

# 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, 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.
- 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.

- 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. 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
- 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 Voting rights are earned on a semester basis. Voting rights from the previous semester only roll over to the next semester for the first three weeks or until the first three events have occurred, whichever is later.
- 3.6.3 Regular members may attain voting rights for the semester by attending three Business Meetings and two events in the current semester.

- 3.6.4 After the first three weeks of the semester, members will lose voting rights from the previous semester unless they have attended a minimum of two Business Meetings and two events during these first three weeks or after the first three events have occurred, whichever is later. Failure to renew voting eligibility during the first three weeks will result in a loss of these rights. These members can now only renew voting rights through the process outlined in section 3.6.4.
- 3.6.5 Members with voting rights automatically lose voting rights when membership is lost as per section 3.5.2.

## **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 six officers of RPI TV. All officers shall have a vote in the Executive Committee, except for the secretary.

- 4.1.1 The President
  - 4.1.1.1 Shall be the chief spokesperson for the club.
  - 4.1.1.2 Shall promote the club and encourage new membership.
  - 4.1.1.3 Shall call and preside over all Business Meetings and Executive Committee meetings and be ultimately responsible for all activities of the club
  - 4.1.1.4 Shall ensure that all officers are carrying out their duties and may delegate any duties not fulfilled.

#### 4.1.2 The Vice President

- 4.1.2.1 Shall serve as second in command to the president.
- 4.1.2.2 Shall coordinate with the President to handle administrative duties and fulfill those not handled by the President.
- 4.1.2.3 Shall be the overseer and enforcer of all RPI TV and ensure compliance with all Rensselaer Student Union policies.

#### 4.1.3 The Productions Manager

- 4.1.3.1 Shall coordinate the production of events.
- 4.1.3.2 Shall process incoming Service Requests
- 4.1.3.3 Shall maintain a record of post-production work
- 4.1.3.4 Shall schedule campus cable broadcasts.

#### 4.1.4 The Facilities and Equipment Manager

- 4.1.4.1 Shall coordinate the care, maintenance, storage, organization, and distribution of all club equipment.
- 4.1.4.2 Shall coordinate the care, maintenance, and organization of all club facilities.
- 4.1.4.3 Shall maintain and organize RPI TV's media library.

#### 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 coordinate the production of the annual budget proposal.

#### 4.1.6 The Secretary

- 4.1.6.1 Shall maintain and submit the membership list and officer list as required by the Rensselaer Union Executive Board.
- 4.1.6.2 Shall provide any member or prospective member with the requirements for membership and voting rights.
- 4.1.6.3 Shall record and archive the minutes from Executive Committee meetings, and Business meetings, and Election meetings.
- 4.1.6.4 Shall maintain the club archives, which may include, but are not limited to, membership and officer lists, constitution, minutes, club policies, and forms.

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

#### 4.1.8 No member may hold position in more than one office.

## **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 following succession: Vice President, Productions Manager, Equipment and Facilities Manager, Business Manager.
- 4.2.2 The succeeding officer must vacate his current position.
- 4.2.3 An officer shall ascend to the Presidency only if all preceding positions in the line of succession are vacant.

## **Section 4.3 Vacancies**

- 4.3.1 The President may appoint an eligible regular member to a vacant position. The appointment takes effect immediately. The appointment must be approved by a simple majority of the voting membership at the next business meeting.
- 4.3.2 The Executive Committee or a majority of the voting member may call for an election for a vacant officer position. An election for that position must take place at the next Business Meeting.

## **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 three fifths of the voting officers.
- 5.2.4 Executive Committee Meetings shall normally be open. A meeting may be closed by a simple majority vote of the Executive Committee.

### **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 General**

- 6.1.1 Officers shall assume office January 1.
- 6.1.2 The officers shall be elected in the following order: President, Vice President, Productions Manager, Equipment and Facilities Manager, Business Manager, Secretary.
- 6.1.3 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.

### **Section 6.2 Nominations and Voting**

- 6.2.1 Nominations from the floor shall be opened. Nominees present at the meeting may either accept or decline the nomination. Nominees not present at the meeting will automatically accept the nomination. When all nominations have been entered, nominations shall officially be closed.

- 6.2.2 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.
- 6.2.3 All nominees shall be qualified for the position that they are running for.
- 6.2.4 After the nominees have been questioned, a vote shall be taken. A majority of voting 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, 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.
- 6.2.5 Voting members who will not be present for elections may submit to the Executive Committee their nomination and vote 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. Because nominations are taken during the meeting, the absent member must make a nomination and vote for a single member.

## **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 rights, 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 the 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 all officers.
- 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. The Executive Committee may vote to overturn the decision by a majority vote at any time.

## **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 Business Manager shall oversee and manage the budget.

### **Section 10.5**

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

### **Section 10.6**

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.