

Bylaws for Marist College Television

Revised November 2006

Article I Name

The name of this organization shall be Marist College Television (also referred to as MCTV Channel 29).

Article II Purpose

Marist College Television is dedicated to providing an outlet for Marist College students who wish to gain experience in, or experiment with the continuously evolving communications medium of television, and to serve as a forum for the Marist community, which will inform, educate, and entertain.

Article III Membership

Section 1 Eligibility

A. Membership in MCTV shall be open to all full-time, undergraduate students who possess a cumulative GPA of no less than 2.0.

Section 2 Attendance

A. To qualify as a member of MCTV, a student must attend at least three-quarters (75%) of the club's general meetings, and at least three-quarters (75%) of all department meetings.

Section 3 Termination

A. If any member of MCTV is found to be guilty of gross misconduct against the club, that member shall be suspended from the station for the remainder of the academic year, upon a vote of confidence by the club officers.

Article IV Station Management (Officers)

Section 1 General

A. An MCTV officer is responsible for (but not limited to) overseeing his/her department, promoting club membership, facilitating and organizing club events, and informing members about upcoming events and tapings.

B. All MCTV officers must possess a cumulative GPA of no less than 2.5.

C. MCTV officers shall attend all scheduled officers' meetings.

D. MCTV officers shall attend all scheduled club (general) meetings.

E. Shall be required to hold a minimum of one (1) department meeting per month.

Section 2 Organization

A. MCTV shall be governed by a Club Officers' Board consisting of the elected executive members and the appointed club officers.

B. The Club Officers' Board shall meet according to Article VI of these by laws.

Section 2 Officers

A. President/General Manager

1. Is ultimately responsible for all business conducted by MCTV.

2. Will act in accordance with the best interests of the station.

3. Shall be elected during the Spring semester by the club membership with quorum present.

4. Must serve as an active member of MCTV for one full academic year before becoming eligible to run for the position of president.

5. Must serve on the MCTV Club Officers' Board for one full academic semester before becoming eligible to run for the position of president.

6. Shall hold the position for one full academic year (except in cases of resignation, impeachment or removal).

7. Shall directly oversee and manage all station operations and departments.

8. Shall reserve the right to sign official station contracts.

a. Includes network affiliate contracts, advertising contracts, budgets, and any other relevant material.

9. Shall appoint non-elected members as club officers, and shall appoint eligible candidates to all vacant non-elected Executive Board positions, upon confirmation from the Club Officers' Board.

10. With the counsel of the Club Officers' Board, shall schedule all Officers' and General Meetings.

11. Shall meet regularly with the Director of College Activities, the Director of Instructional Media and Technology, and the club's advisor.

12. Shall attend all club council meetings.

B. Vice-President/Programming Director

1. Shall be elected during the Spring Semester by the club membership.

2. Shall hold the position for one full academic year (except in the cases of resignation, impeachment, or removal of the President),

3. In the event of Presidential resignation, impeachment, or removal, shall become President of MCTV, and shall appoint a new Vice-President, upon confirmation from the Club Officers' Board.

4. Shall be responsible for creating, implementing, and overseeing the station's daily programming schedule and continuity.

5. Shall chair and facilitate the station's quality control team.

6. Shall be responsible for timing and logging all newly recorded event tapes.

7. Shall work with the necessary college offices to arrange access for MCTV crew members at college sponsored events to be taped by MCTV.

8. Shall attend all club council meetings in the absence of the President.

C. Treasurer

1. Shall be elected by a majority vote of the club members with quorum present.
2. Shall oversee the station's finances and shall make all necessary reports and submissions to the Office of College Activities.
3. Shall make monthly reports regarding the station's finances to the President/General Manager.
4. Shall be responsible for, in concert with the Club Officers' Board, preparing the station's budget for submission.

D. Secretary

1. Shall be elected by a majority vote of the club members with quorum present.
2. Shall record minutes of all Club Officers' Board meetings and all General Meetings, and will submit them for approval no later than the next similar meeting.
3. Shall catalogue, archive, organize and maintain all MCTV tapes, recordings, and the station's library, both analog and digital.
4. Shall prepare, maintain, and distribute the club membership roster.
5. Shall notify all club members by PhoneMail and email of upcoming meetings and events no later than three days before said event.
6. Shall prepare all the tape copies, and shall collect and record all funds received for said copies.

E. Chief Engineer

1. Shall be appointed by the station's General Manager upon confirmation from the Club Officers' Board.
2. Shall chair the station's Engineering Department.
3. Shall make certain that all station equipment is properly functioning.
4. Shall be responsible for organizing and cataloguing all station equipment and property.
5. Shall maintain the station's digital broadcast system.
6. May appoint up to two (2) Assistant Engineers to aid in the execution of the duties of the Chief Engineer.

F. Sports Director/Executive Sports Producer

1. Shall be appointed by the station's General Manager, upon confirmation from the Club Officers' Board.
2. Shall chair the station's Sports Department.
3. Shall plan, schedule, staff, and oversee coverage of college-sanctioned sporting events.
4. Shall meet regularly with representatives from the Athletic Department staff to plan and schedule event coverage and reserve space at events.
5. May appoint up to two (2) Associate Sports Directors/Sports Producers to assist in the operations of the Sports Department.

G. News Director/Executive News Producer

1. Shall be appointed by the station's General Manager, upon confirmation from the Club Officer's Board.
2. Shall chair the station's News Department.
3. Shall plan, schedule, staff, and oversee coverage of all on-campus news events, including writing sessions, editing sessions, remote shoots, and program tapings.
4. Shall meet regularly with College Administration, to plan and schedule coverage of on-campus events and to acquire college news and information.
5. May appoint up to two (2) Associate News Directors/News Producers to assist with the operations of the News Department.

H. Entertainment Director/Executive Entertainment Producer

1. Shall be appointed by the Station's General Manager, upon confirmation from the Club Officers' Board.
2. Shall chair the station's Entertainment Department.
3. Shall plan, schedule, staff, and oversee coverage of on-campus entertainment events, including plays, speeches, shows, and performances.
4. Shall meet regularly with representatives from the Office of College Activities and the Student Programming Council, to plan and schedule coverage of on-campus events and programs.
5. May appoint up to two (2) Associate Entertainment Directors/ Entertainment Producers to assist with the operations of the Entertainment Department.

I. Public Relations Director

1. Shall be appointed by the station's General Manager, upon confirmation of the Club Officer's Board.
2. Shall chair the station's Public Relations Department.
3. Shall be responsible for all station publicity, including (but not limited to) flyers, advertisements, leaflets, and PhoneMail announcements.

J. Promotions Director

1. Shall be appointed by the station's General Manager, upon confirmation of the Club Officer's Board.
2. Shall chair the station's Promotions Department.
3. Shall be responsible for creating advertisements and video segments for advertisers, other clubs, and college offices, as well as departments within the station and for individual shows.

Section 3 Appointments

A. The President/General Manger reserves the right to appoint members to all non-elected positions on the Club Officer's Board.

B. Appointments to the Club Officer's Board shall take place no later than the second week after the official transition period, as determined by the Student Government Association.

C. All appointments must be confirmed by a majority vote of the incoming elected club officers (Vice President, Secretary, and Treasurer), and the remaining club officers on the outgoing Club Officer's Board.

D. All general members meeting the criteria for membership outlined in Article III of these bylaws may be eligible for appointment.

E. In the event of a vacancy in an elected position, the President/General Manager shall appoint to that position any member within the station, meeting those guidelines outlined in Article III, and following the procedures outlined in Article IV, Section 3.

Section 3 Resignation

A. If any MCTV officer resigns from his/her position, the President shall make an appointment to the position, upon confirmation from the Club Officers' Board. Unless otherwise stated, the appointee shall remain in his/her position until transition.

Section 4 Impeachment/Removal of Officers

A. If an MCTV Club Officer is believe to be guilty of gross misconduct and if there is supporting evidence, he or she can be impeached by a three-quarters (3/4) affirmative vote of the Club Officers' Board.

B. If impeached, an officer may not continue in his/her position in MCTV, unless reinstated by the Student Judicial Board or the Dean of Student Affairs.

C. Once impeached, an officer may appeal, in writing, to the Student Judicial Board.

Article V Elections

Section 1 Elections Procedures

A. There are four (4) elected positions within MCTV: President/General Manager, Vice-President/Programming Director, Secretary, and Treasurer.

B. All active members of MCTV may vote in a club election.

C. Elections may be held provided there is quorum, consisting of three-fourth's of the club's active membership, including club officers.

D. To become eligible to run for a position, a candidate must possess a cumulative GPA of no less than 2.5.

E. To become a candidate for an elected position, a member must nominate himself/herself, or be nominated by another club member for a position at a meeting to be held no later than three days before the scheduled club election.

F. Once the nomination is seconded by another member and accepted by the nominee, the nominee shall become a candidate for the position.

G. Election shall be by secret ballot, and shall take place at a General Meeting held before the second week in March.

H. Ballots shall be immediately counted by the President, Vice-President, Secretary, and Treasurer, and the numerical totals verified. Winners shall be the candidates who receive the largest number of votes for each individual position. Once the winners have been determined, their names shall be immediately released. The vote totals shall be sealed and signed by the club President and Secretary, and placed in a secure place for a period of five years.

H. If there is no candidate for a position, the position shall remain open until a qualified candidate can be found and appointed by the General Manager, upon confirmation from the Club Officers' Board.

Article VI Meetings

Section 1 Club Officers' Board Meetings

A. Generally, the Club Officers' Board shall meet on a weekly basis, with a time and place to be determined by consensus of the officers.

B. Occasionally, an Club Officers' Board meeting will be deemed unnecessary, particularly where there is no new or pending business.

Section 2 General Meetings

A. There shall be at least five General Meetings per semester.

B. Quorum exists and business can be conducted at a General Meeting when half the active membership plus one (including officers) is present.

Article VII Committees

Section 1 Standing Committees

A. MCTV shall have no standing committees.

Section 2 Ad-Hoc Committees

A. Ad-hoc committees shall be created and administered by station management on a need basis.

Section 3 Committee Formation

A. Committees shall be formed upon suggestion and consensus among the station management.

B. Committee chairs shall be selected by the General Manager and subject to a vote of confidence by the Club Officers' Board.

Article VIII Policy on Hazing

Section 1 Hazing as defined by the Marist College Student Handbook (p. 137)

A. Hazing: An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization

B. Any act of hazing as defined by Article VIII, Section 1, Sub-Section A of these bylaws is strictly prohibited and can result in severe punishment both to the individual(s) and the club charter.

Article IX Parliamentary Procedures

Section 1 Rules and Regulations

A. Unless suspended, all meetings will be run according to Robert's Rules of Order, Newly Revised.

Article X Amendment of the Bylaws

Section 1 General

A. These bylaws may be amended by a majority vote of the members provided quorum is present. If such amendments are passed by the majority, it must then be presented to the Student Government Association for final approval.

Article XI Policies and Actions

Section 1 General

A. The Club and any individual associated with said club, shall abide and conform to all Federal Laws, New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any Violation of the aforementioned criteria may result in disciplinary action against the club.

Article XII Implementation of the Bylaws

Section I General

These bylaws will become effective on the first day of the academic year after passage or amendment.

APPENDIX A

Guidelines for Coverage of Student Government Events

Section 1 General

A. These guidelines are designed to establish a flexible framework for television coverage of Student Government Association Joint Meetings, and for production of Student Government Association information programming.

Section 2 Procedure for Coverage of Joint Meetings

A. Student Government Association Joint Meetings can be covered and broadcast by Marist College Television, upon approval by the Senate (and a vote of confidence from the Executive Board), and agreement between the Student Body President and the Station's General Manager.

B. Television Coverage of Student Government Association Joint Meetings will be on a tape-delay basis, with the scheduled number and frequency of airings to be determined by the Student Body Vice-President and the Station's Programming Director.

C. In the event that Executive or Legislative Session is invoked, cameras will be turned off and coverage will resume at the conclusion of the session.

D. Once approved, coverage of a meeting cannot be terminated during the meeting itself. If termination of coverage must take place, MCTV must be notified at least 24 hours in advance of the scheduled meeting.

Section 3 The State of the Campus Address

A. Shall be produced and aired live on MCTV during the last month of each semester.

B. Shall also air on a tape-delay basis, with the number and frequency of airing to be determined by the Student Body Vice-President and the Station's Programming Director.

Section 4 Live Speech Coverage

A. MCTV shall produce and air the speeches by the candidates for Student Government Association office, for both the Fall Election (September) and the Spring Election (February).

B. The number and frequency of airing shall be determined by the Student Body Vice-President and the Station's Programming Director.

Section 5 Annual Live Debate Coverage

A. MCTV shall produce and air, in February, the debate between the candidates for Student Body President.

B. The host and panelists for the debate shall be agreed upon at a meeting of the Student Body President, Student Body Vice-President, Chief Justice, Elections Commissioner, Parliamentarian, Director of Public Relations, and the Station's General Manager and Programming Director.

C. In the event there is only one candidate for Student Body President, the format of the show shall be a question/answer segment with the host, followed by an interview with the host, followed by questions from the panelists.

D. Shall also air on a tape-delay basis, with the number and frequency of airing to be determined by the Student Body Vice-President and the Station's Programming Director.