in all aspects concerning content and appearance, including design and production.
- x. Maintains constant communication with all staff.

b. General duties:

- i. Oversees the Ka Lā News publication calendar.
- ii. Establishes realistic and measurable goals.
- iii. Works with an adviser to set journalism standards for staff.
- iv. Meets bi-weekly with adviser and other members for critiques, training and problem solving.
- v. Represents staff publicly by attending Student Media Board meetings.
- vi. Assigns duties and creates positions not covered in job descriptions.
- vii. Approves all staff positions and is primarily responsible for recruiting new staff members, advertising all editorial position openings.
- viii. Participates in creating the annual budget.
- ix. Builds and adheres to a strong sense of ethics in writing and reporting.
- x. Holds regular office hours during Student Life & Development business hours several days per week.
- xi. Attends and helps plan annual retreat and semester training exercises.

### Ka Lā News Editor (Student)

a. General Responsibilities

- i. Write articles and corrects them for spelling, grammar, punctuation to the publication “house style”
- ii. Ensures all photos are submitted with the necessary caption information
- iii. Primarily responsible for late-breaking photo assignments
- iv. Checks out and maintains camera equipment
- v. When a publication has an extensive staff, the copyeditor’s fine tuning may be followed by a proofreader’s final check.

### 8. Ka Lā Podcast Producer (Student)

The producer is ultimately responsible for all content in *Ka Lā Podcast*.

a. Regular duties:

- i. Supervises and manages all staff members.
- ii. Attends monthly editorial board meetings, where they critique or supervise a critique of the prior week’s episode.

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*

- iii. Enforces goals and deadlines.

- iv. Serves as the official spokesperson for the staff.
- v. Gives final approval of all scripts before they are used.
- vi. Gives final approval of all recordings before being uploaded online.
- vii. Responsible for all content in the website/streaming platforms.
- viii. Responsible for publishing corrections of all errors.
- ix. Assists section editors in all aspects concerning content and appearance, including design and production.
- x. Maintains constant communication with all staff.

b. General duties:

- i. Oversees the Ka Lā Podcast publication calendar.
- ii. Establishes realistic and measurable goals.
- iii. Works with an adviser to set journalism standards for staff.
- iv. Meets bi-weekly with adviser and other members for critiques, training and problem solving.
- v. Represents staff publicly by attending Student Media Board meetings.
- vi. Assigns duties and creates positions not covered in job descriptions.
- vii. Approves all staff positions and is primarily responsible for recruiting new staff members, advertising all editorial position openings.
- viii. Participates in creating the annual budget.
- ix. Builds and adheres to a strong sense of ethics in writing and reporting.
- x. Holds regular office hours during Student Life & Development business hours several days per week.
- xi. Attends and helps plan annual retreat and semester training exercises.

Ka Lā Podcast Editor (Student)

a. General Responsibilities

- i. Write & produce episodes and edit them for coherence, sound quality, and structure format to podcast “house style.”
- ii. Checks out and maintains mic and recording software equipment
- iii. When there is an extensive staff, the editor’s fine tuning may be followed by a proof listener’s final check.

10. Art & Soul Editor-in-Chief (Student)

The editor is ultimately responsible for all content in the *Art & Soul Magazine* and Website.

a. Regular duties:

- i. Supervises and manages all staff members.
- ii. Attends monthly editorial board meetings, where they critiques or supervises a critique of the progress.

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*

- iii. Enforces goals and deadlines.

- iv. Serves as the official spokesperson for the staff.
- v. Gives final approval of all pages before they are sent to the printer and all artwork published in the website, with a focus on the constancy and appearance of the whole paper.
- vi. Responsible for all content in the magazine and website.
- vii. Responsible for publishing written corrections of all errors.
- viii. Assists section editors in all aspects concerning content and appearance, including design and production.
- ix. Maintains constant communication with all staff.

b. General duties:

- i. Oversees the Art & Soul publication calendar.
- ii. Establishes realistic and measurable goals for the magazine and website. iii. Works with an adviser to set journalism standards for staff.
- iv. Meets bi-weekly with adviser and other editors for critiques, training and problem solving.
- v. Represents staff publicly by attending Student Media Board meetings. vi. Assigns duties and creates positions not covered in job descriptions. vii. Approves all staff positions and is primarily responsible for recruiting new staff members, advertising all editorial position openings.
- viii. Participates in creating the annual budget.
- ix. Holds regular office hours during Student Life & Development business hours several days per week.
- x. Attends and helps plan annual retreat and semester training exercises.

## 11. Art & Soul Editor (Student)

a. General Responsibilities:

- i. Ensures all submissions are submitted with the necessary caption information
- ii. Corrects magazine and website for spelling, grammar, punctuation and formats them to the publication “house style”
- iii. Checks out and maintains camera equipment
- iv. When a publication has an extensive staff, the copyeditor’s fine tuning may be followed by a proofreader’s final check.

## 12. Fiscal Officer (Student)

The Fiscal Officer reviews the SMB budget and oversees funding.

a. General Responsibilities

- i. Tracks the Student Media Board budget for printing, production, and event planning.

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*

- ii. Learn the appropriate rules, regulations and processes required for



- accurate fiscal transactions.
- iii. Assists all other members in understanding fiscal related matters.

## **Article VII – Appointments, Terms of Office, Vacancies, and Removal from Office**

### **Section A: Appointments**

1. The voting members shall appoint all SMB members and the succeeding Chairperson.

### **Section B: Vacancies**

1. A vacancy is described as the resignation from office and/or lack of communication with any other SMB member for a period of no less than twenty-one (21) calendar days.
2. A vacancy in the office of the Chairperson shall be filled by the Vice Chairperson and will be the new Chairperson. If the Vice Chairperson declines or resigns from office, the remaining members of SMB may elect an interim Chairperson.
3. Notice of all general SMB vacancies shall be announced in at least one (1) type of SMB media and/or posted around campus.

### **Section C: Removal from Office**

1. If the Chairperson resigns or is removed, then the procedure for his or her tentative replacement shall be followed as outlined in Article VII, Section B.
2. Any members may be removed for the following reasons:
  - a. A medical incapacitation, defined as the inability to perform the duties of office because of physical and/or mental conditions and/or limitations.
  - b. Violation of the [HonCC Student Conduct Code](#).
3. The following procedure must be followed to remove a SMB member:
  - a. A petition signed by the Chairperson and one-half (1/2) of the current SMB members bearing the grounds or a petition signed by 2 (two) executive officers and one-half (1/2) of the current SMB member bearing the grounds and must present their case to the Student Life & Development Director.
  - b. Upon receipt of the petition to remove the member in question and the violations and/or reasons for this action, the individual shall be notified of this, if possible, a minimum of two (2) weeks before a meeting is convened to discuss the topic.
  - c. The majority vote of two-thirds (2/3) of the voting members present will determine the result of FOR or OPPOSED.
  - d. In case of the removal of a faculty member, the Dean of Students shall be notified of the SMB's recommendations.

## **Article VIII – Meetings**

### **Section A: Regular Meetings**

It is recommended to hold a meeting once a month. All regular meetings are public and shall be advertised with a posted agenda a minimum 48 hours prior to the scheduled meeting stating the

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*  
date, time, and location. A quorum shall be established with the presence of at least two-

thirds (2/3) of the members of the board. Proxies are allowed and will be assigned based on the discretion of the individuals setting up the proxy. All proxies must be approved by the SMB.

### **Section B: Closed Meetings**

SMB may hold a meeting closed to the public upon an affirmative vote taken at a regular meeting of two-thirds (2/3) vote of the voting members present at the meeting. A meeting closed to the public shall be limited to matters exempted by Section 92-4 of the Hawai'i Revised Statutes. The vote of each individual member and the reason for holding a closed meeting shall be recorded and entered into the minutes.

### **Section C: Emergency Meetings and Voting Protocols**

If SMB finds that an immediate action is needed to meet a pressing need or a threat to public health, safety, or welfare, SMB chair may waive the 48 hour requirement stated in Article VIII, Section A, and hold an emergency meeting, either in person, by conference call or email vote, provided that all members are notified of the meeting and the reasons for its necessity. If the chair determines that a vote of all members is required before a full meeting can be held, he or she can call for an E-Vote. The issue at hand will be e-mailed to all voting members in a clear and concise manner. Each voting member has 48 hours to respond to the E-Vote. If a voting member does not submit his or her vote before the 48-hour time constraint has elapsed, their lack of a vote will be considered a FOR vote. Only the chair can issue a call for an E-Vote.

## **Article IX – Funds and Accountancy**

### **Section A: Authority for expenditures**

The power to authorize the expenditure of Student Media Board funds collected as the Student Media Fee will be vested solely in SMB. Expenditures will be allocated from an annual budget prepared near the start of the academic year, and all funds for programs and publications must be shown to benefit the Honolulu Community College students and campus communications.

### **Section B: Regulation and accountancy of expenditures**

SMB will regulate expenditures of SMB in accordance with the guidelines of the accountancy system and the procedures and policies of the University.

## **Article X – Amendments**

If an amendment to the SMB Charter is deemed necessary by an official vote of the SMB, the following procedure shall be followed:

1. Recommendations must be submitted in writing.
2. The recommendations will be submitted to the general body of the SMB voting members at a regular meeting and will be accepted with a two-thirds (2/3) agreement of those present at the meeting.

*Honolulu Community College Student Media Board Constitution Revised on March 23, 2021*

3. All voting must take place at the meeting following the meeting after the

recommendations were submitted.

**APPROVALS:**

*Verification of Ratification on March 23, 2021*

**Founding Student Media Board Members:**

\_\_\_\_\_ Allan  
Jeffrey Salvador Kristofel Abella

\_\_\_\_\_ Bryson  
Manuel

\_\_\_\_\_ Student

**Media Board Advisor:**

\_\_\_\_\_  
Emily Kukulies

