

BY-LAWS
OF
THE CITY COLLEGE MEDIA BOARD

Proposed by Mark A. Torres, Campus Affairs V.P., DSG
In Conjunction with Fred Landron, President, GSC
And Members of The Student Media
First Draft September 20, 1988
Second Draft September 27, 1988

The Media Board was legally created through a referendum to the student body in May 1978.
It was ratified by the Board of Trustees in September of the same year.

Approved on October 4, 1988

Preamble:	The City College Media Board was legally created through a referendum of the student body in May 1978 and ratified by the Board of Trustees. The City College Media Board having been established by a student referendum will actively promote and plan events which will enhance life at The City of New York.
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Article I. Name

The name of this organization is The City College Media Board hereinafter referred to as The Media Board.

Article II. Purpose

The purpose for which The Media Board has been organized include:

Section 1	To promote programs designed to develop student media.
Section 2	To promote means of networking between the different media members of The Media Board.
Section 3	To foster student, faculty, and administration cooperation for enhancement of life at The City College of New York.
Section 4	To insure that media at The City College of New York maintain high level of excellence.
Section 5	To promote maximum student involvement in media by creating program recruitment.
Section 6	To provide and formulate rules and regulations governing the rights and activities of the media (print and electronic/broadcast), in their use of the appropriation allocated to them by The Media Board.
Section 7	To allocate monies earmarked for The Media Board to member medium.

Article III. Membership

Section 1	The voting members of The Media Board shall be:
	a) The chief operating officers of the existing media members of The Media Board or their designees.
	b) The highest-ranking Day Student Government member of The Student Services Corporation or his/her designee (who must be a student member of The Day Student Government).
	c) Two faculty members chosen by The Faculty Senate for a staggered 2-year term.
Section 2	Qualifications for membership by other media:
	a) An organization may join The Media Board only through a referendum placed on the ballot at the regularly scheduled student government election. The referendum must be placed on the ballot by petitioning ten percent (10%) of the student body. The referendum must include the provision for at least a two dollar and fifty cent (\$2.50) student activities fee increase earmarked for The Media Board. The Media Board membership becomes effective once the student activities fee increase has been collected by The City College of New York.

	b) Application by new media for membership of The Media Board shall not be entertained until that medium has functioned independently, producing material that is essentially journalistic in nature and oriented towards the interest of the student body.
Section 3	A quorum of The Media Board will be two thirds (2/3) of all voting members, three of whom must be representatives for the media members of The Media Board.
Section 6	No official business may be transacted in The Media Board in the absence of a quorum.
Section 7	The Media Board will meet at least once (1) per month.
Section 8	Special meetings of The Media Board may be convened by the Executive Committee or by a majority of media Board Members.

Article IV. Executive Officers

Section 1	The Chairperson (who must be a student) shall be the chief executive officer of this organization. He/she shall preside over all meetings, manage all affairs of The Media Board, and enforce all resolutions approved by The Media Board. Upon election to the position of Chairperson, The Chairperson shall relinquish his position as representative for his/her constituency. He/she must designate a member of his constituency to represent that constituency on The Media Board. Also, as outlined by Robert's Rules of Order, The Chairperson is entitled to vote when the vote is by ballot, and in all other cases where his vote will change the result.
Section 2	The Vice-Chairperson (who must be a faculty member of The Media Board) shall assist and advise both the Chairperson and the Treasurer concerning Media Board policy, and assume the responsibilities of the Chairperson in his/her absence.
Section 3	The Treasurer (who must be a student) shall be the chief financial officer of The Media Board. He/she shall exhibit all books and accounts of The Media Board to any member of The Media Board one meeting after receiving such a request. He/she shall maintain records of all financial transactions concerning The Media Board and submit a report of all finances at the first and last meetings of each semester.
Section 4	No member of the Media Board may hold more than one Executive position at a time.

Article V. Secretary

Section 1	The Media Board shall hire or appoint a Secretary who shall keep minutes of all Media Board meetings, maintain a record of all transactions which are financial in nature, keep a membership roll containing the names of all Media Board members, post all necessary material, as well as attend to the mailing of all correspondence.
Section 2	The Secretary of The Media Board shall not vote in any meetings of The Media Board.

Article VI. Executive Committee

Section 1	The Executive Committee will consist of The Chairperson, Vice-Chairperson and Treasurer.
Section 2	The Executive Committee will be responsible for: a) Making decisions and taking actions in accordance with the purposes and policies approved by The Media Board. b) Submitting a report of all actions and decisions of The Executive Committee at all Media Board meetings.
Section 3	The Executive Committee shall meet at least twice (2) a month.
Section 4	A quorum of all meetings of The Executive Committee will be obtained when three (3) of the Executive members of The Media Board are present.
Section 5	No official business may be transacted in The Executive Committee in the absence of a quorum.
Section 6	All decisions of The Executive Committee shall be made by majority vote and be duly noted in minutes.

Article VI. Ad Hoc Committee

Section 1	The Chairperson may, with Media Board approval, establish as many ad hoc committees as are deemed necessary for the smooth and efficient conduct of business.
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Article VII. Powers Of The Media Board

Section 1	To request that at the beginning of each semester, all established media organizations submit a performance report for the previous semester with a budget request for the current semester.
Section 2	For the print media the performance report must include the total number of issues and pages per issue published, publishing costs, net cost per page, total advertising revenue billed, total advertising revenue collected, and a total of operational office expenditures.
Section 3	For the electronic/broadcast media the performance report must include a list of all shows and special programs broadcasted, equipment maintenance costs, inventory lists, advertising revenue billed, total advertising revenue collected, revenue from services rendered, organizational profits including fund raising, and a total of operational office and studio expenditures.
Section 4	The Media Board shall allocate the monies earmarked for The Media Board and shall submit a semesterly budget report to the Student Service Corporation for review of legality and compliance with regulations.

Article VIII. Funding Compliance

Section 1	For a medium to sit on and be funded by the Media Board, three-fourths of the governing board must be students registered at The City College of New York.
Section 2	In order for a medium to be funded, three-fourths of the material printed or broadcasted must be provided by students registered at The City College of New York.

Section 3	In order for a newspaper to be funded by the Media Board, it must print number of pages for which The Media Board has funded.
Section 4	In order for the electronic/broadcast to be funded by The Media Board it must put out the broadcast and service plan enumerated at the time the budget request was made.

Article IX. Membership Inactivity

Section 1	Membership on the Media Board can be withdrawn for failure to meet regular the semester publishing/broadcast. Membership cannot be withdrawn until member has received in writing from the Media Board a warning of possible removal. Removal cannot take place until one semester after such warning has been received.
Section 2	If a member of the Board misses three consecutive meetings of the Board for funding and the right to vote for that member may be withdrawn for the semester by the Media Board.

Article X. Probation

Section 1	Probation is the status on which a medium will be placed for failing to meet the criteria established for funding compliance.
Section 2	The probation period will begin immediately following the semester the violation occurred and will be enforced the following semester. Probation will be lifted at the beginning of the term following the semester the medium meets the funding compliance criteria.
Section 3	A medium which has been on probation for two consecutive semesters will be defunded at the last meeting of the semester in which it occurs and the respective officers will be notified.

Article XI. Assets and Funds

Section 1	No income or assets of The Media Board will directly or indirectly be given to individual members of The Media Board. The Media Board will receive earmarked funds which will be deposited in the City College account and used solely to pay the allocation voted by The Media Board. The allocations will be implemented solely for the purpose stated in the request to the Board.
Section 2	Funds shall only be withdrawn from a media member's account when vouchers have the three (3) signatures of the Chief Operating Officer, Treasurer, and the faculty advisor of the media member.
Section 3	If a medium has been placed on probation for the previous semester or has been defunded, the board may request an accounting of the disbursement of all funds previously allocated to that medium. This accounting shall not be limited to funds allocated by the board. Failure to make this accounting may result in the surrender of all funds and assets held by that medium.

Article XII. Media Board Seal

The Media Board shall have a seal made of the following design:

Article XIII. Elections

Elections for Executive positions will be held on the first Monday after the tuition payment deadline, between the hours of 4:30 P.M. and 5:55 P.M.

Article XIV. Tenure of Office

Section 1	The tenure of office for Executive Officers of The Media Board will be one semester.
Section 2	The new Executive officers shall assume office at the time of elections.

Article XV. Impeachment Procedure

Upon presentation of a bill of particulars by any member of The Media Board, and a concurring vote by one third (1/3) of The Media Board to impeach, the impeachment proceedings must be placed on the agenda for the following meeting. At the following meeting The Media Board will hear and vote on the charges presented: A two thirds (2/3) affirmative vote of all members of The Media Board is required for impeachment.

Article XVI. Order of Business

The Order of Business at all meetings of The Board shall be as follows:

	<ul style="list-style-type: none"> a. Roll Call b. Reading of the Minutes of the preceding meeting. c. Reports of Committees d. Reports of Officers e. Old and Unfinished Business f. New Business g. Announcements h. Adjournment
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Article XVII. Amendment Procedures

Section 1	All amendments to this constitution shall require at least two-thirds (2/3) affirmative vote of the board membership.
Section 2	Amendments shall be proposed at one regular membership meeting and debated at the next regular meeting one week later or through majority vote for a special meeting.

Article IXX. Dissolution of Media Board

The Media Board can be dissolved through a referendum voted by one-third of the student body and ratified by the President of the City College, City University of New York. Upon dissolution, all monies earmarked for the Media Board shall be returned to the Student Services Corporation.

Article IXX. Robert's Rules of Order

The deliberations of the business of the organization shall be governed by Robert's Rules of Order and Parliamentary Procedures.