

## **THE CHICAGO MAROON MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) outlines the relationship between The University of Chicago (the “University”) and The Chicago Maroon.

### **1. *Mission.***

The Chicago Maroon has served as the primary not for profit independent campus undergraduate student newspaper at the University of Chicago since 1892. The Chicago Maroon is dedicated to maintaining professional standards of accuracy, objectivity, and fairness and providing extracurricular journalism opportunities for registered students at the University.

### **2. *Publication and Distribution.***

Currently, the print edition of the newspaper is published twice weekly during the autumn, winter, and spring quarters and is distributed free of charge on the campus. The Chicago Maroon also has an online version that includes newspaper text and video ([chicagomaroon.com](http://chicagomaroon.com)) and a social media presence on Facebook ([facebook.com/TheChicagoMaroon](https://facebook.com/TheChicagoMaroon)) and Twitter ([@ChicagoMaroon](https://twitter.com/ChicagoMaroon)). The Chicago Maroon also publishes a quarterly news magazine, *Grey City*, three times per year.

### **3. *Status and University Relationship.***

(A) ***Editorial Independence.*** The Chicago Maroon enjoys full editorial independence from the University and does not represent the views of the University, its officers, its employees, or its agents. In consultation with its Business Manager, Editorial Advisor, and Advisory Board (described more fully in Paragraph 5 below), the newspaper’s Executive Board and Editorial Team direct the newspaper’s journalistic endeavors and make editorial decisions consistent with its internal policies and procedures without the University’s consent or approval even though University representatives may from time to time be consulted in advance as deemed appropriate by the Executive Board, the Editorial Team, the Editorial Advisor, or the Chair of the Advisory Board.

(B) ***Legal Status.*** The Chicago Maroon has no distinct legal status; it is not a corporation, limited liability corporation, joint venture, sole proprietorship, or partnership; it files no tax return; and it has no employees. Day-to-day operations are handled by the Business Manager. The Business Manager reports to the Executive Board and is accountable to the Advisory Board, but is employed by the University under the auspices of the Campus and Student Life Center for Leadership and Involvement (“CLI”) as set forth in Paragraph 7 below.

(C) ***No RSO Status.*** The Chicago Maroon is not a Recognized Student Organization (“RSO”).

(D) **CLI Advisor.** Through the Center for Leadership and Involvement, Campus and Student Life provides The Chicago Maroon with an advisor who offers support and guidance on management matters, compliance with University policies and procedures, and compliance with applicable laws including but not limited to those governing tax-exempt organizations.

4. ***Authorization to Use Name, Logos, Trademarks, and Copyrights.***

As the longstanding primary student newspaper at the University, The Chicago Maroon enjoys a royalty-free license to use the “The Chicago Maroon” and “Grey City” trademarks, the University’s phoenix designs, logos, shields, mottos, newspaper archives, and other related intellectual property owned by the University so long as The Chicago Maroon adheres to its mission as set forth in Paragraph 1 above and complies with all relevant and material University policies and applicable laws as reasonably determined by the Vice President for Campus and Student Life and Student Services in consultation with the Executive Board, the Chair of its Advisory Board, its Editorial Advisor, the CLI Advisor, the Dean of the College, and the Dean of Students in the College. *Grey City* and any other affiliated publications of The Chicago Maroon may be discontinued in consultation with the CLI Advisor and upon the majority vote of the Executive Board and the majority vote of the Advisory Board; new publications created under The Chicago Maroon umbrella will be subject to all the benefits and obligations of this MOU (including but not limited to applicable insurance coverage for University employees as set forth in Paragraph 7(B) below) and will require not only consultation with the CLI Advisor and the majority vote of the Executive Board and the majority vote of the Advisory Board, but also the approval of the Vice President for Campus Life and Student Services.

5. ***Governance and Management.***

Oversight of the day-to-day management of The Chicago Maroon is the responsibility of its Executive Board (comprised of the Editor-in-Chief and Managing Editor) in consultation with the Business Manager, Editorial Advisor, Advisory Board, and CLI Advisor.

(A) ***Advisory Board.*** A five-member Advisory Board drawn from the University community provides strategic vision, advice, and oversight on business, finance, leadership, management, and journalistic standards, practices, and editorial decision-making. Board members are chosen by the majority vote of the Editor-in-Chief, the Chair of the Advisory Board, and the CLI Advisor, although board candidates with direct reporting responsibilities to the Office of the President, Office of the Provost, or Vice Presidents must receive unanimous approval from all three constituencies prior to appointment. Board terms are two years, staggered as appropriate to ensure continuity; the Board Chair has a three-year term. The Advisory Board Chair is elected by the majority of the Advisory Board and Editor-in-Chief, in consultation with the CLI Advisor and the approval of the Vice President for Campus Life and Student Services. The

Advisory Board is expected to meet twice per quarter during the academic year. Board members are subject to removal by majority vote of the Editor-in-Chief, the Chair of the Advisory Board, and the CLI Advisor or, alternatively, by majority vote of the Advisory Board; removal of the Board Chair must also be approved by the Vice President for Campus Life and Student Services.

(B) ***Executive Board and Editorial Board.*** The Executive Board and Editorial Board of The Chicago Maroon are selected annually by the newspaper's staff according to policies and procedures developed and modified by the Editorial Team from time to time in consultation with the CLI Advisor.

(D) ***Editorial Advisor.*** The Editorial Advisor is an unpaid advisor who, typically, does not serve on The Chicago Maroon Advisory Board; he or she cannot also hold the position of Business Manager or be a member of the newspaper's Executive Board, Editorial Board, or staff. The Editorial Advisor's term is for two years and is nominated for Advisory Board approval or re-approval by the Executive Team in consultation with the Business Manager and the CLI advisor. The Editorial Advisor should have knowledge and experience in journalism and be prepared to provide occasional training as well as "on call" guidance and support on complying with the newspaper's mission as set forth in Paragraph 1 above. The Editorial Advisor is also expected to meet with the Advisory Board at least once per academic quarter. If the Editorial Advisor is a University employee, his or her service to The Chicago Maroon would be considered job-related and subject to the University's insurance policies and self-insurance and indemnity policies.

(E) ***Business Manager.*** The Chicago Maroon's Business Manager is a University employee nominated by the Executive Board and CLI Advisor and approved by majority vote of the Advisory Board. The Business Manager position is a part time, benefits-eligible ten-month position (September through June). The Business Manager's primary reporting responsibilities are to the Executive Board, the Editorial Board, and the CLI Advisor; the Business Manager's secondary reporting responsibilities are to the Advisory Board and its Chair. The Business Manager is generally responsible for bookkeeping; budgeting; accounts payable and accounts receivable; maintaining adequate books, records, and accurate copies of all current governing documents; providing advice on journalistic standards, and general administrative tasks suitable for an office manager position. The Chicago Maroon is responsible for reimbursing the full salary and benefits of the Business Manager.

6. ***Contracting Authority and Financial Responsibility.*** The Business Manager will maintain accurate financial records and make them available upon request to the Executive Editors, the Chair of the Advisory Board, and the CLI Advisor. The Business Manager is authorized to sign contracts of \$5000 or less and process petty cash transactions of \$1000 or less without prior approval by the Advisory Board, although all such contracts and transactions must be reported to the Executive Board and the Advisory Board in a timely fashion and appropriate summary format.

7. ***Finances and University Support.***

(A) ***Revenue Sources, Not for Profit.*** The Chicago Maroon’s primary source of funding is advertising revenue, supplemented by fundraising, donations, alumni support, and home delivery subscription fees. The Chicago Maroon is not allowed to sell its services or participate in any for-profit undertakings or ventures. In keeping with its independent status, the University provides no funding or debt relief to The Chicago Maroon.

(B) ***General University Support and Benefits.*** In addition to the CLI Advisor, the University provides the following support and benefits to The Chicago Maroon: (i) conferring University employee status on the Business Manager and providing all related payroll, benefits, and other-employment related documentation and Human Resources services and support; (ii) property, theft, and general liability insurance coverage consistent with University policies and self insurance; (iii) professional liability insurance and indemnification for the Business Manager, Editorial Advisor, Advisory Board members, and CLI Advisor to the extent they are University employees and consistent with University policies and insurance; (iv) contracting support and preferred vendor discounts offered through University Procurement and Payment Services; (v) tax-exempt status through the University’s tax exemption number, allowing the purchase of equipment and supplies not subject to state or local sales taxes as permitted under applicable law; (vi) income tax deductibility for individual charitable contributions to The Chicago Maroon and the management of all such contributions through University Alumni Relations and Development; (vii) reasonable and appropriate office space; (viii) utilities; (ix) telephone lines and internet access; (x) server access, “uchicago.edu” IP addresses, and technical support through IT Services unless the University chooses, in its sole discretion, to offer equivalent resources or support at its expense; (xi) access to the University of Chicago Copyright Information Center and Archives; and (xii) as appropriate, security services provided through the University of Chicago Police Department.

(E) ***Other University Relationships.***

(i) ***News Office.*** As an independent student newspaper, The Chicago Maroon may consult the University’s News Office as it deems appropriate, but the News Office has no responsibility for or editorial control over the newspaper’s content.

(ii) ***Office of Legal Counsel.*** The University’s Office of Legal Counsel has legal and fiduciary duties to the University and its Board of Trustees, so it does not provide legal advice to individual officers, employees, or students on non-University matters. The Chicago Maroon, through its Advisory Board Chair, Editorial Advisor, or CLI Advisor, may request advice from the Office of Legal Counsel on University-related matters that do not involve a potential conflict of interest.

8. ***Masthead, Disclosures, and Disclaimers.***

The Chicago Maroon’s masthead (found in the “About Us” tab in the online edition) will continue to include information about the newspaper and its staff as well as the following disclosures, disclaimers, and guidance:

The Chicago Maroon has served as the independent student newspaper of The University of Chicago since 1892. It is a member of the Associated Collegiate Press and the Illinois College Press Association.

The opinions expressed by the authors and commenters in the print and online editions of the newspaper and all associated social media platforms are theirs alone; they do not represent the views of The University of Chicago, its officers, its employees, or its agents.


The Chicago Maroon reserves the right to refuse to publish submissions, or edit submissions for clarity and to meet space limitations pursuant to The Chicago Maroon’s policies, procedures, guidelines, and editorial judgment. Although membership on the staff of The Chicago Maroon is limited to registered students of the University of Chicago, The Chicago Maroon is not a Recognized Student Organization at The University of Chicago.

Advertisers are solely responsible for the content of their advertisements, and The Chicago Maroon does not endorse any commercial firm, product, or service.

Excerpts from articles and comments published in The Chicago Maroon may be duplicated and redistributed in other media and non-commercial publications without the prior consent of The Chicago Maroon so long as the redistributed article is not altered from the original without the consent of the Editorial Team. Commercial republication of material in The Chicago Maroon is prohibited without the consent of the Editorial Team or, in the case of reader comments, the author.

All rights reserved. © The Chicago Maroon (date).

9. ***MOU Term, Termination, and Amendment.*** This MOU is subject to review every five years, and may be amended at any time by majority vote of the Executive Board and the Advisory Board, with the advice and consent of the CLI Advisor and the approval of the Vice President for Campus Life and Student Services in consultation with the Executive Board, the Advisory Board, and the CLI Advisor.

  
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Karen Warren Coleman  
Vice President for Campus Life and Student Service

2/13/2015  
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Date



**ADDENDUM NO. 1 TO THE CHICAGO MAROON  
MEMORANDUM OF UNDERSTANDING**

This document supplements that certain Memorandum of Understanding ("MOU") dated as of July 13, 2015 in which the University of Chicago (the "University") outlined its relationship with The Chicago Maroon.


The University intends to engage a Fiscal Coordinator for Student Programs (the "Fiscal Coordinator") who will support financial operations for Recognized Student Organizations and The Chicago Maroon. It is expected that the Fiscal Coordinator will spend approximately 50% of his or her time supporting The Chicago Maroon and 50% of his or her time supporting other Recognized Student Organizations through the Center for Leadership and Involvement. It is expected that the Fiscal Coordinator will be a full-time, benefits-eligible, Union position reporting to the Associate Director for Student Activities and Co-Curricular Advising in the Center for Leadership and Involvement.

The Fiscal Coordinator will be responsible for the following activities with respect to The Chicago Maroon: bookkeeping; budgeting, accounts payable and accounts receivable; maintaining adequate books, records, and accurate copies of all current governing documents; providing advice on journalistic standards; and general administrative tasks suitable for an office manager position.

The Chicago Maroon will be responsible for 50% of the total compensation (salary and benefits) paid or payable to or on behalf of the Fiscal Coordinator.

Notwithstanding anything to the contrary, as between the University and The Chicago Maroon, all decisions regarding retention, termination, employment, compensation, and engagement or severance of the Financial Coordinator shall be in the sole discretion of the University.

This Addendum supplements, but does not amend or otherwise alter, the MOU. Together, the MOU and this Addendum outline the relationship between the University and The Chicago Maroon.

 9/23/2016  
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Michele Rasmussen  
Dean of Students