

# **BYLAWS OF THE NORTH WIND BOARD OF DIRECTORS**

## **I. STATEMENT OF PURPOSE**

The purpose of The North *Wind* Board of Directors is to publish and distribute a weekly newspaper, which provides an open forum for expression of ideas and opinions and contains news of interest to students of Northern Michigan University. This newspaper shall be called The North *Wind*.

## **II. MEMBERSHIP QUALIFICATIONS AND TERMS OF OFFICE**

The membership of The North *Wind* Board of Directors shall consist of the following:

1. Three students selected by The North *Wind* Board of Directors. These positions shall be made known to the student body through various forms of publicity, including advertising in The North *Wind* at least two (2) weeks prior to the scheduling of interviews with selected applicants. Application forms are required. These appointments must be approved by The North *Wind* Board of Directors by a 2/3 majority vote.
2. Two students selected by the Governing Board of ASNMU who are not members of the Governing Board. These appointments must be approved by The North *Wind* Board of Directors by a 2/3 majority vote.
3. One person from the professional news media who is not employed by the University, to be appointed by the President of the University.
4. The Associate Provost for Student Services and Enrollment or his/her designate.
5. One member of the faculty selected by the Board of Directors.
6. The Journalistic Advisor, also a member of the faculty who shall serve in an ex officio capacity with voting privileges. The Journalistic Advisor shall be selected annually by the English faculty and department head from faculty members, with their choice subject to the approval of The North *Wind* Board of Directors and the editorial staff.

All students must carry at least six (6) credit hours during the fall and winter semesters of their term of office and have a GPA of at least 2.0 based on at least 12 hours of credit at NMU. They may not be on "Disciplinary Probation" as defined in the Student Code. In addition, student members may not be regular employees on The North *Wind* staff.

The term of office for all appointed members of the Board with the exception of the Journalistic Advisor and the ASNMU appointees shall be two (2) years. Members appointed by ASNMU shall serve one-year terms. Members may be reappointed to positions. All terms shall begin at the beginning of the fall semester.

Vacancies which occur due to resignations or terminations shall be filled as soon as possible by following the procedures described herein.

### **III. RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall be responsible for the general management of the paper. This responsibility will include the publication of weekly issues of the paper on a regular basis throughout the fall and winter semesters, the selection and appointment of an Editor and a Business Manager, the approval of a budget for each semester of operation, and the establishment of general policies and procedures for the production of the paper.

While the Board recognizes the prerogatives of the Editor in regard to the design and content of the newspaper and the selection of the editorial staff, the Board shall ensure that the newspaper provides adequately for timely and accurate coverage of campus issues, problems, events and activities. For the purpose of carrying out this responsibility, the Board of Directors shall conduct a survey annually on the quality of *The North Wind*.

The Board of Directors may terminate the Editor and/or the Business Manager by a 2/3 majority vote for dereliction of duties or demonstrated inability or unwillingness to carry out the responsibilities of this position as determined by resolution of the Board of Directors. A Board member may initiate a written motion to terminate either officer and distribute it to the members of the Board of Directors and the person being charged at least five (5) days prior to the meeting at which the motion is considered. The motion must be accompanied by appropriate rationale. The person against whom the motion to terminate is made shall have an opportunity to present a defense on his/her own behalf.

### **IV. OFFICERS OF THE BOARD OF DIRECTORS**

The officers of the Board of Directors shall include a Chairperson, a Vice-Chairperson, and Secretary.

All officers shall be elected from the membership of the Board by majority vote at least 2 weeks before the end of the winter semester. Terms of office shall be for one year.

The Chairperson shall be responsible for convening the Board of Directors, preparing meeting agendas, conducting Board meetings, appointing special committees as needed, and carrying out any other duties needed in transacting the business of the Board.

The Vice-Chairperson shall assist the Chairperson in meeting his/her responsibilities.

The Secretary shall be responsible for preparing the minutes of Board meetings and having them distributed to Board members. In addition, the Secretary shall be responsible for preparing correspondence pertaining to the business of the Board for the Chairperson and/or the Board as a whole. The duties of the secretary may be delegated to a student secretary of *The North Wind*.

## **V. REMOVAL FROM BOARD MEMBERSHIP AND/OR EXECUTIVE OFFICE**

Members of the Board of Directors may be removed from membership on the Board and/or an executive office if they are determined to be derelict in their duties. Such action may be taken by the affirmative vote of a 2/3 majority of the remaining Directors. Approval of such action must be given by the President of the University in the case of the Associate Provost for Student Services and Enrollment and the person filling the seats of the news media representative.

## **VI. MEETINGS**

The Board of Directors shall meet no less than once per month during the fall and winter semesters.

A majority of the current membership of the Board of Directors shall constitute a quorum and be required for the transaction of official business.

Meetings of the Board shall follow parliamentary procedures as established by Robert's Rules of Order. The Chairperson may appoint a parliamentarian at his/her discretion.

## **VII. SELECTION AND DUTIES OF EDITOR AND BUSINESS MANAGER**

The Board of Directors shall be responsible for selecting and appointing The North *Wind* Editor and Business Manager. This process shall be initiated in a timely fashion for open or contested positions to be filled the following semester. In carrying out this responsibility the Board shall see that there is adequate publicity throughout campus for a period of at least 10 days regarding vacancies, that application forms and job descriptions are made available, that qualified applicants are interviewed, etc.

Minimum qualifications for applications will include a GPA of 2.0 and enrollment in at least 12 hours of credit.

Students appointed to these positions shall be required to carry at least eight (8) hours of credit each semester.

### **A. Business Manager**

The Business Manager shall be responsible to the Board of Directors for the business affairs of the newspaper, including production, advertising, subscription and distribution.

The Business Manager's main concern shall be to administer the operation of the newspaper as efficiently as possible, taking care, however, to work cooperatively with the Editor to ensure the production of a quality newspaper.

He/she shall appoint such other employees as may be deemed necessary to assist in carrying out responsibilities within the financial constraints dictated by the budget.

The Business Manager shall carry out the business affairs of the newspaper in accordance with University policies and procedures.

Attendance at all Board of Directors meetings is required. In addition, the Business Manager shall be required to present a written report of expenditures, income and accounts receivable for the previous month at each regularly scheduled meeting of the Board of Directors.

B. Editor

The Editor shall be responsible to the Board for the editorial content and tone of the newspaper and for the selection, direction and supervision of the editorial staff. Although given authority to establish editorial policy, he/she shall, nonetheless, be responsible for providing a balanced presentation of news and opinions, striving constantly for completeness, timeliness, accuracy and objectivity, and showing sensitivity toward prevailing community standards in the use of offensive language. Because *The North Wind* is supported heavily by student fees, the Editor must strive to ensure that the primary emphasis of news coverage is on campus issues, problems, events and activities.

The Editor is expected to work cooperatively with the Business Manager and his/her staff in the interest of efficiency in the production of the paper.

Attendance at all Board of Directors meetings is required. In addition, the Editor shall be required to present a written report of accomplishments, problems and concerns at each regularly scheduled meeting of the Board.

## **VIII. ADVISORS AND THEIR DUTIES**

There will be two advisors assigned to provide assistance to the staff of the paper – a Financial Advisor and a Journalistic Advisor. However, advice and assistance from other persons including the Supervisor, Accounts Receivable, may be sought as needed.

The Associate Provost for Student Services and Enrollment shall serve as the official Financial Advisor to the paper's Business Manager. In this capacity he/she shall be responsible for implementing the provisions of the "Policy Regarding Collection, Allocation and Disbursement of Student Discretionary Activity Fees" as well as ensuring that all requests for expenditures are in accordance with *The North Wind* budget. Advisory assistance will also be provided by the Financial Advisor in matters pertaining to University policies and procedures, developing job descriptions, selecting staff members, maintaining records, collecting unpaid accounts, purchasing equipment, processing payroll time cards, etc.

The Journalistic Advisor shall be available to provide advice in matters pertaining to journalistic style, quality, accuracy, content, objectivity, ethics, etc.

Funding for the Journalistic Advisor, if any, may be provided by the Board of Directors through *The North Wind* budget.

## **IX. DISPOSAL OF ASSETS**

In the event that The North *Wind* shall cease to function, regardless of the reason, the responsibility for the disposition of property in the possession of The North *Wind* shall rest with the Board of Directors in compliance with the procedures outlined in the Northern Michigan University Equipment Inventory Guidelines.

Any unused North *Wind* funds and any proceeds from the disposal of North *Wind* property shall be transferred to the Student Activity Fee Discretionary Fund.

## **X. AMENDMENTS**

Proposed amendments to these bylaws shall be circulated in writing to all members of the Board of Directors at least one week prior to the meeting at which they are proposed for adoption. A 2/3 majority vote shall be required for adoption.

Amendments to these bylaws must be approved by the ASNMU Governing Board, the Associate Provost for Student Services and Enrollment, and the President.

## **XI. ADOPTION AND IMPLEMENTATION**

These bylaws must be approved by the Governing Board of ASNMU, the Associate Provost for Student Services and Enrollment, and the President. They shall be declared adopted immediately following approval by the President. These bylaws shall, upon their adoption, replace the Bylaws of The North *Wind* Board of Directors dated December, 1993.

Approved November 30, 2007