

# **ALTERNATIVE MEDIA BOARD CONTRACTUAL AGREEMENT**

Revised 11/27/07

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## ***Alternative Media Board Membership: Stipulations***

1. An "active publication" is hereby defined as a publication who has attended at least one Board meeting each quarter or printed an issue of their publication. Conversely, a publication is to be considered an "inactive publication", and will lose its voting and funding privileges, if neither an appearance has been made at a Board meeting during the quarter nor the publication of an issue. Reinstatement requires the submission of a "New Publication Initiation Form".
2. A "senior member publication" is hereby defined as a publication that was included in the Annual Budget Request for the year.
3. A "new member publication" is hereby defined as stated in New Member Publications & Annual Budget Request for the year.
4. Each publication is allowed 1 voting member, but may have as many as 3 members participate in discussion during an Alternative Media Board meeting. Proxy voting, and attendance, is acceptable.
5. In order to directly receive funds from the annual ASUCI Budget Submission, member publications must submit 3 copies of a completed "Annual Budget Prospectus" to the Board no later than the 5<sup>th</sup> week meeting during the Spring Quarter.
6. All designed Alternative Media funds are intended for publication printing and delivery costs only, unless given prior Board approval.
7. Member publications that seek inclusion on the Annual Budget Submission with the Associated Students at UC Irvine are required to submit a completed "Annual Membership Renewal" form at the 1<sup>st</sup> week meeting during Spring Quarter.

## ***Member Publications: General Protocol***

8. I agree to place the University disclaimer in each of my publications.
9. Each member publication is entitled to key for the Alternative Media Office, to be returned at the end of the academic year. A \$20 deposit may be required, as per the Business Manager's request.
10. I understand that students, faculty, staff, or recent alumni of UCI must write at least 80% of the articles in my publication.
11. Member publications are requested to submit an estimated print schedule at the 1<sup>st</sup> week meeting of each quarter.
12. I will publish between Monday of 1<sup>st</sup> and 9<sup>th</sup> weeks. Board approval is required otherwise.

***New Member Publications & Additional Publication Funding***

13. Potential new member publications seeking privileges of Board membership are required to submit a completed "Member Publication Initiation" form to the Board. A majority vote is required for initiation. The petitioner is excused from the closed-door discussion and may be notified of the result either in person, or via email. An appeal process is possible if deemed appropriate by the Student Director.
14. A minimum of 15% of total funds requested from ASUCI will be earmarked for the Additional Publication Fund and/or the General Fund. Unused funds in both will be redistributed to senior member publications at the 1<sup>st</sup> week Board meeting, Spring Quarter.
15. Monies in the "Additional Publication Fund" are available on a first come, first serve, quarterly basis for new member publications. One request can be made per publication, per quarter, by submitting an "Additional Publication Fund Request" form.
16. It is recommended that Additional Publication Fund requests are submitted at the beginning of every quarter during the 1<sup>st</sup> week's meeting. Requests submitted thereafter are not guaranteed additional funding.
17. Unanimous vote is necessary to allot funds and is not exceeded \$200.00 for the first request, and \$300.00 thereafter. The petitioner is excused from the vote to allow closed-door discussion; petitioner may be notified later of the result either in person, or via email. An appeal process is possible, if deemed appropriate by the Student Director.

***General Publishing Procedures***

18. Only the Student Media Business Manager is allowed to write the purchase Order for printing costs. He/she is the only approved contract with the vendors.
19. I understand that all Purchase Order requests must be placed with the Business Manager at least 3 business days prior to the submittal date.
20. I agree to use the approved vendors as stated by the Board.  
List of vendors will be provided on annual basis.
21. Member publications must submit a request for the addition of a new vendor for Board approval. Member publications submitting such request must show adequate need for new vendor given that services rendered by said new vendor are not provided by current vendors.
22. Advertisements and other supplementary revenue of member publications need not be reported to the board, and may be used depositing the funds into the Alternative Media Account through the Business Manager.

***Distribution***

23. All publication must be distributed during the regular academic year calendar. This excludes both summer and winter break distribution on campus.
24. I agree to distribute my publication no more than 2 business days after printing date.
25. I will not distribute my publication on, or next to, *New University* distribution racks.
26. I will not distribute my publication in other location without the necessary verbal or written permission from the authority of the given area (must be submitted to the Board).
27. I will distribute at least 90% of my publication on the UC Irvine campus.
28. I will distribute my publication in the designed media bins on campus, and will use no more than 2 slots per bin. Once my publication is in its third week of distribution, I understand that I no longer have priority placement on the middle or top racks. Refer to the "Distribution Locations" document for a list of designated media bins.
29. The Alternative Media Board at UCI is to consist of a Student Director, to be elected by a majority vote of the board; a Secretary, to be elected by a majority vote of the board; an Advisor, to be determined by the UC Irvine administration; and a Business Manager, to be selected by the Advisor.
30. Terms last for one year and begin at the 9<sup>th</sup> week meeting, Spring Quarter. Refer to the "*Alternative Media Jobs Description*" document for detailed responsibilities of each position.
31. Amendments to the Alternative Media Board Contractual Agreement can be made with a 2/3 vote by all active board members.
32. Board approval is granted by a majority vote of active members present at the meeting.
33. "Percentage Rule": All distribution and redistribution of funds will occur at a rate equal to the percentage of the total request that the publication requested. Specifically, a member publication whose individual annual request was 10% of the total request of Alternative Media will receive 10% of the total awarded to Alternative Media, as well as 10% of any funds redistributed by the Board.
34. Allotted funds for papers either "active" or "inactive" that fail to produce a publication during the given quarter, will redistributed quarterly (9<sup>th</sup> week) according to the "percentage rule" to senior member publications. Funds for the Spring Quarter will be redistributed 1<sup>st</sup> week, Spring Quarter, in the manner.

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The term of this Alternative Media Board Contractual Agreement is for the duration of the **2007-2008** academic year. I understand that by signing this document I am agreeing to the terms as they presently stand. I am fully aware of the measures enumerated in this document, and am prepared to comply with them, and any consequences that may result from failing to do so.

Publication: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Editor's Signature**

\_\_\_\_\_  
**Editor's Signature**

\_\_\_\_\_  
**Editor's Name**

\_\_\_\_\_  
**Editor's Name**

\_\_\_\_\_  
**Contact Email & Phone Number**

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**Contact Email & Phone Number**

\_\_\_\_\_  
**Advisor's Signature**

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