

# RPI TV Constitution

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## Article 1. Name

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### Section 1.1

The name of this organization shall be Rensselaer Polytechnic Institute Television Club, hereafter referred to as RPI TV.

## Article 2. Purpose

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### Section 2.1

The purpose of RPI TV shall be to: (1) provide audiovisual recording and distribution services to the RPI community, (2) inform and entertain the RPI community by making publicly available campus events, original programming, and other audiovisual productions through any audiovisual medium such as the campus cable television system and the Internet, and (3) provide a forum for student expression and creativity.

## Article 3. Membership

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### Section 3.1 Equal Opportunity and Hazing

- 3.1.1 It is the policy of RPI TV to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the club's activities.
- 3.1.2 Hazing, reckless or intentional endangerment to health or forced consumption of alcohol or other drugs for the purpose of initiation into or continued membership of RPI TV is strictly prohibited.

### Section 3.2 Definition of Minimum Eligibility

- 3.2.1 It is the policy of the Rensselaer Union that all elected officers, appointed officers, committee chairs, and voting members of recognized clubs and organizations are full-time activity-fee-paying students and/or their spouses. Only voting members can vote in business and election matters. Only regular members and voting members can run for and hold office.
- 3.2.2 For the purposes of this document, there shall be two terms of membership annually that coincide with RPI's fall and spring semesters.
  - 3.2.2.1 The Fall Semester begins one week prior to the start of classes in the academic fall semester and ends on the day before the first day of classes in the academic spring semester.

- 3.2.2.2 The Spring Semester begins on the first day of classes in the academic spring semester and ends on the last day of the spring commencement ceremonies.
- 3.2.3 To be eligible for regular membership of RPI TV during a semester, a person must be a registered student of Rensselaer Polytechnic Institute and have paid the Rensselaer Union Activity Fee for that semester or be the spouse of a registered student of Rensselaer Polytechnic Institute who has paid the Rensselaer Union Activity Fee for that semester.
- 3.2.4 To be eligible for associate membership of RPI TV, a person must be ineligible for regular membership and must be one of the following:
  - 3.2.4.1 A registered student of Rensselaer Polytechnic Institute who has not paid the Rensselaer Union Activity Fee.
  - 3.2.4.2 The spouse or legal dependent of a registered student of Rensselaer Polytechnic Institute who had not paid the Rensselaer Union Activity Fee.
  - 3.2.4.3 A member of the RPI alumni/alumnae, faculty, or staff.
  - 3.2.4.4 A registered student of Russell Sage College, Hudson Valley Community College, or one of the other Hudson-Mohawk Consortium Schools currently enrolled in courses at Rensselaer Polytechnic Institute.
- 3.2.5 Volunteer membership is open to any person whose talents, skills, or knowledge will assist RPI TV in fulfilling its purpose and who is ineligible for regular or associate membership.
- 3.2.6 The Executive Board of the Rensselaer Union may verify the eligibility of any member with the Bursar or Registrar of Rensselaer Polytechnic Institute.

### **Section 3.3 Attainment of Membership**

- 3.3.1 To attain regular membership, a person must meet the eligibility requirements of section 3.2.3 and submit the required information as defined in section 3.7 to the Secretary or officer fulfilling the Secretary's duties as defined in sections 4.1.1.5 and 4.1.2.3.
- 3.3.2 To attain associate membership, a person must meet the eligibility requirements of section 3.2.4 and submit the required information as defined in section 3.7 to the Secretary or officer fulfilling the Secretary's duties as defined in sections 4.1.1.5 and 4.1.2.3.
- 3.3.3 To attain volunteer membership, a person must meet the eligibility requirements of section 3.2.5, have his/her request for volunteer membership approved by two-thirds of the total membership of the Executive Committee and submit the required information as defined in section 3.7 to the Secretary or officer fulfilling the Secretary's duties as defined in sections 4.1.1.5 and 4.1.2.3. Volunteer members may not constitute more than five percent of the club's total membership without specific permission from the Rensselaer Union Executive Board.

## **Section 3.4 Renewal of Membership**

- 3.4.1 Regular and associate membership is automatically renewed every semester, unless a regular or associate member expresses interest in leaving RPI TV, as long as the regular or associate member completes the required paperwork, as defined in section 3.7 and pays club dues.
- 3.4.2 If, during any past semester, a person was a regular or associate member of RPI TV and lost their membership as per section 3.5.2 or 3.4.1, he/she can renew his/her membership at any time by submitting an updated version of the required information as defined in section 3.7.
- 3.4.3 If during any past semester, a person who was a volunteer member of RPI TV lost their membership as per section 3.5.1 and wishes to regain his/her volunteer membership, he/she must reapply for membership as per section 3.3.3.

## **Section 3.5 Loss of Membership**

- 3.5.1 Volunteer members automatically lose membership once a year at the end of the spring semester.
- 3.5.2 Regular, associate, and volunteer membership is immediately revoked when any member fails to meet the minimum eligibility requirements as defined in section 3.2.

## **Section 3.6 Voting Rights**

- 3.6.1 Only regular members shall be eligible to attain voting rights.
- 3.6.2 A regular member attains voting rights for two semesters once he/she has attended three club-related functions including but not limited to business meetings, club-related events and/or any training sessions.
- 3.6.3 A regular member loses voting rights when any one of the following occurs:
  - 3.6.3.1 During the previous semester, the regular member did not attend three club-related functions.
  - 3.6.3.2 The regular member loses his/her membership.
  - 3.6.3.3 The regular member requests his/her voting rights be removed via written communication to the Executive Committee.

## **Section 3.7 Membership information**

- 3.7.1 RPI TV shall obtain and keep on file the following information about every member:
  - 3.7.1.1 Complete first and last name.
  - 3.7.1.2 Rensselaer Identification Number (RIN), if he/she is a registered student of Rensselaer Polytechnic Institute.
  - 3.7.1.3 Contact information including postal address, e-mail address, and telephone number.

- 3.7.1.4 Any additional information required by the Rensselaer Union Executive Board.
- 3.7.2 Members shall not be required to submit any information beyond that required in section 3.7.1.
- 3.7.3 RPI TV reserves the right to distribute any member information other than RINs.
- 3.7.4 If any member wishes to keep any of their membership information confidential, he/she must notify the Executive Committee, which must cease all distribution of said information within five business days

## **Article 4. Officers**

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### **Section 4.1**

There shall be eleven officers of RPI TV.

#### 4.1.1 The President

- 4.1.1.1 Shall be the chief spokesperson for the club.
- 4.1.1.2 Shall call and preside over all Business Meetings and Executive Committee Meetings.
- 4.1.1.3 Shall be responsible for coordinating all activities of the club.
- 4.1.1.4 May delegate their power to any voting member.
- 4.1.1.5 Shall be responsible for the duties of the Vice Presidents if the office is
- 4.1.1.6 Shall have veto power over programming decisions when considered in the best interest of the club. The veto may be overridden by a three-fourths vote of the voting membership.
- 4.1.1.7 May create Executive Orders to formalize or govern RPI TV's unstated methods, policies, and procedures provided that the Executive Orders do not conflict with any Institute, Union or RPI TV policies. An Executive Order may be repealed at any time by the President of RPI TV or 2/3 of its voting membership.

#### 4.1.2 The Vice President of Operations

- 4.1.2.1 Shall manage the technical aspects of the club and chair the Operations Committee.
- 4.1.2.2 Shall report directly to the President.
- 4.1.2.3 Shall be responsible for the duties of the officers that fall under the Operations jurisdiction if their office is vacant.

#### 4.1.3 The Vice President of Programming

- 4.1.3.1 Shall manage the non-technical aspects of RPI TV's production of audiovisual information, and all aspects of RPI TV's output of audiovisual information, through media such as the campus television system and the Internet. This includes broadcast scheduling and the creation of new productions.

- 4.1.3.2 Shall report directly to the President.
- 4.1.3.3 Shall be responsible for the duties of the officers that fall under the Programming jurisdiction if their office is vacant.
- 4.1.4 The Secretary
  - 4.1.4.1 Shall maintain and submit the membership list and officer list as required by the Rensselaer Union Executive Board.
  - 4.1.4.2 Shall provide any member or prospective member with the requirements for membership and voting rights.
  - 4.1.4.3 Shall record and archive the minutes from Executive Committee and Business meetings as required by club policy.
  - 4.1.4.4 Shall maintain the club archives, which may include, but are not limited to, membership and officer lists, club budgets, constitution, bylaws, correspondences, minutes, event information, club policies and procedures and Executive Orders.
  - 4.1.4.5 Shall be responsible for maintaining the club's website and computer information services.
  - 4.1.4.6 Shall report directly to the Vice President of Operations.
- 4.1.5 The Business Manager
  - 4.1.5.1 Shall take care of all financial transactions, maintain an accurate account of all expenditures and income, and enforce Union budgetary policies.
  - 4.1.5.2 Shall report directly to the Vice President of Operations.
- 4.1.6 The Station Manager
  - 4.1.6.1 Shall submit and schedule RPI TV productions for campus broadcast.
  - 4.1.6.2 Shall maintain and organize RPI TV's media library.
  - 4.1.6.3 Shall keep an up-to-date archive of every event or program aired by RPI TV. This list should also include productions not aired. This list may be maintained through RPI TV's website and made publicly available there.
  - 4.1.6.4 Shall coordinate the care, maintenance, storage and distribution of all club equipment.
  - 4.1.6.5 Shall report directly to the Vice President of Operations.
- 4.1.7 The News Manager
  - 4.1.7.1 Shall be in charge of coordinating the production of news broadcasts.
  - 4.1.7.2 Shall report directly to the Vice President of Programming.
- 4.1.8 The Events Manager
  - 4.1.8.1 Shall be in charge of coordinating the production of events.
  - 4.1.8.2 Shall report directly to the Vice President of Programming.
- 4.1.9 The Sports Manager

4.1.9.1 Shall be in charge of coordinating the production of sports events.

4.1.9.2 Shall report directly to the Vice President of Programming.

#### 4.1.10 The Public Relations Manager

4.1.10.1 Shall be responsible for promoting RPI TV through media including but not limited to postering and campus advertisement, ad placement in relevant publications, and electronic means (including RPI TV's website, TV slides, public calendars, etc.)

4.1.10.2 Shall coordinate communications with other individuals and organizations on campus for coordinating and promoting RPI TV productions.

4.1.10.3 Shall report directly to the Vice President of Operations.

#### 4.1.11 The Original Content Manager

4.1.11.1 Shall coordinate with the Vice President of Programming to oversee the status and production of RPI TV original content.

4.1.11.2 Shall oversee and act as a point of contact for the proposal and creation of new shows.

4.1.11.3 Shall represent the interest of shows in production to the RPI TV Executive Committee.

4.1.11.4 Shall act as a point of contact for members seeking resources and advice in producing RPI TV original content.

4.1.11.5 Shall report directly to the Vice President of Programming.

4.1.12 Any officer may resign by submitting written notification to the Executive Committee.

## **Section 4.2 Presidential Succession**

4.2.1 If the position of the President becomes vacant, one of the officers shall assume the Presidency, according to the succession as specified in section 4.2.2. Said officer's position will then remain vacant until filled by an election as specified in Article VI or by appointment as specified in Section 4.2.4.

4.2.2 The order of succession shall be as follows: Vice President of Operations, Vice President of Programming, Station Manager, Public Relations Manager, Business Manager, Secretary, Original Content Manager, Sports Manager, Events Manager, News Manager.

4.2.3 An officer shall ascend to the Presidency only if all preceding positions in the line of succession are vacant.

4.2.4 The President may fill vacancies by appointment. These appointments shall expire at the next Business Meeting where an election must take place.

## **Article 5. Meetings**

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### **Section 5.1 Business Meetings**

- 5.1.1 The club shall have a minimum of one Business Meeting every two weeks.
- 5.1.2 All Business Meetings are open and members with voting rights are required to attend.
- 5.1.3 Business Meetings shall be scheduled at least one week prior to the meeting and all members with voting rights should be notified.
- 5.1.4 An emergency Business Meeting may be called by the petition of 10% of the members with voting rights or by the request of two officers. Following the petition or request, the President must call a Business Meeting within 72 hours.
- 5.1.5 Quorum for all Business Meetings shall be 50% of the voting membership. No official business can be conducted without quorum.
- 5.1.6 A simple majority vote of those present is required to approve motions. In the event of a tie, the President shall cast the deciding vote.

### **Section 5.2 Executive Committee Meetings**

- 5.2.1 An Executive Committee Meeting may be called at any time by the President. The President shall preside over the meeting.
- 5.2.2 An Executive Committee Meeting may be suggested by any officer of the club and approved by the President.
- 5.2.3 Quorum for an Executive Committee Meeting shall be two-thirds of the officers.
- 5.2.4 Executive Committee Meetings shall normally be closed. The officers may invite anyone by a simple majority vote.
- 5.2.5 In the event that a decision of the club must be made before the question can be brought before the voting membership, the decision may be made by a simple majority vote of the officers at an Executive Committee Meeting. The decision must be brought before the entire membership at the next Business Meeting for ratification. The decision of the officers stands until the Business Meeting.
- 5.2.6 Each officer has one vote. In the event that an office is vacant, there is no vote afforded to that office.

### **Section 5.3 Election Meeting**

- 5.3.1 The Election Meeting shall be held in the month of December each year.
- 5.3.2 The Election Meeting is open to members of the club and to any the member of the Rensselaer Union. Guests may be invited by a majority vote.

5.3.3 The Election Meeting shall be scheduled at least two weeks prior to the meeting and all members should be notified.

5.3.4 Quorum for the Election Meeting shall be 50% of those eligible to vote.

## **Section 5.4 Language**

5.4.1 The official language of all meetings shall be English, unless, by unanimous vote of all those present at the meeting, an alternative language is preferred.

## **Article 6. Elections**

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### **Section 6.1**

Officers shall assume office January 1.

6.1.1 The officers shall be elected in the following order: President, Vice President of Operations, Vice President of Programming, Station Manager, Public Relations Manager, Business Manager, Secretary, Shows Manager, Sports Manager, Events Manager, News Manager.

6.1.2 The highest ranking officer present shall run elections for each office. Should the presiding officer be running for any office, the next highest ranking officer shall run that election.

6.1.3 During the Election Meeting nominations for each office shall be accepted from the floor prior to the election for that office. The nominee may decline any nomination. It will be assumed that any absent nominee accepts the nomination.

6.1.4 Immediately following the close of nominations for a particular office, the membership of the club may question each of the candidates individually. Rules for questions and discussion may be agreed upon by a majority vote of the voting members present.

### **Section 6.2**

All nominees shall be qualified for the position that they are running for.

6.2.1 After all the nominees have been questioned, a vote shall be taken. A majority vote of the voting members present is required to elect an officer. Should a majority not be received, the two candidates receiving the highest number of votes shall be questioned again using the procedure in Section 6.1.4 and another vote shall be taken. If there is a tie, another vote shall be taken, and if there is still a tie, the most veteran member shall occupy the position.

6.2.2 All votes shall be taken by secret ballot and shall be counted by the presiding officer.

6.2.3 Voting members who will not be present for elections may submit to the Executive Committee their ballots for each office in a separate sealed and signed envelope prior to the election. They shall not count towards quorum. The envelopes shall not be opened until voting for the office is complete. Electronic forms of voting shall not be acceptable.

- 6.2.4 If at any time there is a vacancy in any officer position, the Executive Committee or a majority of the voting membership may call for an election for that office that shall follow all Election Meeting rules except for Section 5.3.1. The term of office for the newly elected officer shall end at the end of the Spring Semester.

## **Article 7. Removal and Disciplinary Action**

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### **Section 7.1 Removal of an Officer**

- 7.1.1 An officer may be removed for dereliction of duty or failure to comply with this constitution or other policies of the club.
- 7.1.2 To remove an officer, five members with voting membership, 10% of the members with voting membership or the Executive Committee can call for a hearing to remove the officer. Notice shall be at least one week prior to removal. The officer has a right to be present during the meeting and present a defense. A two-thirds majority vote of the members with voting rights is required for removal. The officer will remain a member of the club (with voting rights if eligible) unless removed as a member.

### **Section 7.2 Removal of a Member**

- 7.2.1 A member may be removed for failure to comply with this constitution or the policies of the club.
- 7.2.2 To remove a member, 10% of the members with voting membership, or the Executive Committee can call for a hearing to remove the member. Notice shall be at least one week prior to removal. The member has a right to be present during the meeting and present a defense. A two-thirds majority vote of the members with voting rights is required for removal

### **Section 7.3 Appeals**

- 7.3.1 Any regular member or officer may appeal their removal by petitioning the Judicial Board of the Rensselaer Union. Their removal remains in effect until reversed.
- 7.3.2 Any associate or volunteer member may appeal their removal by petitioning the Executive Board of the Rensselaer Union. Their removal remains in effect until reversed.

## **Article 8. Policies, Standing Rules, and Bylaws**

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- 8.1.1 If needed at any time, policies, standing rules or bylaws may be adopted or changed by the club following a two-thirds majority approval at a Business Meeting.
- 8.1.2 All policies, standing rules and bylaws must be available to any Activity-Fee paying student or any interested member.
- 8.1.3 A copy of the Bylaws must be placed on file at the Rensselaer Union Administration Office within five (5) business days following their approval.

8.1.4 The following policies shall be created and maintained yearly. Others may be created as needed by the Executive Committee and presented to the full membership of the club for approval.

8.1.4.1 Editorial Policy

8.1.4.2 Equipment Policy

8.1.4.3 Job Policy

## **Article 9. Committees**

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### **Section 9.1 Executive Committee**

9.1.1 Shall be a standing committee consisting of President, Vice President of Operations, Vice President of Programming, Station Manager, Public Relations Manager, Business Manager, Secretary, Shows Manager, Sports Manager, Events Manager, News Manager.

9.1.2 Shall have the power to form and govern all other club committees.

9.1.3 Shall, by a majority vote, sponsor an event.

9.1.4 Shall develop and enforce club rules.

9.1.5 The President may make a decision on behalf of the Executive Committee provided that the decision is urgent and cannot wait until the Executive Committee can meet. The President must notify the Executive Committee of this decision within one business day. Within five business days, the Executive Committee must meet to ratify or override the decision.

### **Section 9.2 Programming Committee**

9.2.1 Shall be a standing committee consisting of the Vice President of Programming, Sports Manager, Original Content Manager, News Manager, and Events Manager. The Vice President of Programming shall be the chair of the Programming Committee. The President shall be an ex-officio member of the Programming Committee.

9.2.2 Shall be responsible for revising and approving all programming before it goes on the air.

9.2.3 For a program to be aired, it must have had prior approval by the Programming Committee as outlined in the Editorial Policy.

9.2.4 Shall revise the club's Editorial Policy each year.

9.2.5 The Vice President of Programming may make a decision on behalf of the Programming Committee provided that the decision is urgent and cannot wait until the Programming Committee can meet. The Vice President of Programming must notify the Programming Committee of this decision within one business day. Within five business days, the Programming Committee must meet to ratify or override the decision.

## **Section 9.3 Operations Committee**

- 9.3.1 Shall be a standing committee consisting of the Vice President of Operations, Station Manager, Public Relations Manager, Business Manager, and Secretary. The Vice President of Operations shall be the chair of the Operations Committee. The President shall be an ex-officio member of the Operations Committee.
- 9.3.2 Shall be in charge of recommending technical improvements to the club and developing the budget.
- 9.3.3 Shall revise the club's Equipment Policy and Job Policy each year.
- 9.3.4 Shall coordinate with the Vice President of Programming and interested members for technical coverage of events.
- 9.3.5 The Vice President of Operations may make a decision on behalf of the Operations Committee provided that the decision is urgent and cannot wait until the Operations Committee can meet. The Vice President of Operations must notify the Operations Committee of this decision within one business day. Within five business days, the Operations Committee must meet to ratify or override the decision.
- 9.3.6 Quorum for the various committees shall consist of a simple majority of the membership of that committee. A majority of all committee members shall be required to pass all motions. Other than business meetings, all meetings shall normally be closed. The members of a committee may, by a majority vote, invite anyone in to a meeting.

## **Article 10. Finances**

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### **Section 10.1**

The Business Manager shall be responsible for compiling and soliciting budgetary proposals from the membership of the club.

### **Section 10.2**

The Executive Committee shall review all the budgetary proposals collected and the Business Manager shall create the annual budget.

### **Section 10.3**

The Executive Committee shall approve the annual budget.

### **Section 10.4**

The Executive Committee shall review all the budgetary proposals collected and the Business Manager shall create the annual budget.

### **Section 10.5**

The Business Manager shall oversee and manage the budget.

### **Section 10.6**

The Business Manager, the Vice President of Operations and the President shall have the authority to sign any club financial document.

### **Section 10.7**

The club shall follow all Rensselaer Union financial policies and procedures.

## **Article 11. Ratification And Amendments**

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### **Section 11.1**

This constitution shall be effective immediately upon ratification by a two-thirds majority of the members and subsequent approval by the Rensselaer Union Executive Board.

### **Section 11.2**

If it becomes necessary that any part of this constitution be changed, or that additions are to be made, a two-thirds majority vote of the members with voting rights and subsequent approval by the Rensselaer Union Executive Board must be obtained.

## **Article 12. Affiliations**

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### **Section 12.1**

At the time of this writing RPI TV is affiliated with the Rensselaer Polytechnic Institute Multimedia Services Department and the Rensselaer Student Union. The affiliation with Multimedia Services Department is in the capacity of sharing knowledge, technology, and access to the campus CATV system.

## **Article 13. Compliance with Rensselaer Union Policies**

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### **Section 13.1**

In the event that this constitution comes in conflict with any Rensselaer Union policy, then this constitution will be superseded by that policy.