

Rowan Television Network Constitution

PREAMBLE

Rowan Television Network is a student-run, service organization, chartered under the Rowan University Student Government Association, that provides educational and entertaining programming to the Rowan community. Rowan Television Network covers a multitude of events, including but not limited to sports, special events, music, theatre, and academic events. Rowan Television Network provides its members with experience in the field of television production beyond a classroom setting, allowing its members to create and produce their own original content and have it programmed on Rowan Television Network's 24/7 campus channel and web-stream. The club continues to build upon its foundation as a college television station. Rowan Television Network is always striving to do bigger and better things for the betterment of Rowan University and its student body as a whole.

ARTICLE I: NAME

As chartered with the Rowan University Student Government Association (SGA) the name of the student service organization is Rowan Television Network (RTN). The name of this document is the Constitution of the Rowan Television Network.

ARTICLE II: PURPOSE AND SCOPE

Section 1 – Purpose of the Organization

1.1 - To serve the interest of the Rowan University community of learners by providing coverage of campus events including but not limited to student activities, university events, theatrical productions and sporting events through a variety of media platforms.

1.2 - To provide eligible students with the creative freedom to produce their own ideas that will be made into educational and entertaining programming to serve the interest of the community of learners via their cable and web casting on channel five (5).

1.3 - To provide eligible students of Rowan University with the opportunity to train and participate in all areas of television production, including, but not limited to, understanding the function and operation of equipment, studio shoots and remote shoots, the principles and theories of shooting and editing, the roles of technical and creative people, the development of a network of contacts with peers and professional staff, and to instill in them a professional attitude beyond the practices of the university community.

Section 2 – Purpose of the Constitution

2.1 - The purpose of this constitution is to create and define the organizational structure of Rowan Television Network. The constitution shall also contain all policies of an integral nature to the operations of Rowan Television Network.

2.2 - Rowan Television Network may not have any policies that contradict the constitution.

2.3 - Further explanation of RTN Constitutional policies can be found on the Rowan Television Network Bylaws.

ARTICLE III: MEMBERSHIP

Section 1 – Eligibility

1.1 - An individual is eligible to become a member of Rowan Television Network if he or she is eligible to participate in student organizations as detailed in the policies of Rowan University.

Section 2 – Dues

2.1 - Rowan Television Network does not require its members to pay any dues.

Section 3 – Active Membership

3.1 - An eligible individual becomes an active member of the Rowan Television Network if he or she meets the following requirements

3.1.1 - The individual attend eight (8) general meetings

3.1.2 - The individual participates in one show or four field shoots per semester

3.2 - If it is determined that an individual does not meet the minimum requirements to become an active member, he or she may request an appeal to be granted member status.

Section 4 – Duration

4.1- RTN active membership is given on a per semester basis and eligible students must re-meet the requirements given in this document each semester to continue their membership.

Section 5 – Rights of Members

5.1 - All members have the right to bring any problems, concerns, or opinions to the executive board.

5.2 - All active members are allowed to register to vote in elections as specified in article IV, Section 2.

5.3 - All members and plus one's are invited to the RTN Banquet.

5.3.1 - Banquet is free based on both Fall and Spring semester active member lists

5.3.2 - RTN Alumni who graduated in the previous Fall semester will also be invited to the banquet in the Spring.

5.4 - The Executive Board will host a minimum of one open E-Board meeting per semester.

Section 6 – General Member Behavioral Policy

6.1 - If any member is thought to be detrimental to the operation of the club or a production he or she may be brought before the Executive Board.

6.1.1 - If said member is a detriment to a production it is within producers' rights to expel said member for the immediate production.

6.1.2 - The Executive board will then determine whether or not to issue a formal warning to the member based on the recommendation of the producer or executive board member who has lodged the complaint.

6.1.3 - If the problems persist and another complaint is filed, the member in question will be brought before the Executive Board and be given a chance to explain said actions. The Executive Board will then vote whether to take action or not.

6.1.4 - If action is taken the Executive Board will then discuss what action shall be taken and said action will then be voted on.

ARTICLE IV: EXECUTIVE BOARD

Section 1 – Term and Officer Positions

1.1 - The term of the Executive Board shall run the length of one academic school year.

1.2 - The officers of Rowan Television Network executive board shall be as follows:

1.2.1 - President/Station Manager

1.2.2 - Vice-President/Assistant Station Manager

1.2.3 - Technical Manager

1.2.4 - Student Programming Producer

1.2.5 - Special Events Producer

1.2.6 - Sports Producer

1.2.7 - Programming Director

1.2.8 - Communications Director

1.2.9 - Post-Production Director

1.2.10 - Treasurer/Budget Director

1.2.11 - Secretary/SGA Representative

1.2.12 - President Elect

1.2.13 - Technical Manager Elect

1.2.14 – Treasurer Elect

1.3 - The specific duties for each position are outlined in the Rowan Television Network Bylaws.

Section 2 – Election Process

2.1 - Applications for executive board members will open two weeks before elections are held.

2.1.1 - During the application period, applicants will submit an application. The application consists of a sign-up sheet/form for each position. The application period is up to the discretion of the Executive Board.

2.1.2 – The start of the election process for President/Station Manager, Technical Manager, and Treasurer will be held in the last full week of February.

2.1.3 - Election of President/ Station Manager, Technical Manager, & Treasurer will be held as close to the first full week of March as possible.

2.2 - Once the application period is closed, applicants are announced to the general membership. Each applicant then delivers a speech for the position(s) for which they applied. The order and time limits on speeches will be set by election official(s).

2.3 - Elections will be held at least one month before the end of the academic school year to allow the new executive board to shadow the current executive board in their position.

2.4 - Elections must take place by closed ballot. These ballots will then be counted by an Advisor and an executive board member that is not nominated for a position.

2.4.1 - Only students who have been deemed a RTN active member based upon the active membership requirements set in this document will be allowed to register with the Vice President to be given a ballot on voting day.

2.4.2 - If a registered active member will be absent during voting day they may register with the Vice President to receive an absentee ballot.

Section 3 – Nomination and Election Requirements

3.1 - To be an applicant for an Executive Board position, a student must be an eligible active member of RTN for the current academic year.

3.1.1 - The person applying for RTN President must have held an executive board position for at least one semester prior to nomination.

3.1.2 - The person applying for RTN Vice President must have held an executive board position for at least one semester prior to nomination.

3.1.3 Winter session time is included in the semester time frame that must be met, unless the person steps down or is removed from their position.

3.2 - There is no limit to the number of offices to which one person may apply.

3.3 - Any applicant/candidate may withdraw their application for any reason at anytime during the election process.

3.4 - One person can only hold at most one Rowan Television Network Executive Board positions, unless Eboard vote approves for holding two positions.

3.4.1 - In the likelihood that one person is elected to more than two Rowan Television Network Executive Board positions, that person must decide on which one position he or she would like to keep and the Eboard votes if they hold the other position. Further positions elected to are resigned to the runner-up.

3.4.2 - The person that is elected to the office of President/Station Manager and Technical Manager cannot be elected to or take up any other Rowan Television Network Executive Board position during the academic year.

3.5 - Each office will be filled by the person receiving the greatest number of votes for that office.

3.5.1 - In the likelihood of a tie, a re-vote will take place one week later by the Executive Board after each candidate is given the opportunity to give a speech to the Executive Board.

3.6 – If no one is eligible or willing to run for RTN President, the position will be opened up to the active members. If still no one is interested, then the position will be opened to the general members.

3.7 - In order to apply for Tech Manager, you must have been camera trained.

Section 4 – Executive Board Requirements and Expectations

4.1 - Executive Board members are expected to uphold all duties as stated in the bylaws.

4.2 - All Executive Board members MUST be camera trained prior to the first general meeting of the following academic year.

Section 5 – Executive Board Policy

5.1 - A vote will be conducted for placing someone on a probation period for a to be determined time. After which, the E-board will vote on if the person is taken off probation or taken off eboard.

5.2 - If at anytime it is thought that an executive board member is not completing his or her outlined duties then any executive board member may request that a board of review be made to determine such claims.

Section 6 – Removal and Resignation

6.1 - Grounds for removal from Executive Board include not meeting the Executive Board requirements and expectations as stated in bylaws as outlined in Article IV, Section 4 of this document.

6.1.1 - An Executive Board member shall be removed by a two-thirds majority vote of the Executive Board. In the case of a President/Station Manager veto a three quarters majority vote is necessary.

6.1.2 - The President cannot veto his or her own impeachment.

6.2 - In the case that a RTN Executive Board member is unable or unwilling to complete their elected term, a letter of resignation must be submitted to the President/Station Manager and Advisor.

6.2.1 - Upon resignation, all work, information, hardware and keys pertaining to the position must be returned to the Executive Board.

6.3 - In the event of a resignation or removal, the Executive Board shall make the entire club aware of the open position and allow no less than three and no more than fourteen days for interested members to reply, including members of the executive board. The time limit must be established and clear to the general members.

6.4 - The next executive board meeting following the close of the application period, the executive board shall then consider each of the applicants. The applicants shall come in and interview with the executive board, with only one applicant in the room at a time. Following the interviews, the executive board shall nominate and elect a new executive board member with an open ballot vote. The nominee with the most votes will fill the vacant position.

6.5 - If there is limited time left in the academic year prior to new executive board elections then the current executive board may elect to take on the responsibilities of the removed or resigned position until the new executive board has been chosen.

6.5.1 - The limited time will be at the discretion of the Executive Board members.

ARTICLE V: OPERATIONAL POLICY

Section 1 – Equipment

1.1 - Only Rowan Television Network trained members may operate Rowan Television Network equipment. Studio equipment training requirements are at the discretion of the studio faculty/staff and RTN Technical Manager.

1.2 - Only RTN members who have passed camera training and completed two production assistant jobs may operate RTN cameras.

1.2.1 - Production Assistants pursuing camera training may operate cameras under supervision of a trained RTN member.

1.3 - All equipment must be checked out by the President/Station Manager, Vice-President/Assistant Station Manager, Technical Manager, or Advisor.

1.4 - The member responsible for the shoot will sign the equipment check-out form electronically and be responsible for the equipment.

1.5 - An Executive Board member or producer must make sure the equipment is returned.

Section 2 – Studio/ Office

2.1 - Studio/Office privileges may be taken away from members for not following studio/office policies at the discretion of the Executive Board or Advisor.

2.2 - The only beverage allowed in the RTN Office, the Television Production Studios, and the Bozorth King Auditorium is capped bottled water.

2.3 - Keys to the Rowan Television Network office or equipment cabinets are only to be given to the President/Station Manager, Vice President/Assistant Station Manager, and Technical Manager

2.3.1 – Keys must be forfeited to the President/Station Manager or Advisor upon request by the President/Station Manager or Advisor. A failure to forfeit key within 24 hours will be reported to Public Safety.

2.4 - RTN Projects have priority in the RTN Office.

Section 3 – Field Shoots

3.1 - All members participating in field shoots must provide the designated producer with contact information upon being placed on the crew. Information that is provided

will be kept private and not be used for any reason and will not be distributed to any third party.

ARTICLE VI: AMENDMENTS

Section 1 – Amendments

1.1 - Any amendments to the Constitution of the Rowan Television Network may be considered by the Executive Board anytime during the academic year.

1.1.1- The Executive Board must notify the club of any changes that directly affect the membership.

1.2 - Amendments to the Constitution must have two-thirds majority vote of the Executive Board members present to be adopted.

1.3 - All Executive board members must cast a vote before the votes are counted.

Rowan Television Network Bylaws

PREAMBLE

The purpose of these Bylaws is to establish clear and specific policies and guidelines held by the Rowan Television Network. They go into more explicit depth than the Constitution, and may be periodically changed throughout the semester. These bylaws are subservient to and may never contradict the Constitution.

ARTICLE I: SPECIFIC EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

Section 1 – Position Specific Duties and Responsibilities

1.1 - President/Station Manager

1.1.1 – Calls meetings.

1.1.2 – Establishes the agenda.

1.1.3 – May intervene on any issue regarding the operation of the station or the organization as a whole.

1.1.4 – Holds the power to veto policy and bylaws, which can be overturned by a two-thirds vote.

1.1.5 – Oversees all departments.

1.1.6 - In the event of a tie, has the power to break said tie which can be overturned by a two-thirds vote.

1.1.7 – Act as liaison to the College of Communication and Creative Arts.

1.1.8 – Approves and councils all concepts, proposals, and projects.

1.1.9 – Organize budget meeting for RTN produced shows at the beginning of each semester along with VP, Technical

Manager, Treasurer, and Student Programming Producer.

1.2 - Vice President

1.2.1 – Maintains contact with each department to see that the pre-production, production, and post-production of projects are completed efficiently and on time.

1.2.2 – Works with President/Station Manager to suggest new programming ideas, bylaws, and policy.

1.2.3 – Takes over the duties of President/Station Manager in event of an emergency.

1.2.4 - Holds one on one meetings at least twice a semester with each executive board member.

1.2.5 – Creates the slides for general meetings.

1.2.6 – Handles all apparel.

1.2.7 – Maintain a member-accessible Alumni database, and keep in contact with RTN alumni as necessary.

1.2.8 – Organize at least four team building or small activities each semester. (Member bonding)

1.2.9 – Organize field trips. (Etc.Sports Games, Museum, Dave and Buster)

1.2.10 – Organize at least one guest speaker/networking event per semester.

1.2.11 – Oversee final crews for any and all events by approving crew requests from the Student Programming Producer, Rowan's Got Talent producers, and Telethon producers.

1.2.12 – Attends all meetings with the Student Programming Producer to help crew out shows.

1.2.13 - Responsible for planning and organizing any/all banquets that RTN holds.

1.3 - Treasurer

1.3.1 – Maintain ledger for the treasury.

1.3.2 – Pay bills and issue reimbursements in a timely fashion.

1.3.3 – Work with the President/Station Manager to supervise and plan budget.

1.3.4 – Work with Producers to supervise proper use and distribution of show budgets.

1.3.5 – Attend SGA treasurer meetings as required.

1.4 - Secretary

1.4.1 – Records all minutes for all General and Executive Board meetings, and any other records useful for the proper functioning of RTN.

1.4.2 – Archives minutes in a yearly RTN report binder.

1.4.3 – Submits minutes via E-mail to the General Members in a timely fashion.

1.4.4 – Archives attendance records for meetings and shoots.

1.4.5 – Submits reports and minutes as required by SGA.

1.4.6 – Represents RTN at SGA meetings, or may nominate a representative to be approved by a majority of the Executive Board.

1.4.7 – Organizes, updates, and distributes the RTN member guide, with help from the Communications Director

1.4.8 – Manages and updates weekly online calendar.

1.4.9 – Keeps a list of all members and their activities within the club, eventually used to determine those considered “active members”.

1.5 - Technical Manager

1.5.1 – Maintains and repairs all RTN hardware and software.

1.5.2 – Offers classes to educate and train RTN members on hardware, software, and operational procedures.

1.5.3 – Provides equipment to trained RTN members for use in RTN productions.

1.5.4 – Supervises organization of equipment checkout, including paperwork and reservation conflicts.

1.5.5 – Authorized to revoke equipment authorization, in the event a particular member(s) is found to be reckless, unreliable, or in some other way irresponsible or potentially damaging to equipment.

1.5.6 – Configures, prepares, installs, or otherwise readies new RTN hardware and software.

1.5.7 – Assists club members in troubleshooting issues (either currently existing, theoretical, predicted, or otherwise anticipated) pertaining to club equipment, software, or other equipment.

1.6 – Programming Director

1.6.1 – Responsible for programming the video server and maintaining the web-stream.

1.6.2 – Responsible for defining programming blocks such as “Prime Time” and “Late Night” to help organize RTN programming.

1.6.3 – Creates specific schedule to be approved by the Station Manager.

1.6.4 – Distributes schedules to general meetings, E-board meetings, secretary, and communications director.

1.6.5 – Insert PSAs, Spots, and advertisements into shows.

1.6.6 – Work with producers and the Post-Production Director to get the latest programming on the air in a timely manner.

1.7 - Communications Director

1.7.1 – Promote RTN’s shows and events using traditional off-air methods such as fliers, press releases, and campus events.

1.7.2 – Promote RTN’s shows and events using on-air methods including bumps, commercials, and graphics with the help of an on-air promotions team.

1.7.3 - Manage underwriting with local businesses and organizations in order to receive compensation through goods or services.

1.7.4 - Maintain RTN's image through use of social media, press releases, and relationship with other media outlets on campus.

1.7.5 – Responsible for maintaining the website.

1.7.6 Responsible for online video management.

1.7.7– Responsible for additional online assets wherever not specifically assigned to other members.

1.7.8 - Responsible for all social/new media.

1.8 - Special Events Producer

1.8.1 – Maintains contact with Rowan University organizations such as SUP and theater groups.

1.8.2 – Crew out and assist in the development of one-time shows.

1.8.3 – Ensure the coverage of relevant campus events.

1.8.4 – Special Events Producer assigns a stand-in producer for any special event shoot that he/she cannot attend.

1.8.5 - Supervise and assist the completion of editing special events projects using a group of certified editors.

1.9 - Student Programming Producer

1.9.1 – Maintains a written roster of active shows with a primary producer contact listed.

1.9.2 – Holds at least one meeting per month with show producers to provide feedback.

1.9.3 – Shall determine crews for shows in cooperation with the Vice President.

1.9.4 – Maintain clear documents approved by the E-board detailing show pitching processes, and shall make such documents available to general members upon their request.

1.9.5 – Shall coach general members pitching ideas until it is ready for presentation to the Executive Board.

1.10 - Sports Producer

1.10.1 – Maintains contact with sport organizations such as Rowan Sports Information/Athletics.

1.10.2 – Crew out and assist in the development of one-time shows/ recurring sporting events.

1.10.3 – Ensure the coverage of relevant sporting events.

1.10.4 – Sports Producer assigns a stand-in producer for any sports event/shoot that he/she cannot attend.

1.10.5 - Supervise and assist the completion of editing sports projects using a group of certified editors.

1.11 - Post Production Director

1.11.1 – Supervise and assist the completion of editing projects that are assigned by the producer of the project/projects in question.

1.11.2 – Maintain post production software.

1.11.3 – Train members on post production software.

1.11.4 – Maintain an active list of all certified editors.

1.11.5– Creates, maintains, and specifies storage for all physical audiovisual media.

1.11.6 – Develop labeling procedure and standards.

1.11.7 – Manage NAS user accounts, access, and quotas.

1.11.8 – Maintain organization of the NAS.

1.11.9 – Makes duplications and manages related paperwork.

1.11.10- Manages media flow/database

ARTICLE II: GENERAL MEMBER STAFF POSITIONS, POWERS, AND RESPONSIBILITIES

Section 1 – General Member Staff Positions

1.1 – In order to create new opportunities for general members, foster a greater sense of club ownership and opportunity, and accomplish more for RTN, general members shall have positions as part of RTN supervised by members of the Executive Board.

Section 2 – Selection to a Staff Position

2.1 – Executive Board members shall nominate interested individuals to the Executive Board. The Secretary (or in the case of absence or conflict of interest, the President) will count the ballots. A majority vote of the entire board is necessary for approval.

2.2 – Members of the Executive Board are encouraged to propose and change titles and job descriptions, and are not required to have positions filled at any given time. They are encouraged to help them get things done and get more people involved in RTN.

2.3 – Members may be removed from Staff Positions by an open-ballot majority vote of the Executive Board.

Section 3 – Staff Positions

3.1 – President/Station Manager

3.1.1 – The President/Station Manager cannot have any subsidiary staff positions.

3.2 – Vice President/Assistant Station Manager

3.3 – Treasurer

3.4 – Secretary

3.5 – Technical Manager

3.6 – Programming Director

3.7 – Communications Director

3.8 – Special Events Producer

3.9 – Student Programming Producer

3.10 – Sports Producer

3.11 – Post Production Director

ARTICLE III: SHOW PITCHING PROCESS

Section 1 – RTN members and applicant show producers will follow the following guidelines towards getting their shows approved through RTN production. These policies do not apply to independently produced shows.

Section 2 – The Student Programming Producer may establish guidelines that must be met before a show can continue any further down the production track. Once satisfied that such guidelines have been met, the Student Programming Producer will clear the show to be pitched to the Executive Board. The technical manager must also approve the production for technical approval before the show may be pitched to the Executive Board. The time and date will be established by the Station Manager based on their agenda.

Section 3 – The Executive Board will receive a presentation from the producer or a designee of their choice, to be no longer than fifteen minutes. Following the presentation, the producer will receive questions from the board. After questions are complete, they will be dismissed from the room and the Executive Board will engage in private deliberations.

Section 4 – An open ballot vote will be taken during this meeting, and a majority vote will approve the show for a single pilot episode. The Executive Board may vote to rescind this decision for any reason in the future.

Section 5 -The pilot will only be shown at a general meeting followed by a brief question and answer session before being released to the public with the E-board's permission. Only eligible RTN members will vote, and members must be present during the showing and time of voting in order to be counted. A majority vote approves the show for production. For votes to be counted, they must also include feedback as approved by the Student Programming Producer.

Section 6 – Shows shall remain in production according to show policies.

ARTICLE IV: SHOW POLICIES

Section 1 – Shows must fall into one of the three following categories, each governed by different RTN regulation. This must be established with the appropriate E-board member and the President.

1.1 – RTN Produced

1.1.1 – Because they utilize the best RTN resources, RTN produced shows are more closely monitored and regulated by RTN.

1.1.2 – RTN Produced shows shall have full equipment support, be given studio time as best as possible, and given optimal airtime by the Programming Director.

1.1.3 – RTN Produced shows will be crewed out by the producer(s) of said show and approved by the Student Programming Producer.

1.1.4 – Producers will remain producers until their graduation, resignation, or removal by the Executive Board.

1.1.4.1 - Producer's must be an active member in order to continue the production of said show.

1.1.4.2 - Producer's will be given tallies against them. If they accumulate three tallies, they will be held for a meeting with the E-board for the following reasons:

1.1.4.2.1 Show not delivering content according to time frame they agreed upon.

1.1.4.2.2 Show not producing content that holds to its purpose.

1.1.4.2.3 Show not communicating and attending mandatory meetings.

1.1.4.2.4 Show not resetting the studio properly.

1.1.4.2.5 In the case of a removal, a producer may appeal to the Executive Board by email.

1.1.5 – To replace a producer, the Student Programming Producer shall accept applications from the general membership for no less than one week. They shall speak privately in front of the E-board for no more than five minutes each (or less, as determined by the President, but equal for all applicants), and may be asked questions at the end.

After all applicants are interviewed, the E-board may nominate replacements, followed by a second, and then voted on an open ballot. The applicant with the most votes is the new producer. Anyone with a conflict of interest must abstain from voting.

1.1.6 – End credits may not include any other company-styled bumps.

1.1.7 – The original creator/producer of a show may not be removed from the project, although the project may be terminated or altered.

1.1.8 – Cancellation of a show must be approved by a majority vote of the Executive Board.

1.2 – In Association with RTN

1.2.1 – Because they use some independent and some RTN resources, shows produced in association with RTN are only monitored and regulated by RTN to a limited degree.

1.2.2 – Producers of this category of show may attend and request a budget at the beginning of semester budget meeting, but RTN is under no obligation to provide any support.

1.2.3 – Studio access will be regulated through RTN, and subject to the same crewing procedure as other RTN productions, with the following exception: the producer may choose to nominate their director, who will be approved by the Vice President.

1.2.4 – Field crews can be provided through RTN, though may be announced (providing contact information for the producer) via the Student Programming Producer at their discretion.

1.2.5 – Producers can not be removed by RTN, and RTN will play no role in the replacement of a producer unless specifically requested.

1.2.6 – If a show fails to meet the expectations of the Executive Board for any reason, an open ballot majority vote may be called to drop support for a show produced in association with RTN. If the vote passes, the show will lose all RTN support and be reclassified as being independently produced.

1.3 – Independently Produced

1.3.1 – Independently produced shows have no support from RTN. The President/Station Manager will review the show and may handle it at their discretion, consulting with the Student Programming Producer and the Programming Director. Series and individual episodes may be accepted or rejected at the discretion of the President/Station Manager.

Section 2 – Shows may be reclassified by request of the producer to the Student Programming Producer. They may meet with the Executive Board at the discretion of the President, and their request will be decided by a majority vote.

Section 3 – All show producers are expected to operate in a manner that positively reflects the Rowan Television Network, and does not threaten the well being of other students or equipment. Failure to do so, or follow other RTN policy may result in producer removal or the dropping of a show.

Section 4 – Shows may only be cancelled (or dropped) by a majority vote of the Executive Board.

Section 5 – If a producer looks to drastically change the focus or scope of a show, it must be approved by the Executive Board.

Section 6 – Annual Special Broadcasts

6.1 – People interested in executive producing for any special broadcasts must interview with the executive board prior to any pre-production of the special event.

6.2 – President and Vice President will determine when interviews will be held.

ARTICLE V: CREWING PROCEDURE

Section 1 – Crews for shoots can be requested of the club by any position, and only for shoots related to their specific position.

1.1 – For emergency or sensitive situations or projects, the President/Station Manager may hand-pick a crew and bypass the rest of the process, or delegate this duty to the Vice President/Assistant Station Manager.

1.2- Any shoot with three or more crew members must be crewed out by the producer.

Section 2 - Crew requests must be announced at general meetings, unless there is a special circumstance. Single Camera Shoots shall be required to follow only Sections 1 and 2.

2.1 –Single camera field shoots that require no more than two members may be crewed out at the full discretion of the producer. This must be done in such a way that is fair to all members of the club, and must give equal opportunity to all members. The President or Vice President may require a producer acting counter to this principle to follow the larger crew procedure beyond Section 2. In the event of suspected abuse of this policy, the President may remove this privilege from producers for a predetermined period of time recommended by the Vice President.

Section 3 – An electronic crew form will be provided in General Meeting minutes for applicants to request placement on a crew. Members may also request placement on a crew by E-mail contact with the relevant E-board member.

Section 4 - The list of all applicants for studio shows, Rowan's Got Talent, and Telethon will be sent to the Vice President with the producer's nominations clearly marked. The Vice President shall insure that all club members are being given equal opportunity to participate in a variety of different roles, and that no one member can unfairly dominate crew positions.

Section 5 – If the Vice President does not approve of a selection:

5.1 – The producer may accept another nomination by the Vice President from the list of applicants.

5.2 – The producer may appeal to the Vice President, or, in the situation of a conflict of interest, the President, who may overturn the Vice President’s decision.

Section 6 – Once the Vice President approves the final crew list, the producer must notify the applicants of the crew via E-mail and the Technical Manager.

Section 7 – If members are unable to be part of a crew after their selection, the producer may appoint a replacement from the pool of applicants.

Section 8 – This policy shall be followed by all crews for all RTN productions, with the following exceptions:

8.1 – Shows categorized as being independently produced cannot be crewed out through RTN general meetings. Announcements of independent productions looking for crews (with contact information of the independent producer) are allowed, and will be announced by the Student Programming Producer or the President.

8.2 – Special production positions that are not related to the technical production of the show, especially those meant to help producers organize aspects of their program. Such positions may be appointed by the producers.

8.3 – Emergency or short notice events.

ARTICLE VI: OWNERSHIP OF FOOTAGE

The Rowan Television Network is the sole owner of all footage produced by RTN.

ARTICLE VII: BUDGET APPROVAL

Section 1 – All purchases over \$50 shall go through the E-Board before the purchase is made with the exception of paper, toner, office supplies, and gaff tape.

Section 2 – Purchases must be approved by $\frac{1}{2}$ of the E-Board, or $\frac{2}{3}$ of the E-Board for anything over \$1,000.

Section 3 – The Budget plan shall be outlined in the beginning of the next year with the entire E-Board.

Section 4 – All purchases made with RTN funds are property of Rowan Television Network.

ARTICLE VIII: AMENDMENTS AND EXCEPTIONS

Section 1 – Amendments to the Bylaws must have a majority vote of the Executive Board to be adopted. All amendments up for consideration must have their final wording submitted in writing to the Secretary or President/Station Manager.

Section 2 – Bylaws may be overruled in one specific instance if approved by a majority of the Executive Board.