**Media Committee Operating Document**

**(Appendix to the Hendrix College Student Senate Bylaws)**

**Article I: Statement of Purpose**

1. In order to broaden the base of the decision-making process concerning the operation of student media organizations and to enhance communication between student media organizations and the Hendrix College Student Senate, the Media Committee was established in 1988 as a standing committee of the Hendrix College Student Senate (herein after referred to as “the Student Senate”).
2. The Media Committee (herein after referred to as “the Committee”) has the following objectives:
	1. Hire the following positions: The Aonian Editor-in-Chief, The Profile Editor-in-Chief, The Troubadour Editor-in-Chief, KHDX Station Manager, the Concert Director, the SOMEC (2) Co-Chairs, The Aonian Associated Editor, The Profile Associated Editor, The Profile Managing Editor, The Troubadour Associated Editor, and KHDX Program Director;
	2. Monitor the financial activity of each media organization;
	3. Monitor the acquisition, modification, and termination of all staff members and positions in each media organization (stipend by Senate or internally);
	4. Maintain the monthly progress of each media organization.
3. The Student Senate via the Media Committee will not attempt to regulate content of any media organization, rather they will monitor the fulfillment of the managerial positions.

**Article II: Committee Membership**

1. The total membership of the Committee shall include eleven (11) voting members:
	1. Media Committee Chair (herein after referred to as “the Chair”);
	2. Seven (7) media organization heads (herein after referred to as “the Media Head(s)”):
		1. The Aonian Editor-in-Chief;
		2. The Profile Editor-in-Chief;
		3. The Troubadour Editor-in-Chief;
		4. KHDX Station Manager;
		5. Concert Director;
		6. (2) Student Organizations Media Equipment Committee Co-Chairs (herein after referrred to as “SOMEC Co-Chairs”);
		7. Three (3) Committee At-Large Members.
		8. Non-voting member (representing voting members in case of absence) shall include: four (4) media organization subheads (herein after referred to as “the Media Subhead(s)”):
		9. The Aonian Associate Editor;
		10. The Profile Associate Editor;
		11. The Troubadour Associate Editor;
		12. KHDX Program Director.
2. Holding of multiple positions on the Committee shall not be allowed for any one term, with the exception of the transitional period between terms. The Chair may not head any student media organization during any one term.

**Article III: Membership Selection**

1. Chair
	1. The Media Committee Chair will be selected through a recommendation of the Committee on Committees of the Student Senate by application-interview process, and ratification by the Student Senate.
2. Media Head/Subhead
	1. Filing
		1. The ‘Incoming’ Media Committee Chair will open filing for the (1) Media Heads: The Aonian Editor-in-Chief, The Profile Editor-in-Chief, The Troubadour Editor-in-Chief, KHDX Station Manager, the Concert Director, and the SOMEC (2) Co-Chairs then after each head position is filled, the Chair will open filing for the (2) Media Subheads: The Aonian Associated Editor, The Profile Associated Editor, The Profile Managing Editor The Troubadour Associated Editor, and KHDX Program Director.
		2. Filing will remain open for each position for one (1) week. During this time, potential applicants will receive a Media Head/Subhead job descriptions, application, recommendation forms, and all important due dates and times. Applicants will have in total two (2) weeks to file, complete their applications, and submit all application materials. This will be the procedure in the event of a mid-term Mead Heads/Subheads appointment.
		3. A current Media Head/Subheads may file and apply for their current position. They are not expend from the application-interview process. They may not take part in the application review or interview process of the position they currently.
	2. Application Review
		1. To ensure confidentiality of all applicants (or prospective applicants), all inquires, application requested, and number of applicants for each position will only be known to the ‘Incoming’ Chair. Once all application materials are submitted and the interview process begins, the full Committee will be made aware of all completed applications. The Chair will prepare application packets for each applicant for review during the interview process.
		2. Application material will not be distributed to the Committee by any means (e-mail, Dropbox, Google Drive, etc.) for review before the review period. Once interview times have been established by the Chair, Committee, and the applicant(s), the Chair will create individual applicant packets containing all application material.
		3. Once applicant packets are made, the Committee will have the opportunity to review applications before and after the interviews. Discussion of the applicant(s) and material will only be heard during the application review period and will only be heard by Committee member present for the interview(s).
		4. The Chair will establish a necessary review period before each interview to insure full review of the application material.
	3. Membership Presence
		1. The ‘Outgoing’ Media Committee (including the ‘Outgoing’ Chair) and the ‘Incoming’ Chair will then interview all applicants for all media positions.
		2. A total of seven (7) Committee members must be present for the interviews: five (5) ‘Outgoing’ Committee members, the ‘Outgoing’ Chair, and the ‘Incoming’ Chair for must be present for the interview(s). The makeup of the present members will be three (3) Media Heads and two (2) At-large members. The ‘Outgoing’ Media Head is required to be present for each interview for their respected organization. This ‘Outgoing’ Media Head does count as one of the five (5) required Committee members to be present.
		3. Any Media organization’s advisor(s) is (are) welcome during their respected organization interview (for Heads or Subheads). They will not be privy to any information about the applicant(s) from before the interview. They may prepare questions that will be asked to the applicant(s) that will be submitted to the Chair before the interview. They may not speak during the interview(s). They may take notes, which are not leave the room. They may offer their objective options following the interview(s), but must leave the room for the final vote.
		4. Once the ‘Incoming’ Media Head is chosen and ratified by the Student Senate, they may be present during the interviews of their respected Media Subhead. They will not be privy to any information about the applicant(s) from before the interview. They may prepare questions to be asked of the applicant(s) that will be submitted to the Chair before the interview. They may not speak during the interview(s). They may take notes, which are not leave the room. They may offer their objective options following the interview(s), but must leave the room for the final vote.
	4. Interview Process
		1. At the start of the interview, the ‘Outgoing’ Chair will take lead, unless in a mid-term appointment and the ‘Current’ Chair will take lead. The Chair will explain the full selection process, which will include a statement about confidentiality, the present members (who each person is, their title, who is allowed to speak, and who can ask questions), the voting process, and the ratification of the Committee’s recommendation by the Student Senate.
		2. A prepared list of questions will be held by each present member to take notes. These prepared questions are to be asked of all applicants. These notes will not be assigned names. They will go into the applicants’ packet(s) for reference of the interview. They may be used to provide insight to an applicant who is not selected. Other questions may be asked. Unprepared questions will be noted by the Chair and then placed in the applicant(s)’ packet(s).
		3. After the interview, a discussion of the applicant(s) will commence. The discussion can only pertain to the application materials and the interview. The purpose of the discussion is not to persuade the Committee toward a particular applicant, rather it is to discuss both strengths and weakness of the applicant(s).
		4. The Committee must come to the consensus for voting.
		5. Non-voting members must leave the room.
		6. Voting will be done in the room, in silence, and in secret.
		7. Each member is only allowed one (1) vote (even if they hold multiple seats on the Committee during the transitional period). Members may vote to (1) select an applicant or (2) re-open filing.
		8. The ‘Incoming’ Chair will tally the votes. A selection is made by two-thirds (2/3) majority vote not consensus. If no majority is reached, then the discussion process will open again, until all are ready to vote again. The Chair may choose to inform the Committee of the decision or wait until it is ratified by the Student Senate. The decision must remain confidential until ratified by the Student Senate.
	5. After Selection
		1. The Chair will announce the Committee’s recommendation(s) at the next Student Senate meeting following interviews. The Chair will answer any questions that the Student Senate has regarding their recommendation. After the ratification, the Chair will promptly notify the applicant(s) of the Committee’s appointment.
		2. Applicant(s) not selected for a Media Head/Subhead position may request further information regarding the Committee’s recommendation. The Chair will review the interview notes and provide a generalized answer based on the interview notes.
		3. Each newly selected Media Head/Subhead is required to sign a contract explicitly stating all terms of employment and the relative job description. All Media Head/Subhead contracts will be distributed by the Chair. It is the sole responsibility of the Media Head/Subhead to sign and return contracts to the Chair by the first Student Senate meeting of the year to ensure stipends are distributed.
	6. Committee At-Large Members
		1. Three (3) Committee At-Large Members shall be nominated by the ‘Incoming’ Media Committee Chair and ratified by the Student Senate by the last Student Senate meeting of the year.

**Article IV: Membership Responsibility**

1. Chair
	1. After the appointment by the Committee on Committees, the ‘Incoming’ Media Committee Chair will assume Student Senate responsibilities, which includes attending all Student Senate meetings (including a transitional meeting with the ‘Outgoing’ Chair), opening filing for all media positions (Heads and Subheads), hiring process, monthly meetings, and any other responsibilities delegated to the Chair on behalf of the Student Senate.
	2. The ‘Incoming’ Chair must select the three (3) Committee At-Large Members.
	3. The Chair will collect weekly and monthly reports from each media organization to report at each Student Senate meeting.
	4. The Chair will assist with any needs of the Media Heads or Subheads that arise throughout the term.
2. Media Heads
	1. The media heads are responsible for the advertisement of available positions within their immediate organization and for distributing and reviewing applications. The new media heads will conduct interviews for internally stipend staff members.
	2. Attend all Committee meetings, provide monthly updates about their organization, and partake in the selection process as outlined in Article III.
	3. All internally stipend staff members are required to sign a contract with their corresponding organization. All terms of employment will be explicitly stated in the Media Head/Subhead contracts and will clearly indicate Media Head/Subhead job descriptions. All Media Head/Subhead contracts will be distributed by the Media Committee Chair; however, it is the sole responsibility of the Media Head/Subhead to have signed contracts for all internally stipend staff members to the Media Committee Chair by the specified date (a date to be determined by the Media Committee Chair, which must be no later than the end of the first Student Senate meeting). All contracts must be issued and returned by the specified date before these positions become official and are permitted to receive stipend by Student Senate. The Student Senate reserves the right to remove any Media Head/Subhead upon the recommendation of the Media Committee, whether stipend by Senate or internally, if the person is found to be in breach of their contract.
3. Committee At-Large Members
	1. Attended all Committee meetings, provide constructive feedback to the media organizations, and partake in the membership selection process as outlined in Article III.

**Article V: Position Evaluation and Review**

1. The Chair has the responsibility to provide Mead Heads/Subheads feedback about performance both positive and constructive.
2. The Chair may also reprimand or terminate any media position (stipend from Student Senate or internally).
3. Any employment related decisions must be passed by meeting two-thirds (2/3) majority vote.
4. Should significant issues with a Mead Head or Subhead arise, the Committee reserves the right to schedule a Position Evaluation and Review of that Media Head or Subhead. This requires significant, objective concern to be raised by an advisor, member of the Student Senate, the Committee, the Mead Head/Subhead, or the media organization and communicated to the Chair. The Chair shall assemble additional materials at his or her own discretion, be it through solicitation of additional commentary or communication with the Media Head’s or Subhead’s colleagues. The Chair shall bring this information to the Committee, where it will be initially reviewed. A Position Evaluation and Review will be scheduled by the Chair.
5. The Media Head/Subhead will meet formally with the Committee to discuss issues, during which time the Media Head/Subhead will have ample opportunity to explain the situation, ask questions of clarification, and present their take on a possible solution. The Media Head/Subhead will be privy to all content of concerns raised, but will not be privy to the identities of those who raised them.
6. Following the review, the Committee discusses the proceedings and determines whether action is necessary. A Position Evaluation and Review could result in any number of reconciliation or rebuilding processes, which will be facilitated by the Chair with the Committee’s assistance. The course of action, if one is necessary, must be agreed upon and approved by a two-thirds (2/3) majority vote of the Committee.
7. No Student Senate involvement is necessary unless that action is the requested removal of the Mead Head/Subhead from their position. If after the Position Evaluation and Review the Committee see that removing a Media Head/Subhead is the necessary step, the Committee must come to a two-third (2/3) majority vote. The Media Head/Subhead will not be permitted in the room during this vote. The vote will be in silence and secret. The Media Head/Subhead will then be informed of the decision. If the Committee votes to remove this person, the Chair will take this recommendation to the Student Senate, explain the reasoning, and answer any questions. This removal requires a ratification by Student Senate. The Media Head/Subhead is permitted to attended the Senate meeting, but is not allowed to divulge confidential information.

**Article VI: Media Committee Meetings**

1. All committee meetings are held formally in executive session. This includes all parts of the hiring process as outlined in Article III. Any breach of the confidence delineated in subject to enforcement of the same procedures outlined in Article V. Action in the case of a breach will be initiated at the discretion of the Chair.
2. All application materials, references, advisor input, interview content, oversight communication, and performance review information must be shared with no person —student, faculty or staff — other than the Chair and members of the Committee. This includes information regarding the number or identity of applicants for a position as outlined in Article III.
3. Limited information may be shared with the Dean of Students, the Student Senate Executive Committee, or the Committee on Committees should the Chair determine that the advice of such persons is necessary to the Committee’s proceedings.
4. A monthly meeting will be established and mediated by the Chair.
5. Each Media Head is to prepare a report informing the Committee of the activity of their media organization. In each meeting, the Media Head will discuss:
	1. The financial activity of their media organization that has taken place since the last meeting;
	2. The acquisition, modification, or termination of any staff member or position in their media organization;
	3. The progress made by their media organization since the last meeting;
	4. Concerns brought before the Chair, either by members of Student Senate, the Committee, faculty, staff or college administrators;
6. All Media Heads and At-large members must attend each meeting. In the case that a Media Head cannot attended the meeting, a Media Subhead may fill in for their Media Head. This substitution does not constitute voting privileges. There will be no substitution for the absence of At-large members.
7. The Chair must take notes at all Committee meetings and give a monthly report to Student Senate at the following Student Senate meeting. A copy of the notes will be sent to each member of the Committee.

**Article VII: Passing Motions and Documents**

1. The Chair and voting members may bring motions and documents forward.
2. Two-third (2/3) majority vote is needed to approve or pass motions and documents.
3. The Chair and at least four (4) voting members must be present in order for a vote to come into effect;
4. Only a majority vote is needed to make or pass any decision, with the exception of an employment change (further explained in Article III).
5. Supporting documents, which include the applications, the application reference forms, and contracts, are to accompany the operating document as an Appendix to this document. Any changes to these documents are subject to the same procedure as outlined above in this Article VII.

**Article VIII: Amendments**

1. Anyone may propose a change to the operating document by presenting the proposed change to the Committee;
2. Upon two-third (2/3) majority vote by the Committee approval, the changes must be ratified by the Student Senate.

**Article IX: Stipend**

1. The Chair will seek payment of a stipend through the Student Activities Fund as set by the Finance Committee in the annual stipend evaluations.

*This document was revised and approved by the Media Committee on November 06, 2014 (MCG). It was approved by majority vote of the Student Senate on November 18, 2014.*