

CitrusTV Bylaws

Last amended: March 18, 2009

The name of this organization is the CitrusTV, which shall hereafter be referred to as “the Station.”

PREAMBLE

MISSION STATEMENT

CitrusTV (“the Station”) is a recognized student organization that operates a not-for-profit television station that distributes its content via the Internet and other media. The mission of the Station is to produce high- quality entertainment, news, and sports programming for the communities of Syracuse University (“the University”) and the State University of New York College of Environmental Science and Forestry (“SUNY- ESF”) in order to provide an experiential learning opportunity for students to work in a comfortable environment with state-of-the art equipment and to gain valuable training through hands-on experience. The Station is open to all University and SUNY-ESF students and seeks to supply programming aimed at all sectors of the campus community. Because the Station’s programming is made available via the Internet, the Station is also conscious of its ability to reach a larger online community.

FUNDING

The Station receives its funding, in part, from the student activity fees paid by the students at Syracuse University and students at SUNY-ESF.

I. ORGANIZATION STRUCTURE

A. General Membership

1. General interest meetings may be held at the beginning of each semester to recruit new members and serve as information sessions for current members. Students, however, need not attend a general interest meeting to become a member of the Station; the Station has an open enrollment policy throughout the academic year.
2. Any undergraduate or graduate student of the University or SUNY-ESF is eligible for Station membership provided s/he agrees to abide by all University policies and procedures applicable to a recognized student organization, the Station’s Bylaws, the Station’s Code of Broadcast Standards (“the Code”), and other official Station, University, or SUNY-ESF policies.
3. Station members are required to sign a document at the beginning of each academic year certifying they fully understand and agree to comply with the Bylaws and the Code. This certification may be incorporated into a Station membership form, which may be

either electronic- or paper-based.

B. Organizational Control & Management

Ultimate authority and control of the Station shall be vested in the student Executive Staff, who shall regularly consult with and be advised by the University Advisor and the Office of Student Life Organizational Consultant.

C. Operating Divisions

The Station shall be divided into the following operating divisions:

1. Operations Department;
2. Auxiliary Services Division;
3. News Department;
4. Sports Department;
5. Entertainment Department;

II. TERMS OF MEMBERSHIP

A. Eligibility and Rights

1. Students have the right not to be discriminated against by any agent or organization, including recognized student organizations, of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. This policy will include, but not be limited to, recruiting, membership, organization activities, or opportunities to hold office.

2. The Station will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, 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 or SUNY-ESF.

3. Pursuant to the Student Organization Handbook, Station programming shall be free from censorship, including but not limited to prior review and prior restraint, by University and/or SUNY-ESF officials. *See Student Organization Handbook: Statement on the Relationship Between Syracuse University and Student Publications.*

4. All members are deemed to be in Good Standing unless and until that standing is revoked according to section II.F, supra.

B. Responsibilities Regarding Station Equipment

1. Station members are responsible for understanding how to properly use Station equipment. Instructions or contact information of knowledgeable Station members may

be available near the equipment, but it is the responsibility of each Station member to know how to properly operate any equipment s/he intends to use.

2. All members shall follow sign-out procedures for temporary facilities or equipment use as set forth by the Operations Manager.

3. All members shall ensure the care and safe return of any equipment signed out, and shall report any damage, malfunction, or loss of the equipment to the Chief Engineer or the Operations Manager.

a. Any Station member who damages any Station equipment, whether accidentally or intentionally, must immediately notify the Chief Engineer or the Operations Manager.

b. Station members may be held financially responsible if they damage Station equipment or if equipment entrusted to their care is damaged or lost.

C. Responsibilities Regarding Illegal Drug and Alcohol Use

1. No member shall use illegal drugs or possess or consume alcohol, even if of legal age, in the Station's offices or facilities. Any programming content that involves the on-camera use of alcohol or illegal drugs must comply with the Code of Broadcasting Standards. Further, the alcohol or illegal drugs used on-camera must be props, NOT the real thing.

2. No member shall bring a dangerous weapon of any kind into the Station's offices or facilities.

Any programming content that involves the on-camera use of a dangerous weapon must comply with the Code of Broadcasting Standards. Further, the weapon used on-camera must be a prop, NOT the real thing. Public Safety must be notified in advance of any use of a prop weapon outside the studio.

D. Responsibilities to Other Members and the Community

1. The Station shall comply with the policies and procedures applicable to a recognized student organization, any and all policies established by the Student Association, and with the University and SUNY-ESF Codes of Student Conduct, and other official policies of the University and SUNY-ESF.

2. In their individual roles, Station members have a responsibility not to discriminate against others for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion or sexual orientation.

3. Members shall abide by all University policies and procedures applicable to recognized student organizations, policies established by the Student Association, these Bylaws, the Code of Broadcasting Standards, and other official policies of the Station, the University, and SUNY-ESF. This organization shall comply with the Syracuse University Code of Student Conduct.

4. Members shall comply with editorial decisions made pursuant to the Code of Broadcasting Standards by the General Manager, the Programming Director, their Department head, and/or their Producer.

E. Dues & Fees

1. The Station does not currently collect dues or fees from its members. However, a simple majority of the Executive Staff may determine reasonable dues and fees assessed to each member at the beginning of each semester.

2. The Business Manager shall ensure that all debts accumulated by the Station are paid in full. When the position of Business Manager is vacant, this responsibility shall be that of the General Manager.

F. Station Discipline of Members and Shows

1. Any Station member or program that violates any provision of the policies and procedures applicable to a recognized student organization, policies or procedures established by the Student Association, these Bylaws, the Code of Broadcasting Standards, or other official University, SUNY-ESF, or Station policies may face the imposition of the following sanctions or combination of the following sanctions: (1) informal warning, (2) formal written reprimand, (3) revocation of Good Standing status along with a probationary period, (4) suspension, and/or (5) revocation of membership status.

2. Any Station member may request that the Station take disciplinary actions against another member or against a program. The accusing member must first bring the issue to the attention of the General Manager, who, after consultation with the University Advisor, shall have the power to take appropriate action on a case-by-case basis. The General Manager may also initiate a short-term suspension against members on his/her own initiative. The situation will be reviewed at the next Executive Staff meeting, where a vote shall take place to affirm, vacate, or modify the action taken by the General Manager. The accusing member and the accused member shall be given an opportunity to address the Executive Staff and respond to questions before the vote is taken.

III. THE EXECUTIVE STAFF

A. Eligibility

1. Any student member of the Station in Good Standing is eligible to be selected for the Executive Staff.

2. Station members in their final semester at the University or SUNY-ESF, though eligible, are discouraged from holding Executive Staff positions if a well-qualified applicant with

more time remaining at the University or SUNY-ESF exists.

3. Executive Staff members should not also serve as an Executive Producer of any show at the Station. Upon being elected to Executive Staff, a member should resign from any Executive Producer role.

B. Term

1. Executive Staff members' terms shall be for a period of one calendar year and shall begin four weeks after the Executive Staff member has been selected by the Selection Committee. During this four week transition period, the incoming Executive Staff member will hold the position elect (i.e. News Director Elect, Sports Director Elect, etc.) and shall attend Executive Staff meetings but will cast no vote.

2. If an Executive Staff member is elected via a non-standard election (i.e. one taking place any time other than the first week of November as described in section III.C.5) because of a previous Executive Staff member's replacement or impeachment, her/his term shall include the completion of the former Executive Staff member's term in addition to a term of one calendar year provided that the length of the incoming Executive Staff member's term would not exceed eighteen months. If an Executive Staff member is elected via a non-standard election and the previous standard election was within the past six months, the incoming Executive Staff member's term shall be reduced so as to coincide with the next regularly scheduled election.

3. Upon the expiration of their term, Executive Staff members may run for re-election.

4. A member of the Station cannot hold more than one position on the Executive Staff for more than an emergency transition period of six weeks. During that time, the Executive Staff member shall only retain one vote.

C. Selection of Executive Staff Members

1. Executive Staff members shall be selected by simple majority vote of the Selection Committee.

2. The Selection Committee shall be comprised of:

- a. The General Manager;
- b. The Executive Staff member currently holding the position being interviewed for, unless the incumbent is running for re-election;
- c. At least four other current Exec Staff members;
- d. The University Advisor; who shall cast no vote;
- e. The Organizational Consultant, who shall cast no vote; and

- f. The General Manager Elect (if applicable), who shall cast no vote other than to break ties.
3. Notice of Vacant Executive Staff Positions – A Notice of vacant Executive Staff positions shall be posted in the Station offices and distributed to the Station’s members’ listserv at least one week prior to the due date for Letters of Intent.
4. Letters of Intent – Members interested in running for any vacant Executive Staff position shall inform the General Manager of their intent to run by submitting a Letter of Intent, which shall include their reason for seeking the position, qualifications, and goals should they be selected. The General Manager shall determine a due date for the Letters of Intent.
5. Timing of Selection – The standard time for the Selection Committee to convene shall be the first week of November. Reasonable effort should be made by the Executive Staff to convene a Selection Committee during or around this time.
6. Input from Producers – Where an Entertainment Director, News Director, or Sports Director is being selected, producers from the relevant department may be given an opportunity to address the Selection Committee.
- a. The General Manager shall have discretion over whether and when a producer may address the Selection Committee.
 - b. Producers wishing to address the Selection Committee may schedule an appointment to do so or submit a letter to the General Manager.
 - c. Producers may address the Selection Committee either individually or as a group.
7. Interviews and Selection of Candidates for Executive Staff Positions – Each candidate for an open position shall be interviewed at an Executive Staff meeting by the Selection Committee individually.
- a. During the meeting, the University Advisor shall supervise the process by which the Selection Committee selects Executive Staff members.
 - b. The interviews may not begin until all voting members of the Selection Committee are present.
 - c. If applicable, the General Manager shall be elected before any other vacant position.
 - d. Following the interviews of all candidates, the Selection Committee shall privately discuss the merits and qualifications of each candidate. In doing so, the Selection Committee shall consider the candidates’ suitability for the position based on the criteria set forth for each Executive Staff position in subsection a of sections III.I.1 through III.I.13, supra.

- e. At the conclusion of discussion, the Selection Committee shall vote by secret ballot.
- f. The General Manager shall read the votes cast aloud.
- g. A simple majority vote is required for selection for any Executive Staff position.
- h. Multiple ballots shall be cast until a candidate is selected by simple majority vote.

D. Replacement of Executive Staff Members

1. In the event of an immediate resignation or termination of an Executive Staff member, s/he shall be replaced via the usual procedures for selection with the following modifications:
 - a. If the Selection Committee has already selected a member to succeed the outgoing Executive Staff member, the incoming Executive Staff member shall immediately take office on a permanent basis.
 - b. If the position had an assistant, the assistant shall hold the position on an interim basis until such time as the Executive Staff selects another member who is in Good Standing to hold the position on an interim basis or a Selection Committee can be convened.
 - c. If there is no assistant, the Executive Staff shall select a Station member who is in Good Standing to hold the position on an interim basis until such time as a Selection Committee can be convened.
2. In the event that the General Manager resigns, the Assistant General Manager shall immediately fulfill the role of the General Manager, and the Executive Staff shall handle the selection of a new General Manager.
 - a. Should the position of Assistant General Manager be vacant, the Operations Manager shall become the Interim General Manager.
 - b. Should the Operations Manager decline or if the position is vacant, the line of succession shall pass through to the Executive Staff member with the longest time serving on the Executive Staff.

E. Impeachment of Executive Staff Members

1. Grounds for Impeachment – Should an Executive Staff member significantly fail to perform her/his duties, s/he may be removed through the impeachment process. That being said, impeachment shall be reserved as a procedure of last resort.
2. Procedures for Impeachment

a. An Executive Staff member shall present his/her case for impeachment to the Executive Staff in the form of a letter, which shall be delivered to the Impeachment Chair, who shall be the General Manager. Should the General Manager be the subject of impeachment, the Impeachment Chair shall be the next longest serving Executive Staff member.

b. The subject Executive Staff member shall have four days to provide a written response to the Impeachment Chair.

c. The Executive Staff will then have a period of three days to collect additional information. During this time period, station members may submit letters to the Impeachment Chair. At the conclusion of this time period, the Executive Staff and the University Advisor will meet as soon as possible to decide whether to remove the subject Executive Staff member from office.

3. Impeachment Proceedings

a. The Impeachment Chair shall preside over the meeting.

b. At least three-fourths (3/4) of the current Executive Staff members in addition to the University Advisor and the Organizational Consultant, shall be present for the meeting.

c. Both the subject Executive Staff member and the accuser-Executive Staff member have the right to attend the meeting.

d. At the conclusion of deliberations, the present Executive Staff members shall vote by secret ballot to decide whether to remove the subject Executive Staff member from office.

i. Neither the University Advisor nor the Organizational Consultant shall cast a vote.

ii. Neither the subject Executive Staff member nor the accuser-Executive Staff member shall cast a vote.

iii. The Impeachment Chair shall tally the votes aloud.

iv. A simple majority vote of persons present and entitled to vote is required for removal.

v. Removal shall be effective immediately.

4. Impeachment alone shall have no effect on the former Executive Staff member's status as a Station member.

F. Executive Staff Office Hours

Executive Staff members shall hold at least one office hour per week at the Station. All office hours shall be posted.

G. Executive Staff Meetings

1. A quorum for Executive Staff meetings shall consist of half of all voting members plus one.
2. The Executive Staff shall meet at the discretion of the General Manager.
3. Notwithstanding the discretion of the General Manager, the Executive Staff shall schedule at least one meeting per week while classes are in session. The meeting shall be on the same day of the week and will start at the same time of day. This regularly scheduled meeting shall be held unless a quorum cannot be achieved or if it is cancelled by the General Manger.
4. For any other meeting of the Executive Staff, the General Manager shall provide at least four (4) hours notice to the other Executive Staff members and the University Advisor before the meeting. This meeting shall be held unless a quorum cannot be achieved.
5. Only Executive Staff members and the University Advisor may attend Executive Staff meetings. Other people may attend if they are invited by the General Manager.
6. Although it is preferable for Executive Staff meetings to take place in person, at the discretion of the General Manager, meetings can take place via telephone conference or other electronic means that allow for real-time interaction with other Executive Staff members. Where meetings require the attendance of the University Advisor or Organizational Consultant under these Bylaws, the meeting may only be held in person.
7. Where an Executive Staff meeting is held in person, Executive Staff members, as well as the University Advisor or Organizational Consultant if required to attend, should use their best efforts to attend the meeting in person. Where it is not possible for an Executive Staff member to attend an Executive Staff meeting in person, s/he may attend via telephone conference or other electronic means that allow for real-time interaction.
 - a. Executive Staff members present at an Executive Staff meeting via telephone conference or other electronic means that allow for real-time interaction shall retain voting rights.
 - b. An Executive Staff member who is studying abroad or taking an extended leave from campus shall resign if he or she is unable to properly carry out Executive Staff responsibilities.

H. Executive Staff Parliamentary Procedure

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall

govern the Station in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the Station may adopt.

2. No major vote shall be taken without prior notice given to the Executive Staff and the University Advisor.

a. This notice may consist either of an announcement at a previous Executive Staff meeting or an e-mail to all Executive Staff members and the University Advisor.

b. The General Manager shall determine if a vote constitutes a major vote for the purposes of this provision.

3. Unless otherwise specified by these Bylaws, any measure, policy, or act that is passed, adopted, or taken by the Executive Staff shall require a simple majority vote of the Executive Staff members present at a meeting of the Executive Staff.

4. The University Advisor shall not cast any votes.

5. Unless otherwise specified by these Bylaws, votes shall be cast by a method determined by the General Manager. This notwithstanding, upon the request of any Executive Staff member, a secret ballot shall be used.

I. Descriptions of the Executive Staff Positions

1. The General Manager:

a. Should: be a member of the Station for at least 1 1/2 years; be a member of multiple operating divisions of the Station; have served at least 1 semester on the Executive Staff; have the ability to advocate and be a spokesperson for the Station; have general knowledge of the University structure; have general knowledge of the structure and operation of other television stations; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or Robert's Rules of Order.

b. Shall have authority to develop short-term and long-term goals in consultation with the University Advisor;

c. Shall have authority to develop and execute a plan to achieve station-wide goals and objections;

d. Shall have authority, in consultation with the University Advisor, to resolve disputes between or among the Executive Staff, other Station member, and/or shows;

e. Shall have the authority, to suspend and/or cancel a specific show or program with the consent of the Executive Staff;

f. Is the only authorized spokesperson for the Station to all outside organizations, including but not limited to the Student Association, The Daily Orange or any other media organization, the Office of Judicial Affairs, the Office of the Chancellor, the Office of the Dean of Students, and the Office of Student Life;

g. Is the only authorized person to make requests for expenditures through the Office of Student Life;

h. Shall, along with at least one other Executive Staff member, present the Station's annual budget proposal to the Student Association;

i. Shall seek new opportunities for the Station and after consultation with the University Advisor, alter the organizational direction as necessary;

j. Shall maintain a file of any and all substantive correspondence or communications between the Station and any University or SUNY-ESF official, including but not limited to the Organizational Consultant;

k. Shall oversee the Auxiliary Services Division;

l. Shall ensure that all debts accumulated by the Station are paid in full, when the position of Business Manager is vacant;

m. Shall have authority to take all actions necessary and proper to:

i. Ensure efficient internal operation of the Station;

ii. Ensure the continued success of the Station;

iii. Develop and maintain relationships with outside constituents;

iv. Secure funding for equipment and Station operations; and

v. Ensure compliance with other provisions of these Bylaws.

2. The Assistant General Manager:

a. Should: be a member of the Station for at least 1 1/2 years; be a member of multiple operating divisions of the Station; have served at least 1 semester in on the Executive Staff or as a producer; have the ability to advocate and be a spokesperson for the Station; have general knowledge of the University structure; have general knowledge of the structure and operation of other television stations; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or

Robert's Rules of Order.

- b. Reports directly to the General Manager;
- c. Shall be first in the line of succession for the position of General Manager;
- d. Shall fulfill the responsibilities of the General Manager when the General Manager is unable to do so; and
- e. Shall assist the General Manager in performing his duties.

3. The Operations Manager:

- a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager;
- c. Oversees the Operations Department;
- d. Responsible for all aspects of Station operation, including the scheduling of Station facilities and management of Station equipment;
- e. Manages the Operations Department, which consists of the Engineering and Computing Divisions;
- f. Coordinates the creation and updating of a Stations Facilities Handbook, which serves as standard operation procedure for the use of Station facilities and equipment;
- g. Shall inventory and distribute supplies to other departments based on the basis of need and availability of resources;
- h. Shall facilitate the development of studio, office, and equipment organization policy;
- i. Shall ensure that all Station members are properly trained and cleared to use the Station's facilities and equipment;
- j. Shall devise and maintain a system for equipment sign-out; and
- k. Shall recommend equipment for purchase to the General Manager.

4. The Programming Director:

a. Should: be a Station member for at least 1 year; be a producer in one of the departments for at least 1 year; have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager as a member of the Auxiliary Services Division;

c. Shall develop and maintain a positive relationship between the Station and its various distribution outlets;

d. Shall coordinate programming distribution to all outside media;

e. Shall organize and maintain a Programming Staff responsible for all aspects of on-air programming, including but not limited to programming packaging and breaks;

f. Shall oversee the Pilot Process;

g. Shall oversee the Show Renewal Process;

h. Shall work with the News Director, Sports Director, Entertainment Director to ensure that all content produced by those departments complies with these Bylaws, the Code of Broadcast Standards, and other official Station policies;

i. Shall immediately seek to remove any and all episodes of a show that has been suspended or cancelled because of disciplinary action from rotation on the Orange Television Network or any other broadcast outlet to which the station submitted the show;

j. Shall maintain an e-mail account that is dedicated to receiving comments or complaints from viewers about Station programming, and shall report the substance of the viewer e-mail that was received, if any, to the Executive Staff at each regular Executive Staff meeting; and

k. Shall ensure that all Station IDs used in Station programming includes an e-mail address for viewers to send their comments or complaints as mentioned above;

5. The News Director:

a. Should: be a Station member for at least 1 year; be a producer in the News Department for at least 1 year; be technical proficient in television production; have on- and off-air experience; have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

- b. Reports directly to the General Manager;
- c. Oversees the News Department;
- d. Shall ensure that all content produced by the News Department complies with Station Bylaws, Code of Broadcast Standards, and other official Station policies;
- e. Is responsible for ensuring that all content produced by the News Department adheres to the relevant professional standards and is of high quality;
- f. Shall ensure that all shows within the News Department meet their show commitments;
- g. Shall recruit, audition, and place all on-air and off-air personnel within the News Department on a semester-by-semester basis with the assistance of the News Executive Producers;
- h. Shall appoint News Executive Producers to oversee individual News Department shows;
- i. Shall serve as the representative and advocate of the members of the News Department at Executive Staff meetings; and
- j. Should develop and maintain relationships with outside news media organizations.

6. The Sports Director:

- a. Should: be a Station member for at least 1 year; be a producer in the Sports Department for at least 1 year; be technical proficient in television production; have on- and off-air experience; have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager;
- c. Oversees the Sports Department;
- d. Shall ensure that all content produced by the Sports Department complies with Station Bylaws, Code of Broadcast Standards, and other official Station policies;
- e. Is responsible for ensuring that all content produced by the Sports Department adheres to the relevant professional standards and is of high quality;
- f. Shall ensure that all shows within the Sports Department meet their show

commitments;

g. Shall coordinate reporter/anchor auditions and coordinate positioning of personnel with Sports Department Producers;

h. Shall act as the liaison between the Station and the University department of Athletic Communications;

i. Shall appoint Sports Executive and Associate Producers to oversee individual Sports Department shows;

j. Shall serve as the representative and advocate of the members of the Sports Department at Executive Staff meetings; and

k. Should develop and maintain relationships with outside media organizations.

7. The Entertainment Director:

a. Should: be a Station member for at least 1 year; be a producer in the Entertainment Department for at least 1 year; be technical proficient in television production; have on- and off-air experience; have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the Entertainment Department;

d. Shall ensure that all content produced by the Entertainment Department complies with Station Bylaws, Code of Broadcast Standards, and other official Station policies;

e. Is responsible for ensuring that all content produced by the Entertainment Department adheres to the relevant professional standards and is of high quality;

f. Shall regularly consult with Entertainment Producers regarding the content and style of their shows;

g. Shall ensure that all shows within the Entertainment Department meet their show commitments;

h. Shall appoint Entertainment Executive and Associate Producers to oversee individual Entertainment Department shows; and

i. Shall serve as the representative and advocate of the members of the Entertainment Department at Executive Staff meetings.

8. The Promotions Director:

- a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager;
- c. Responsible for assisting the General Manager in developing a clear Station brand and Identity;
- d. Shall organize all station advertising campaigns, consulting with the Organizational Consultant as needed;
- e. Shall promote the General Interest Meeting, consulting with the Organizational Consultant as needed,
 - i. Specifically, before any General Interest Meeting, the Promotions Director, or his/her designee, will contact the larger student organizations that represent minority student groups in an effort to attend one of their meetings and encourage their members to attend the General Interest Meeting and become members of the Station.
 - ii. The Promotions Director shall consult with the Organizational Consultant regarding which of the University's many minority student groups to contact.
 - ii. Whenever fliers, handouts, or posters are distributed to encourage attendance at a General Interest Meeting, these materials shall be distributed on both the University and SUNY-ESF campuses.
- f. Shall support other Organizational Divisions as needed.

9. The Chief Engineer:

- a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports to the Operations Manager;
- c. Oversees the Engineering Division of the Operations Department;

- d. Shall train and supervise a team of engineers as part of the Engineering Division;
- e. Shall coordinate Station member training in conjunction with the Operations Manager;
- f. Shall ensure that all station equipment is in full working order; and
- g. Shall coordinate the repair of equipment.

10. The Computer Systems Manager:

- a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports to the Operations Manager;
- c. Oversees the Computing Division of the Operations Department;
- d. Shall train and supervise a team of computer technicians as part of the Computing Division;
- e. Shall coordinate member training on computer systems in conjunction with the Operations Manager;
- f. Shall ensure that all station computers are in full working order; and
- g. Shall identify new computing opportunities for the Station.

11. The Alumni Relations Director:

- a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager as part of the Auxiliary Services Division;
- c. Shall serve as the primary liaison between the Station and its alumni;
- d. Shall organize and promote the annual Station Alumni and Awards Banquet, consulting with the Organizational Consultant as needed;
- e. Shall produce an Alumni Newsletter from time to time; and

f. Shall encourage alumni donations and their continued involvement with the Station.

12. The Web Media Director:

a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports to the Operations Manager;

c. Shall develop and maintain the Station Web site;

d. Shall oversee a Web Staff, who will assist in his/her efforts to develop and maintain the Station Web site;

e. Shall coordinate with content Department Heads to edit online content;

f. Shall maintain an archive of the episodes of Station programs on the server for at least one semester;

g. Shall immediately remove any and all archived episodes from the server of any show that has been suspended or cancelled because of disciplinary action;

h. Shall immediately remove an archived episode from the server of a show when directed to do so by the General Manager;

i. Shall be well versed in Web design and development.

13. The Business Manager:

a. Should: have experience in or general knowledge of subject matter relevant to his/her position; have general knowledge of these Bylaws and other Station policies; have general knowledge of the University and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager as part of the Auxiliary Services Division;

c. Shall seek and support sales opportunities for the Station, consulting with the Organizational Consultant as needed;

d. Shall develop and maintain a Station Sales Packet;

e. Shall establish a staff known as the commercial production unit to produce

commercials for internal and external purposes;

f. Shall appoint a commercial production unit head who is not an Executive Staff member;

g. Shall collect monies from Station clients, consulting with the Organizational Consultant as needed;

h. Shall ensure that all debts accumulated by the Station are paid in full; and

i. Shall ensure that clients are satisfied with the services provided by the Station.

IV. UNIVERSITY ADVISOR

A. Eligibility & Term

1. The University Advisor shall be a University or SUNY-ESF professor who is educated and familiar with all matters associated with television broadcasting and meets the criteria for a University Advisor as set forth in the Student Organization Handbook. Preference shall be given to a tenured professor who is a faculty member of the S.I. Newhouse School of Public Communications ("Newhouse").

2. The University Advisor shall serve until he/she: (1) resigns (2) no longer satisfies the criteria for a University Advisor as set forth in section IV.A.1; or (3) is removed by a two-thirds (2/3) majority vote by the Executive Staff.

B. Selection

The Executive Staff will select a potential University Advisor by a simple majority vote. Thereafter, the General Manager shall extend the potential University Advisor an invitation to become the Station's University Advisor.

C. Role of the University Advisor

1. The University Advisor:

a. Counsels and advises the Station in the exercise of its responsibilities;

b. Assists the Station in establishing long-range goals and in planning and initiating short-term projects;

c. Provides the Station with resource referral, problem solving advice, and suggestions for improving the Station;

d. Assists the Station in assessing its projects and programs;

- e. Assists the Station in improving leadership skills within the organization;
- f. Assists the Station in ensuring its accountability and integrity;
- g. Consults with the Department Heads and the General Manager regarding programming content pursuant to the Code of Broadcasting Standards;
- h. May attend Executive Staff and all general meetings; and
- i. Supervises the proceedings of the Selection Committee as set forth in section III.C.6, *infra*.

2. Although the University Advisor may offer advice and counsel to the Station, pursuant to the Student Organization Handbook, she/he does not have authority to control the policies and practices of the Station.

V. ORGANIZATIONAL CONSULTANT

A. Eligibility & Term

Every student organization is assigned an organization consultant out of the Office of Student Life. The Office of Student Life reserves the right to assign the organization consultant. The appointed person will be a professional staff member out of the Office of Student Life and will act as a resource and contact person to the organization in the program planning process.

B. Role of the Organizational Consultant

1. As set forth in the Student Organization Handbook, the Organizational Consultant:
 - a. Helps the Station determine its objectives for the year;
 - b. Assists in planning events and programs;
 - c. Assists in negotiating contracts;
 - d. Assists in creating publicity and marketing campaigns;
 - e. Assists with Executive Staff selection and transition;
 - f. Advises the Station as to governing policies and procedures of the University and the Student Association; and
 - g. Assists the Station in equipment procurement.

2. The Organizational Consultant may attend Executive Staff meetings when invited by the General Manager. See Student Organization Handbook: University Advisors.

VI. PROGRAMMING PROCEDURES & PROCESSES

A. Pilot Process

1. Any Station member for at least one semester in good standing may propose a pilot program to the Executive Staff.
2. The Pilot Program Producer(s), the person(s) presenting the pilot program, must prepare a written proposal and present a draft to the Programming Director and the Department Head of the department the pilot would be a part of.
3. After meeting with the Programming Director and Department Head, the Pilot Program Producer(s) will prepare a revised proposal that they will present at a meeting of the Executive Staff.
4. At the next convenient Executive Staff meeting, the Programming Director and Department Head will present the pilot proposal to the Executive Staff without the presence of the Pilot Producer(s). After the Programming Director and Department Head have made their presentation, the Pilot Program Producer(s) will present their proposal to the Executive Staff and answer questions from the Executive Staff. The Pilot Program Producer(s) will then leave the room as the Executive Staff discusses the proposal and votes as to accept or reject the pilot proposal. A simple majority vote is required to approve the pilot.
5. If the proposal is accepted, the Executive Staff will set a deadline for the pilot episode to be produced. The pilot episode must comply with the Code of Broadcasting Standards.
6. If the proposal is rejected, the Executive Staff will determine if a revised proposal will be considered. If so, the Pilot Program Producer(s) will be given a deadline to prepare a revised proposal with substantial changes. If not, the proposal shall be considered dead.
7. The Pilot Program Producer(s) will be promptly notified of the Executive Staff's decisions.

B. Pilot to Series Process

1. The Pilot Program Producer(s) will present a tape of the pilot episode to the Programming Director by the deadline given for the pilot episode to be produced.
2. The Programming Director will make the pilot episode available to all Executive Staff members and the University Advisor. The Executive Staff members and the University Advisor shall be allowed at least one week to review the pilot episode before the Executive

Staff meeting in which the pilot will be voted on.

3. At the next convenient Executive Staff meeting, the Pilot Program Producer(s) will present the pilot episode to the Executive Staff and respond to questions. The University Advisor shall be present at this meeting. The Pilot Program Producer(s) will leave the room as the Executive Staff and the University Advisor deliberate on whether to accept or reject the pilot. A simple majority vote is required to approve the pilot, and only Executive Staff members whom have viewed the pilot will be allowed to vote. The University Advisor shall not cast votes.

4. If the pilot is accepted, the show will begin producing episodes. The Pilot Program Producer will coordinate facilities time with the Operations Manager.

5. If the pilot is rejected, the Pilot Program Producer(s) may be given a deadline to create a second pilot at the discretion of the Executive Staff. If so, the Pilot to Series Procedure will be repeated. If not, the pilot is considered dead.

6. If the position of either Programming Director or Department head is vacant, the person holding the remaining position or another Executive Staff member designated by the General Manager for the purpose will fulfill the duties of Programming Director and/or Department head in this section.

C. Bypass of the Pilot Program Process and Pilot to Series Process

1. Under special circumstances, the Executive Staff may allow a show to bypass the regular Pilot Program Process and Pilot-to-Series Process. Examples of special circumstances include Station-produced shows and one-episode "specials."

2. The Producer(s) seeking to bypass the regular processes shall present the General Manager with a written treatment of the proposed program.

a. In the case of a proposed Station-produced show, the General Manager, or his/her designee, shall be considered the Producer.

3. The General Manager will make the written treatment available to all Executive Staff members and the University Advisor. The Executive Staff members and the University Advisor shall be allowed at least one week to review the written treatment before the Executive Staff meeting in which the vote regarding the bypass of regular processes.

4. At the meeting, the University Advisor shall be present for deliberations, but shall not cast votes. A bypass requires at least a three-fourths (3/4) majority vote of the Executive Staff. The University Advisor shall not cast votes.

D. Show Renewal Process

1. During a period announced by the Programming Director near the end of the semester, producers shall submit treatments of their shows to the Executive Staff and the University

Advisor. These treatments shall discuss the show's purpose, content, and format in addition to providing a summary of the previous semester's work.

2. The Executive Staff and the University Advisor shall then meet with each producer(s) wishing to renew for the following semester to discuss the show's performance and adherence to Station policies and procedures.

3. At the conclusion of these interviews, the Executive Staff shall decide by a simple majority vote whether or not to renew each individual show for the coming semester. The University Advisor shall not cast votes.

E. Producer Removal Process

1. A show's Producer(s) may be removed for violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code of Broadcasting Standards, other official Station and/or University policies, or the University and SUNY-ESF Codes of Student Conduct.

2. When the removal of a show's Producer(s) is deemed warranted by the relevant Department head, the Programming Director, the General Manager, or the University Advisor, that person shall inform the Executive Staff, the University Advisor, and the subject Producer(s) of the situation before the next Executive Staff meeting.

a. The General Manager may, without consulting the Executive Staff, suspend a Producer effective immediately until the next Executive Staff meeting where the alleged violations are so severe that the General Manager decides that immediate action is necessary. Where the General Manager suspends a Producer, the General Manager shall inform the Executive Staff, the University Advisor, and the show's Producer(s) of her/his decision within twenty-four (24) hours.

3. At the next Executive Staff meeting, the Executive Staff will determine by a simple majority vote whether the facts require further actions to be taken, or, in a case where the General Manager immediately suspended a Producer, the Executive staff shall determine by a simple majority vote whether to affirm, vacate, or modify the General Manager's decision. The University Advisor may attend this meeting, but shall not cast votes. Before said vote, the subject Producer(s) shall have an opportunity to address the Executive staff and answer their questions. If the Executive Staff determines that further action is necessary, then the Executive Staff shall:

a. Agree upon a list of criteria by a simple majority vote with which to evaluate the Producer(s).

b. Set by a simple majority vote a deadline, defaulting to a period equivalent to the time it would usually take for the show to produce two episodes, for the Producer(s) to improve before being evaluated.

c. Modify the deadline, temporarily suspend the Producer(s), and/or immediately

remove the Producer(s) if the situation sufficiently warrants such action.

4. The Department Head will meet with the Producer(s) at their earliest convenience to address the Department Head's concerns and inform the Producer of the deadline established, evaluation criteria, and any other decisions made by the Executive Staff.
5. Before the deadline, the Producer(s), Department Head, Show Members, and all interested parties will be allowed to submit written statements to the Executive Staff. All statements should be addressed to the General Manager. Although statements will be considered from all Station members, no public announcement need be made.
6. After the deadline, the Executive Staff and the University Advisor will evaluate the situation at the next Executive Staff meeting.
7. At this meeting, the Executive Staff will:
 - a. Review the episodes produced by the Producer(s).
 - b. Examine the written statements addressed to the General Manager on the matter. No verbal statements will be considered.
 - c. Deliberate and vote as to remove or retain the Producer(s). A two-thirds vote is required to remove the Producer(s).
 - d. The University Advisor shall not cast votes at this meeting.
8. If the Producer(s) is/are removed, applications will be taken for the position(s).
9. The Department head will review the applications with the other Executive Producers in the department and select (a) new Producer(s). At the discretion of the Department Head, the Associate Producers in the department may also be included in this process.

F. Show Cancellation and Suspension Process

1. A show may be cancelled or suspended for repeated violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code of Broadcasting Standards, other official Station and/or University policies, or the University and SUNY-ESF Codes of Student Conduct.
2. When the cancellation or suspension of a show is deemed warranted by any member of the Executive Staff or the University Advisor, that person may recommend to the General Manager to do so. The General Manager shall immediately inform the Executive Staff, the University Advisor, and the show's Producer(s) of said recommendation.
3. Immediate Short Term Suspension – The General Manager may, without consulting the Executive Staff, suspend a show for a period of less than two weeks effective immediately where the alleged repeated violations are so severe that the General Manager decides that

immediate action is necessary. Where the General Manager suspends a show, the General Manager shall inform the Executive Staff, the University Advisor, and the show's Producer(s) of her/his decision within twenty-four (24) hours. Upon receiving said notification from the General Manager, the Web Media Director may remove any and all archived episodes from the server of the subject show at the discretion of the Executive Staff. In addition, the Programming Director will immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the station submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following the suspension at the discretion of the General Manager.

4. Long-Term Suspension or Cancellation – Where the General Manager further determines that a show should be (1) suspended for a period equal to or greater than two weeks, or (2) canceled, the decision must be affirmed by the Executive Staff. If the show is so suspended or canceled, the Web Media Director shall immediately remove any and all archived episodes from the server of the subject show. In addition, the Programming Director will immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the station submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following a long-term suspension at the discretion of the General Manager. Episodes of a cancelled show shall not be placed back on the server and shall not be placed back into rotation at the broadcast outlet.

a. Executive Staff Deliberations – At the next Executive Staff meeting, the General Manager will present the case for long-term suspension or cancellation of the show to the Executive Staff and the University Advisor (if the latter is present). The show's Producer(s) shall be given an opportunity to address the Executive Staff and answer questions.

b. A simple majority vote is required to confirm the General Manager's decision.

c. The University Advisor shall not cast votes.

5. Action by the Executive Staff – The Executive Staff may place a show on long-term suspension or cancel a show where the General Manager has not acted by a two-third (2/3) majority vote of the Executive Staff.

VII. COPYRIGHTS

A. Use of Station Programming

1. In exchange for access to and the use of the Station's equipment, resources, and personnel, members assign to the Station any and all of their intellectual property rights to all programming material that is created with the use of Station resources and equipment without regard to how or if the material is distributed.

2. The Station owns the copyright to all programming material that is created with the use of Station resources and equipment without regard to how or if the material is distributed. The General Manager has the authority to authorize or license non-Station uses of said material in exchange for a royalty or on a royalty-free basis. In doing so, the General Manager shall consult, as needed, with the Organizational Consultant.

a. In all cases where a Station member seeks to use Station programming, in whole or in part, for a non-Station use, there is a strong presumption that such use will be permitted on a royalty-free basis.

b. In all cases where a Station member seeks to use Station programming, in whole or in part, as part of a professional portfolio or reel, such use shall be permitted on a royalty-free basis.

B. Station Obtaining a License from a Copyright Holder

1. In order to enter into a license with any copyright holder for material to be used in Station programming, a Station member shall first contact the General Manager, who will consult with the Organization Consultant.

2. The General Manager, after consulting with the Organization Consultant, will determine if: (1) a license is a worthwhile use of the Station's resources, (2) the desired copyrighted material is of sufficient necessity, and (3) a license is logistically and financially feasible.

3. If the General Manager approves the potential licensing of the copyrighted material, then the General Manager shall coordinate such licensing efforts with the Organization Consultant.

VIII. MISCELLANEOUS

A. Current Version of the Bylaws

This version of the Bylaws supersedes any and all prior versions of the Bylaws.

B. Amendments to the Bylaws

Any amendment to these bylaws must be proposed to the Executive Staff and be approved by a three-quarters (3/4) majority thereof.

C. Adoption of Official Station Policies

Any official Station policies must be proposed to the Executive Staff and be approved by a three-quarters (3/4) majority thereof.

D. Interpretation of the Station Policies & Bylaws

1. Official Station policies should be interpreted, if possible, so that they do not conflict with the Bylaws. To the extent that the Bylaws and any official Station policies conflict, the Bylaws shall take precedence.
2. Official Station policies and the Bylaws should be interpreted, if possible, so that they do not conflict with the policies and procedures of the University and SUNY-ESF Codes of Student Conduct. To the extent that a section or subsection of the Bylaws or any official Station policy conflicts with the Codes of Student Conduct, the Codes of Student Conduct shall take precedence.
3. Official Station policies and the Bylaws should be interpreted, if possible, so that they do not conflict with federal, state, or local law. To the extent that a section or subsection of the Bylaws or any official Station policy conflicts with federal, state, or local law, said law shall take precedence.
4. The Codes of Student Conduct, of course, are interpreted so as not to conflict with federal, state, or local law.

E. Severability

If any provision of these Bylaws is found by competent authority to be invalid, illegal, or unenforceable in any respect or for any reason, the validity, legality, and enforceability of any such provision in every other respect and the remainder of these Bylaws shall continue in effect.

AMENDMENT HISTORY

10/01/08

3/18/09

Removed all remaining references to the Committee on Cultural Competence and Board of Advisors.

Executive Staff office hours made compulsory.

Removal from OTN and Web of cancelled shows made discretionary.

“Commercial, Advertising, and Marketing (CAM)” department disbanded.

Added suggestion that Executive Staff members should not concurrently hold an Executive Producer position.

Added requirement that Executive Staff members studying abroad or taking another extended leave from campus must resign if unable to carry out his or her position’s duties.