

Table of Contents

1. Mission Statement.....	2
2. Board.....	2
3. Committees	5
4. Awards	7
5. Personnel	10
6. Elections Process.....	11
7. Business Liability Insurance.....	12
8. Presidential Citations and Board of Directors' Citations	12
9. CMA Member Listserv	13
10. CMA Convention Programming Policy	13

1. Mission Statement

approved 05.19.15

College Media Association's mission is to support student media programs and professionals through education and community.

2. Board

approved 4.27.2018, revised 8.24.2020

A. Duties of the board members

The president

- Shall set the agenda and preside over all meetings of the corporation, its board of directors and its advisory council.
- Shall supervise the work and activities of the corporation and shall initiate such measures as deemed advisable for the welfare of the corporation.
- Shall identify and support efforts to build and strengthen diversity and inclusion within the organization.
- Shall recognize that CMA is only as strong as its membership and work with other members of the board of directors to recruit, retain and serve a diverse membership base.
- Shall guide, with the association's management team, the annual review of CMA's strategic plan and drive progress toward the goals identified in that plan.
- Shall sign contractual and similar documents on behalf of the organization following approval of the board of directors.
- Shall act as initial liaison for CMA to outside organizations.
- Shall initiate and oversee the annual review of the association's management team.
- Shall appoint the following, whose terms of office coincide with that of the president. The president will focus on inclusion and representation of all of CMA's diverse members through these appointments.
 - o All liaisons to other professional organizations,
 - o Committee chairs and, in consultation with those chairs, all members of those committees. The president may establish special committees as deemed appropriate.
 - o Publication editors and, in consultation with those editors, all publication staffs.
- May award the president's citation to those individuals or institutions deemed to be deserving of such recognition. Presidential appointments are subject to approval of a simple majority of the board of directors.
- Shall perform any other duties that may be mutually agreed to with the executive headquarters staff or the board of directors.

Presidential appointments are subject to approval of a simple majority of the board of directors.

The president-elect

- Shall lead meetings in the event the president is unable.
- In the event the president is unable to serve, the president-elect shall become president.

- Shall serve as part of the convention planning teams.
 - Shall coordinate programming efforts with the president or other board member serving as board liaison to the committees.
- Shall coordinate the committee system, including recruiting and naming committee chairs that reflect the diversity of CMA's membership.
- Shall revise and release the annual benchmarking survey and its results.
- Shall serve on the finance committee as a non-voting member.
- Shall identify and support efforts to build and strengthen diversity and inclusion within the organization.
- Shall coordinate and maintain strategic partnerships between CMA and other organizations, emphasizing those that support CMA's diversity and inclusion goals.
- Shall perform any other duties that may be mutually agreed to with the president or assigned by the board of directors.

The vice president for member training

- Shall oversee member certification programs.
- Shall oversee regular webinars as a training resource for the membership, including ensuring that webinar topics and leaders represent CMA's diverse membership and their needs.
- Shall expand the adviser training opportunities in coordination with committees, and in concert with the vice president for member support, in an effort to better serve all members year-round.
- Shall coordinate hospitality efforts at conventions and workshops, both in person and virtual, including those to connect advisers through the coordination of casual events open to all advisers and to connect advisers from various affinity groups.
- Shall perform any other duties that may be mutually agreed to with the president or assigned by the board of directors.

The vice president for member support

- Shall provide membership reports in consultation with the executive director.
- Shall serve as an ex officio member of the First Amendment Advocacy Committee.
- Shall serve as liaison to the CMA Ambassador Program, which seeks to identify, connect with and recruit members at schools without ongoing connection to CMA.
- Shall spearhead recruitment efforts, particularly those to reach a more diverse membership.
- Shall serve as an ex officio member of the Diversity and Inclusion standing committee.
- Shall promote programming and communication efforts to assist members from marginalized groups.
- Shall perform any other duties that may be mutually agreed to with the president or assigned by the board of directors.

The secretary

- Shall be familiar with the current bylaws and serve as parliamentarian when issues arise.
- Shall, in cooperation with the president, announce all meetings to the membership.

- Shall, working with headquarters, record and distribute minutes of all meetings of the board of directors, the advisory council and membership within 14 business days of the minutes' approval by the board as a whole.
- Shall coordinate external messaging of the organization.
- Shall serve as liaison to CMA social media volunteers and/or otherwise facilitate CMA social media efforts.
- Shall ensure that CMA's diverse membership is represented in messaging, marketing and social media communications.
- Shall serve as the liaison to the association's publications and communications, including, but not limited to:
 - o The CMA website (but not necessarily convention-specific websites) and all social media accounts, including but not limited to Facebook, Instagram and Twitter.
 - o College Media Review, CMA's research journal, and other official publications of the organization.
- Shall assemble board and advisory council reports.
- Shall certify results of all elections and membership votes.
- Shall perform any other duties that may be mutually agreed to with the president or assigned by the board of directors.

The treasurer

- Shall assure that the executive director properly discharges all financial functions assigned to the headquarters office.
- Shall serve as chair of the finance committee and, working with headquarters, review finances, develop a budget for board approval.
- Shall work with the president and president-elect to ensure finance committee members are representative of the CMA membership as a whole.
- Shall ensure the annual budget adheres to the board's mission statement and overall purpose.
- Shall ensure the annual budget strives to fulfill the board's strategic objectives.
- Shall serve as liaison to the fundraising committee.
- Shall ensure fundraising committee members are representative of the CMA membership as a whole.
- Shall prepare regular financial reports for the board and membership.
- Shall initiate financial audits with an external public accounting firm.
- Shall perform any other duties that may be mutually agreed to with the president or assigned by the board of directors.

B. Board Meetings and Minutes

Attendance at CMA board of directors meetings is limited to all active members, except during executive sessions, which may be called to discuss contracts, legal issues and personnel. Minutes recorded during any meeting of the board of directors shall be distributed by the secretary to all board members for review and approval within 14 days following the approval by the board.

C. Board Financial Updates

The CMA executive director shall forward to each member of the board of directors monthly financial statements reflecting the organization's revenue, expenses and financial holdings. These statements may be provided in electronic form.

D. Travel Guidelines

approved 05.30.12

Travel expenses for members of the board of directors that are associated with required attendance at regularly scheduled meetings may be covered by CMA. Members may also choose to cover their own expenses, but they are not required to. Expenses that may be covered include:

Travel: Economy class air or train fare; or reimbursement for use of personal car if the destination is 250 miles or nearer or ground travel is more efficient.

Lodging: One hotel room for each night of the event.

Ground Transportation: Taxi and/or shuttle to and from airport or station meeting venue.

Parking: Parking at or near the meeting venue if a personal car was used from travel.

Meals & Incidental Expenses: Meals during each day when CMA Board business is conducted at an amount stipulated in CMA's Per Diem Policy.

When securing travel arrangements, board members may choose to either purchase air/train fare personally and submit a reimbursement form, or forward preferred travel choices to CMA headquarters for direct purchase. Members travelling by personal car may be reimbursed equal to the prevailing IRS standard business mileage rate.

Lodging arrangements for board members at meetings will be managed and may be handled by the executive director. On-site parking may be added to a member's hotel account, while off-site or personally paid parking will be reimbursed. Expenses for ground transportation, and/or any other reimbursable travel expense should be submitted with receipts (scanned electronically or paper copies. All reimbursements will be processed by headquarters within 30 days.

Members of the board of directors and key individuals (e.g. headquarters staff, convention staff) who will be expected to work for CMA during the totality of organizational events, conventions or workshops may be paid a per diem to cover meals and incidental expenses. Any per diem rate paid will be based on prevailing IRS guidelines for the date and location of the event.

E. Board Meetings

The CMA board of directors meets in person at least two times each year. The board will meet by phone conference monthly. Every reasonable attempt shall be made to provide advance notice and to include all board members at any virtual meeting. The secretary, working with headquarters, shall record and maintain minutes for all meetings that include a quorum.

3. Committees

First Amendment Advocacy Committee

approved 03.17.98, revised 05.30.12

STATEMENT OF INTENT

College Media Association, as a national association of higher education professionals, exists to promote established standards and practices in college media advising as described in CMA's Code of Ethical Behavior. Membership in College Media Association signifies acceptance of this code and a willingness to abide by its tenets. The organization will support those members who adhere to this code and thereby become victims of pressure or negative action from within the college or university. This may involve formal censure of the offending institution of higher education. To facilitate the timely and appropriate response to allegations of administrative attacks on media advisers, CMA has established an **Advisers Committee for First Amendment Protection** with the responsibility and authority to proceed as outlined herein.

Committee Description and Purpose

The CMA First Amendment Advocacy Committee is composed of experienced advisers who are respected in their field, whose expertise in the standards and practices of advising espoused by CMA is undisputed, and who serve as articulate spokespersons on behalf of CMA. The committee exists to provide a mechanism for member advisers to activate when faced with threatened or actual attacks from administrators related to job performance while in compliance with CMA principles.

Committee Membership

CMA members with five or more years of active membership in the association are eligible to serve on the committee. Those selected by the committee chair to participate must complete special training in mediation and investigation of alleged violations of adviser and student rights. The chairperson of the committee is appointed by the CMA president and approved by the CMA board of directors.

Meetings

The Committee will operate on an ad hoc basis. Its members will participate on an as-needed basis at the discretion of the chair.

Operation

Scope of Authority

All CMA member advisers may be eligible for First Amendment Advocacy Committee assistance when they are unable to resolve through other reasonable means disputes that result in pressure or negative action from college or university administrators. The cause of action for the dispute must arise from the adviser's job performance in adherence to the principles outlined in the CMA Code of Ethical Behavior. CMA has a compelling interest in preventing the punishment of advisers who advocate the free expression rights of students. Adviser disputes with administrators that arise from job performance, personnel, budgetary, or other institutional actions based on policy or procedural grounds lie outside the scope of CMA and will not be addressed by the First Amendment Advocacy Committee. Actions that would warrant CMA intervention include, but are not limited to, threats of or actual job reprimand, demotion, reassignment, or dismissal as the result of an adviser's unwillingness to abridge students' First

Amendment guarantees, for advocating or teaching student press rights, or as retaliation for material disseminated by the student media.

Activation of Assistance

To initiate First Amendment Advocacy Committee assistance, member advisers should contact the committee chair. It is preferred that the member needing assistance initiate the activation, but other members may also bring the issue to the attention of the chair. If the chair cannot be immediately reached, an adviser may contact either the CMA executive director or the CMA president, either of whom will attempt to place the adviser in contact with the chair. If the adviser deems the situation emergent and the chair is unavailable, the CMA president may serve as the initial contact. The chair will make a summary determination concerning whether the adviser's dispute warrants assistance based on details provided during the initial contact. If the adviser's initial request for assistance is denied by the chair, the adviser may appeal that decision to the CMA board of directors by contacting the CMA executive director in writing. Any subsequent decision on the matter by the board is considered final.

Assignment of Principal Investigator

If the chair determines the adviser's dispute may benefit from First Amendment Advocacy Committee, the chair shall immediately request the adviser to provide any relevant documentation and evidence describing the situation of concern. Additionally, the chair will, as quickly as is possible, assign a principal investigator from among the committee's membership. The assignment will be based upon factors such as a committee member's geographic proximity to the institution of the aggrieved adviser; the member's availability; the member's familiarity with the institution at issue; and the member's areas of expertise. The chair may also serve as the principal investigator.

Investigation Procedures

The principal investigator will contact the adviser requesting assistance and review all documentation provided. The Investigator will maintain detailed records of all aspects of the case, including conversations, copies of correspondence and so on. The Investigator may use his or her discretion to gather facts and analyze the case. This may include contacting administrators, students, visiting the campus involved, and conferring with other First Amendment Advocacy Committee members and staff from the Student Press Law Center. If deemed appropriate by the Investigator, at the earliest possible opportunity a formal letter under CMA letterhead from the Investigator should be sent to the appropriate ranking university administrator. This letter should alert the institution that a request for assistance was received, briefly outline the mission and concerns of CMA, and either request information or offer assistance toward resolving the dispute. If cursory efforts by the Investigator result in resolution of the dispute, then a report stating so will be provided to both the committee chair and CMA president. If each agree with the Investigator's conclusions, a formal letter under CMA letterhead from the CMA president will be sent to both the adviser and the institution confirming resolution of the dispute. If the Investigator determines that the dispute both warrants CMA intervention and cannot be immediately resolved, then a report to that effect will be provided to both the committee chair and CMA president. If each agree with the Investigator's conclusions, a formal letter under CMA letterhead from the CMA president will be sent to both the adviser and the institution soliciting additional information, offering mediation

or other resolution assistance, and outlining the gravity of the situation with respect to CMA and the potential consequences of a negative outcome.

Censure

If the Investigator determines upon the exhaustion of all reasonable attempts to resolve the dispute that the problematic administrative action stands and is in significant conflict with CMA's established standards and practices for advising and the student press, then a report stating so will be provided to both the committee chair and CMA president. If each agree with the Investigator's conclusions, the committee chair will bring to the CMA board of directors a proposal to censure the college or university involved. For the purposes of this document, censure is a formal resolution by the CMA national association that officially reprimands and condemns an institution as oppressive of students' rights to free expression and hostile toward those professionals it employs to advise the student press. Censure requires CMA Board approval.

Consequences of Censure

The president or chancellor of institutions officially censured will receive a formal letter under CMA letterhead from the CMA president declaring the censure along with the reasoning for the action. The CMA president will notify the CMA membership of the censure, and call for members to write letters of concern to administrators, board members, and other individuals of influence at the censured institution. The CMA president will also notify the student press at the institution; the local commercial press in the institution's city; the state press agencies in the institution's state; the department of higher education or regulating agency in the institution's state; the Chronicle of Higher Education; and other media outlets relevant to higher education.

Removal of Censure

CMA institutional censure continues until officially removed by action of the board of directors. The request for censure removal must come in writing from either a ranking administrator at the institution or from a CMA adviser at the institution and be directed to the CMA president. The request must either include, or be followed by, documentation supporting a resolution of concerns that led to the censure. Upon receipt of documentation, the CMA president will direct the First Amendment Advocacy Committee chair to investigate the veracity of resolution claims. The chair may elect to conduct this investigation or appoint a Committee member to do so. Upon completion of this follow-up investigation, a report will be submitted to the CMA president with a recommendation either for or against censure removal. The CMA Board will then take action on the recommendation. If Board action removes the censure, then the president will send letters declaring such to the institution's president or chancellor, and to as many agencies and media outlets originally notified of the censure as is reasonably possible.

4. Awards

Approval of Adviser Awards

approved 05.30.12, updated 4.27.2018

According to CMA bylaws, all CMA adviser awards are subject to approval by the board of directors. The board, in consultation with the awards committee chair, shall determine the awards categories and the appropriate requirements, criteria and procedures. Board of directors

members are ineligible to receive CMA adviser awards while actively serving on the board.
The Distinguished Adviser Award.

The committee may select one or more recipients with a minimum of five years experience as an adviser. The awards committee chair shall receive written verification from the executive director that all recipients are active CMA members in good standing. Award categories may include, but are not limited to, the following: newspaper adviser, yearbook adviser, magazine adviser, business manager, electronic adviser, and multi-media adviser.

Honor Roll Award

This certificate award may be presented to worthy active CMA members with less than five years experience as a college media adviser. Award categories may include, but are not limited to, the following: newspaper adviser, yearbook adviser, magazine adviser, business manager, electronic adviser and multi-media adviser.

John A. Boyd Hall of Fame Award

The John A. Boyd Hall of Fame Award honors those long-time members of College Media Association whose dedication, commitment and sacrifices have contributed to the betterment and value of student media programs both on their campuses and nationally. It also recognizes the contributions of CMA members who have actively contributed to the organization through extensive and varied service on committees, the board of directors and other leadership roles and have presented programs and sessions at meetings that have been insightful, relevant and well prepared.

Eligibility: Each person being considered for this award must have contributed to college journalism education for 20 years or more while an active member of College Media Association. Recipients will have served as role models and mentors for both students and colleagues, been steadfast in their support for freedom of expression in student media and willing to assume some risk in defense of that support, consistently supported the codes of ethics of CMA and other related professional associations, and been trendsetters in setting standards of excellence and achievement by which other advisers can measure their contributions and achievements.

Selection: Any member of CMA may submit or sponsor nominations for this award. Nomination from supervisors, colleagues and present or former students also may be accepted. There may be no self-nominations. The Hall of Fame committee shall establish procedures and deadlines for receiving and evaluating nominations and recommend to the CMA board of directors the names of not more than two persons per year for induction into the John A. Boyd Hall of Fame. The selection committee shall give equal consideration to a nominee's contributions to both College Media Association and to collegiate journalism education and advising. Recipients shall have achieved a recognized history of contributing to the advancement of student media programs balanced with firm and continued support for CMA's mission through service to the organization.

Presentation of Award: The John A. Boyd Hall of Fame display will be located at CMA's Headquarters Office. Each recipient will receive an engraved, distinctive and appropriate trophy or similar symbol. The induction shall be a major function at the Fall National College Media Convention and reflect the importance of this award as the highest award presented

by College Media Association.

John A. Boyd Hall of Fame committee: This committee will be composed of four Hall of Fame members and two CMA active members without Hall of Fame membership. The two non-Hall of Fame members should have 10 and not more than 17 years of membership plus previous experience either on the CMA board or advisory council or be an adviser award winner.

Appointments will be for three years. Committee members cannot be reappointed to additional terms until they have spent at least two years removed from committee service. Terms will be staggered with two members replaced each year. The CMA president will appoint committee members with approval by the CMA board of directors. The president shall designate one member of the committee as chairperson to run concurrently with the presidential term. The chairperson is not authorized to vote. A member of the CMA board, chosen by the president, will serve as an ex-officio non-voting member of the committee.

Reid Montgomery Distinguished Service Award.

Individuals or institutions outside the advising field may be selected to receive a distinguished service award for enduring contributions to college student media. This award is to be made only when deemed appropriate.

Noel Ross Strader Memorial Award.

This award is presented for outstanding contributions to the college media in the areas of "freedom of the press" and/or "innovative editorial, advertising or production procedures" as demonstrated by Ross Strader, who died in 1978. It will be awarded only when deemed appropriate.

Louis E. Ingelhart First Amendment Award.

This award is presented to a professional journalist, institution or adviser who has made extraordinary, long-term contributions in support of the First Amendment. One such award may be made annually if deemed appropriate.

The Ronald E. Spielberger Service to CMA Award

This award was established in 2002 to honor CMA's long-time executive director and fall convention coordinator, Ron Spielberger, in recognition for his first 20 years of dedicated service to the organization.

The award is presented to a CMA member who has made an outstanding contribution to the organization. The recipient will have advanced the quality of member services provided by initiating or executing enhancements to CMA conventions, workshops, publications, advocacy, operations and/or new programs.

Golden Leaf Memorial Award

In 1992, CMA created the Golden Leaf Memorial Award to honor Terry Vander Heyden. Inspired by Terry Vander Heyden, deceased CMA vice president for member services, this title was derived from the leaves of trees that are alive and growing and golden to connote richness and quality. The award named for Terry, who was the first recipient. "The award has been established to honor the memory of deceased members of CMA who have held leadership

positions and/or contributed greatly to the goals of the organization.

Frank LoMonte Ethics in Journalism Award

The Frank LoMonte Ethics in Journalism Award honors journalists, advisers or news organizations that perform in an outstanding ethical manner demonstrating the ideals of CMA's Code of Ethical Behavior. It may also honor especially notable efforts to educate the public on principles embodied in the code or hold journalists ethically accountable for their behavior. This award is not limited to CMA members.

The board of directors may by majority vote establish or discontinue award categories as deemed appropriate.

Ingelhart First Amendment Fund

approved 03.01.02, revised 05.30.12, updated 4.27.2018

DESCRIPTION

CMA established the Ingelhart First Amendment Fund in October 2001 to educate college students about freedoms protected by the First Amendment. The fund is named in honor of retired Ball State University journalism professor and foremost First Amendment scholar Louis E. Ingelhart who has dedicated much of his life to studying, writing about and teaching the First Amendment.

The Ingelhart Fund will be used to underwrite innovative free expression education programs on the campuses of CMA members. All active CMA members will be eligible to apply for an annual grant from the fund. Through programs conceived and executed by advisers and students and funded by the Ingelhart endowment, CMA can do its part to protect the First Amendment, one campus at a time.

FUNDING

Utilizing donations and organizational funds, CMA established an endowment with a \$10,000 corpus in October 2001. This corpus, along with any subsequent donations and reinvested interest, shall be maintained in perpetuity in a protected investment vehicle determined by the CMA Treasurer with approval of the CMA board of directors. Only the endowment's annual interest revenue may be used as needed for the following:

Administrative expenses for the Ingelhart First Amendment Fund, limited to costs for materials to solicit additional donations and costs for modest tokens of acknowledgement for donations,

Grants to successful applicants for program funds. Funding may be granted to CMA members to underwrite all or part of programs designed to elevate awareness of First Amendment freedoms on an individual campus. The format for programs and application for funds is left to the discretion of advisers requesting funds.

The CMA Treasurer will provide a Fund status report to the board of directors at the annual fall meeting outlining donations received, expenditures made, and the amount of funds available for grants.

PROCEDURES

Publicity. The board of directors will review all applications and determine if an award or awards are to be granted. Members of the CMA board of directors are ineligible to receive grants from the fund while actively serving on the board. The award(s) amount will be factored into the upcoming fiscal year's budget and the winner(s) shall be notified. Recipients should submit a report with photos to the board once the activity has been completed.

5. Personnel

approved 05.30.12, updated 4.27.2018

The CMA board of directors has the authority, according to the association's bylaws, to hire, evaluate and appoint staff. The Board also determines and approves the site of the association headquarters and the terms and conditions of the operating agreement with its host institution, if there is one.

The organization utilizes the following personnel and payment structures. All work arrangements are under the supervision of the board of directors.

Duties of the executive director of the corporation

Shall manage the headquarters office, maintain financial records, deposit dues and other revenue, disburse funds as authorized, issue monthly and annual financial records to the board of directors, invest funds in consultation with the treasurer and such other officers as the board of directors shall require, accounts, prepare and file necessary records for tax returns and provide records to the treasurer and finance committee for auditing purposes. The executive director may not serve on the finance committee.

- Shall reconcile monthly any and all corporation checking and savings
- On behalf of the vice president of member services, shall maintain records of membership, administrative appointments and committee memberships.
- Shall be authorized to sign on financial accounts of the organization.
- Shall perform any other duties as are directed by the president or board of directors.

The CMA board of directors solicits bids, as needed, from organizations interested in serving as the CMA headquarters. Needed personnel may remain employees of the host organization, which is responsible for providing benefits, managing payroll, paying all applicable state and federal taxes, providing Worker's Compensation Insurance and complying with all applicable employment laws. In exchange, CMA pays an agreed upon annual contract fee, for all facilities, resources and personnel services rendered.

Other Personnel

Convention Director

The CMA board of directors selects an individual to serve as convention director for the spring convention, and will coordinate with convention partner(s) in selecting a convention director for the fall convention. The convention director must be a CMA active member in good standing. The convention director should be hired a year before the event date. Expectations for the convention director shall be described in detail in a written contract, approved by the board and

signed by the director and the president. Payment for services rendered by the convention director are to be made upon completion of duties, unless otherwise stipulated.

Other Key Roles Receiving Stipends

The CMA president may appoint, with board approval, other members to serve in key leadership roles that are critical to the mission of the organization. These positions may carry with them a modest annual stipend when CMA finances allow. Positions that currently fall into this category include:

- First Amendment Advocacy Director
- College Media Review Editor
- Critiques Coordinator
- Media Tours Coordinator
- Apple Awards Coordinator
- Book Exhibit Coordinator

Membership and Registration Requirements for Directors and Staff

approved 05.30.12

CMA's board of directors serve as the most prominent role models for the organization. Members will look to these individuals for precedent and for examples of active involvement. These members are expected to pay dues promptly and not allow their memberships to lapse.

The largest source of revenue for CMA is convention registration fees. It is CMA policy that each member, including the board, attending a CMA-sponsored event pay the required registration fee, regardless of his or her role at the event, with the exception of the convention director.

Unbudgeted Expenses Approval Process

Approved 4.27.2018

The president, in consultation with the treasurer, may approve any unbudgeted expenditures up to \$1,000 without board approval. The board should vote on any expenses over that amount.

6. Elections Process

approved 05.30.12, updated 4.27.2018

According to CMA Bylaws, "The elections committee is responsible for handling the elections process, including nominations and counting ballots, for the elections of the president-elect and vice president of member support and vice president of member training, arranging for returned ballots to be counted by headquarters, and for presenting the tally to the secretary who shall certify and communicate the results to the membership."

The CMA president, with the consent of the board of directors, appoints the chairperson of the elections committee. When possible, the elections committee chair should be a CMA member who has previously served in an elected leadership role on the board of directors. The committee should have a minimum membership of four, including the chair and the immediate past president. The chair appoints all members to the committee, subject to review by the

board of directors. Committee members must have at least five years active membership in CMA.

A call for nominations for president-elect, vice president of member support and vice president of member training will be announced during the fall prior to and at the business meeting, and via email. This announcement will be followed by the distribution of the rules for the elections process on the CMA website, listserv, and any other means currently used for informing the membership.

The nominations process will open on Dec. 1 and close on Feb. 1. Any current CMA member may nominate a qualified candidate for president-elect, vice president of member support or vice president of member training, and members may nominate themselves. Following CMA bylaws guidelines for officers, nominees must be active members of CMA for at least five years and have been active media advisers at the time of nomination, a fact that must be verified by their immediate supervisor. Nominations may be made via an online form on the CMA website, or sent directly to the elections committee chair.

By no later than Feb. 15, each person nominated will be contacted by the CMA elections committee to ensure the nominee understands the commitment of holding office. If the nominee agrees to run, a ballot application requesting biographical information, organizational goals, and advising/leadership philosophy will be sent to them. Every member nominated who agrees to participate will be included on the ballot. In the event there is only one nominee per office who agrees to run, the CMA membership will be notified that the deadline for nominations will be extended an additional two weeks and the committee will seek additional nominees. Committee members may then actively solicit qualified nominees by contacting individuals. If following the two-week deadline extension there is still only one nominee for a specific office or both offices, the election will continue with one candidate on the slate. All candidates and their applications will be posted online for review by the CMA membership by no later than a week prior to the spring convention.

The elections committee chair shall arrange a “meet the candidates” forum during CMA’s Spring National College Media Convention.

Voting for candidates will open to the membership on April 1 and close at 11:59 p.m., April 10. Any candidate receiving 50 percent plus 1 of the total number of ballots cast will be declared the elected candidate. In the case that no candidate receives a 50 percent plus 1 majority, a run-off election will be conducted between the two candidates with the most votes. The run-off election will be conducted no more than two weeks following the initial election. The CMA secretary must certify the results of all elections before the official outcome is announced.

7. Business Liability Insurance

approved 05.30.12

College Media Association will purchase and maintain business liability insurance with minimum coverage of \$2 million. This insurance should cover bodily injury, property damage, personal and advertising injury, and damages to premises rented. CMA will also purchase optional coverage for hired/non-owned auto liability. The maintenance and annual renewal of insurance coverage

is the responsibility of the CMA executive director.

College Media Association will not purchase insurance covering theft or other loss of business-owned property, operating instead as self-insured. As a general practice, CMA will purchase insurance coverage for equipment shipped to and from its home location.

8. Presidential Citations and board of directors' Citations

approved 05.30.12

The CMA president is authorized to award the presidential citation to individuals and institutions deemed to be deserving of such recognition. These citations, bearing the CMA seal, are signed by the president. Presidential Citations intended for CMA members should typically be distributed during a CMA business meeting. The number of citations, if any, and the recipient(s), is at the exclusive discretion of the president.

The Board of Directors' Citation expresses a higher level of recognition to individuals and institutions for their accomplishments or service to CMA. These citations bear the signatures of the entire Board of Directors. These citations can be presented at the advisers' awards ceremony or at a business meeting. The awarding of such citations requires a majority vote of the Board of Directors.

9. CMA Member Listserv

approved 05.30.12

College Media Association maintains a closed listserv with participation available only to CMA members. The listserv is managed from headquarters. The listserv limits firms and organizations from selling wares or conducting any other commercial activity.

10. CMA Convention Programming Policy

approved 4.27.2018

College Media Association is responsible for providing all the educational programming for the spring national college media convention each year and takes the lead on educational programming for the fall national college media convention. This programming includes virtually every scheduled occurrence at a convention, including short workshops; sessions covering topics of interest to students and advisers; keynote speakers; tours, contests, critiques and other special events; meetings and roundtable discussions; and other learning or networking opportunities designed for convention attendees. CMA produces convention programming via five primary means: 1) sessions and events are developed by members of the CMA committees; 2) sessions and events may be suggested by CMA members who are not members of a committee; 3) special sessions and events may be created by the convention director; 4) recurring standard sessions and events may be requested by the CMA board of directors and/or partner leadership; and 5) sessions and events are developed in clearly defined subject areas. The guidelines for each of these programming methods is provided below:

CMA Program Committee

The CMA convention director serves as the chairperson for the program committee. The program committee is made up of the chairs of the CMA committees and other appointed members. The convention director, in coordination with CMA president-elect, may also directly invite any member to serve on the committee. Likewise, the convention director, in coordination with CMA president, may excuse any member of the committee who is not fulfilling the responsibilities of membership.

Program Committee members are expected to:

- Adhere to deadlines established by the convention director,
- Work collaboratively with the convention director and other committee members to meet programming goals for each convention,
- Utilize established systems for submitting programming proposals,
- Strive to develop programming taught by professionals who work within the subject matter addressed, ideally drawing upon professionals in the host city for the convention.
- Attend convention whenever possible to participate in planning meetings and oversee the sessions they created to greet/ introduce presenters, troubleshoot sessions, and thank presenters.

Program Committee process:

The overall programming goals for each convention will be established in advance by the convention director, the president, the president-elect, the vice president for member training and partners. These goals will be expressed in the form of a working agenda that identifies the total number of sessions needed and the session focus areas needed (e.g., media law, design, social media, yearbook, photo, etc.). This agenda may also include goals for potential keynote speakers, special events and other programming opportunities. This agenda will be presented to members of the program committee along with associated deadlines for session submission proposals and session/speaker confirmations.

When possible, the program committee will review the convention agenda as a group and work collaboratively to discuss speaker and topic prospects with the aim of producing relevant, high-quality convention programming. When a group meeting is not possible, the convention director or designee will share the convention agenda with each committee member independently.

Each program committee member will utilize an online form to submit his or her convention session/event proposals by no later than the established deadline. This form will capture necessary information about the session topic, speaker(s), and other key details.

All session proposals submitted via the online form by members of the program committee will be forwarded to the appropriate committee chair determined by the convention director or designee. The committees will determine which sessions to approve and then the programming review committee will review the committees' suggestions. The review committee will assess all proposals to ensure overall goals are met and to prevent topic duplication.

Programming Suggested by CMA Members

CMA members who are not included on the program committee or who do not serve on a

committee may utilize an online form accessed from the CMA or convention website to propose session topics and/or speakers to be included at one of the association's annual conventions. Members may submit proposals for sessions they wish to conduct themselves. Submitted general session suggestion forms will be reviewed by the convention director and then forwarded to the appropriate committee chair. Proposals will be reviewed to ensure they address overall convention goals and to prevent topic duplication. The vice president for member training, president-elect and partners will work in consultation with the convention director as needed during this review process. The convention director will notify the member of the proposal's status before the schedule is built.

Special Sessions and Events

The CMA convention director, working independently or in collaboration with CMA members or industry experts, may create special sessions or events that enhance the overall educational value of annual conventions. For any such events with costs that exceed the established convention budget, present potential security concerns or other risk, or otherwise represent a departure from routine convention standards and practices, the director will consult in advance with the CMA board of directors.

Standard Sessions and Meetings

The CMA board of directors may request the convention director to include on any convention programming agenda certain recurring meetings and events and proscribed by CMA bylaws and/or historical practice. Any such session, meeting or event requests will be forwarded to the convention director from the vice president for member training or executive director.