

# THE COLLEGE HILL INDEPENDENT BUSINESS STAFF APPLICATION

**Fall 2019**

All applications are due by **Friday, May 3 at 11:59 pm** to [theindy@gmail.com](mailto:theindy@gmail.com). Please include the subject line "APPLICATION." Feel free to email the Fall 2019 managing editors ([tara\\_sharma@brown.edu](mailto:tara_sharma@brown.edu), [benjamin\\_bienstock@brown.edu](mailto:benjamin_bienstock@brown.edu), [catherine\\_turner@brown.edu](mailto:catherine_turner@brown.edu)) if you have any questions.

## **What do the business staff of the Indy do?**

The Indy's business staff are integral to the week-by-week functioning of the paper. They connect Indy staff to University funding administrators, act as point person for our printer and distributor, and manage and document our budget and finances. This position is a great way to gain experience in the financing and fundraising side of publishing—and to get involved with the Indy community!

This position requires a time commitment of 1-3 hours per week on average. However, many of the tasks involved are self-paced or crop up on an as-needed basis. Here's the breakdown:

**Weekly tasks:** Prepare payments to our printer and distributor, manage subscription program.

**Long-term tasks:** Create a budgetary archive from the last 5 years of our finances, act as liaison between staff and the University.

**As-needed tasks:** Keep records of fundraising activity (which will be conducted by the fundraising manager).

## **QUESTIONS**

*Please type your responses below each question. Write as much as you see fit; there is no pressure to write a lot for any of these questions.*

1. What is your name?
2. We're planning on conducting interviews before the end of finals period. If you are leaving Providence for summer break, when is your last day on campus?
3. How much time will you be able to commit to this position?

4. You will find the Indy's policy for interpersonal harm within our community attached to this application. Do you agree to this integrity statement and procedure? Do you have any questions about it?

+++

5. What is your experience with budgeting for an organization, whether on- or off-campus?

6. What are your interests? What activities or communities you are a part of, either on- or off-campus? What do you do around here (classes, clubs, jobs, hobbies)?

7. Are you comfortable with/do you have experience working on a combination of short-term, long-term, and as-needed tasks? As is outlined above, this position requires self-directed work on all three.

+++

*Thank you so much for applying! We look forward to being in touch. Do not hesitate to reach out with any questions.*

Yours,  
Tara, Ben, and Cate

## Addressing Community Harm: Member Dismissal Policy

### Integrity statement

*In tandem with the production of anti-oppressive content in the publication itself, the Indy, as an institution, does not tolerate any instances of interpersonal violence including violations of consent and bodily autonomy, or otherwise oppressive actions perpetrated by a member of its staff (i.e. a Brown or RISD student listed on the masthead) or a contributor.*

Drawing from the survivor-led anti-abuse organization *The Network/La Red*, the *Indy* understands oppressive actions as causing harm by exploiting “an imbalance of power intrinsically linked to the privileges bestowed on some at the expense of others, based on but not limited to: race, ethnicity, gender expression and identity, class, ability, sexuality, religion, citizenship status, age, language capacity and history of incarceration and court involvement.” Along these lines, the *Indy* recognizes abuse, oppression, and violence to be intersectional experiences.

In all procedures, the *Indy* prioritizes the comfort and safety of the reporter and staff. While we recognize that the measures available to us as a non-adjudicative body are primarily punitive, the *Indy* remains committed to promoting an understanding of transformative justice frameworks for interpersonal harm, including resources on campus for such an approach.

If a reporter or a direct representative notifies the Managing Editors that a member of staff or contributor has violated the integrity statement, it will trigger the following guidelines and procedure:

- 1) All actions taken by the Managing Editors to address relationship of the responsible party to the *Indy* will be led and consented to by the reporter.
- 2) In hearing instances of harm from a reporter or representative, the Managing Editors are not in the role of adjudicators; they will hold the instances of harm as true to the experiences of the reporter.
- 3) If a member of the *Indy* community is reported to have violated the Integrity Statement above and if the reporter consents, they will be dismissed from the *Indy* staff<sup>1</sup> and barred from all *Indy*-sponsored events. If it is brought to the attention of the Managing Editors that a person not on the *Indy* staff has committed interpersonal violence or oppressive actions, they will be disallowed from publishing with the *Indy* and be barred from social events.
- 4) The responsible party does not have to be deemed responsible by Title IX or other any institution at Brown or RISD to be removed from staff.
- 5) The Managing Editors will not reveal the identity of the reporter or the responsible party to anyone. If a reporter does not wish to reveal themselves to any of the three Managing Editors, they may communicate by proxy through representative.

---

<sup>1</sup> The *Indy* has the authority as a UCS-registered group to remove staff members. If, at the end of this process, someone who is removed from staff refuses to do so, a Managing Editor may file a no-contact order against the responsible party.

- 6) Third-party reports will not trigger the member dismissal policy unless they are brought forward explicitly by the reporter or their chosen representative. In other words, the *Indy* will not act outside of the wishes of the reporter.
- 7) The reporter does not have to be affiliated with the *Indy* in any way to trigger this procedure.
- 8) The staff will not be notified if someone is removed from the masthead for violating the Integrity Statement. If necessary, the Managing Editors will find ways to communicate that someone has left staff, without being specific about how.
- 9) If a reporter or a representative comes forward, the Managing Editors must provide them with resources on Brown or RISD's campus. This process is not merely a referral to campus organizations, but will provide valuable, specific information (e.g. which sources are confidential, who is best to talk to in each organization, how to obtain a Dean's note, how to obtain a no-contact order, etc.). The Managing Editors will be in possession of a document outlining these resources and will be available to any member of the Brown or RISD community upon request.
- 10) The Managing Editors will meet with the responsible party in-person to inform them of their decision. As with the reporter, they will point the responsible party to Brown and/or RISD's resources in a meaningful and intentional way. The Managing Editors should approach conversations with the responsible party with an understanding of transformative justice conceptions of harm. The Managing Editors cannot adequately provide a transformative justice process for the responsible party but should, to the best of their ability, point the party to resources on campus that can.
- 11) If the reporter was a member of the *Indy* staff, they will discuss with the Managing Editors what level of commitment to the paper they need during this process. They will be allowed a break from *Indy*-related duties for as long as they need while remaining on the masthead, with the Managing Editors or Senior Editors filling in as needed.