



# UConn Student Television Bylaws

Updated Spring 2023

## **Table of Contents**

<i>Chapter 1 – Membership</i>	<i>3</i>
<i>Article 2 – Department Directors</i>	<i>4</i>
<i>Article 3 – Finance</i>	<i>6</i>
<i>Article 4 – Executive Board</i>	<i>8</i>
<i>Article 5 – Member Compensation</i>	<i>9</i>
<i>Article 6 – Department Bylaws</i>	<i>11</i>
<i>Article 7 – The Elections Procedures</i>	<i>11</i>
<i>Article 8 – Broadcast Policies &amp; Procedures</i>	<i>14</i>
<i>Article 9 – Asset Loan Policies &amp; Procedures</i>	<i>18</i>
<i>Article 10 – Meeting procedures</i>	<i>23</i>
<i>Article 11 – Enabling Clause</i>	<i>24</i>

## **Chapter 1 – Membership**

### **1. Eligibility:**

- 1.1. Any UCTV fee-paying University of Connecticut-Storrs undergraduate student is eligible to become an active member of UCTV.
- 1.2. Graduate students hoping to attain membership at UCTV must receive permission from the UCTV Board of Officers by a simple majority vote.

### **§2 – Active Membership:**

**§2.1:** Membership status shall be granted to members who have attended one meeting and signed a member contract.

**§2.2:** For active membership, one must complete at least one of the required evaluations, as determined by the board.

### **§3 – Rights and Responsibilities**

**§3.1:** UCTV and its members shall not discriminate against people for reasons of age, creed, ethnic or national origin, or gender.

**§3.2:** No person shall possess or consume alcohol, even if of legal age, in the UCTV office of facilities, while working with UCTV equipment, or traveling through UCTV.

**§3.3:** Any programming content that involves the on-air camera use of alcohol or drugs must be non-functional props.

**§3.4:** No person shall bring a dangerous weapon of any kind into UCTV's offices or facilities.

**§3.5:** UCTV and its members shall not engage in hazing, as defined in Connecticut General Statute Sec. 53-23a, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the University of Connecticut.

**§3.6:** Members assigned to UCTV all of their intellectual property rights to any programming material that is created with the use of UCTV resources and equipment.

**§3.7:** Active members have the right to vote at General Meetings. This right may not be revoked, as long as the member remains active.

**§3.8:** Active members have the right to use UCTV equipment and facilities after being evaluated where applicable with the approval of a member of the UCTV Board of Officers.

### **§4 – Representation of UCTV:**

**§4.1:** No UCTV member may claim to officially represent the organization unless such representation is detailed by their position description or expressly permitted by the

UCTV Executive Board. Any member who violates this section may be subject to reprimand and/or revocation of membership.

**§4.2:** All members currently serving on the UCTV Board of Officers may claim themselves as an official representative of the organization in any capacity. Such representation shall be permitted until said member's tenure with the Board of Officers has ended.

**§4.3:** The UCTV Board of Officers can approve assistants to represent UCTV in specific capacities where appropriate for the duration of the current semester or current academic year.

## **§5 – Revocation of Membership/Impeachment/Resignation:**

**§5.1:** The UCTV Board of Officers retains the right to revoke the membership of any member of UCTV, regardless of whether they serve the organization as a volunteer or paid position at any time.

**§5.2 – Revocation:** Actions that may be considered grounds for dismissal include, but are not limited to, the breaking of any Federal or State laws, failure to execute job responsibilities, actions with direct and malicious intent against the interests of UCTV, as well as any other action or actions that the UCTV Board of Officers deems inappropriate.

**§5.3: Resignation:** UCTV staff who wish to resign are required to provide at least two weeks notice to the Board of Officers.

**§5.4: Membership ending:** UCTV Membership ends when a member graduates from The University of Connecticut.

## **Article 2 – Department Directors**

The additional officers of the UCTV Board of Officers shall consist of the Advertising Director, Entertainment Director, Film Director, News Director, Sports Director, and Events Director. The eligibility and main responsibilities of these officers are bulleted below. Further responsibilities may also be regulated by the corresponding department bylaws, this article, and UCTV Constitution.

### **§ 1 - Shared responsibilities**

**§1.1:** Each Director is responsible for screening all programming within its department before broadcasting.

**§1.2:** Directors shall plan, set an agenda for, and chair all its department meetings.

**§1.3:** Directors shall, at all times, represent the UCTV with the highest standards.

**§1.4:** Directors shall help the Executive Board to comply or attend all Tier III required standards, trainings and meetings.

**§1.5:** Department Directors shall hold, at minimum, bi-weekly department meetings over the course of each semester.

**§1.6:** Department Directors shall be responsible for setting production goals for their departments and ensuring the production quantity, quality and timeliness are within their production goals

## **§2 - Advertising Director Responsibilities**

**§2.1:** The Advertising Director shall be responsible for overseeing all programming breaks on UCTV and be involved with the production of original advertisements for student organizations and other businesses.

**§2.2:** The Advertising Director shall act as the main point of contact for UCTV with all of UCTV's advertising clients.

## **§3 - Entertainment Director Responsibilities**

**§3.1:** The Entertainment Director shall be responsible for overseeing the production of all entertainment programming which is relevant to the interest of the University of Connecticut student body.

## **§4 - Film Director Responsibilities**

**§4.1:** The Film Director shall be responsible for overseeing the production and direction of all short or feature length films.

## **§5 - News Director**

**§5.1:** The News Director shall be responsible for overseeing the production of all news programming which is relevant to the interest of the University of Connecticut student body.

## **§6 - Sports Director**

**§6.1:** The Sports Director shall be responsible for overseeing the production of all sports programming which is relevant to the interest of the University of Connecticut student body.

**§6.2:** The Sports Director shall serve as the main point of contact for UCTV with the University of Connecticut Athletic Department and any other athletic entity that contact the station.

**§6.3:** The Sports Director shall be responsible for ensuring their members have the correct documentation for travel Purchase Orders to coordinate sports game coverage.

## **§7 - Events Director**

**§7.1:** The Events Director shall be responsible for overseeing the production of all public-access and event-coverage programming which is relevant to the interest of the University of Connecticut student body.

**§7.2:** The Events Director shall act as the main point of contact for UCTV with all of UCTV's event recording clients.

§7.3: The Events Director shall be overseen by the Chief Diversity Officer.

## **Article 3 – Finance**

### **§1 – Mission**

**§1.1:** The UCTV Finance Department operates to manage student funds in a way that ensures fiscal responsibility. The UCTV Finance Department will strive to handle expenses including but not limited to budgeting, travel expenses, reimbursements, and studio expenses in a way that is financially effective and beneficial to constituents.

### **§2 – UCTV Content**

**§2.1:** Any content produced with UCTV equipment or software is property of UCTV. Members who wish to submit content they have created in the studio, with UCTV equipment, or software to competitions, film festivals, etc. may do so with the permission of the UCTV Board of Officers or Chief Executive Officer, but must realize that UCTV will receive any monetary award.

### **§3 – Travel Policy**

#### **§3.1: Planning and Initial Approval**

**§3.1.1:** All members must have their travel plans approved by either the Chief Executive Officer or the Chief Financial Officer prior to making any reservations or purchases

**§3.1.2:** When funding their travel expenses through a purchase order, members must have it approved prior to making any reservations or purchases

**§3.1.3.** Members are expected to seek out the most inexpensive options for transportation and lodging. When flying, members are required to use budget airlines (Southwest and JetBlue) unless these options are unavailable or there is a more inexpensive alternative

#### **§3.2: Expectations**

**§3.2.1:** Members are expected to follow the instructions of the appropriate authorities on the trip

**§3.2.2:** Members are expected to make a reasonable effort to fulfill their objectives and justify the expense to the organization

#### **§3.3: Prohibited Behavior**

**§3.3.1:** Behavior that violates UCTV policy, University of Connecticut policy, or any other applicable regulations

**§3.3.2:** Behavior that damages the reputation of UCTV or the University of Connecticut

**§3.3.3:** Behavior that dangers oneself or others

**§3.3.4:** Behavior that interferes with the production of UCTV content

**§3.3.5:** Consumption of alcohol or illicit substances

**§3.3.6:** Engaging in behavior deemed inappropriate by the authorities on the trip

### **§3.4: Sanctions**

**§3.4.1:** Sanctions may be assigned if the Chief Executive Officer and the relevant department director determine that a member violated the UCTV Travel Policy or any other applicable regulations

**§3.4.2:** Sanctions may include being disqualified from future travel and/or liability for one's travel costs.

## **§4 – Reimbursement Policy**

**§4.1:** A budget for a specific item or purpose shall be approved by the Board of Officers in advance of the expense.

**§4.2:** UCTV will not pay for any alcohol expenses.

**§4.3:** UCTV will reimburse for transactions made with credit and debit cards. UCTV cannot reimburse for purchases made with cash or gift card cards.

**§4.3.1:** UCTV cannot reimburse for Uber Credits, etc.

**§4.4:** The Reimbursement Request Form must be completed and accompany all required reimbursement documents.

**§4.4.1:** Reimbursements require a copy of the UCTV Board Meeting Minutes Approving Reimbursement/Expense. Only the pages with the motion are required.

**§4.4.2:** Reimbursements require proof of the event, which can be a flyer, email, itinerary, to show date, time, place, etc.

**§4.4.3:** Reimbursements require a picture of the credit/debit card used that show the name, expiration date, and last 4 digits. The rest of the numbers should be covered.

**§4.4.4:** Reimbursements require itemized receipts for all expenses, meaning it must include all items purchased with prices for each item. Receipts must be an original copy. If there is not an original, the reimbursement must include a justification stating why original copy is not available.

**§4.4.4.1:** The receipt must show final 4 digits of picture of the card provided.

**§4.4.4.2:** Uber/taxi/travel receipts must be labeled with where travel was to and from.

**§4.4.5:** Tips cannot be reimbursed unless a copy of a bank statement is provided in addition to the receipt. Tips cannot exceed 20% of pre-tax/service charge subtotal. The bank statement must show card number, vendor/restaurant name, and date.

**§4.4.5:** Reimbursements require an Off Campus Activity Form if applicable.

**§4.4.6:** Mileage reimbursements require further documentation in addition to the above documentation.

**§4.4.6.1:** Mileage reimbursements require Google maps showing distance between points travelled.

**§4.4.6.2:** Mileage reimbursements require insurance Policy Declarations (with dates policy enforced, limits of liability, and name of insured. There is a required minimum liability coverage of \$50,000/100,000 and \$5,000 in property damage, or, in lieu thereof, a minimum of \$100,000. Liability coverage for bodily injury and property damage.

**§4.4.6.3:** Mileage reimbursements require a copy of a drivers' license.

## **§5 - Purchasing Policy**

**§5.1:** A budget for specific items or services shall be approved by the Board of Officers in advance of the expense.

### **§5.2: Quotes**

**§5.2.1:** Purchases under \$1,000 require only one quote. Three quotes should be obtained for purchases from non-UConn contracted companies or purchases that exceed \$1,000.

**§5.2.2:** Quotes must be submitted with a motion at least one week prior to the Board of Officers meeting.

## **Article 4 – Executive Board**

### **§1 – Eligibility:**

All Executive Board members shall meet the following requirements to be elected or appointed to the position.

**§1.1:** Executive Board Members must be UCTV fee-paying University of Connecticut Storrs undergraduate students.

**§1.2:** Preferably has one semester of experience as an active member of UCTV.



**§1.3:** Maintain good standing with the University and not placed on academic probation. These members must also fulfill University and Student Activities’ policies on officers of Tier III organizations.

**§1.4:** The Executive Board will consist of the Chief Executive Officer, Chief Diversity Officer, Chief Financial Officer, Chief Operations Officer, and Chief Marketing Officer

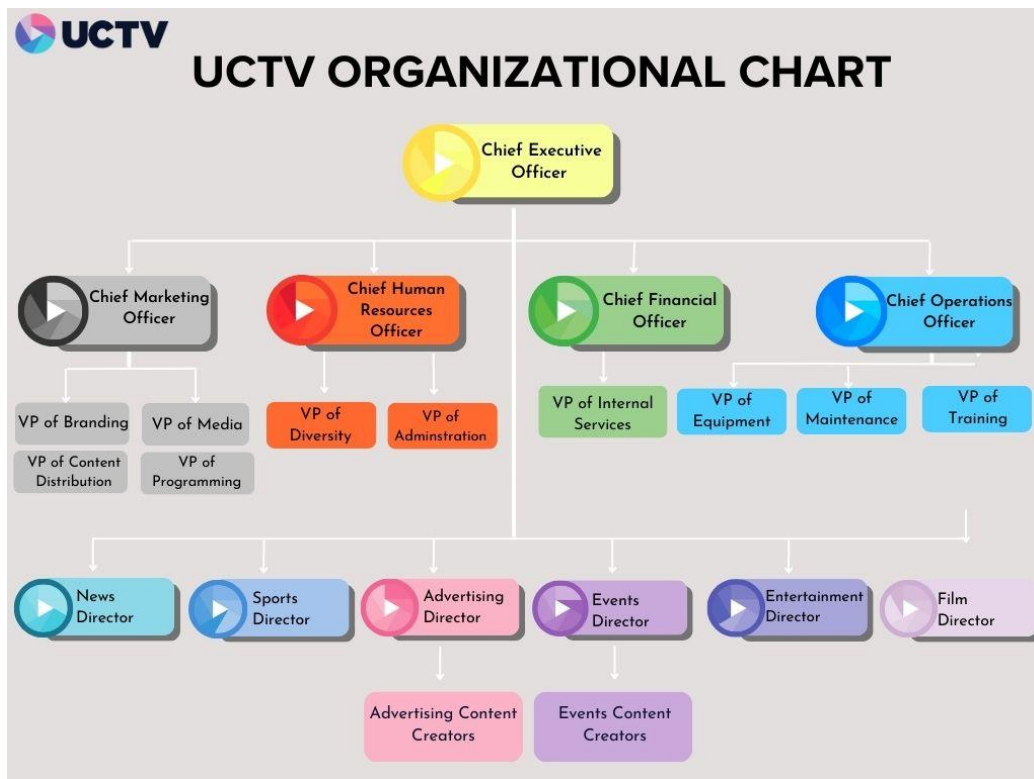
## Article 5 – Member Compensation

### §1 – General Guidelines

**§1.1.** UCTV shall maintain an updated organization chart, which shall be included in this document. This chart shall be updated in accordance with updates by UCTV and the University of Connecticut

**§1.2.** All positions shall have a comprehensive job description

**§1.2.1.** All work completed should relate to a member’s specific duties



### §2: Pay Rates

Paid members shall be compensated according to the following paid schedule. The classes referenced are drawn from the Student Employment Guide created by the Office of Student Financial Aid Services

**§2.1:** Lower bound of Class III: Chief Executive Officer, Chief Diversity Officer, Chief Financial Officer, Chief Operations Officer, Chief Marketing Director, and Directors.

**§2.3:** Lower bound of Class II: VP's

**§2.4:** Class I: Advertising Content Creators, Events Content Creators, and Multimedia Journalists

### **§3: Position Descriptions**

**§3.1: VP of Internal Services** - Assistant to the Chief Financial Officer, they are responsible for completing Reimbursement Requests and Payroll Authorization forms and properly submitting to University of Connecticut Trustee Student Organization Services in addition to other duties as assigned.

**§3.2: VP of Purchasing** - Assistant to the Chief Financial Officer, they are responsible for completing Purchase Request and Purchase Order forms and properly submitting to University of Connecticut Trustee Student Organization Services in addition to other duties as assigned.

**§3.3: VP of Equipment** - Assistant to the Chief Operations Officer, they are responsible for handling purchasing and tagging of new equipment, managing repairs, helping coordinate necessary studio renovations, and other duties as assigned.

**§3.4: VP of Training:** Assistant to the Chief Operations Officer, they are required to conduct member training on UCTV software, hardware, and complete other duties as assigned.

**§3.5: VP of Maintenance:** Assistant to the Chief Operations Officer, they are responsible for maintaining UCTV's COVID-19 cleaning and sanitation procedures for equipment and office areas, organizing equipment, and other duties as assigned.

**§3.6: VP of Administration:** Assistant to the Chief Executive Officer, their duties include taking minutes for Board and Executive Board meetings, posting those minutes, and other tasks as assigned.

**§3.7: VP of Programming:** Assistant to the Chief Marketing Officer, their job is to oversee teams of event volunteers to plan UCTV events for members and external students and other tasks as assigned.

**§3.8: VP of Data Analytics:** Assistant to the Chief Marketing Officer, they are required to monitor the social media and website while also creating any video elements needed for advertisement purposes.

**§3.9: VP of Design:** Assistant to the Chief Marketing Officer, they are required to create all necessary graphics or animations for UCTV advertisement purposes and other tasks as assigned.

**§3.10: VP of Digital Media:** Assistant to the Chief Marketing Officer, they create any digital video assets and records events. Also streaming updated UCTV content, ensure content have Closed Captioning (where applicable), and other tasks as assigned

**§3.11: VP of Human Resources:** Assistant to the Chief Diversity Officer, tasked with assisting the management of UCTV Uplift, and connecting with UCTV’s alumni.

**§3.12: Advertising Content Creator:** Advertising Content Creators are responsible for filming and editing videos for clients and student organizations.

**§3.13: Events Content Creator:** Events Content Creators will film and edit assigned events. They are responsible for checking out equipment, setting up equipment, filming, uploading footage, and editing in a timely manner. Events should be posted within a week unless specified by the Events Director.

## **Article 6 – Department Bylaws**

§1: [Advertising](#)

§2: [Entertainment](#)

§3: [News](#)

§4: [Sports](#)

§5: [Events](#)

§6: [Film](#)

## **Article 7 – The Elections Procedures**

### **§1 – Board of Officers:**

§1.1: Deadline for applications for any board position must be submitted to the Chief Executive Officer by the last day of February.

§1.2: Contact information of applicants is to be sent to The Department of Student Activities UCTV advisor for eligibility in accordance with Tier III policy.

§1.3: All applications are presented to the Board of Officers prior to the interview process.

§1.4: Interviews are to be conducted during an executive session of the Board of Officers meeting.

§1.5: A two-thirds vote is required for approval of a candidate to their desired position. Should an individual not receive two-thirds majority, the Board of Directors shall continue deliberation and voting on the candidates until a two-thirds vote is reached.

§1.6: The Board of Officers reserves the right to offer a paid position to any candidate.

§1.7: The Board of Officers reserves the right to waive the UCTV experience requirement when considering qualified outside candidates for the position.

## **§2 – Assistants:**

§2.1: The Finance, Operations, Marketing and Administrative Assistant Positions, are appointed as necessary by the corresponding executive member and are collectively known as the executive board assistants.

§2.2: Up to three assistants to department directors, with the exception of the Chief Marketing Officer, can be appointed by the respective department director as necessary and are collectively known as Board of Directors assistants. These assistants shall not be paid with the exception of Advertising and Events departments.

§2.3. The Chief Marketing Officer shall have four assistants known as the VP of Communications, VP of Social Media, VP of Branding, and VP of Content Distribution.

## **§3 - Film Election Procedure**

### **§3.1: Regulations**

§3.1.1: Prospective candidates must declare their intent to run for a position to the Chief Executive Officer by the last day of February. Members who have attended at least 7 meetings in the last six months (September through February) are eligible to run. They may also participate in a shoot in lieu of attending 7 meetings.

§3.1.2: Candidates may run for both Film Director and one of the Assistant Director positions, but only hold one position at a time.

§3.1.3: If a Film Director or Assistant forfeits their position, a snap election will be held at the next meeting to fill the position following the voting procedure outlined in section II and IV.

### **§3.2: Election Process**

§3.2.1: The Film Director will be elected in a 2 part election process that will begin in Mid-February.

§3.2.1: *Film Department Selection* (Part 1) will proceed as follows:

1. One position will be voted on at a time. Candidates for that position will have 90 seconds to present their case for their eligibility for that position.
2. Once all candidates running for that position have given their speeches, a vote will be held for it. Members who have attended at least 5 meetings are eligible to vote. Officers may also vote.

The candidate who receives a plurality of the vote shall win the position.

3. The voting shall proceed in the following order: Film Director and (3) Film Assistants.
4. One position will be voted on at a time. Candidates for that position will have 90 seconds to present their case for their eligibility for that position.
5. Once all candidates running for that position have given their speeches, a vote will be held for it. Members who have attended at least 5 meetings are eligible to vote. Officers may also vote. The candidate who receives a plurality of the vote shall win the position.
6. The voting shall proceed in the following order: Film Director and (3) Film Assistants.

§3.2.2: Board of Officers Review (Part 2) will proceed as follows:

1. After being selected by the film department, the top 2 or 3 candidates will be sent to the Board of Officers where they shall be selected following the general [election procedures](#).

### **§3.3: Extenuating Circumstances**

§3.3.1: In case the Film Director steps down, the Chief Executive Officer will appoint an interim Director from the three assistant directors who will hold the position for two weeks. During these two weeks, Film members who meet the requirements for director will declare their candidacy to the Chief Executive Officer. At the meeting the third week after the previous Director stepped down, elections will be held in accordance with the procedures detailed in the Film Election Procedures section of this document.

### **§4 – Blind Hiring Process:**

§4.1: During the election process it will be the job of the Vice President of HR to remove any identifying information such as; name and hometown, from the applicants resume and cover letter. As a way to limit the chance of bias towards that individual.

1. If the VP of HR is applying for a board position then an experienced non-Board, graduating member will be tasked with conducting the remainder of the process, avoiding any conflict of interest.

§4.2: The resumes and cover letters will then be given to the Board of Officers for the cut down process. Where once they have narrowed down their candidates will be given the original documents during the interview process.

§4.3: All election votes must be cast anonymously in order to secure the legitimacy of results.

## **§5 – Extenuating Circumstance Procedures:**

### **§5.1 – Interims:**

§5.1.1: In the case of a paid position, with the exception of the Chief Executive Officer/Chief Financial Officer, is left vacant for any period of time during the normal tenure of that position, an interim may be appointed by the Chief Executive Officer.

§5.1.2: The interim's term shall fill out the remainder of the regular term of the position and shall be decided on a case by case basis by a two-thirds vote.

§5.1.3: In the case the Chief Executive Officer/Chief Financial Officer position is left vacant for any period of time during the normal tenure of that position, an interim may be appointed by a two-thirds vote by the Board of Officers.

### **§5.2 – Incomplete Term:**

§5.2.1: In the event that a student will not be returning for the second semester: the Chief Executive Officer will appoint someone to the position at the discretion of the person currently holding the position.

§5.2.2: During this interim period the appointed person will be granted voting rights if the position currently holds voting power.

§5.2.3: The new position holder will need to be voted in with two thirds majority vote by the board after the winter recess and after a new hiring process completed after winter recess.

### **§5.3 - No Applicants**

5.3.1: In the case that a position has no applicants during a regular election, the position may be appointed by the outgoing officer and approved by a two-thirds vote by the Board of Officers. In the case of the Chief Executive Officer, if no one has applied, the Board of Officers can appoint the position by a two-thirds vote.

§5.3.2: Available positions may be posted to student employment as deemed necessary.

## **§6 –Transition Period:**

§6.1: Outgoing Officers are required to train the incoming Officers for at least two weeks before the end of their term.

## **Article 8 – Broadcast Policies & Procedures**

### **§1 - UCTV Statement of Philosophy:**

UCTV strives to educate its members in the creative and technical aspects of television production and broadcasting and also aims to allow them to explore, develop, and understand the role of media in society.

UCTV aims to provide a broadcast medium for all University of Connecticut undergraduate students to produce and express a variety of views, opinions, and creative expressions. The station values the importance of creating and maintaining a platform that respects the students' constitutional rights to freely express themselves and explore their creativity.

UCTV values its reputation and relationship with the UConn community. As a media organization directly supported by student fees with the ability to reach a broad spectrum of viewers, UCTV acknowledges and respects our diverse audience and aims to provide programming that is representative of our broad constituency base.

## **§2 - Broadcasting Policies**

**§2.1 Guidelines:** UCTV operates in a manner consistent with the aforementioned statement of philosophy and in compliance with applicable legal requirements. Therefore, UCTV reserves the right to deny or remove any programming from broadcast circulation when deemed necessary by the Chief Executive Officer or when found in conflict with the above Statement of Philosophy and the following airing limitations and guidelines:

- 1. Any content that incites violence against a specific individual or group of individuals.**
- 2. Any program that consistently and negatively targets only a specific individual or group of individuals.**
- 3. Content that conflicts with UCTV's Statement of Philosophy.**

Producers are trusted to have the judgment to fully understand and recognize UCTV's Statement of Philosophy and how it applies to their content. However, the UCTV Broadcasting Procedures specifically describe how UCTV handles all issues related to broadcasting, oftentimes on a case-by-case basis.

**§2.2 Defamation of Character:** Any intentional false communication, either written or spoken, that harms a person's reputation; decrease respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person is prohibited.

**§2.3 Improper or Lack of Credit:** Because UCTV is non-profit, closed-circuit, and an educational organization, copyrighted content may be used but the original source MUST be cited in the program's credits.

**§2.4 Intentional Deception:** Maliciously telling false truths aiming to misinform the audience is prohibited.

**§2.5 Lack of Permission:** Instances when content includes people or locations where permission was required before filming but was not obtained. To include but not be limited to:

- 1. Permission of speakers & performers at sponsored events**
- 2. Athletic, music, entertainment, and academic events**
- 3. On private property or certain municipal properties (e.g. Jorgensen Hall, Gampel Pavilion, Recreation Center, dining halls, & residencies)**
- 4. General exceptions include the filming of events for the purpose of public access as highlighted in the Events Department bylaws.**

**§2.6 Low Production Quality:** Any show that contains footage, audio, or editing cuts that make it difficult for the audience to watch or understand can be deemed unfit for broadcast by an UCTV officer.

**§2.7 Obscene Material:** Obscene materials are prohibited and may be removed from broadcast as deemed necessary by the Chief Executive Officer or UCTV officer. To be obscene, material will be evaluated using the following criteria:

- 1. An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;**
- 2. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and**
- 3. The material, taken as a whole, must lack serious literary, artistic, political or scientific value.**

**§2.8 Pornography or Nudity:** Content that displays or recreates sex or sex act and content that shows genitalia is prohibited.

### **§3 - Broadcasting Procedures**

**§3.1 Watermark:** The UCTV watermark must be present for the entire duration of every UCTV program.

**§3.2 UCTV Programming Approval:** While the individual producers are responsible for their program's content, the Chief Executive Officer and Chief Diversity Officer are ultimately responsible for the broadcast of the content. Content shall be approved by the Chief Executive Officer or Chief Diversity Officer before broadcast. The Chief Executive Officer has the final say before broadcast circulation on the UCTV HuskyVision channel, YouTube channel, and website to ensure that all programs abide by the UCTV Broadcasting Policies.

**§3.3 Screening Process:** Every pre-recorded UCTV program shall be screened by its respective Department Director. (If the Department Director happens to also be the program's actual producer, another Department Director will be assigned to screen the program.) If the Director decides that the program conforms to the UCTV Broadcasting



Policies, it will be published to YouTube and submitted for review for campus broadcast and playout.

**§3.3.1:** If the Director finds an issue with any aspect of the program, they will notify the Chief Diversity Officer who will review the program and work with the producer to edit the content.

**§3.3.2:** If the producer, Department Director, and Chief Diversity Officer cannot come to an agreement, the program in question will be brought to the UCTV Board Meeting where every member of the committee will screen the program in its entirety. The entire UCTV Board of Officers will then vote, by simple majority, whether to approve the content for broadcast circulation.

**§3.4 Right to Deny Broadcast:** Producers must be constantly aware that the UCTV Board of Officers reserves the right to deny any program or portion of a program that may conflict with the UCTV Broadcast Policies from broadcast circulation and that any and all programs currently in circulation are subject to requested removal or alteration by the UCTV Board of Officers, Chief Diversity Officer, or Chief Executive Officer if later found to be in violation of the UCTV Broadcast Policies. Therefore, it is strongly encouraged that producers bring any questions regarding the content in their scripts or storyboards to the attention of their Department Director, Chief Diversity Officer, Chief Executive Officer, or UCTV Board of Officers before they begin production on the program.

**§3.5 Producer Appeals Process:** Consistent with UCTV's Programming Philosophy, if a producer believes that the department director, UCTV Board of Officers, Chief Diversity Officer, or Chief Executive Officer wrongly denied their program from broadcast circulation or wrongly requested a removal or alteration, the producer may request a meeting with the UCTV Board of Officers to appeal the decision. At the meeting, the producer will be given 5 minutes to make their argument and then the UCTV Board of Officers will deliberate for 5 minutes and vote, by simple majority, whether to grant the appeal and push the program to broadcast circulation.

**§3.6 External Appeals Process:** Consistent with UCTV's Programming Philosophy, any university community member with a concern about a specific UCTV program that is in broadcast circulation may request a meeting with the UCTV Board of Officers to discuss the issue. After a meeting is held, the committee will then review, discuss, and vote, by simple majority, whether to continue broadcasting the particular content on UCTV.

**§3.7 Producer & Show Disciplinary Action:** Although the UCTV Board of Officers is ultimately responsible for the broadcast of any and all content, individual producers are responsible for all the content they produce. Therefore, producers must understand that if the Chief Executive Officer, Chief Diversity Officer, department director, or UCTV Board of Officers is forced to deny their content from airing on a consistent and repeating basis, the producers will be held accountable.

UCTV will enforce the following 3-strike policy for all UCTV producers:

**1. First offense will result in a formal meeting with the Chief Diversity Officer and respective Department Director.**

**2. Second offense will result in suspension of producer(s) for 1 full semester.**

**3. Third offense will result in the program being discontinued and the UCTV Board of Officers may also elect to revoke the producer's UCTV member status.**

Losing an appeals process does not constitute an additional strike against a producer. If there are no other issues within the time frame of two semesters, a producer's strike count will be reset.

**§3.8 Personal Use & Distribution of Content:** If UCTV denies a program or portion of a program from broadcast circulation on UCTV's channel, website, Huskyvision, and YouTube channel, the producer may request to distribute the program through another medium, such as a personal YouTube account with the approval of the UCTV Board of Officers. However, the producer must make it clear that it is their own creation and not an official UCTV-endorsed production.

With that said, it should be noted that UCTV equipment cannot be used solely for personal use and that the majority of programming content produced must be appropriate, by UCTV Broadcasting Policy standards, for broadcast circulation. Furthermore, because UCTV owns any and all content that is produced using our equipment, UCTV reserves the right to request that any content be removed and not distributed over any medium (i.e. Youtube, Vimeo, Facebook, Instagram, Tik Tok, personal DVD, etc).

## **Article 9 – Asset Loan Policies & Procedures**

UCTV production has the priority to use UCTV equipment.

### **§1 Definitions**

**§1.1: Customer:** Any member who has completed the Member Contract and Registration and has been entered into the Asset Tiger system to receive asset privileges will be referred to as a 'Customer' in the following guidelines.

**§1.2: Employee:** Any member who has administrative access and is completing a transaction for a Customer will be referred to as an 'Employee' in the following guidelines.

**§1.2.1:** An Employee must be a current Board or Staff member, and will be given administrative access to Asset Tiger by as approved by the Chief Executive Officer *and* the Chief Operations Officer or Chief Diversity Officer.

**§1.3: Asset, Item, & Equipment:** Any tagged item that is entered into the Asset Tiger database will be referred to as an 'Asset' by Asset Tiger . Assets eligible for loan will be referred to as 'assets,' 'equipment,' or 'items' in the following guidelines.

**§1.3.1:** An item that is eligible for loan will be tagged with a four-digit Asset Tag Number and a barcode. Customers have access to checking out any portable UCTV asset, including (but not limited to) items such as cameras, microphones, batteries, and portable lighting kits.

**§1.3.2:** Some assets are unable to be tagged, but are still eligible for loan. Some items are tagged but are not portable, such as computer towers or monitors. These assets are not eligible for loan.

## **§2 General Policies**

**§2.1: Loan Policies & Procedures:** To ensure the safe operation and the preservation of UCTV equipment, the following guidelines must be followed:

**§2.2: Asset Transactions:** Transactions of assets may be requested by any Customer at any time that an Employee is present. Transactions may be granted and carried out, or denied, by any Employee.

**§2.3: Customer Eligibility:** Any member requesting to sign out equipment must be a fully trained UCTV member that has been registered as an Asset Customer.

**§2.3.1:** New members receive Customer registration upon signing a Member Contract and evaluation of an asset. If a member is not registered into Asset Tiger at the time of the request for equipment, they are not permitted to complete a transaction.

**§2.3.2:** To ensure that all Customers have completed the requirements for access to equipment, only the Chief Operations Officer may register a member as an Asset Tiger Customer. No other member of the UCTV Board or Staff may enter a member into the Asset Tiger system unless they have received prior approval from the Chief Operations Officer.

**§2.3.3:** When an Employee completes a transaction request for another Employee or for his/herself, the option for 'Employee' should be selected instead of 'Customer.'

**§2.3.4:** When a member is no longer eligible to be qualified as an Employee or a Customer, they must be removed from the Asset Tiger system. Reasons for losing eligibility may include, but are not limited to: academic commencement, transitioning out of a Board or Staff position, or membership suspension.

**§2.4: Three-Day Loan Policy:** The maximum length of time that a Customer may check out equipment is three business days. It cannot be guaranteed that an Employee will be present during the weekend; therefore, assets checked out on a Wednesday, Thursday, or Friday will be due on the following Monday or Tuesday. Assets checked out on Saturday or Sunday will be subject to the three-day policy.

**§2.4.1:** Exceptions to the three-day policy may only be granted by an Employee before the transaction is made. The Employee should consider the demand for and availability of the desired equipment before granting an exception. Exceptions should be for a reasonable and conservative length of time, and must be set using the due date adjustment option in Asset Tiger (7 days).

**§2.4.2:** It is the responsibility of the Customer to adhere to the three-day loan policy, but Employees should periodically check Asset Tiger receipts and records to see that equipment is being turned in on time. Employees must report overdue equipment to the Chief Operations Officer immediately.

**§2.5: Denied Asset Requests:** An Employee should only deny an asset loan request when necessary. A request can be denied for specific items or for entire transactions in certain cases. The following examples are the most common reasons for denied requests:

**§2.5.1:** The request for a specific item cannot be fulfilled because the item requested is already loaned out or reserved, and there is no alternative item to substitute.

**§2.5.2:** The request to complete a transaction is denied because the member is not yet registered as a Customer.

**§2.6: Asset Reservation:** Department Directors may reserve assets in advance. Reservations should be used primarily for cameras, but can also be used for specific items that will be needed. Directors are encouraged to make reservations as far in advance as possible, and may make reservations on behalf of a member of their department.

**§2.6.1:** To make a reservation, the department Director must refer to the calendar in the office to see that the desired item is available. On the days that the item is needed, the Director must indicate the tag number of the item being checked out, and must include their department and initials on each day that they will have the equipment. (Example: 1101 - Prod. - BF). They must also set the item as “Reserved” in Asset Tiger. Failure to follow these steps may result in equipment being loaned to other Customers.

**§2.6.2:** Employees must respect reservations when loaning assets to Customers, and must enforce the three-day loan policy when loaning out an asset that is reserved for the near future.

**§2.7: Pre-Loan Asset Inspection:** Employees must inspect all items before entering them into Asset Tiger for check-out.

**§2.7.1:** If an item is believed to be non-functional, the Employee must notify the Chief Operations Officer, and place the item in the office with an attached note.

**§2.7.2:** Memory cards containing old footage should be cleared by the Employee before the transaction is made.

**§2.7.3:** Tripods must have a properly fitted plate attached to the head, and should be inspected to see that the arm and legs are in working condition.

**§2.7.4:** XLR cables must be coiled using the over-under technique to preserve the cable.

**§2.7.5:** Battery charge should be measured by plugging the battery into the camera and checking the battery life on the viewfinder. Do not trust the indicator lights on the battery itself, as most of them are inaccurate.

**§2.7.6:** The Employee should find out what the Customer’s needs are, and make sure that they have the appropriate equipment. If the Customer requests a microphone for example, avoid giving them a shotgun microphone if their project really calls for a dynamic microphone. The Customer is expected to know what equipment they need to take out. If they are unsure of exactly what they need, the Employee may help them select the best tool for the job.

**§2.8: Entering Asset Tags & Troubleshooting:** All assets in a transaction must be accounted for in Asset Tiger. Tags have a four digit number that is to be entered into the Asset Tiger Asset Check-Out dialogue box.

**§2.8.1:** If Asset Tiger indicates that the asset being entered is already on loan, first verify that the correct code has been entered into the box. If the problem persists, the asset database can be checked to find the status of the item. In most cases, an Employee will have forgotten to check in an item, and therefore the asset is still 'on loan' even though it has been returned. The asset can be checked in, and then re-entered to be checked out.

**§2.8.2:** If Asset Tiger indicates that the tag number does not exist or is not connected to an asset, first verify that the correct code has been entered into the box. If the problem persists, set the item aside to be written into the itemized receipt that will be printed when the transaction is completed. List the tag number and the item description.

**§2.8.3:** If a portable asset does not have a tag, set the item aside to be written into the itemized receipt after the tagged assets have been checked out. List the item description, and the quantity if the Customer is checking out two or more of the same item.

**§2.9: Check-In Inspection:** Employees must inspect all items before checking them into Asset Tiger. Customers may not leave the equipment until all items are checked in. In the case that equipment was left to be checked in and there are items missing, the Employee must contact the Customer.

**§2.9.1:** Any items believed to be non-functional or damaged must be reported to the Employee at the time of check-in if they have not already contacted the Chief Operations Officer. The item must be set aside in the office with an attached note, and the Chief Operations Officer must be notified.

**§2.9.2:** All cameras and devices should be powered on to be sure that they are functional, and then powered off for storage.

**§2.9.3:** Lens covers must be closed, SD cards and batteries must be removed, and the viewfinder must be stored properly.

**§2.9.4:** If the memory cards have already been cleared of footage, they may be checked in and stored. If the Customer has returned the equipment but has not yet imported the footage from the memory card, then that card is to be cleared by the member immediately.

**§2.9.5:** Batteries must be placed on chargers, and tripod plates must be returned to the tripod head. Tripod plates may not be left on the bottom of a camera or on the battery charging station.

**§2.9.6:** Batteries must not be left on chargers when they are fully charged as this dilutes the full charge capacity of the battery.

**§2.9.7:** Cables must be properly coiled using the over-under method before being returned to the closet.

**§2.9.8:** Employees should double-check that all asset tags are entered for check-in.

**§2.10: Customer Responsibilities:** Under no circumstances shall any equipment be left unattended, intentionally misused, or handled by anyone who has not been fully trained and evaluated. Customers are expected to respect the three-day policy and to turn in equipment on time. The Customer is solely responsible for the safe handling of all assets in their possession until the equipment is returned. All equipment should be turned off, properly stored, and returned in the condition in which it was loaned before check-in.

**§2.11: Policy Enforcement:** Both Employees and Customers are required to adhere to the Asset Loan Policies & Procedures, but it is ultimately the responsibility of the Employee to recognize, investigate and/or enforce violations of the guidelines. Misused, lost, or excessively overdue equipment may lead to loss of equipment privilege suspension, membership suspension, or further consequences.

**§2.12: Misused or Damaged Equipment:** Any damage to assets must be reported to the Chief Operations Officer immediately, even if the damage is accidental and/or minor.

**§2.12.1:** Repeated misuse of equipment may lead to supplemental training. Intentional or severe misuse may lead to suspension of equipment loan, producer, or membership privileges.

**§2.12.2:** The Chief Operations Officer, respective Department Director, and one additional Executive Board member must meet with the Customer in question to discuss the damages and/or misuse and to decide if penalties are necessary.

**§2.13: Lost Equipment:** If *The Customer* loses an asset, the Chief Operations Officer, respective Department Director, and one additional Executive Board member must meet with the Customer to evaluate the circumstances of the loss. If the item is found to have been lost due to negligence, the Customer may be subject to a replacement fee for the item.

**§2.14: Overdue Equipment:** Equipment may be deemed overdue if it is not returned within 3 days of being checked out to the Customer. If the Customer was granted an exception to the three-day loan policy, equipment will be considered overdue if it is not returned within 1 day of the designated due date. Employees must report overdue equipment to the Chief Operations Officer. After 7 days of the equipment being checked out, the Chief Operations Officers will then contact the Customer via written correspondence to notify the Customer of the overdue equipment and of possible penalties.

**§2.14.1:** If the Customer has not returned the equipment within 7 days of notification from the Chief Operations Officer, then the Chief Operations Officer, respective Department Director, and one additional Executive Board member must attempt to meet with the Customer to discuss the return of the equipment and possible penalties. The Chief Operations Officer or Chief Executive Officer must contact the Customer via written correspondence to arrange a meeting. Penalties may include suspension of equipment loan, producer, or membership privileges.

**§2.14.2:** If the Customer fails to reply to correspondence and fails to return the equipment within 7 days of a meeting request (cumulatively equaling approx. 21 days from the date



of check-out), the Chief Operations Officer and Chief Executive Officer may report the Customer to the office of Community Standards for further action to be taken.

## **Article 10 – Meeting procedures**

### **§1: Voting and Speaking Rights**

**§1.1:** All members of the Board of Officers have the right to vote on any motion brought up during a Board of Officer Meeting.

**§1.2:** Executive assistants do not have a vote in a Board of Officer meeting, however, they shall have the right to speak to provide input during discussion as necessary during board meetings.

### **§2: Structure/Publication of Meetings**

**§2.1:** All meetings, including General Meetings, Executive Meetings, Board of Officer Meetings and Department Meetings shall have written documentation of attendance, agenda and discussion.

**§2.2:** General Meetings, Board of Officer Meetings, and content creating Departments' Meetings documentation is public and available for constituent review.



## Article 11 – Enabling Clause

§1: These Bylaws shall go into effect on June 1, 2023, upon two-thirds majority approval of the UCTV Board of Directors. This Bylaws document shall replace and render any and all previous UCTV organization-wide bylaws null and void.

### Executive Board Signatures

**Chief Executive Officer:** Patrick Carlon

Signature: Patrick Carlon Date: 5/1/2023

**Chief Human Resource Officer:** Jalen Allen

Signature: Jalen Allen Date: 5/1/2023

**Chief Financial Officer:** Vivian Qui

Signature: Vivian Qui Date: 5/1/2023

**Chief Operations Officer:** Jude Yee

Signature: \_\_\_\_\_ Date: 5/1/2023

**Chief Marketing Officer:** Lauren Herrera

Signature: \_\_\_\_\_ Date: 5/1/2023