

CONSTITUTION OF ISUTV

ARTICLE I: NAME AND PURPOSE

- Section 1:** **Name:** The official name of this organization shall be “ISUtv.”
- Section 1-2:** **Slogan:** On the Scene and on the Screen
- Section 2:** **Purpose:** To foster the growth of creativity through broadcast journalism, sports and entertainment at Iowa State University by providing programming produced by and for the student community. ISUtv shall strive to be a social and professional point of contact for the video production interests of all students on campus regardless of college affiliation or major.

ARTICLE II: UNIVERSITY COMPLIANCE AND AFFILIATION

- Section 1:** Members of ISUtv acknowledge and accept that all activities and functions of the organization must be legal under University, local, state and federal laws.
- Section 2:** ISUtv does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or veteran status.
- Section 3:** ISUtv is an independent, student-run organization of Iowa State University and has no affiliation with the Greenlee School of Journalism and Communication, any other department, or any other student organization.

ARTICLE III: MEMBERSHIP

- Section 1:** Membership in ISUtv is open to all Iowa State University students.
- Section 2:** Active member status shall be granted to members on the official roster with a 2.00 or higher GPA.
- Section 3:** Members are required to attend one training session before being added to the official roster.
- Section 4:** Failure to meet these requirements will result in a suspension of the member’s active status until the requirements are met.
- Section 5:** The privilege of holding office, introducing motions, debating, and voting shall be limited to members who are deemed in good standing.
- Section 6:** The dismissal of members may take place in the following manner:

- Section 6-1:** Members can be demoted from the officer positions or dismissed from the organization for negligence or failure to follow the organization's constitution.
- Section 6-2:** A member may be demoted or dismissed by either the discretion of the general manager and the adviser or by a motion brought forth by an active member of the organization.
- Section 6-3:** A motion to demote a member from an officer position or dismiss from the organization must be brought forward at a business meeting and seconded.
- Section 6-4:** A one-week waiting period is required before the motion is brought to a vote. Demotion or dismissal requires a 2/3 majority of the active members present.

ARTICLE IV: FINANCES

- Section 1:** No money from dues shall be used to purchase alcoholic beverages or tobacco products.
- Section 2:** All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 72 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- Section 3:** All expenditures are to be approved in the following manner:
 - Section 3-1:** Expenditures of less than fifty dollars (\$50) may be authorized by the general manager and the treasurer.
 - Section 3-2:** Expenditures between fifty dollars (\$50) and one hundred dollars (\$100) require a simple majority vote of the executive board.
 - Section 3-3:** Expenditures greater than one hundred dollars (\$100) require a simple majority vote of the active membership present at a business meeting.

ARTICLE IV: OFFICERS, DUTIES, AND ELECTIONS

- Section 1:** The executive officers of this organization shall be the general manager, executive producer, news director, treasurer, recruitment/social media chairpersons, entertainment director, sports director, on-air executive, creative director, photography director, managing online editor, and webmaster.
- Section 2:** Officers must have a minimum cumulative grade point average of 2.5 (in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office). In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- Section 3:** Officers must be in good standing with the university and enrolled: at least half-time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half-time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- Section 4:** Officers will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in section 2 and section 3.
- Section 5:** The duties of these officers shall be those set in Section 1 of Article I of the bylaws.
- Section 6:** The general manager shall be elected by a majority vote of the membership present and voting according to the bylaws of this organization.
- Section 7:** The general manager shall interview and hire the remaining executive officers with the adviser of the organization immediately after being elected.
- Section 8:** A member of the ISU faculty or staff shall be appointed to serve as an adviser by a majority vote of membership present and voting according to the bylaws of this organization.
- Section 9:** The adviser shall serve as the adviser of the organization until he or she decides to step down or is asked to step down by a majority vote of the membership present and voting according to the bylaws of this organization.
- Section 10:** The duties of the adviser shall be outlined in Article I Section 2-1 in the bylaws.

ARTICLE V: MEETINGS AND QUORUM

- Section 1:** Regular meetings of this organization shall be held at least twice per academic year (once per semester).
- Section 2:** The executive board shall determine time and location of meetings based on input from the active membership at the beginning of the fall semester and should inform all active members of the meeting times at least one week prior to the meeting.
- Section 3:** The academic year shall run from the beginning of the fall semester through the end of the spring semester.
- Section 4:** Special meetings may be called by the general manager, executive board, and members according to the bylaws of this organization.
- Section 5:** A quorum at business meetings shall consist of no less than seven of thirteen executive officers and any additional active members in attendance.
- Section 6:** Robert's Rules of Order shall govern the meetings of this organization in all

cases in which they apply and where they are not inconsistent with the constitution and bylaws of this organization.

Section 7: All meeting minutes are to be recorded by the general manager and shared with the executive board within one week of the business meeting.

ARTICLE VI: COMMITTEES

Section 1: The executive board is the governing committee of the organization. The executive board is chaired by the general manager or by the executive producer when the general manager is not present.

Section 2: Committees may be created at the discretion of the executive board.

ARTICLE VII: AMENDMENTS TO/SUSPENSION OF THE CONSTITUTION

Section 1: This constitution may be amended at any business meeting of the organization by a quorum (seven of 13 executive officers present); provided notice of the proposed amendment has been given at the prior regular meeting of the organization.

Section 2: A specific part of the constitution and its bylaws may be suspended during a meeting with an 80% vote of the active members of the organization present at the meeting.

Section 3: Members will be given one week to consider amendments.

Section 4: Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.

ARTICLE VIII: DISSOLUTION

Section 1: Upon dissolution or disbandment of ISUtv, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority vote of the active membership.

ARTICLE IX: ADOPTION

Section 1: This constitution shall become effective immediately upon ratification by a 2/3 majority vote of the active membership in attendance of the spring 2017 semester, and upon approval, if requested, of the Student Government.

ARTICLE X: EQUIPMENT CHECKOUT POLICY

Section 1: ISUtv member(s) may only check out ISUtv equipment once the following are

completed:

- Semester (\$10) and/or yearly (\$20) dues are paid and given to the treasurer
- Complete training from News Director and/or On-Air Executive on how to use equipment
- ISUtv equipment contract signed by the active member

Section 2: All ISUtv members must be enrolled at Iowa State University to check out equipment

Section 3: Equipment is to only be used for ISUtv purposes; the stated purposes must be reported to a member of the executive board and failure to comply can result in revocation of equipment checkout privileges

Section 4: Member(s) must indicate each piece of equipment being loaned out on the designated ISUtv sign-out sheet; additional information on the sheet must include first and last name, dates when the equipment is taken out and returned, cell phone number and ISU email

Section 5: Equipment must be returned within 48 hours prior to checkout unless an executive board member is contacted and a valid reason for late return is given; repeatedly failing to comply will result in revocation of equipment checkout privileges

Section 6: All lost, stolen, misplaced, damaged and/or broken equipment are to be dealt with as per the details in the ISUtv equipment contract

BYLAWS OF ISUTV

ARTICLE I: OFFICERS

SECTION 1: EXECUTIVE OFFICER EXPECTATIONS

- Sub-section 1:** Each executive officer shall be assigned the following duties:
- A. Must attend all executive meetings unless there is a valid excuse
 - B. Must fulfill position requirements put down on a checklist/goal sheet
 - C. If unable to fulfill requirements and a valid excuse is offered and approved by the adviser, the missed time may be made up by nominating another member to fulfill those requirements
 - D. Maintain the integrity of ISUtv with daily actions and public involvement
 - E. Maintain cleanliness of the studio.
 - F. Set up transitional meeting for new executive board members
 - G. Disciplinary measures:
 - a. One verbal warning
 - b. Two written warnings
 - c. Expulsion

SECTION 2: EXECUTIVE OFFICER DUTIES

- Sub-section 1:** General Manager
- A. Handle all official station correspondence, official statements, and approval thereof for any member to do so
 - B. Maintain the vision for the station as set forth in the constitution and keep a positive attitude
 - C. Hold executive members accountable
 - D. Interview and hire executive board members at the end of the spring semester each year
 - E. Review executive board member performance with adviser and replace poorly-performing members if necessary
 - F. Keep a positive attitude through struggles with the development process
 - G. Organize training session(s) at the beginning of each semester until all members are trained
 - H. Organize advanced-level training for members interested in obtaining a position on the executive board
 - I. Foster rapport and maintain external contacts with members of the campus and community
 - J. Take minutes during business meetings and send minutes to all active members within a week of the meeting

- K. Manage all university email listservs
- L. Create weekly checklist for each officer to complete on a regular basis
- M. Assist in IBNA submissions and making club aware of contest/award deadlines

Sub-section 2: Executive Producer

- A. Act as the chair of meetings when the general manager is not present
- B. Accept show applications at the beginning of each semester
- C. Add/renew/deny shows based on criteria and discretion of the general manager
- D. Work with treasurer to ensure fiscal responsibility regarding crew/show numbers
- E. Email IT supervisor the updated schedule every semester and whenever there are changes
- F. Have required monthly meetings with all show producers for training and to address any production issues
- G. Be the contact person for producers throughout the semester
- H. Promote starting new shows to student and departmental bodies not already present within the organization
- I. Plan and execute ISUtv special events
- J. Make sure supervisors know how to record shows and perform tasks necessary for playback

Sub-section 3: Social Media/Recruitment Chairs

- A. Maintain strong, professional social media presence
- B. Monitor social media traffic
- C. Work with recruitment chairman to plan and set up information table booths at all events, i.e., Clubfest, etc.
- D. If unable to attend, provide adequate coverage either through subordinates within the PR department or other ISUtv staff
- E. Plan and execute successful campus and community campaigns that bring attention and viewership to ISUtv
- F. Have an understanding of how web traffic translates into viewership
- G. Create a successful staff that can undertake and execute promotional duties at events, both on and off campus
- H. Ensure that the ISUtv logo and brand is being circulated at events that it sponsors
- I. Handle any and all written public statements concerning PR campaigns or negative press unless otherwise noted by the General Manager
- J. Set up social events for ISUtv staff

Sub-section 4: Photography Director

- A. Understand the general functions of cameras
- B. Work with the photography team to cover as many campus events as possible

- C. Maintain a photo/video archive for ISUtv use
- D. Hold weekly team meetings
- E. Upload content to the ISUtv website and send to the social media team for multi-use
- F. Ensure that photographers use the same format for all photos

Sub-section 5: Treasurer

- A. Plan the budget within the first two weeks of the fall semester
- B. Sign off on all expenditures
- C. Meet with business owners and promote underwriting sponsorships with ISUtv
- D. Go through Campus Organization treasurer training and P-Card training immediately in the spring prior to taking office
- E. Attend Student Government Regular Allocations meetings in January
- F. Draft a budget during January for use of Student Government Regular Allocations and transfer to the following fall as reference to the incoming executive board
- G. Pick up financial statement from the Campus Organizations Accounting office every two weeks
- H. Place orders for T-shirts and other ISUtv merchandise throughout the semester
- I. Create and maintain a ledger tracking all expenditures and income
 - a. Make the ledger and all financial reports available online
 - b. Report financial status at each executive meeting

Sub-section 6: News Director

- A. Hold weekly 15-20 minute news team meetings
- B. Hold anchors responsible for bi-weekly package requirements
- C. Help and assist with filming and editing packages
- D. Understand the primary functions of Adobe Premiere
- E. Enforce equipment use accountability and hold members accountable for broken and damaged equipment
- F. Create and maintain inventory of all equipment in the studio and office
 - a. Distinguish between ISUtv/GSB/IT ownership
- G. Have a weekly story sign-up sheet to cover the news and share it with show producers

Sub-section 7: On-Air Executive

- A. Prerequisite: at least a year of on-air experience including one semester of anchor experience
- B. Conduct in-studio anchor training prior to the first week of shows
- C. Maintain contact with on-air talent regarding on-air performance
- D. Attend all in-studio broadcasts unless valid reason communicated to General Manager
- E. Oversee IBNA submissions including categories, submission deadlines

- and identifying and determining potential entries
- F. Overall goal to improve the on-air talent and quality of ISUtv as a whole

Sub-section 8: Webmaster

- A. Get shows on YouTube and website
- B. Update website with packages/VO/SOTs
- C. Keep website and up-to-date with relevant information
- D. Write 2-3 stories a week
- E. Contact producers to send stories no later than 24 hours after show airs
- F. Work with Managing Online Editor to upload content and make sure there's no overlap
- G. Work with Photography Director to ensure that galleries are uploaded in a timely fashion

Sub-section 9: Entertainment Director

- A. Have a strong understanding of pop culture
- B. Produce a weekly entertainment and satirical comedy show (Ames Tonight!) and ensure it's posted to social media and other respective mediums
- C. Be able to steer and develop newcomers in entertainment/comedy writing
- D. Maintain "Ames Tonight!" social media accounts and use appropriately
- E. Up-to-date on movies, music, sports, politics, and major news events
- F. Understand the difference between satire and being politically incorrect; being professionally humorous
- G. Hold a weekly staff meeting with the entertainment team to be on the same page.
- H. Understand Adobe Premiere

Sub-section 10: Managing Online Editor

- A. Understand how to operate and create posts on the ISUtv website
- B. Recruit approximately 4-6 members to be on online writing team
- C. Assign deadlines for each member of online writing team to write weekly articles and have consistent flow of content
- D. Hold weekly online writing team meetings
- E. Maintain constant contact with social media and photography teams
- F. Write at least one article per week to post on website
- G. Proofread and edit all stories that are posted on the ISUtv website

Sub-section 11: Sports Director

- A. Train, assist and lead ISUtv Sports Team
- B. Host and run Cyclone InCYders; ISU sports show
- C. Be knowledgeable of all Iowa State Sports and events
- D. Deliver sports coverage of Iowa State Athletic events for Cyclone InCYders, Newswatch programming, and social media

- E. Work with KURE Sports to help put on KURE Sports on ISUtv
- F. Assign/hold sign ups for sports team members to cover sports events
- G. Attain necessary media credentials and distribute appropriately

Sub-section 12: Creative Director

- A. Lead a creative team that produces non-newsworthy videography and graphic design.
- B. Keep graphics (lower-thirds, templates, logos, etc.) updated to make shows look current and professional.
- C. Create public service announcements, show intros, and other videos as needed.
- D. Collaborate with entertainment director and social media directors on usage of creative content.
- E. Facilitate creation of promotional materials for ISUtv and possibly create/acquire promotional videos from other ISU clubs to use for PSAs.
- F. Understand Adobe Creative Suite and apply appropriately

SECTION 3: ORGANIZATION ADVISER

Sub-section 1: The adviser of ISUtv shall be assigned the following duties:

- A. Work with general manager to hire executive board
- B. Act as final judge for appeals and firing
- C. Attend at least 50% of all executive meetings
- D. Maintain communication and meet with officer(s) regularly
- E. Be aware and approve of financial expenditures
- F. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- G. Oversee the quality of overall operations
- H. Act as point-person for broadcasting awards (like the Hearst/IBNA awards)
 - a. Notify entire group of awards deadlines
 - b. Give suggestions to members hoping to submit a publication for an award
 - c. Act as final judge if total allowed submissions are limited

ARTICLE II: PRODUCER DUTIES

Section 1: Producers of all shows shall be assigned the following duties:

- A. Submit a show application or renewal application by semester
- B. Attend producer's training every semester
- C. Build and maintain a roster of crew members
- D. Assign crew members positions for each show

- E. Attend monthly producer meetings set by the executive producer
- F. Strive to create quality and appealing content while abiding by content guidelines set in the constitution
- G. Ensure that content given to social media, YouTube, public access and to the ISUtv website no later than 24 hours after airing
- H. Working with News Director to get packages for shows

ARTICLE III: SHOW PROCEDURES

Section 1: Producers must ensure shows adhere to the following guidelines:

- Content should not break any international copyright laws
- Content should be fit for viewing by all members of the community
- Should not include explicit language, nudity, or references to illegal drugs
- Prime audience should be Ames residents from 18-30 years of age in the campus community
- Shows will be recorded and played back weekly

ARTICLE IV: VOTING PROCEDURES

Section 1: A 2/3 majority of active members present in a meeting is required for constitutional reform, demotion of officers, and dismissal of members.

Section 2: Voting rights at ISUtv business meetings are restricted to members with active status.

Section 3: All matters other than office elections may be approved by the executive board and will be enacted barring any objection at the next regular business meeting.

Section 4: A simple majority of the quorum is required for the election of officers and all other matters that require a full vote.

Section 5: If a quorum is not present at the meeting, then all matters (except officer elections, constitutional reform, or demotion/dismissal matters) can be done by electronic voting. The general manager will post the question to all active members via electronic mail. Voting will take place within one week beginning with the day the question is sent.

Section 6: If a quorum is not met by either electronic voting or live voting, the matter shall be tabled until the next meeting. No chapter business can occur without a quorum.

Section 7: The general manager as chair of meetings has no voting power unless a tie is encountered.

ARTICLE V: ELECTIONS

- Section 1:** Nominations for general manager shall begin in the spring semester immediately following Iowa State University's Spring Break.
- Section 2:** Nominations of active members will be accepted during the first meeting after Spring Break. They may also be sent to the general manager within one week of that meeting.
- Section 3:** A list of nominees will be sent to all active membership by the general manager within 48 hours after the nominations window has passed.
- Section 4:** Elections of officers will take place a week after nominations have ended.
- Section 5:** When a general manager has been elected, he or she will accept applications for the remaining seven positions on the executive board. He or she shall hold all interviews with the candidates and the adviser during the following two weeks. The results will be announced at the end of the two week period, and members will assume their roles beginning dead week.
- Section 6:** If an officer position becomes vacant, the general manager may fill the position through an interviewing and hiring process with the adviser.

ARTICLE VI: ADVERTISING AND UNDERWRITING RATES

- Section 1:** Advertising and underwriting shall be sold at rates approved by a majority of all active members present at the beginning of each semester.
- Section 2:** Sponsorships will abide by FCC regulations and will not overlap advertising lines.
- Section 3:** Sponsorships should not include any call to action
- Section 4:** Create a successful staff that can undertake and execute promotional duties at events, both on and off campus