
Nevada Student Media

Student Media Advisory Board

Governing Documents

I. NEVADA STUDENT MEDIA

The University Policy on Student Media found under the Student Bill of Rights (3,005):

A. Preamble

1. Student Media and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual and artistic exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the greater community.
2. In the delegation of editorial responsibility to students, the University shall provide sufficient editorial freedom and financial autonomy for the Student Media to maintain their integrity or purposes as vehicles for free inquiry and free expression in the academic community.
3. As safeguards for the editorial freedom of Student Media, the following provisions are necessary:
 - i. The Student Media shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
 - ii. Editors and managers of Student Media shall be protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content (Board of Regents, 7/76).
 - iii. All Student Media shall explicitly state that the opinions expressed therein are not necessarily those of the University or the student body.
4. The editorial freedom of students, editors, and managers shall entail corollary responsibilities to be governed by the Canons of Responsible Journalism, as prescribed by the Student Media Advisory Board and approved by the Board of Regents and offer reasonable opportunities for a rejoinder to the same audience.

B. Purposes

1. Nevada Student Media will assist in the promotion, improvement, and expansion of educational opportunities for students enrolled at the University of Nevada, Reno, by providing educational laboratory experiences for applied skill development.
2. Nevada Student Media will foster a working environment where university students are educated about professional journalistic skills, values, ethics, and responsibilities; to provide a forum for the free expression of ideas of public concern, and to subscribe to the journalistic standards of the Society of Professional Journalists' Code of Ethics and the Radio-Television News Directors Association Code of Ethics and Professional Conduct.

C. Recognized Student Media

1. Recognized student media at the University of Nevada, Reno includes:
 - i. The Nevada Sagebrush is a student newspaper with a responsibility to the University community; secondarily, it provides the opportunity for hands-on newspaper experience. It is published weekly during the Fall and Spring semester and once during the Summer term. Special issues are published periodically.
 - ii. ASUN Insight Magazine is the student photojournalism magazine. It is published two times a year and offers students vivid photography, as well as informative, entertaining, and relevant stories to the campus community.
 - iii. ASUN Brushfire Literature and Arts Journal is published once during the Fall and Spring semesters. The organization also produces four Zines throughout the academic year, in addition to hosting student events (i.e., poetry nights, workshops, etc.)
 - iv. ASUN Wolf Pack Radio is the University's student-run radio station. WPR is staffed largely by volunteer DJs who are dedicated to broadening musical tastes and promoting independent and underground music that would not be heard on commercial radio.
2. The names of any official student media may not be changed or relinquished without the approval of the Board.

D. Freedom of the Press

1. The student press at the University is free from censorship and advance approval of content (the Student Media Adviser is available to assist with operations only when requested by student editors and managers). Student editors and managers must be free to develop their own editorial policies, content, programming, and news coverage. An independent and active press – print, online, and broadcast – is a basic right in a free and democratic society and is valuable in promoting the development of students as socially responsible persons.
2. Freedom of expression is guaranteed by the First Amendment of the Constitution of the United States. Accordingly, it is the responsibility of the Board to ensure a free student press and to resist interference with this principle. Students alone are responsible for the content, character, and design of their publications, and students alone are responsible for their broadcast programming, consistent with the local, state, and federal regulations.
3. However, it is the Board's expectation that editorial and programming decisions be consistent with the accepted principles of journalistic/broadcasting ethics and procedure; and that the student media strive for accuracy, fairness, and service to their readers/listeners. The Board expects student editors and managers to seek professional advice and legal assistance when confronted with editorial and operational questions.

II. STUDENT MEDIA ADVISORY BOARD

A. Purpose

1. The purpose of the Student Media Advisory Board (hereinafter referred to as the Board or SMAB) at the University is to assist the Nevada Student Media entities in the effective and professional conduct of their operations and to advocate for their interests and well-being. The authority of the Board is derived from the Associated Students of the University of Nevada (ASUN).
2. Student Media, as defined herein, are any recognized publications (print, digital or electronic) or broadcast media that meet the following criteria:
 - i. Content or programming is primarily the product of student effort and is controlled by a student executive editor or manager;
 - ii. In content, mission, and employment of student staff, the activity unmistakably serves the University of Nevada, Reno community; and
 - iii. The Associated Students of the University of Nevada is the designated fiduciary agent.
- iv. 3. This statement describes the organization of the Board and the scope of the activities it may undertake to fulfill its responsibilities.

B. Powers and Responsibilities

1. The Student Media Advisory Board is a selection of faculty, professionals, and students who can provide advice to the Student Media on operations, queries, and issues that may arise.
2. Remove voting members of the Board from their seats by majority vote upon determining that the member has a conflict of interest or is unable to meet the standards outlined herein.
3. Review current copies of all relevant media documents, including but not limited to: staff manuals, organizational charts, governing documents, operating budgets, production timelines, distribution plans, and style guides.
4. Review and consider complaints against the student media, according to the grievance policy outlined herein.
5. Advise editors and managers on policy, management, programming, content and personnel issues, and to advocate for their interests.
6. Provide advice on policy, management, and content issues that may arise during the semester. Help Student Media in any possible way to increase functionality.
7. Be apprised of all significant actions or issues of concern in the operations of student media and make advisory recommendations, by vote, on issues affecting student media or the Board.
8. The Board shall assume no powers except those detailed in this governing document, unless by amendment according to procedures defined herein.

C. Student Media Adviser: Coordinator for Student Publications and Marketing

1. The Coordinator for Student Publications and Marketing shall be selected by the Director and Associate Director for the ASUN Center for Student Engagement and be employed full-time at the University of Nevada, Reno.
2. The duties of the Coordinator for Student Publications and Marketing shall include:
 - i. Assisting in the annual budget requests for each Nevada Student Media entity.
 - ii. Meeting weekly with each Nevada Student Media executive editor or manager.
 - iii. Monitoring funds and budget expenditures.
 - iv. Acting as a liaison between the administration and Nevada Student Media.
 - v. Serving as the executive staff and recording secretary to the Student Media Advisory Board.
 - vi. Providing trainings, educational programming, and evaluations to enhance and improve Nevada Student Media's performance.
 - vii. Overseeing equipment inventory.
 - viii. Ensuring all applicable University policies and procedures are upheld.

D. Board Membership

The voting membership of the Student Media Advisory Board shall consist of the following individuals:

1. Executive Editor, Brushfire Literature and Arts Journal
2. Executive Editor, Insight Magazine
3. Executive Editor, The Nevada Sagebrush
4. General Manager, Wolf Pack Radio
5. One (1) ASUN Senator or another designee from Reynolds School of Journalism or the College of Liberal Arts (voting member)
6. One (1) University student-at-large who is not affiliated with student media.

The non-voting members of the Student Media Advisory Board shall include:

1. One (1) media professional from the community within Washoe County
2. Dean of the Reynolds School of Journalism, or faculty designee
3. One (1) University faculty member
4. One (1) student members-at-large, to be chosen by the ASUN Vice President or ASUN Senator based on their familiarity with Nevada Student Media and their desire to see it have a successful future.
5. The Coordinator for Student Publications and Marketing (ex-officio)
6. The Associate Director for the ASUN Center for Student Engagement, or designee (ex-officio)
7. The ASUN Vice-President (ex-officio)

Subsection D (a): Terms of Appointment

1. A term of office for student editors/managers shall be considered from the first day of May until the last day of April of the following academic year. The student editors/managers shall serve terms of one year each, and they may be reappointed to serve one additional year as long as they remain qualified.

2. The ex-officio directors shall serve for as long as they hold their official positions (including the designees of those officers).
3. Point of appointment of the non-voting board members – one year renewable if they want.

E. Board Meetings

1. The Student Media Advisory Board shall hold a minimum of one (1) meeting per month, with the exception of summer and winter semester, and as many additional meetings as the Board deems necessary.
2. The Coordinator for Student Publications and Marketing will preside over the meeting and maintain order under Robert’s Rules of Order, acting as the Board Chair.
3. The Coordinator for Student Publications and Marketing shall give written notice of the date, time, and place of the meeting no less than five (5) working days prior to each Board meeting to each Board member and each Nevada Student Media entity.
4. Special meetings may be called by the Editors or General Manager with individual board members based on their mutual availability and need of the Student Media.
5. Special meetings may be called by way of a written request of two Board members or the Coordinator for Student Publications and Marketing.
 - i. Notice of special meetings shall be given no less than forty-eight (48) hours in advance and must state the objective of the meeting.

Subsection E (a): Agenda

1. The agenda for each Board meeting shall be drafted by the Coordinator for Student Publications and Marketing.
 - i. Requests to be placed on the agenda shall be made to the Coordinator for Student Publications and Marketing within twenty-four (24) hours of the meeting.

Subsection E (b): Quorum

1. A simple majority of the Board voting members shall constitute a quorum for the transaction of business. The Student Media Advisory Board will follow a set procedure as determined by the Board.
 - i. The phrase “a simple majority” shall mean one more than half of the total voting Board members.

Subsection E (c): Attendance Policy

1. One (1) absence per Board member per semester, will be allowed.
2. If absences are exceeded by a Nevada Student Media entity, the Student Media entity in question will lose voting privileges for the next three (3) meetings.
3. If a representative must leave a meeting early, they are encouraged to have another representative present.
4. The Student Media Advisory Board will always have the option of excusing any absences.

5. If more than one (1) meeting is missed during the semester by the designated representative of any Nevada Student Media entity, the Board has the option of requesting a replacement or replacing a representative (whichever one applies).

F. Hiring of Student Editors/Managers

1. Whenever possible, student editors and managers must be given the opportunity to grow and advance within their organizations and to aspire to leadership roles. The Board shall endeavor to support hiring and personnel policies that meet these needs and those of the individual media organizations.
2. The voting Board is responsible for overseeing a fair and inclusive selection process for editors and managers, including job criteria, review of nominations and applications, and final selection.
 - i. The Board shall initiate the application process in a timely manner to allow sufficient recruitment and notice.
 - ii. The Board may establish a nominating committee to review applicant credentials and interview applicants. Upon completing its assessments, the Committee shall forward its recommendations, along with all applications received, to the full Board. The Board may accept the recommendations or, for whatever reason, reject them and reinitiate the process.
3. Student members of the Board who are seeking election to one of these positions must disqualify themselves from taking part in any aspect of the hiring process and may not appoint proxies to vote for them. Voting for student members who are seeking election may not be replaced by the selection authority after the position is posted.

G. Grievances

1. The Board will hear complaints and grievances about any recognized student media only after the complaint has first been brought to the attention of the appropriate executive editor or manager and then, if necessary, to the student media adviser, and if no settlement has been reached.
2. Grievances must be filed in writing with the chair of the SMAB, who is responsible for notifying the Board and scheduling a grievance hearing within a reasonable amount of time, normally not to exceed thirty (30) days. All parties involved in the complaint have the right to attend any grievance hearing.
3. The Board's role will be to review the complaint and take steps to resolve it, to identify other courses of action, and to recommend remedies.

H. Amendments

1. A majority vote of the voting Board is necessary to amend this document.
2. All other policies and procedures related to the Student Media Advisory Board are established within this document and in each Nevada Student Media entity's Manual of Standard Operations. Policies and procedures of ASUN; University of Nevada, Reno; the Nevada System of Higher Education; and other local, state, and federal policies shall supersede this current document and all Nevada Student Media Manuals of Standard Operations, including all amendments.

III. EDITOR/MANAGER SELECTION PROCESS

A. Purpose

The selection process for the editors/managers of each Nevada Student Media entity shall be as follows.

B. Student Editor/Manager Eligibility

1. Editors and managers must have a cumulative grade point average of 2.75 or higher at the time the individual takes office and must maintain above a 2.75 GPA throughout their term.
2. Editors and managers must be an undergraduate student at the University of Nevada, Reno and enrolled in at least fifteen (15) undergraduate credits at the time of their hire Unless they are graduating.
3. All outgoing editors/managers are required to fulfill their final deadlines.
4. All incoming editors and managers are encouraged to shadow their predecessors and must attend an orientation and any trainings set forth by the Coordinator for Student Publications and Marketing.

C. Selection Process:

ASUN Brushfire Literature and Arts Journal, ASUN Insight Magazine, ASUN Wolf Pack Radio

1. A selection committee will meet between the tenth (10th) day of February and the last day of February of each academic year to select the editors and managers for the Nevada Student Media entities.
 - i. The dates for application acceptance and the selection committee meeting must be set by the 31st of December each academic year by the Board.
 - ii. The application must be available no fewer than two (2) weeks prior to the application deadline.
 - iii. The application deadline will be set for five (5) business days before the commencement of the selection committee.
 - iv. In the event that there are no candidates for a Nevada Student Media entity, the deadline will be extended for one (1) additional week.
2. Candidates must be present at the selection meeting to be considered.
3. To begin the selection meeting, each current Nevada Student Media executive editor or manager, or designee, will give a brief overview to the selection committee and audience about the nature of the position.
4. Following the overviews, candidate presentations will commence in alphabetical order for each Nevada Student Media entity.
5. The Coordinator for Student Publications and Marketing will preside over the meeting and maintain order under Robert's Rules of Order.
6. The editor/ manager candidates for each respective Nevada Student Media entity will be given no more than ten (10) minutes to present to the selection committee, followed by questions and answers from the Committee.
 - i. Candidates who are not presenting for their respective position at the time will be asked to leave the room.

- ii. Once all candidate presentations for a Nevada Student Media entity have concluded, and candidates have left the room, there will be time for public comment.
7. The Committee will then begin its deliberation. The candidate receiving the majority of votes of the selection committee present will begin shadowing the current executive editor or manager immediately.

Subsection C (a): Selection Committee Voting Members

1. All voting student members must be students enrolled in six (6) or more credits at the University of Nevada, Reno. Student members must also not be running for an executive editor or manager position within Nevada Student Media.
2. The selection committee shall consist of the following voting members:
 - a. Up to Two (2) representatives from each Nevada Student Media staff.
 - i. The current Editors and General Manager will determine which members to include on the Committee.
 - b. Nevada Sagebrush Executive Editor or designee
 - c. Insight Magazine Executive Editor or designee
 - d. Brushfire Literature and Arts Journal Executive Editor, or designee
 - e. Wolf Pack Radio General Manager or designee
 - f. One (1) ASUN Senator, or another senator designee
 - g. One (1) member-at-large, who must not have held written/worked for any Nevada Student Media entity.
 - h. The ASUN Vice President will determine which member to include on the Committee based on their familiarity with the Student Media Entities.

Subsection C (b): Ex-Officio Members

1. Non-voting members of the selection committee include:
 - a. The Coordinator for Student Publications and Marketing
 - b. The Associate Director for the ASUN Center for Student Engagement, or designee
 - c. ASUN Vice-President
 - i. In the event of a tie, the ASUN Vice President will cast the tie-breaking vote.
2. Students, faculty, and members of the community are invited to attend the selection meeting to voice any opinions or concerns during the public comment portion of the meeting.

D. Selection Process:

The Nevada Sagebrush

1. A selection committee will meet between the tenth (10th) day and the last day of February of each academic year to select the executive editor for The Nevada Sagebrush.
 - i. The dates for application acceptance and the selection committee meeting must be set by the 31st of December each academic year by the Board.

- ii. The application must be available no fewer than two (2) weeks prior to the application deadline.
 - iii. The application deadline will be set for five (5) business days before the commencement of the selection committee.
 - iv. In the event that there are no candidates for The Nevada Sagebrush, the deadline will be extended for one (1) additional week.
2. Candidates must be present at the selection meeting to be considered.
 3. To begin the selection meeting, the current executive editor of The Nevada Sagebrush, or designee, will give a brief overview to the selection committee and audience about the nature of the position.
 4. Following the overview, candidate presentations will commence in alphabetical order
 5. The Coordinator for Student Publications and Marketing will preside over the meeting and maintain order under Robert's Rules of Order.
 6. The executive editor candidates will be given no more than ten (10) minutes to present to the selection committee, followed by questions and answers from the Committee.
 - i. Candidates who are not presenting at the time will be asked to leave the room.
 - ii. Once all candidate presentations for The Nevada Sagebrush have concluded, and candidates have left the room, there will be time for public comment.
 7. The Committee will then begin its deliberation. The candidate receiving the majority of votes of the selection committee present will begin shadowing the current executive editor immediately.

Subsection D (a): The Selection Committee

1. All voting student members must be enrolled in six (6) or more credits at the University of Nevada, Reno. Student members must also not be running for the executive editor position of The Nevada Sagebrush.
2. The selection committee shall consist of the following voting members:
 - a. Up to Five (5) representatives from the editorial staff of The Nevada Sagebrush
 - i. The Coordinator for Student Publications and Marketing will determine which members to include on the Committee. The coordinator will solicit volunteers and, through one-on-one interviews, choose the representatives.
 - b. Insight Magazine executive editor or designee
 - c. Brushfire Literature and Arts Journal executive editor, or designee
 - d. Wolf Pack Radio station manager or designee
 - e. One (1) ASUN Senator-elect or another senator designee
 - f. One (1) member-at-large, who must not have held written/ worked for any Nevada Student Media entity
 - i. The ASUN Vice President will determine which member to include on the Committee based on their familiarity with the Student Media Entities.

Subsection D (b): Ex-Officio Members

1. Non-voting members of the selection committee include:
 - a. The current executive editor of The Nevada Sagebrush
 - b. The Coordinator for Student Publications and Marketing

- c. The Associate Director for the ASUN Center for Student Engagement, or designee
- d. ASUN Vice-President
 - i. In the event of a tie, the ASUN Vice President will cast the tie-breaking vote.
- 2. Students, faculty, and members of the community are invited to come to the meeting to voice any opinions or concerns during the public comment portion of the selection meeting.

E. Removal and Resignation

- 1. If a current executive editor /manager wishes to resign from their position within Nevada Student Media, the executive editor /manager must present a written statement to the Coordinator of Student Publications and Marketing, as well as the Board.
- 2. If charges of removal are brought forth to the Coordinator of Student Publications and Marketing, the Student Media Advisory Board shall be tasked to view said charges.
 - e. A charge for removal must include the area of the Student Media Advisory Board policy or Manual of Standard Operations policy that the editor/ manager is not upholding.
 - f. The Board will hear relevant statements from the parties/individuals involved. A two-thirds (2/3) vote of the Board is required to remove the executive editor /manager.
 - i. If a majority of the Board does not agree with the charges, the executive editor /manager will remain in their current position.
 - ii. If a majority of the Board does agree with the charges, the executive editor /manager in question will be removed from their position.
- 3. In the case of an editor/manager vacancy, an interim editor/manager will be set in place while a two (2) week application process is conducted to secure a permanent editor/manager.
 - a. The selection process shall be established by the Coordinator for Student Publications and Marketing, in accordance with the precedent set by the annual selection process.

IV. STUDENT MEDIA INTERNSHIP

A. Vision

The primary purpose of a Student Media Internship is to provide the skills necessary to those interested in student media by being a hands-on experience of shadowing Insight Magazine or Brushfire Literary Arts Journal.

- 1. **Insight Magazine Internship:** The Insight Magazine Internship aims to teach interns the expertise in skills necessary to produce a quality student run magazine. By working directly alongside the Editor, Photo Editor, Art Director, Copy Editor, Staff Writer, and the PR and Marketing Director, interns will be provided the proper knowledge to be able to run an on-campus student media organization. Through the internship, interns will also have the opportunity to produce a digital magazine of their own to add to their portfolio for any future opportunities that may ask for relevant experience.
- 2. **Brushfire Literary Journal Internship:** The Brushfire Literary Journal will give interns the ability to combine literature and the arts into a creative publication. Interns will work alongside the Editor, Visual Arts Director, PR manager, and the Zine Editor, to gain the skills necessary to be able to produce their own literary arts journal and have the experience needed to become a permanent staff member in the

future. Interns will learn to work together in a collaborative environment, to be able to independently produce a digital literary journal on a published website, adding to their professional portfolio.

B. Mission

The Student Media Internship aims to provide the skills that are necessary to hold a position within a student media organization. The internship works to uphold the mission of the ASUN by establishing and maintaining an atmosphere of free and responsible discussion of intellectual and artistic exploration on the campus.

The skills learned in the internship will be:

- Magazine Writing
- Content Editing
- Photography
- Poetry
- “Zine” Building
- Collaborative Planning
- Writing on Deadlines
- And much more!

C. Membership

1. The internship will be run by the current students who hold positions within their organizations.
2. Interns can be any student registered at the University of Nevada, Reno, who is interested in learning the skills needed to hold a position within student media.
3. Interns are not the same as contributors and will have the opportunity to shadow and be the mentee of the staff official they are assigned to.
4. Interns will also have the opportunity to produce a digital “Intern only” publication by the end of their internship.
5. Qualifications: Students must have a 2.5 GPA, excluding first-semester freshman, and be enrolled in 7 credits.
6. Insight Magazine will be composed of (6) interns who each will be assigned to shadow the Editor, Photo Editor, Art Director, Copy Editor, Staff Writer, and the PR and Marketing Director.
7. Brushfire Literary Journal will be composed of (5) interns who will each be assigned to shadow the Editor, Visual Arts Director, PR manager, literary editor, and the Zine Editor.

D. Application/Appointment Process

1. Applications will close (2) weeks into the fall semester but may be opened at the discretion of the Editors of Brushfire Arts Journal and Insight Magazine.
2. At the close of applications, the Editors of Brushfire Literary Arts Journal and Insight Magazine will review candidates for eligibility with the help of the selection committee.
3. The Editors reserve the authority to interview and appoint the Student Media Interns by the third Friday into the fall semester.

E. Selection Committee

The Committee shall be composed of 3-4 members but must be co-chaired by the organization's editors. The editors will select members based on their discretion.

F. Requirements

1. Work alongside staff to produce content, promote work, review and edit submitted work, and attend events.
2. Attend staff meetings – no less than (2) a semester.
3. Meet with a mentor at least once every two weeks before or after staff meetings.
4. Meet with a mentor at least once a month outside of regularly scheduled staff meetings.
5. Help promote and distribute the Fall issue.
6. Volunteer a minimum of 10 hours a semester.
7. Work with fellow interns to create a zine (Brushfire) or winter issue (Insight) over the course of the semester.
8. Abide by “office hours” set by mentors and other staff.

G. Outcomes

1. The outcomes expected of the Student Media Internship would be for interns to understand how to become a staff member of a student media organization as well as upholding the values of public service.
2. As an ASUN recognized organization, student media exists to “be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual and artistic exploration on the campus.”
3. Giving Student Media organizations a voice on campus, as well as recognition, will aid in the desire to joining an ASUN associated student media organization.
4. As a student ran internship, this program would not be for academic credit, and interns will essentially be volunteers. Thus, expressing the need to have students track their hours through GivePulse to increase civic engagement on campus. Interns will then be encouraged to complete 100 hours of community service, in one calendar year, on GivePulse in hopes of gaining recognition in the #iLeadChallenge and various Civic Engagement Awards.

H. Removal from the internship

1. In the event that a Student Media Intern fails to execute the duties of the position, breaks any student or university conduct policies, or fails to uphold the code of conduct, the Student Media Intern may be removed from the position by recommendation to the Editors.
2. Student Media Interns may resign from their position by submitting a resignation letter to the Executive Editor of their organization, effective immediately.

Adopted by the SMAB 05/15/2009
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