

DRAFT STUDENT MEDIA BYLAWS

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CHAPTER 1. GENERAL PROVISIONS

SECTION 1.1 PURPOSE

This document contains guidelines for the administration and operation of student media.

SECTION 1.2 DEFINITIONS

In this document, unless the context requires a different meaning,

- (a) “senior director” means the Senior Director for Marketing Communications or designee;
- (b) “director” means the Director of Student Media or designee;
- (c) “assistant director” means the Assistant Director of Student Media or designee;
- (d) “university” means The University of Texas at Dallas;
- (e) “president” means the President of the university;
- (f) “vice president” means the Vice President for Student Affairs;
- (g) “student” means a person enrolled at the university;
- (h) “committee” means the Committee on Student Media;
- (i) “media adviser” means any adviser to the student newspaper, student radio station, student magazine, or student TV station and other media, which may, from time to time, be funded from student fees;
- (j) “the student newspaper” or “newspaper” means *The Mercury*;
- (k) “editor-in-chief” and “managing editor” mean the student editor and the student managing editor of the student newspaper;
- (l) “magazine editor-in-chief” and “magazine managing editor” mean the student editor and the student managing editor of the student magazine;
- (m) “radio station” or “station” means Radio UTD;
- (n) “station manager” means the student station manager of the student radio station; and
- (o) “student magazine” means *AMP*.
- (p) “TV station” means UTD TV, the student TV station
- (q) “TV station manager” means the student station manager of the student TV station.

CHAPTER 2. ADMINISTRATION AND ORGANIZATION

SECTION 2.1 COMMITTEE ON STUDENT MEDIA

- (a) The Committee on Student Media exists to oversee the general operations of the student media at The University of Texas at Dallas, which includes the university's student newspaper, *The Mercury*; the university's student radio station, Radio UTD; the university's student magazine, *AMP*; the university's student TV station, UTD TV; and other student media, which may, from time to time, be funded from student fees.
- (b) The Committee shall conduct its business pursuant to the *Rules and Regulations* of the Board of Regents of The University of Texas System, university institutional rules and administrative policies and procedures, and the laws of the State of Texas.
- (c) Committee members are selected per UTDPP1124 (Committee on Student Media). Voting members shall serve one-year terms. Faculty and Staff voting members terms are from September 1 to August 31. Student voting member terms are from June 1 to May 31. Terms for ex-officio members shall coincide with their appointment terms.
- (d) The Committee shall consist of the following voting members: five students (three undergraduates and two graduates nominated by Student Government and the Graduate Student Assembly, respectively), two faculty members selected by the President and two staff members nominated by Staff Council.
- (e) Should any member of the Committee resign or fail to serve, the president shall appoint a new voting member nominated by the appropriate governance body to fill the unexpired term.
- (f) A position shall be considered vacant if a voting Committee member is absent for two meetings.
- (g) No voting member of the Committee shall hold a paid staff position with any of the student media the Committee oversees.
- (h) Ex-officio, non-voting members of the Committee shall include the newspaper editor, magazine editor, radio station manager, TV station manager, the assistant director, the director, and the senior director.
- (i) If a member of the Committee is also a participant in a UT Dallas student media organization, he or she shall remove himself or herself from the appeal procedure if there is a conflict of interest.
- (j) The RUO shall remove himself or herself from the Committee when an appeal is brought forward to the Committee, as the RUO serves as the final step in the appeal process.
- (k) Quorum shall consist of at least three student voting members, one faculty voting member, and one staff voting member.
- (l) Any exceptions or revisions to these bylaws must be approved by a two-thirds majority of the committee.

SECTION 2.2 MEDIA ADVISERS

- (a) Student media shall be advised by a professionally qualified member of the student affairs staff.
- (b) The director reports to the senior director of marketing and communications.

SECTION 2.3 STUDENT MAGAZINE EDITOR AND MANAGING EDITOR

- (a) The positions of editor and managing editor of the student magazine shall be held by regularly enrolled students at the University with a minimum cumulative grade point average of 2.0.
- (b) The editor and managing editor shall be enrolled during a regular semester for a minimum of nine (9) hours with a recommended course load not to exceed fifteen (15) hours on the undergraduate level, or a minimum of six (6) hours with a recommended course load not to exceed twelve (12) hours as graduate students.
- (c) The editor and managing editor must have been enrolled and have completed at least one (1) regular semester or one (1) long summer session at the university.
- (d) The editor and managing editor must have made a printed article submission, page design, illustration, editing or any substantive (content changing) contribution to at least three separate issues in the semester he or she is appointed by the Committee.
- (e) The term of office for the editor and managing editor shall be May 1 through April 30 unless otherwise agreed and voted upon by the Committee.
- (f) The editor and managing editor may apply to the Committee for consecutive appointments.

SECTION 2.4 STUDENT NEWSPAPER EDITOR AND MANAGING EDITOR

- (a) The positions of editor and managing editor of the student newspaper shall be held by regularly enrolled students at the University with a minimum cumulative grade point average of 2.0.
- (b) The editor and managing editor shall be enrolled during a regular semester for a minimum of nine (9) hours with a recommended course load not to exceed fifteen (15) hours on the undergraduate level, or a minimum of six (6) hours with a recommended course load not to exceed twelve (12) hours as graduate students.
- (c) The editor and managing editor must have been enrolled and have completed at least one (1) regular semester or one (1) long summer session at the university.
- (d) The editor and managing editor must have had at least one printed byline in at least four editions of the newspaper in the semester in which he or she is appointed by the Committee.
- (e) The term of office for the editor and managing editor shall be May 1 through April 30 unless otherwise agreed and voted upon by the Committee.
- (f) The editor and managing editor may apply to the Committee for consecutive appointments.

SECTION 2.5 STUDENT RADIO STATION MANAGER

- (a) The position of student station manager of the student radio station shall be held by a regularly enrolled student at the University with a minimum cumulative grade point average of 2.0.
- (b) The student station manager shall be enrolled during a regular semester for a minimum of nine (9) hours with a recommended course load not to exceed fifteen (15) hours on the undergraduate level, or a minimum of six (6) hours with a recommended course load not to exceed twelve (12) hours as graduate students.
- (c) The student station manager must have been enrolled and have completed at least one (1) regular semester or one (1) long semester session at the University.
- (d) The station manager must have served as a member of the radio station management team for at least one full semester before he or she can be appointed by the Committee. Exceptions to this must be voted on and approved by the Committee.
- (e) The term of office for the student station manager shall be May 1 through April 30 unless otherwise agreed and voted upon by the Committee.
- (f) The student station manager may apply to the Committee for consecutive appointments.

SECTION 2.6 STUDENT TV STATION MANAGER

- (a) The position of student TV station manager of the student TV station shall be held by a regularly enrolled student at the University with a minimum cumulative grade point average of 2.0.
- (b) The student TV station manager shall be enrolled during a regular semester for a minimum of nine (9) hours with a recommended course load not to exceed fifteen (15) hours on the undergraduate level, or a minimum of six (6) hours with a recommended course load not to exceed twelve (12) hours as graduate students.
- (c) The student TV station manager must have been enrolled and have completed at least one (1) regular semester or one (1) long semester session at the University.
- (d) The term of office for the student TV station manager shall be May 1 through April 30 unless otherwise agreed and voted upon by the Committee.
- (e) The station manager must have served in a station management position for at least one full semester before he or she can be appointed by the Committee. Exceptions to this must be voted on and approved by the Committee.
- (f) The student TV station manager may apply to the Committee for consecutive appointments.

SECTION 2.7 STUDENT STAFF MEMBERS

- (a) Publication and station staff members – reporters, photographers, DJs, directors, etc. – shall be appointed by the respective editor or station manager.
- (b) Such appointments shall be subject to the availability of budgeted wages.

- (c) All contributors to the student newspaper, student magazine, student radio station and student TV station, both paid and unpaid, must sign a libel and ethics agreement as detailed in each outlet's manual before publishing, assisting or broadcasting within their respective medium.

SECTION 2.8 PROTECTION OF EDITORIAL EXPRESSION

- (a) Censure or removal of students holding COSM-appointed positions shall be only for proper and stated causes as outlined in Section 4.5. No student editor, managing editor or station manager may be censured or removed by the Committee without proper notice and an opportunity to refute the charges and to request a fair and impartial hearing as outlined in Section 4.5.
- (b) The student newspaper editor, magazine editor, radio station manager and TV manager have final authority over what is published or broadcast in their respective mediums. However, the editorial and broadcast freedom of student journalists involves the obligation to avoid libel and slander, the use of obscene material, undocumented allegations, attacks on personal integrity and techniques of harassment and innuendo.
- (c) University officials are not permitted to delay a broadcast or distribution of a publication or to remove editors or advisers because of student, faculty, administration or public disapproval of content or other editorial decisions.

CHAPTER 3. DUTIES AND RESPONSIBILITIES

SECTION 3.1 COMMITTEE ON STUDENT MEDIA

- (a) The Committee shall serve as a governing body. The Committee will be responsible for overseeing the implementation of operating procedures of the student media within the provisions of this document.
- (b) The Committee shall serve as a review body to consider appeals related to operating decisions made under the provisions of this document in accordance with Section 4.6.
- (c) Specific duties of the Committee include:
 - a. interviewing and selection of the newspaper editor and managing editor, magazine editor and managing editor, radio station manager and TV station manager in April for the terms beginning May 1; Interviews and selections may take place outside of the preferred time frame in the event of vacancies.
 - b. imposing disciplinary action against the newspaper editor or managing editor, magazine editor or managing editor, radio station manager or TV station manager for violation of policies or for non-

- performance of duties. Disciplinary action may include removal from office, after due notice, by a simple majority vote of the Committee;
- c. conducting regular evaluations of the student media;
 - d. mediating disputes between student media managers, advisers, staff and/or the university community;
 - e. recommending amendments to the provisions of these bylaws.
- (d) Committee members may be removed from the Committee for either a conflict of interest or obstructive/disruptive conduct that is contrary to the effective operation of the COSM and/or individual student media outlets. This conduct can occur within or external to meetings of the COSM.
- (e) A request for expulsion of a COSM member may be brought before the Committee by both voting and non-voting members of the COSM.
- (f) The COSM chairman shall allot all parties sufficient time to air their respective arguments before any vote is cast.
- (g) Removal of a member from the COSM based on a conflict of interest or obstructive/disruptive conduct requires a two-thirds (2/3) vote of present voting COSM members, excluding the member subject to removal.

SECTION 3.2 STUDENT MAGAZINE EDITOR

- (a) The student magazine editor shall be responsible for determining the content of published material both printed and digitally uploaded in consultation with the media adviser.
- (b) The student magazine editor shall be the official student representative of *AMP* on matters that concern the public relations of the magazine. The general duties of the editor include:
- a. selection and supervision of contributors with the assistance of the media adviser;
 - b. formulating and/or revising a yearly edition of a staff manual in conjunction with the media adviser;
 - c. editing of letters to the editor according to Section 4.3;
 - d. coordinating and selecting all art/graphics, including photos, and editing submissions for publication and web;
 - e. establishing and maintaining production schedules in conjunction with the media adviser;
 - f. planning and conducting regular contributor meetings and training sessions;
 - g. providing layout guidelines to layout editors and approving print-ready pages to send to printer;
 - h. contributing articles as necessary;
 - i. consulting regularly with the media adviser regarding all phases of the publication's operation, including budgetary decisions.

SECTION 3.3 STUDENT MAGAZINE MANAGING EDITOR

- (a) The student magazine managing editor shall fill the duties of the editor outlined in Section 3.2 in the editor's absence. In the event the editor resigns, the managing editor will fill the role of interim editor until COSM can select a replacement.
- (b) The managing editor will serve on the *AMP* Editorial Committee.
- (c) The general duties of the managing editor include:
 - a. preparation of print-ready pages according to layout developed in conjunction with the editor;
 - b. coordination of all art/graphics, including photos, and share responsibility for photo assignments with the editor;
 - c. determine appearance of the magazine in consultation with the editor;
 - d. maintain production schedule set by the editor and adviser;
 - e. assist with layout/design;
 - f. assist with copy editing and/or other editorial functions;
 - g. consult with adviser to ensure office furnishings and equipment are in proper working order;
 - h. attend staff and/or production meetings; and
 - i. consult regularly with the editor and adviser.

SECTION 3.4 STUDENT NEWSPAPER EDITOR

- (a) The newspaper editor shall be responsible for the expression of opinion in the editorial pages and for consulting with the media adviser on matters of an editorial nature.
- (b) The newspaper editor shall determine the items for news coverage.
- (c) The newspaper editor shall be the official student representative of *The Mercury* on matters that concern the public relations of the paper.
- (d) The newspaper editor shall preside over *The Mercury's* Editorial Committee for the purpose of formulating and expressing the paper's position on issues affecting the university community. The student newspaper Editorial Committee shall consist of five members – the newspaper editor, the managing editor, and three section editors selected by the newspaper editor.
- (e) The general duties of the editor include:
 - a. selection and supervision of the news and editorial staff with assistance of the media adviser;
 - b. formulating and/or revising a yearly edition of a staff manual in conjunction with the media adviser;
 - c. editing of letters to the editor according to Section 4.3;
 - d. selection of photographs and editing of news materials for publication;
 - e. establishing and maintaining production schedules in conjunction with adviser;

- f. planning and conducting regular staff meetings and training sessions;
- g. providing layout guidelines to layout editors and approving print-ready pages to send to printer;
- h. contributing articles as necessary;
- i. seeking evaluations of reporters from persons interviewed;
- j. consulting regularly with the media adviser regarding all phases of the newspaper operation, including budgetary decisions.

SECTION 3.5 STUDENT NEWSPAPER MANAGING EDITOR

- (a) The managing editor shall fill the duties of the editor outlined in Section 3.4 (e) in the editor's absence. In the event the editor resigns, the managing editor will fill the role of interim editor until COSM can select a replacement.
- (b) The managing editor will serve on *The Mercury* Editorial Committee.
- (c) The general duties of the managing editor include:
 - a. preparation of print-ready pages according to layout developed in conjunction with the newspaper editor;
 - b. coordination of all art/graphics, including photos, and share responsibility for photo assignments with the newspaper editor;
 - c. determine appearance of the newspaper in consultation with the editor;
 - d. maintain production schedule set by the editor and adviser;
 - e. assist with layout/design on advertisements;
 - f. assist with copy editing and/or other editorial functions;
 - g. attend staff and/or production meetings; and
 - h. consult regularly with the editor and adviser.

SECTION 3.6 RADIO STATION MANAGER

- (a) The radio station manager shall be responsible for overseeing all facets of Radio UTD's operation and for consulting with the media adviser on all matters pertaining to the programming, staffing, promotion and operation of the station.
- (b) The radio station manager shall determine the appropriate programming format for the station that is reflective of and responsive to the needs of the UTD community.
- (c) The radio station manager shall be the official student representative of Radio UTD on matters that concern the public relations of the station.
- (d) The general duties of the radio station manager include:
 - a. selecting and supervising paid and volunteer radio station personnel with assistance of the media adviser;
 - b. formulating and/or revising a yearly edition of a staff manual in conjunction with the media adviser;
 - c. developing programming ideas in consultation with the media adviser;

- d. consulting with the media adviser and appropriate University personnel to ensure that all technical aspects of the station are in compliance with University rules and regulations;
- e. establishing and maintaining programming schedules in conjunction with the media adviser;
- f. planning and conducting regular staff meetings and training sessions;
- g. ensuring all station personnel adhere to station policies;
- h. filling a regular weekly programming timeslot;
- i. consulting regularly with the media adviser regarding all phases of the station operation, including budgetary decisions.

SECTION 3.7 TV STATION MANAGER

- (a) The TV station manager shall be responsible for overseeing all facets of UTD TV's operation and for consulting with the media adviser on matters pertaining to the programming, staffing, promotion and operation of the TV station.
- (b) The TV station manager shall determine the appropriate programming format for the TV station that is reflective of and responsive to the needs of the UTD community.
- (c) The TV station manager shall be the official student representative of UTD TV on matters that concern the public relations of the TV station.
- (d) The general duties of the station manager include, but are not limited to:
 - a. selecting and supervising staff and contributors with assistance of the media adviser;
 - b. formulating and/or revising a yearly edition of a staff manual in conjunction with the media adviser;
 - c. developing programming ideas in consultation with the media adviser;
 - d. consulting with the media adviser and appropriate University personnel to ensure that all technical aspects of the TV station are in compliance with University rules and regulations;
 - e. establishing and maintaining programming schedules in conjunction with the media adviser;
 - f. planning and conducting regular staff meetings and training sessions;
 - g. ensuring all TV station personnel adhere to TV station policies;
 - h. consulting regularly with the media adviser regarding all phases of the TV station operation, including budgetary decisions.

SECTION 3.8 MEDIA ADVISERS

- (a) The director of student media serves as the primary media adviser and is responsible for general oversight of the material, programming, business affairs and operating procedures of all UTD student media;

- (b) Student media advisers may be consulted on all matters pertaining to the material, programming and business aspects of all student media and shall advise on the appropriate course of action based on sound professional practice;
- (c) Student media advisers shall regularly attend management meetings and may attend staff meetings and training sessions at the request of the organization's leadership.
- (d) In addition, the Director of Student Media shall:
 - a. when requested, assist the newspaper editor, magazine editor, radio station manager and TV station manager in interviewing, selecting and training of all staff, volunteers and contributors;
 - b. work with outside vendors to ensure that all contract provisions and agreements are kept;
 - c. account for all expenditures and collections of student media;
 - d. oversee the distribution of the newspaper in conjunction with student and professional staff;
 - e. provide adequate facilities, equipment and supplies as funding allows;
 - f. set advertising rates and subscription prices;
 - g. fix the publication dates and production schedules of print products in consultation with the newspaper editor and magazine editor.;
 - h. supervise the care of the physical property used by the staff; and
 - i. authorize computer use and access to facilities.
- (e) The director shall assume no liability for content of any publication or broadcast under Committee jurisdiction.
- (f) The assistant director of student media serves as the primary broadcast media adviser and is responsible for general oversight of the material, programming and operating procedures of UTD TV and Radio UTD;
- (g) The broadcast media adviser may be consulted on all matters pertaining to the material and programming of UTD TV and Radio UTD and shall advise on the appropriate course of action based on sound professional practice;
- (h) In addition, the broadcast media adviser shall:
 - a. assist the radio station manager and TV station manager in interviewing, selecting and training of all staff, volunteers and contributors;
 - b. work with outside vendors to ensure that all contract provisions and agreements are kept;
 - c. coordinate the production and programming schedules in consultation with the radio station manager and TV station manager; and
 - d. supervise the care of the physical property used by the staff;
- (i) The assistant director shall assume no liability for content of any broadcast under Committee jurisdiction.
- (a) The media advisers shall call potential policy violations to the attention of the Committee for action as described in Section 4.5.

CHAPTER 4. OPERATING POLICIES

SECTION 4.1 ADVERTISING, PUBLIC SERVICE ANNOUNCEMENT AND UNDERWRITING POLICIES

- (a) Student editors and station managers shall refuse to accept advertising, public service announcements or underwriting announcements that:
 - a. evade, attempt to encourage, or advocate the violation of any federal, state, local law or rule or regulation of the Board of Regents of The University of Texas System or of the university;
 - b. would offend a large segment of its audience;
 - c. contain material that is obscene, libelous, slanderous or directed to inciting or producing imminent lawless action and are likely to incite or produce such action;
 - d. encourage or abet academic dishonesty;
 - e. appear to be misleading, deceptive or which grossly exaggerate or make unwarranted claims;
 - f. contain attacks of a personal nature or appear to be discriminatory on the basis of race, sex, disability, religion, national origin, age, sexual orientation or veteran status;
 - g. reflect unfavorably on competitive organizations, institutions, merchandise or service; or
 - h. do not meet column measurement and/or other mechanical specifications.
- (b) Advertising shall not be placed on the front page of the student newspaper.
- (c) *AMP* may not accept advertising.
- (d) Radio UTD may not accept paid advertising but may accept public service and paid underwriting announcements that may include a business/organization's name, location, type of product/service offered, hours of operation, and a phone number and/or web address. Underwriting announcements may not include comparative language (i.e. better, best) or call to action (i.e. come visit us).
- (e) UTD TV may not accept paid advertising but may accept public service and paid underwriting announcements that may include a business/organization's name, location, type of product/service offered, hours of operation, and a phone number and/or web address. Underwriting announcements may not include comparative language (i.e. better, best) or call to action (i.e. come visit us).
- (f) Placement of advertising and broadcast announcements is the prerogative of the student newspaper advertising manager, the radio station manager, and TV station manager, in consultation with the media adviser and may not be specified, although it may be requested by the advertiser.
- (g) Opinion print advertising may be accepted if:
 - a. full identification of the sponsors is provided;

- b. names and addresses of at least two of the officers of a sponsoring organization appear in the advertisement;
 - c. sponsors provide evidence that permission has been given for the use of names of other persons in the advertisement;
 - d. political advertising is in compliance with state and local campaign laws; and the advertisement is acceptable under the standards of Subsection (a).
- (h) Opinion advertising may not be broadcast on Radio UTD or UTD TV;
- (i) Decisions made under the provisions of this section may be appealed according to Section 4.5.
- (j) Additional advertising policies may be found in student media manuals.

SECTION 4.2 GENERAL POLICIES

- (a) As the student news publication of UT Dallas, *The Mercury* strives to inform, educate and entertain the university community with unique content focused on student interest, while fostering integrity and innovation among its student staff and providing them with the opportunity to learn journalistic ethics, best practices, and to develop verbal and written communication skills.
- (b) Radio UTD, UT Dallas' student-run radio station, provides on-air and event programming that focuses on underground and independent music and culture while enabling students to learn broadcasting techniques in order to creatively share their music, opinions and ideas.
- (c) *AMP*, the student opinion publication of UT Dallas, provides students with print and web-based platforms through which they can logically communicate their opinions, interests and passions while learning and demonstrating effective persuasive writing, illustration, graphic design and editing.
- (d) UTD TV provides students with a web-based media outlet for film productions, including narrative and/or documentary shorts entertainment programming, in which they will learn , camera operation, light, sound, video production, and script writing and editing for production.
- (e) COSM-appointed leaders must disclose in writing to their adviser any potential conflicts of interest, including but not limited to employment, organizational membership or participation in organizations. A process for reporting potential conflicts of interest and non-student media employment will be outlined in student handbooks. Due to the intensive workload of these positions and the potential for conflict of interests, employment outside of student media is strongly discouraged.
- (f) Student editors and station managers shall withhold material from publication or broadcast that:
 - a. is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
 - b. contains material that is obscene (as outlined by the FCC), libelous or slanderous;
 - c. appears to be misleading, deceptive or which grossly exaggerates;

- d. contains material where accuracy is in question;
 - e. appears to be attacks of a personal nature or to be discriminatory on the basis of race, sex, disability, religion, national origin, age, sexual orientation or veteran status; or
 - f. violates good journalistic or broadcasting practice.
- (g) *AMP* also recognizes the distinction between the “honest” editorial section of the magazine and its humor section, as clearly marked by its alternative layout style. In this section, leeway is to be given as to the conformity with Section 4.2 (e)(c).
 - (h) Each issue of *The Mercury* shall carry on the editorial page the statement: “Opinions expressed in *The Mercury* are those of the editor or of the writer of the article and are not necessarily those of the university administration, the Board of Regents of The University of Texas System, or of the Committee of the newspaper.”
 - (i) Radio UTD shall broadcast – no less than once per broadcast day – a statement reading: “Opinions expressed on Radio UTD are those of the individual expressing them and are not necessarily those of the university administration, the Board of Regents of The University of Texas System, or of the Committee of the radio station.”
 - (j) UTD TV shall broadcast in the end credits a statement reading: “Opinions expressed on UTD TV are those of the individual expressing them and are not necessarily those of the university administration, the Board of Regents of The University of Texas System, or of the Committee of the TV station.”
 - (k) Each issue of *AMP* shall carry on the Table of Contents page the statement: “Opinions expressed in *AMP* are those of the editor or of the writer of the article and are not necessarily those of the university administration, the Board of Regents of The University of Texas System, or of the Committee of the newspaper.”
 - (l) Each issue of *The Mercury* and *AMP* will contain a staff and/or contributor list consisting of the contributors whose efforts assisted in the publication of that issue.
 - (m) All Internet forums, comments, blogs and non-staff posts made available as part of *The Mercury*, Radio UTD, *AMP* and UTD TV websites are solely provided by, and the responsibility of, the person posting such communication and not of Student Media groups. Student Media strives to provide accurate data and information on the sites, which were created for informational purposes and to allow for open discussion. Student Media reserves the right to delete any comment for any reason whatsoever, such as abusive, profane, rude or anonymous comments. Any user who feels that a posted message is objectionable is encouraged to contact Student Media immediately. The groups will remove objectionable messages if editors, managers and the media adviser determine that removal is necessary. The opinions expressed by users of the aforementioned websites and those providing comments are theirs alone, and do not reflect the opinions of The University of Texas at Dallas or any employee thereof. UT Dallas is not responsible for the accuracy of any of the information supplied by Student Media groups and those providing comments.
 - (n) All social media accounts and websites associated with the student media outlets are the property of student media. Control of social media accounts must be transferred between student leadership. Should a student fail to relinquish control of accounts, the issue shall be resolved through the Committee.
 - (o) Changes in the nameplate of *The Mercury* may be made only through a majority vote of the Committee.

- (p) Changes in the nameplate of *AMP* may be made only through a majority vote of the Committee.
- (q) Changes in the logo of Radio UTD may be made only through a majority vote of the Committee.
- (r) Changes in the logo of UTD TV may be made only through a majority vote of the Committee.
- (s) *The Mercury* is published every other week. Changes in frequency may be made only with approval of the adviser and Committee, subject to availability of funds.
- (t) *AMP* is published once a month. Changes in frequency may be made only with approval of the adviser and Committee, subject to availability of funds.
- (u) The press run and distribution points are established by student staff in consultation with the adviser.
- (v) The programming schedule and hours for Radio UTD shall be set on a per semester basis by the radio station manager in consultation with the media adviser. Radio UTD will cease operations during scheduled and observed holidays and breaks as listed in the academic calendar.
- (w) The programming schedule for UTD TV shall be set on a per semester basis by the TV station manager in consultation with the media adviser.
- (x) Newspaper and *AMP* submissions may be accepted from any alumni and individuals currently enrolled or employed by the University.
- (y) *AMP* contributor submissions shall be judged by the quality of writing and other requirements outlined in the yearly staff manual. *AMP* editors retain the right to refuse or edit any submission based on libel, malice, spelling, grammar and style, and violations of Section 4.2 (e) (1- 6).
- (z) Newspaper submissions shall be judged by the quality of writing and other requirements outlined in the yearly staff manual. *Mercury* editors retain the right to refuse or edit any submission based on libel, malice, spelling, grammar and style, and violations of Section 4.2 (e) (1-6).
- (aa) Student media equipment and facilities are exclusively for use by student media participants for the production and distribution of student media materials.

SECTION 4.3 EDITORIAL POLICIES

- (a) Every effort shall be made by the student newspaper to cover news accurately from all areas of the campus without favoritism to any division. Primary responsibility for ensuring accuracy in statements of fact rests with those who write and edit the materials. The media adviser shall advise on matters where accuracy is in question.
- (b) Every effort shall be made by *AMP* to allow both sides of an issue or argument space in print and online and to take submissions from all areas of the campus without favoritism to any opinion or division. Primary responsibility for ensuring accuracy in statements of fact rests with those who write and edit the materials. The media adviser shall advise on matters where accuracy is in question.

- (c) A Letters to the Editor column shall be available for the expression of facts and opinions of the readers of the newspaper and/or *AMP*. Publication of such letters shall be subject to the following limitations to encourage constructive comment:
 - a. edited to make them brief (500 words or less) but to preserve the intent of the writer;
 - b. free of malice and libel;
 - c. signed with the name of the writer, which shall be published; and
 - d. the material is acceptable under all other standards of this section.
- (d) When an erroneous statement is published or broadcast, a correction should be published or broadcast in the first issue or segment possible after the inaccuracy is discovered. The prominence of the correction should be reasonably commensurate with the importance of the original article or broadcast.
- (e) Libelous statements shall not be published in *The Mercury* or *AMP*. Libel is defined in the laws of Texas in Section 73.001 et seq., *Texas Civil Practice and Remedies Code*. Slandorous statements shall not be uttered in Radio or UTD TV broadcasts or shows. Liability of broadcaster is defined in the laws of Texas in Section 73.004 et seq., *Texas Civil Practice and Remedies Code*. Obscene or indecent material (as defined in the rules and regulations of the Federal Communications Commission) or material that invades one's privacy, according to the laws of Texas and judicial interpretations of the U. S. Constitution, shall not be published or broadcast in UT Dallas student media.
- (f) All candidates for elected student offices and their platforms shall receive balanced consideration in news content and treatment of political announcements.
- (g) In all coverage of controversial issues, the actions and issues shall be the center of the discussion and not the personal qualities of the persons concerned.
- (h) Decisions made under the provisions of this section may be appealed according to Section 4.6.
- (i) Organizational manuals updated annually by Editors and Station Managers will outline the specific guidelines for A.I. use for each organization. Failure to follow these guidelines may result in disciplinary action. Any intentionally-generated A.I. content must be prominently disclosed to the audience or readers.

SECTION 4.4 BUSINESS PROCEDURES

- (a) The business operation of *The Mercury*, *AMP*, Radio UTD and UTD TV are under the direction of the director in accordance with the *Rules and Regulations* of the Board of Regents of The University of Texas System, university administrative policies and procedures, and the laws of the State of Texas.
- (b) The business operation includes budget administration, payroll, purchasing, contracts for services or supplies, the approval of requisitions and execution of any voucher or other internal document for the purpose of the financial operation of *The Mercury*, Radio UTD, *AMP* and UTD TV.
- (c) All actions of the director in these matters are final.

SECTION 4.5 REMOVAL FROM OFFICE

- (a) The student newspaper editor and managing editor, magazine editor and managing editor, radio station manager, TV station manager and student staff members shall be required to carry out their duties of office in accordance with the provisions of this document, administrative policies and procedures of the University, the *Rules and Regulations* of the Board of Regents of The University of Texas System and the laws of the State of Texas.
- (b) Conduct that may be subject to disciplinary action includes, but is not limited to, the following:
 - a. failure to maintain work performance standards as outlined in the job description and handbook for each publication. These include, but are not limited to:
 - i. neglect of duties or failure to meet standards of efficiency, accuracy and productivity;
 - ii. failure to meet deadlines;
 - iii. refusal to follow instructions, procedures or guidelines;
 - iv. repeated tardiness or absence without proper notification or satisfactory reasons;
 - v. failure to cooperate with supervisors or co-workers; and
 - vi. disruptive conduct;
 - b. plagiarizing any part of a story or any other material, fabricating sources, quotes or other information;
 - c. knowingly publishing or broadcasting inaccurate information or knowingly allowing such information to be published or broadcast;
 - d. failure to follow rules, policies and guidelines established by the Committee, publication, Student Media, policies and procedures of the University, the *Rules and Regulations* of the Board of Regents of The University of Texas System and the laws of the State of Texas;
 - e. neglect or abuse of equipment or facilities;
 - f. theft or unauthorized use of institutional property including equipment, supplies, records or confidential information;
 - g. use of publication or station privileges for personal reasons; and/or
 - h. violations of safety rules or accepted safety practices.
- (c) For removal of positions that are not selected by the Committee, the leader of the student media organization is the final authority on removing a student from his or her position and/or prohibiting him or her from submitting material for publication or broadcast.
- (d) For removal of Committee-appointed positions, the adviser is responsible for presenting the violations to the Chair of the Committee. The Chair will notify the accused of the provisions they are charged with having violated. After notifying the accused, the Chair will give all parties, including the Committee (7) days advanced written notice of the removal hearing. This removal hearing shall provide the student whose case is to be considered the:

- a. provisions he or she is charged with having violated;
 - b. opportunity to be informed of any evidence to be considered against him or her and an opportunity to rebut it and to present evidence on his or her own behalf; and
 - c. decision of the Committee.
- (e) Unless invited by the Chair for purposes of providing evidence, ex-officio members will not participate in a removal hearing.
- (f) The Committee's review shall be informal; formal rules of evidence shall not apply. The Committee shall review information pertaining to the alleged violation only and shall rule only on the basis of evidence submitted during the review session; that ruling shall be consistent with the nature of the violation.
- (g) Removal of Committee-appointed Editors or Station Managers from their duties shall require a simple majority vote of voting members of the Committee.
- (h) Removal of Committee-appointed Editors or Station Managers from their duties may be appealed under Section 4.6 .

SECTION 4.6 REVIEW AND APPEAL

- (a) The Committee shall review, hear arguments, and accept as evidence only that information that relates specifically to the decision in question and shall render a ruling only on the basis of the provisions of this chapter.
- (b) In the event of an appeal regarding the removal of the newspaper editor or managing editor, magazine editor or managing editor, radio station manager, or TV station manager, the appeal shall not be heard by the Committee and shall instead be heard directly by the RUO identified in UTDPP1124. The Committee is responsible for all other matters of review and appeal under this chapter.
- (c) To pursue an appeal of the removal of the newspaper editor or managing editor, magazine editor or managing editor, radio station manager, or TV station manager, the appellant shall submit the appeal in writing to the RUO and share a copy of the appeal with the chair of the Committee within seven (7) business days of the removal. The RUO will have seven (7) business days to hear and deliver a final decision on the appeal. If the decision of the committee is sent via email, the decision will be considered to have been received on the second day after sending. The date of receipt initiates the seven-day appeal period.
- (d) The appeal will be reviewed solely on the basis of the official record from the committee hearing. The official record will consist of a recording of the hearing, if applicable, the documents received for review and the decision of COSM. Should the Vice President for Student Affairs so request, the student or members of the committee may present oral statements for consideration.
- (e) Upon consideration of the appeal, the Vice President for Student Affairs may:
 - a. Approve, reject or modify the decision;
 - b. Modify the outcome to make it more or less severe.
- (f) The action of the Vice President for Student Affairs shall be communicated in writing through email to the student and COSM within five (5) business days after

the appeal and related documents have been received. The decision of the Vice President for Student Affairs is final.

- (g) The Committee shall serve as the first review of all other appealed operating decisions.
- (h) The appellant shall submit the appeal in writing to the chair of the Committee within seven (7) business days of the action/removal. The appeal shall be heard within seven (7) business days of the filing. After the appeal is heard by the Committee, the chair will present the appeal to the Committee for a vote. Appeals require a simple supermajority of two-thirds (2/3) vote to overrule decisions.
- (i) Should the appeal fail through the Committee, the appellant has seven (7) business days to submit their final appeal to the RUO and share a copy of the appeal with the chair of the Committee. The RUO will have seven (7) business days to hear and deliver a final decision on the appeal.
- (j) Decisions may be appealed to the Committee and, then, to the RUO if not resolved:
 - a. by a person or group of persons who considers printed advertisements, published content, or broadcast matter to be objectionable;
 - b. by an editor or writer of material withheld from publication;
 - c. by the student broadcaster prohibited from broadcasting objectionable material; and
 - d. by a student staff member of the student media who was removed from their position and believes they were not in violation of the rules and regulations referenced in Section 4.5, with the exception of COSM appointments.