

Constitution of the Media Advocacy Board

Article I: Membership

- A. The Media Advocacy Board (MAB) shall consist of the chief officer(s) or his/her/their designee from all student media organizations recognized by the TCU Judiciary.
- B. Each publication shall have one vote.
- C. The presence of voting members from at least two-thirds of the media organizations comprising the MAB is necessary to make a quorum. The chair(s) may not vote, but may send a voting representative from his/her/their publications(s).
- D. The chair(s) of MAB shall be an executive member or members of a student media organization, elected by the voting members of MAB, and serving for one year. The MAB year begins at the close of the final meeting of the academic year and runs until that meeting the following academic year. The chair(s) will be responsible for providing an agenda for MAB meetings, leading discussions, advising the consultant on administration of the MAB publication office, managing MAB budget, and at times representing the media at University events and before the TCU Senate.
- E. The MAB chair(s) shall appoint from the other MAB members a treasurer. The treasurer shall advise the chair(s) on the MAB budget and shall be a signatory on the MAB's account with the TCU Treasury.
- F. All decisions of the MAB chair(s) can be overturned by a two-thirds vote of the member organizations.
- G. The MAB chair(s) may be impeached by a two-thirds vote of its members.
- H. The MAB chair(s) will not consider journalism standards when making logistical decisions with regard to the use of the MAB Lab.

Article II: Meetings

- A. The MAB will meet at the beginning of each semester.
- B. The chair(s) of MAB may schedule meetings when needed or when requested by other members of MAB.

Article III: Functions of the MAB

- A. MAB may provide a forum for discussion of Tufts media issues and interests, may consult on budgetary and operational needs of Tufts media, and promote communication and interaction between all media organizations.
- B. MAB shall be responsible for the administration of media services in Curtis Hall and shall contract with the University to secure its reservation.
- C. MAB may discuss the budgetary interests of student media and shall at times make proposals to the TCU Senate on behalf of one or all the media organizations if the organization requests its advice.
- D. The MAB shall not have power over the content or editorial decisions of member media organizations.
- E. The MAB may develop a list of guidelines for member publications to follow voluntarily as an attempt to standardize editorial policy across student publications. The editorial guidelines shall be approved and amended by a two-thirds vote of the MAB.
- F. The MAB may sponsor workshops, seminars, and conferences to promote dialogue and understanding of editorial practice among student publications.

Article IV: The MAB Facility

- A. The MAB facility consists of the following rooms in Curtis Hall, as negotiated with the Office of Student Activities (OSA):
 - i. The room on the first floor of Curtis Hall called the MAB Lab, which is comprised of the main two rooms as well as the adjoining back room.
 - ii. The front office in Curtis Hall and the attached darkroom. The MAB chair(s) will grant media organizations access to this room at his/her discretion after consultation with the OSA.
- B. The MAB Lab is the leased possession of the MAB, as negotiated with the OSA.
- C. The MAB is permitted to store and use any computer or other electronic production equipment purchased by the MAB for its members in the MAB Lab. All MAB members will have usage of this equipment unless otherwise negotiated. Media organizations that wish to keep equipment relevant to the production of their publication in the MAB Lab may do so at the discretion of the MAB chair(s) as long as it is clearly labeled as belonging to the organization. The TCU Senate Treasury will keep and updated list of all MAB equipment.
- D. New equipment, computer or otherwise, may be bought for MAB at the discretion of the MAB chair(s) in consultation with the MAB technician.
- E. All organizations using the MAB Lab are required to adhere to the terms of the MAB's usage agreement with the University that shall be posted in the office. The MAB is not responsible for any injuries that occur in the MAB Lab. Tufts University is responsible for the upkeep of the physical plant of the office and Curtis Hall.
- F. Media organizations that use the MAB Lab shall pay a yearly usage fee of \$200 beginning in TCU fiscal year 2009. These funds shall be deposited into the MAB's account with the TCU Treasury and be used at the discretion of the MAB chair(s) in consultation with the MAB treasurer and technician to purchase new technology. This usage fee will not be applied to publications in their first year of recognition from the TCU Judiciary.

Article V: MAB Lab Administration

- A. The MAB chair(s) may hire a computer consultant to manage the daily computer needs of the MAB Lab including maintaining the MAB website. The payment and contractual details will be arranged as per the procedure for hiring consultants through the OSA. The consultant will in all judgments defer to the MAB chair(s). Should the consultant fail to provide a level of service promised by his acceptance of the initial contract, the MAB may seek to void the contract by those means outlined by the OSA.
- B. Occasionally the MAB chair(s) will require the members to devise a division of publication time in the MAB Lab. If conflict arises, it will be resolved by giving preference to the senior group as listed below. If, however, the more senior group is trying to reserve the space in excess of its normal publishing schedule, and the less senior group needs to fulfill its normal schedule, the more senior group loses preference at the discretion of the MAB chair(s).
- C. While groups are guaranteed the sole right to use office space during their reserved times, it is expected that unless a publication is in high production, all other organizations will be granted limited access as necessary. The sole right to decide when to grant such access

and the extent of it is reserved to the chief editor of the publication that has reserved the office space for that time. As distribution of issues is a vital function of any publication, it is expected that some staff members will be allowed to use office space to ensure proper and timely distribution.

- D. The MAB will purchase supplies for the maintenance of its equipment and space as agreed upon by the members.
- E. No media group not actively participating in MAB functions or attending MAB meetings will be allowed to use the MAB Lab.
- F. New media organizations recognized by the TCU Judiciary and thus added to MAB membership shall be placed on the seniority list at the discretion of the MAB chair(s).
- G. The *Tufts Daily* is not allowed access to the MAB Lab without express consent of the MAB chair.
- H. Upon departure, each group must leave the MAB Lab clean and in the same condition in which it was found. Any damage to MAB Lab equipment, regardless of owner, must be reported immediately to the MAB chair(s). The MAB chair(s) then notify the OSA. Any willful or malicious damage to MAB Lab equipment will be referred to the Office of the Dean of Students for prosecution. MAB member organizations and individuals involved in those organizations are hereby allowed to use the MAB Lab only for activities directly related to media production.
- I. For security purposes, access to the facility will only be through the main door to the suite, and will be given only to members of MAB organizations who can demonstrate a need to access the MAB Lab alone, or in the absence of more senior editors. Tufts identification cards may be coded for entrance by the Tufts University Police Department upon request by editors of MAB publications through the MAB chair(s) and the OSA.
- J. University rules regarding the consumption of alcohol in campus facilities must be adhered to in the MAB Lab.
- K. MAB members should not leave posted materials in the MAB Lab past their production time, unless those materials relate specifically to the publication and cause no objections to be raised by other MAB users. If an objection is raised to a posted item, the MAB chair(s) may temporarily remove the contentious material. The issue can then be raised at the next MAB meeting and the group may vote upon a solution to each individual case.

Article VI: Computer Use

- A. All groups and individuals using the computers in the MAB Lab must adhere to acceptable use policy outlined by the MAB chair(s). This policy shall be written by the MAB chair(s) in accordance with federal and state laws, as well as University guidelines as set by Tufts Information Technology Services (ITS). The acceptable use policy shall be clearly available in the MAB Lab. Failure to follow the MAB acceptable use policy could result in temporary or permanent suspension of computer usage privileges. Decisions regarding the acceptable use policy will be made by the MAB chair(s) in conjunction with the computer consultant, and may be appealed to the full body of MAB unless a higher authority (ITS, the University disciplinary system, or local law) has become involved.
- B. Neither additional software nor fonts are to be installed on the workstation computers; if any additional applications are needed, the computer consultant will be contacted. The fileserver is to be used for MAB files only. Workstation computers will be cleaned at the

close of every semester, and periodically during the semester if warranted. Files should only be saved onto the network drives.

- C. No MAB group may view or otherwise manipulate computer files belonging to another group, unless permission is received. The MAB chair(s) must obtain permission from groups before viewing or manipulating their computer files. Passwords should be kept confidential whenever possible.
- D. Time in the office is allotted accordingly to the list of seniority, which is based upon chronological seniority, frequency of publication, the expected production procedures of the publication, and current MAB practice.
 - i. The MAB chair(s) reserves the right to deny media organizations time in the office, in the event that organizations higher on the seniority list have already chosen and scheduled use in the MAB Lab or in the event that a quorum is present and votes whether an organization can be included on the seniority list.
 - ii. Attendance is required at the meeting at which scheduling occurs, unless the chair has been previously notified.
 - iii. At the time of ratification of this constitution, the seniority list shall be as follows:

The Observer
The Primary Source
The Zamboni
Hemispheres
Onyx
Outbreath
TuftScope
Tufts Traveler
The Public Journal
Melisma
The Forum
Required Reading
Discourse

Article VII: Amendments

- A. Amendments to the constitution can be made with a two-thirds vote of the members of the MAB.
- B. Amendments must be approved by the TCU Judiciary.