

## Media Advisory Board Constitution

### Article 1: Membership

- A. The Media Advisory Board (hereafter MAB) shall consist of the chief officer(s) called the chair(s) and any selected executive staff members from all student media organizations.
- B. On all questions of media policy, each media organization shall have one vote (See Article 4). The presence of voting members from at least two thirds of the media organizations comprising 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).
- C. 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's budget, and at times representing the media at university events and before the TCU Senate. All decisions of the MAB chair can be overturned by a vote of two-thirds of the member organizations.
  - a. The MAB chair(s) may be impeached by a two thirds vote of its members.

### Article 2: Meetings

- A. MAB meets 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 3: Functions of the Media Advisory Board

- 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 the MAB office, 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.

### Article 4: Administration of the MAB Office

#### Facility

- A. The MAB facility consists of the room on the first floor of Curtis Hall formerly called the Small Print and Media Room, which is comprised of the main two rooms as well as the adjoining back room.
- B. MAB does not have jurisdiction over the front office of The Observer, or its attached darkroom, nor does it have jurisdiction over the closet at the rear of the main suite. The MAB office is not the possession of any one publication, but the property of MAB, per its agreement with Tufts University.
- C. MAB is permitted to store and use any computer or other electronic production equipment purchased by MAB for its members in the MAB office. All MAB members will have usage of this equipment unless otherwise negotiated. Media organizations who wish to keep equipment relevant to the production of their publication in the MAB office 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 space are required to adhere to the terms of MAB's usage agreement with the university that shall be posted in the office. MAB is not responsible for any injuries that occur in the MAB office. Tufts University is responsible for the upkeep of the physical plant of the office and Curtis Hall.

### Administration

- A. MAB may elect to hire a computer consultant to manage the daily computer needs of the MAB office. The payment and contractual details will be arranged as per the procedure for hiring consultants through the Office of Student Activities. The consultant will in all judgments defer ultimately to the MAB chair. Should the consultant fail to provide a level of service promised by his acceptance of the initial contract, MAB may seek to void the contract by those means outlined by the Office of Student Activities.
- B. Occasionally the chair of MAB will require the members to devise a division of publication time in the MAB office. 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.
- 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. 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 office. New media groups recently formed or recognized by the TCU Judiciary may temporarily use the MAB office at the discretion of the MAB chair(s) until such time as a full MAB meeting may be held. Additionally, The Tufts Daily is not allowed access to the MAB office without express consent of the MAB chair.
- F. Upon departure, each group must leave the MAB office clean and in the same condition in which it was found. Any damage to MAB office equipment, regardless of owner, must be reported immediately to the MAB chair, who should then notify the Office of Student Activities. Any willful or malicious damage to MAB office 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 office only for activities directly related to media production.
- G. 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 office 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.
- H. University rules regarding the consumption of alcohol in campus facilities must be adhered to in the MAB office.
- I. MAB members should not leave posted materials in the MAB office 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 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.

### Computer Usage

- A. All groups and individuals using the computers in the MAB office must adhere to MAB's Responsible Use Policy. 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 Responsible Use Policy shall be clearly available in the MAB office. Failure to follow the MAB Responsible Use Policy could result in temporary or permanent suspension of computer usage privileges. Decisions regarding the Responsible 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. In such an appeal, a majority vote by the members of MAB will make the final decision.

- B. No additional software nor fonts are to be installed on the workstation computers; if any additional applications are needed, the computer consultant should 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 must obtain permission from groups before viewing or manipulating their computer files. Passwords should be kept confidential whenever possible.

### Seniority

- A. 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.
- B. MAB 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 office or in the event that a quorum is present and votes whether an organization can be included on the seniority list.
- C. Attendance is required at the meeting at which scheduling occurs, unless the chair has been previously notified.
- D. Those groups not appearing on the seniority list can request office space by contacting the MAB chair. To be added to the seniority list, a group must be approved by a vote of two-thirds. The group can then be included in the regular meeting for scheduling.
- E. Addition of new groups to the seniority list, as well as any changes to the seniority list, may be made by amendment to this constitution.

### The list of seniority:

The Observer  
The Primary Source  
The Zamboni  
Hemispheres  
Onyx  
Optimus Prime  
Outbreath  
Radix  
TuftsScope

### Article 7: Amendments

- A. Amendments to the constitution can be made with a two-thirds vote of the members listed on the seniority list. Amendments must be approved by the TCU Judiciary.