



UTVS TELEVISION

SPRING 2020 HANDBOOK

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Mission Statement

The mission of University Television Station (UTVS) includes the following:

- To provide television programming to St. Cloud State University, the St. Cloud community, and surrounding areas.
- To afford students the opportunity to participate in various aspects of television production and broadcasting.
- To adhere to and expand upon established standards of television broadcasting and production.

Standards

UTVS exists to provide the highest quality programming possible to St. Cloud State University, the St. Cloud community and surrounding areas. UTVS reaches over 33,000 households of the St. Cloud area and serves as an educational facility where students learn how to produce high quality television programming. In keeping with this mission, UTVS establishes the following standards:

- All programs carried on UTVS are to be of the highest overall quality possible.
- UTVS carries only programs meeting the highest technical standards.
- Content for all UTVS produced programs must be educational, informational, or entertaining.
- Content for all programs carried on UTVS may not include offensive language, excessive violence, or nudity.

The production atmosphere for all UTVS programs should reflect the goal of producing high quality programming.

All materials posted to the UTVS web site must follow the same guidelines for UTVS programming regarding appropriate content, format, etc.

All UTVS promotional materials must follow the same guidelines as UTVS programming regarding appropriate content, format, etc.

Conduct

UTVS is an equal opportunity/affirmative action employer and organization. UTVS does not discriminate against any person on the basis of sex, age, race, health condition, religion, or sexual orientation. In order to provide a safe and pleasant working environment, UTVS has established the following rules of conduct:

All persons while working for UTVS shall behave in a manner that is respectful and courteous to others.

All persons shall, while working for UTVS, conduct themselves in a professional manner. UTVS defines professional behavior in the following way:

- Persons working for UTVS shall dedicate themselves to fulfilling the requirements of their jobs in an efficient manner and to the best of their ability.
- Persons working for UTVS shall refrain from using language that is offensive to others.
- Physical violence and/or abusive behavior is not acceptable.
- Excessive physical activity and/or horseplay is not permitted in any UTVS facility.
- All UTVS members will abide by the "Tobacco Free" policy put in place by St. Cloud State University.

UTVS Staff members are to conduct themselves in a professional manner when representing UTVS to the general public. This includes all forms of contact with the general public, including interaction during production times, on phone calls from UTVS facilities, or when discussing UTVS Television and/or its policies with any members of the general public, including the media. Please keep all representations of UTVS to a minimum, and refer any questions to the UTVS Station Manager.

Harassment of any kind, including sexual harassment, will not be tolerated. Reports of harassment should be immediately brought to the attention of the UTVS Station Manager and the UTVS Advisor. All such reports will be documented and appropriate disciplinary action taken.

UTVS facilities are not a leisure place. Persons in UTVS areas must not in any way interfere with the production of UTVS programs or the normal departmental structure or administrative operations of UTVS.

All UTVS staff members are to use UTVS facilities and equipment in a responsible manner consistent with the guidelines for equipment use set forth in this handbook.

Statement of Non-Discrimination

St. Cloud State University will provide equal education and employment opportunities to all persons following the Civil Rights Act of 1964 (CRA), as amended, which prohibits certain forms of discrimination in providing educational programs under Title IX and employment under Title VII. Specifically, the CRA prohibits discrimination based on race, color, national origin, sex, or religion. Federal law also prohibits discrimination based on age, disability, pregnancy, and certain Veteran status. The State of Minnesota further prohibits discrimination based on marital status, sexual orientation, receipt of public assistance or membership on a human rights commission.

In compliance with the law and as an integral part of the mission of this university, St. Cloud State University is committed to providing equal education and employment opportunities to all students and employees regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. veteran.

To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Ellyn L. Bartges, Ph.D who is the university Designated, Equity & Access Officer, ADA Coordinator, and Title IX Compliance Coordinator (phone (320) 308-5123 or via email at elbartges@stcloudstate.edu or oea@stcloudstate.edu .

At www.stcloudstate.edu/oea/policies are policies and procedures pertaining to discrimination, harassment and sexual assault, as well as information on available resources.

Policies For Use

Supplies

Use of UTVS supplies is unique to each program. Each UTVS program has a supply budget, which covers all material costs required. UTVS staff members should consult department heads to find out which supplies are available for given department use.

UTVS supplies are not under any circumstances for personal use. Due to a lack of funding, UTVS can afford to buy only enough supplies for UTVS business use; all other supplies are purchased by UTVS departments.

Recording Media

UTVS recording media is for use by UTVS productions only.

UTVS Management should create and implement a method of recording media stock distribution for each department.

Recording medias must be handled with care.

Recording medias must be used, then returned along with cases.

Recording medias should be discarded only if beyond usable life.

Recording medias can be purchased by any member for any use if supplies are available. Prices vary by market price.

Equipment

UTVS-owned equipment is for station use only.

Remnant time use of UTVS equipment for personal projects is permitted on a limited basis.

Any user of UTVS equipment takes full responsibility for the safety of the equipment in his/her charge.

Any damage to UTVS equipment because of negligence or inappropriate use will be paid in full by the user.

All equipment damage and malfunctions must be recorded on the UTVS Equipment Bug List so that any problems can be addressed by the UTVS Studio Manager.

Equipment and Supplies

Access to Equipment

Anyone wishing to have access to UTVS-owned equipment and supplies must first meet the following requirements:

1. You must be a UTVS staff member having completed all necessary paperwork and paid your membership dues of \$25 for the current semester.
2. You must attend a training session (i.e. Camera Training) before you can operate and check out UTVS equipment.
3. All equipment and facilities must be signed out in your name.

Checkout Guidelines

All equipment used by UTVS staff must be checked out before use. This includes edit suites, field equipment, microphones, production music, show recordings, etc.

- UTVS owns checkout equipment located in the Mass Communications check out des, which is available when news production classes are not in session. All other Mass Communications equipment to be used of UTVS productions must be confirmed with the Mass Communications Studio Manager.
- Field equipment checkout list is located in the Mass Communications check out office (SH142/143)
- Reserving equipment in advance will better ensure availability of equipment.
- Consult with the TV Studio Manager regarding any issues involving equipment checkout.

Ownership

Equipment and Supplies

All equipment and supplies purchased with UTVS revenues or revenues of UTVS-carried programming are the property of UTVS.

Recording media stock:

- Recording media stock is considered to be part of the UTVS supplies.
- All recording media stock used by UTVS or any program carried on UTVS is the property of UTVS.
- All recording media stock used by UTVS or any program carried on UTVS must be archived or cleared and returned to UTVS, following use.

Usage Rights

All material published or produced by UTVS becomes the property of UTVS. UTVS holds the exclusive rights to telecast, broadcast, distribute or re-distribute, sell and/or display any such material.

Any television program produced for the purpose of airing on UTVS or which is primarily distributed by UTVS is considered to be produced by UTVS.

UTVS has property rights to any award won on behalf of the organization's payment of any submission fees. Duplicates are available for purchase at the request of parties directly involved with the award. In the event that a member pays for the submission fee without compensation from UTVS, they are the proprietors of that award and it is UTVS' responsibility to cover the costs for a duplicate to be displayed.

Distribution

Signal

UTVS Television is distributed to the SCSU campus on channel 21, as well as subscribers of Charter Communications Cable TV on channel 180.

Video Recording Media

Effective February 12th, 1998, UTVS enforces the following policy regarding footage viewing and duplication for non-UTVS staff:

Duplication

Duplicates will be made of UTVS program master recording medias only. Circulation of raw footage is permitted only within the UTVS organization.

Requests for duplication may be denied at any time by the UTVS Executive Board. The UTVS Executive Board shall not be required to provide a reason for any denied request.

Anyone outside of UTVS who requests a copy of anything produced by UTVS: Shows, Newscast, Sports, Features etc. will be charged: \$15 for 1st DVD copy (includes shipping/delivery) and \$5 per each additional copy on the SAME order.

UTVS will duplicate the master DVD, with a professionally printed label, and placed in a jewel case. This process could be done either by the Executive Producer of the show / production, or delegated to another member of the production.

All orders are to be shipped out by one individual (Station Manager, Programming Director or Marketing Coordinator). This is done to make sure all orders would be fulfilled properly and promptly.

Orders would be shipped once payment is received, and would be tracked via a spreadsheet. Revenue generated would go to the general UTVS fund.

Guidelines for Creating a UTVS Show

Listed below is the procedure UTVS members must follow to propose a new show to be added to the UTVS programming schedule.

Step 1 Arrange a meeting with UTVS Management (Station Manager, and Programming Director).

This is a preliminary meeting to discuss the idea and complete the UTVS Program form. Upon completion of the UTVS Program form, a presentation date with the UTVS Executive Board will be set.

Step 2 Present idea to the Executive Board.

The producer will be given five minutes to explain your program. Your presentation must include the overall goal of the show, how it will benefit viewers, how often it will be produced, and how it will be produced technically.

The presentation will be followed by a question and answering period. During the same meeting, the Executive Board will vote on whether or not to proceed with the production of a pilot. The decision will be emailed to the producer, and can also be found in the minutes of that meeting.

Step 3 Produce a pilot episode.

Upon approval of the idea from the Executive Board, the producer can begin making arrangements with UTVS management and the facility manager for resources (cameras, mics, studio reservations, etc) to create the pilot.

The producer will be given a two-week period to produce the pilot episode. After the show is produced, it will be viewed at the next Executive Board meeting. The Executive Board will either approve the program or make a list of modifications to meet program requirements.

Step 4 Set a schedule and produce on a regular basis.

Once the pilot is approved by the Executive Board, arrange a meeting with the Programming Director to determine run times in the programming schedule.

All programs must meet the *Program Requirements* found in the next section.

All shows *must* follow guidelines outlined in the handbook.

Program Requirements

All programs (new and continuing) that air on UTVS must meet standards outlined on page four, as well as the following.

Length of Programming

All programs must be 29:30 or 59:30, with the exception of special and/or live programming (for example, concerts or sporting events)

Programs must allow for three 2:30 breaks per half hour. The breaks are allotted for public service announcements, station promotion, and promotion of other UTVS programs. Break content is controlled by the Programming Director.

Special Programming

Special, non-regularly scheduled live programming must be coordinated with Programming Director. The Studio Manager must be contacted as well for support.

Shows Produced Specifically for Online Platforms

This refers to shows produced specifically for online platforms such as, Instagram, Twitter, Facebook, Vimeo, etc. Shows who want to be completely online must have this clear in their original pitch to the Executive Board prior to having a regular airing schedule. Shows specifically for online platforms must follow the same process as shows who post directly to cable, including their original show pitch outlined above. The length of these programs will be fluid depending on the nature of the show, however, the standard for quality remains the same as all other UTVS programming. Quality will be overseen by the UTVS Executive Board.

Scheduling

Producers are responsible for meeting with the Programming Director regarding scheduling before the season starts. A season consists within a semester or length of schedule. (like sporting events that may overlap semesters)

In the producer(s) meeting with the Programming Director, the schedule will be set, and include dates that the show will not be produced.

In the event that a program needs to cancel a show, the producer must fill out a show cancelled form obtained by the Programming Director a week in advance. Failure to do this can result in suspension of checkout equipment, or termination of program.

Shows may be cancelled only twice a season.

Promotion

Each program must create a :10 and :30 promotion to air during breaks. Every program must do this prior to the season airing. Failure to do this can result in suspension of checkout equipment, or termination of program.

Producer Requirements

Producers are responsible for coordinating a crew as well as talent. Producers must be a UTVS member.

Fiscal and Monetary Policies

Revenues

All revenues generated by UTVS or by any program carried by UTVS (excluding non-revenue generating syndicated or network programming) are property of UTVS.

Revenues generated by UTVS programming will be distributed by program, firstly, to cover annual program budgeted costs.

Revenues generated by UTVS programs which exceed program base (budgeted) annual cost will be directed to the UTVS general revenue fund to be disbursed at the discretion of the UTVS Business Office.

Travel Expenses

Travel expenses incurred while representing UTVS for the purpose of producing content to air on UTVS' channel 180 are eligible to be reimbursed at a maximum daily allowance of \$15 per day, for a maximum of five days; first, pending approval of the Executive Board, and only with the accompaniment of all receipts and an itemized spreadsheet of the expenditures you wish to be reimbursed for.

Salaries

UTVS Executive Board salaries are to be determined in advance and listed in writing by the UTVS Station Manager and approved by a majority vote of the Executive Board. Salary information is to be available to any UTVS member upon request.

A salary deduction will be made by a majority vote of the Executive Board when an Executive Board member fails to meet one or more of the requirements of their position, or if said Executive Board member violates one or more UTVS Policies as outlined in this document.

Award Submissions

UTVS Staff may submit individual works (features, packages) on behalf of UTVS once per event pending approval of the UTVS Executive Board. However, if a staff member wins, UTVS gets the award and the staff member must pay for a duplicate to be made (See Usage Rights).

Shows are permitted to submit once per event, per year (e.g., BEA, SPJ, CBI) on behalf of UTVS. However, in the event of a winning submission, UTVS gets the award and the show producer must pay for a duplicate to be made (See Usage Rights).

For larger submissions (to be determined by the UTVS Advisor) that do not have to be paid via credit card online, UTVS will take care of all of the payments.

For smaller submissions (to be determined by the UTVS Advisor) or ones that must be paid online, the individual must get all necessary documentation to the UTVS Advisor and fill out a 1400 form for reimbursement of the funds, unless the individual would prefer not to get reimbursed and have UTVS pay for a duplicate, assuming they win the award. (Note: There will be deadlines on reimbursement, i.e., if the individual did not win the award, the individual cannot opt to then get reimbursed months later).

In a case of financial dispute regarding award submissions that exceed a cap of \$300.00, the following procedures shall be taken.

An Award Selection Committee (ASC) shall be formed consisting of faculty of the Department of Mass Communications (preferably faculty affiliated with the Broadcasting Sequence) and members of UTVS (Preferably individuals with minimal affiliation to a particular show). UTVS Management will be responsible for the selection of this committee (Unless an individual in UTVS Management has a stake in the dispute).

The UTVS ASC shall then hold a meeting to review the would-be submissions and make their choice(s), within one week's time, with regard to the amount of funds capped for the event. Based on a majority vote.

The production(s), episode(s), segment(s), package(s), etc. must be submitted to the UTVS Award Selection Committee 2 weeks prior to the actual deadline (to be administered by UTVS Management, in conjunction with the UTVS ASC). If a dispute arises under the two-week deadline, shows will be accepted on a first come first serve basis.

The UTVS ASC will only convene when necessary (i.e., if there is a surplus of submissions in respect to the amount of money we have the event capped at, etc.)

The deadline for all reimbursements (Award submissions, registration fees) shall be 2 weeks after the deadline, unless obtaining the proper documentation takes a longer period of time.

Members, Management and Advisors

UTVS Staff

Any student attending SCSU, staff, or faculty member of the aforementioned institution, shall be eligible to be a UTVS staff member.

Status as a staff member is dependent upon attendance at UTVS General Meetings and participation in UTVS television operations.

UTVS staff members must complete all necessary paperwork and pay their bi-annual membership dues of \$25 per semester by the posted deadline to be established by UTVS Management at the beginning of each semester.

St. Cloud community members seeking for opportunities at UTVS are not allowed to become members.

Advisor

The University requires that each student organization be advised by at least one faculty or staff member. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities. Advisors play an important role in student organizations. By sharing knowledge about the university and personal experience, advisors provide professional expertise to student organization members, as well as foster rewarding mentorships with students. Advisors are rewarding in knowing that they have contributed significantly to the growth and development of students.

- Must be a St. Cloud State University employee during the academic year in which one serves unless otherwise approved by the Department of Campus Involvement – Student Organizations.
- Represent and protect the interest of St. Cloud State University in all matters pertaining to the organization.
- Serve without pay nor provided release time from other professional duties unless specified in a job description.

Please Note: Graduated Assistants are not allowed to be the official advisor of record for student organizations. The official advisor must be a staff or faculty member who is an employee of St. Cloud State University, and this the State of Minnesota.

In assuming the role of student organization advisor, it is inherent that the advisor accepts and agrees to fulfill these responsibilities in the manner listed below:

- Serve as the official person responsible for the budget, including signing financial forms, budget requests, etc.
- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in its constitution or by-laws, and reviews the constitution annually with the organization membership.
- Meet with the organization president on a regular basis (at least twice each month is recommended as the minimum requirements).
- Attend organization meetings and events.
- Remain informed of all activities sponsored and conducted by the student organization.
- Establish with the student organization president the manner in which the advisor will participate in the organization's activities; i.e., programs, social events, recruitments and new member activities, and meetings.
- Know the officers and members of the organization.
- Be familiar with the status of the current membership of the organization.
- Know the organization's process for obtaining new members.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
- To be knowledgeable of policies and procedures listed in the St. Cloud State University Student Code of Conduct.
- Review with the student organization membership the policies and procedures listed in the St. Cloud State University Student Code of Conduct.
- Review and adhere to the policies in the Student Organization Policy Guidebook.
- Immediately report to the Department of Campus Involvement – Student Organization any activities that may or will violate University policies.

- Advisors are not allowed to be the official advisor of record if the following applies:
 - They are on sabbatical
 - They are retiring or are retired
 - They are on leave from St. Cloud State University
 - They are leaving or have left St. Cloud State University

Postings

All official station information shall be posted on www.utvs.com under the “membership” tab.

UTVS postings are located on the doors of SH123 and SH124, as well as bulletin boards.

UTVS maintains list-serve and postings for the following:

- Meeting schedules/minutes
- Job/internship listings
- Station operations/departments
- General information

Only approved, appropriate and relevant materials may be posted on UTVS bulletin boards.

All announcements come across our member list-serve: allstaff@utvs.com

Staff Mailing List

UTVS maintains an electronic mailing list for all staff members. All members are required to be subscribed to the electronic mailing list, and are expected to check their subscribed e-mail address on a regular basis.

All staff members are assumed to have received and understood information distributed via the electronic mailing list after a 24-hour time period has elapsed from the time a message has first been posted. Some station information will only be posted to the electronic mailing list, making it extremely important for members to be subscribed.

Staff members may subscribe to the e-mail list by speaking with the Station Manager, or simply applying for membership.

The purpose of the staff mailing list is for distribution of internal (staff-directed) UTVS information.

Seasonal Requirements

Each staff member is to fulfill their duties during each semester of operations. Executive Board members are required to fulfill their duties as outlined in this document all 12 months of the year.

Absences in the summer due to vacations, moving, work, etc. are not punishable by dismissal or termination as long as the requirements of this document are met. Hourly schedule as seen on page 32 may be adjusted in the summer as long as the requirements of each board member are met.

It is encouraged for all staff to contribute as much time as possible to their role, including summer hours, in order to continue improving the station. Access arrangements can be made, as UTVS is a 24-hour operation, and facility availability should mirror this.

Dismissal, Suspension, Termination

Removing any staff member from any role at UTVS due to a violation of this document, SCSU policies, or any other reason is to follow the guidelines of this document. The “levels” of removal are outlined below. All suspensions/dismissals/terminations are allowed, and in some cases, required, to call a meeting to appropriate persons.

Dismissal

Staff members are subject to dismissal from any given position for an arranged period of time due to violations of this handbook or inability to perform their duties. Each member of UTVS is allowed the ability to dismiss a staff member as long as there is a valid reason to. Any dismissal actions must be brought to the attention of the UTVS Station Administration. Grounds for dismissal would be in cases in which a staff member is creating an inappropriate working environment for others, inability to perform their job, or violations of this constitution.

Suspension

Members can be suspended for a given period of time due to punishable offences described above.

Termination

This portion generally pertains only to the removal of executive staff members, including management personnel and any other paid positions of a UTVS department.

Termination of any person in a paid position for UTVS will not be official until a meeting of appropriate staff has been called—with the exception to this only involving theft, or vandalism incidences. Each person would have the right to invite any person they feel is necessary to attend, given that each person in the meeting is a UTVS member or advisor. Termination shall be determined by a majority vote amongst the Executive Board and follow the following procedure:

- Individual discussion between accused staff member and their appropriate supervisor(s).
- Notification of termination and explanation to respective parties.
- Termination will be made final at the next scheduled board meeting.

- Upon adjournment of said board meeting, member will no longer be affiliated with UTVS and must return all keys and equipment within 14 days. Proper action will be taken if this criterion is not met.

Departments

Station Administration

Foundation of UTVS and focuses on two major areas:

- Business office – All financial transactions, budgeting, and record keeping are handled here.
- Station Management – All station operations are coordinated through station management.

UTVS Programming

All scheduling of UTVS programs and events, the UTVS broadcast schedule, affiliate relations, signal distribution arrangements, and the UTVS archives fall under this category.

UTVS Marketing and Digital Content

This department is UTVS' connection to the general public. All promotional material including printing material and TV spots are handled the UTVS Marketing Coordinator and Digital Content Manager. The Marketing Department also coordinates with all UTVS advertisers. The UTVS website is also a part of this department. A close working relationship with UTVS management is required by this department in order to assure consistency and accuracy.

UTVS News

The UTVS News Department is headed by the UTVS News Directors. All news and weather information, including www.utvsnews.com content, is handled by UTVS News.

UTVS Sports

This department is headed by the UTVS Sports Director and coordinates all sports content for UTVS with the exception of Husky Productions Men's Hockey Broadcasts.

UTVS Production

The UTVS Production Department is headed by the UTVS Production Managers who manage and maintain all UTVS equipment. The UTVS broadcast signal is also maintained by the Mass Communications Engineering Department. Technical training for UTVS staff falls under the jurisdiction of this department.

UTVS Entertainment

This is a generalized category for any program produced by UTVS, which does not fall under the jurisdiction of the News or Sports departments. The Entertainment Department is headed by the Station Manager & the Programming Director.

UTVS Executive Board

The UTVS Executive Board is comprised of paid UTVS staff members: Station Manager (President), Programming Director (Vice President), Marketing Coordinator (Treasurer), Digital Content Manager, 2 Production Managers, 2 News Directors, and Sports Director.

All of Executive Board members must be enrolled at St. Cloud State University. Therefore, all of the above listed must be students at SCSU.

The UTVS Executive Board works in conjunction with the UTVS Advisor who serves as a liaison between UTVS, the Department of Mass Communications, and St. Cloud State University.

All UTVS Executive Board Members are to be democratically elected by the Executive Board and are subject to an application process.

Each Executive Board Member holds 1 vote for voting (a total of 9 votes). One person cannot hold more than one Executive Board position simultaneously.

As a student organization of St. Cloud State University, UTVS holds officer positions that are responsible for the station and its final decisions (President, Vice President and Treasurer).

Responsibilities of Executive Board

The Executive Board shall serve as representatives for the UTVS General Staff.

Each Executive Board member is responsible for carrying out the duties specific to their position as described in this document.

Executive Board members must attend all Executive Board Meetings.

Each Executive Board member must be enrolled for no less than six credits per semester.

All Executive Board members must attend all general meetings.

Executive Board members are responsible for their conduct as a member of UTVS, as well as holding themselves to a higher standard representing UTVS as a leader of the organization.

Executive Board Work Schedule

Each member on the Executive Board is responsible to be at the station 10-12 hours per week and to be fulfilling their duties as outlined in the UTVS Handbook.

Each member on the Executive Board is responsible to provide updates on their department at each Executive Board meeting.

Staff Policies

Show Producers Responsibilities

- Producers are responsible for producing programming consistent with the original approved program proposal or treatment.
- Producers are responsible for meeting the UTVS program guidelines as outlined in this document.
- Producers are responsible for submitting updated material for distribution on a timely basis.
- Producers are responsible for the conduct of crew members and staff during all phases of production.
- Producers shall report concerns or recommendations that they feel would improve their show or UTVS as a whole to the Station Manager.
- Producers are responsible to the UTVS Executive Board.
- Producers are responsible for updating digital content in accordance with UTVS Standards.

- Producers are responsible for attending all general meetings and scheduled meetings, twice a semester, with Station Manager and Programing Director.
- Producers and Executive Board Members are responsible for keeping the Newsroom clean during the production of, and after their show.

Producers Appointment to Show Currently in Production

- All Producer and Associate Producer appointments must have the approval of the UTVS Station Manager.
- The UTVS Station Manager must hold a meeting with the aspiring Producer or Associate Producer and the incumbent Executive Producer.
- Pending approval, the aspiring Producer and/or Associate Producer must attend at least one Executive Board meeting with the Station Manager where he/she will make the announcement.

Duties of UTVS Station Manager

1. The Station Manager is the head of the UTVS Business Office, and is financially responsible for UTVS.
2. The Station Manager is responsible for overseeing and regulating all activities relating to UTVS.
3. The Station Manager is responsible for the content of any programming, documents, electronic media, etc. distributed by UTVS.
4. The Station Manager is responsible for the conduct of all persons representing UTVS.
5. The Station Manager must serve as chair for all UTVS Executive Board Meetings.
6. The Station Manager is the primary representative for UTVS when dealing with external entities. This includes university departments, outside businesses, and other media organizations, including campus media.
7. The Station Manager is responsible for coordinating and maintaining all station documentation.
8. The Station Manager is responsible for maintaining consistent program quality that meets or exceeds UTVS guidelines.
9. The Station Manager is responsible for all programs shown on UTVS Television.

10. The Station Manager is responsible for supervising and regulating the day-to-day operations of UTVS.
11. The Station Manager is the liaison between UTVS and its carriers, program providers, affiliates, and advertisers.
12. The Station Manager must conduct regular meetings with all show Producers and report back to the Executive Board.

Duties of UTVS Programming Director

1. The Programming Director controls and is responsible for all on-air programming.
2. The Programming Director is required to continuously update automated program control.
3. The Programming Director is responsible for scheduling regular and special programs. All programming must run in a timely fashion.
4. The Programming Director is responsible of reviewing new programming (produced in-house or received via syndication) prior to the material reaching the air.
5. The Programming Director works directly with the UTVS management in order to maintain consistency, as well as variety, for UTVS programming.
6. The Programming Director is responsible for maintaining the UTVS programming archives.
7. The Programming Director is the head of the UTVS Programming Department.
8. The Programming Director is responsible for scheduling and supervising remote productions.
9. The Programming Director is the liaison between UTVS and its carriers, program providers, affiliates, and advertisers.
10. The Programming Director is responsible for the coordination of PSA's and breaks.

Duties of UTVS Marketing Coordinator

1. The Marketing Coordinator is the head of the UTVS Marketing and Promotions Department.
2. The Marketing Coordinator is responsible for promoting UTVS, its programs and events.
3. The Marketing Coordinator is responsible for coordinating UTVS publicity and public relations events—including creating signage for UTVS events.
4. The Marketing Coordinator is responsible for establishing and maintaining relationships with advertisers and underwriters for UTVS programs.
5. The Marketing Coordinator is responsible for coordinating production of UTVS internal promotions.
6. The Marketing Coordinator is responsible for all promotional products and apparel.
7. As the head of the Marketing and Digital Content Department the Marketing Coordinator oversees the Digital Content Manager.

Duties of UTVS Digital Content Manager

1. The Digital Content Manager is a part of the Marketing and Digital Content Department, and reports directly to the Marketing Coordinator
2. The Digital Content Manager is responsible for maintaining and updating all UTVS related websites – including social media websites.
3. The Digital Content Manager is responsible for updating UTVS websites with relevant content.
4. The Digital Content Manager is responsible for maintaining consistency in online marketing and promotions.
5. The Digital Content Manager is responsible for user support on all UTVS platforms, including creating logins for Members and Students on utvs.com & utvsnews.com.

6. The Digital Content Manager is responsible to work with the UTVS News Directors to update utvsnews.com

Duties of UTVS News Directors

1. The News Directors are the head of the UTVS News Department
2. The News Directors are responsible for overseeing news production on a daily basis.
3. The News Directors are responsible for coordinating news staff to ensure consistency between newscasts and ensuring the staff is qualified to perform tasks required of them
4. The News Directors are responsible for the content of each newscast.
5. The News Directors are the liaison between UTVS News and all outside entities.
6. The News Directors are responsible for meeting the UTVS program guidelines as outlined in this document.
7. The News Directors are responsible for the conduct of crew members and staff when programs are in production.
8. The News Directors are responsible for maintaining the UTVS News file video archives.
9. The News Directors are responsible for maintaining the UTVS News contact list.
10. The News Directors are responsible for overseeing story idea research and development.
11. The News Directors are responsible for overseeing the archiving of each newscast's rundown and script into ENPS.

Duties of UTVS Sports Director

1. The Sports Director is the student head of Sports Productions, with the exception of Men's Hockey.
2. The Sports Director is the liaison between UTVS Sports and all outside entities.
3. The Sports Director is responsible for staffing the sports department and ensuring all members are responsible for the tasks required of them.
4. The Sports Director is responsible for the production of daily sportscasts for UTVS News, as well as producers of any other sports programming.
5. The Sports Director is responsible for maintaining the UTVS sports programs and video file archives.
6. The Sports Director is responsible to the Station Manager, Programming Director and News Directors for general operations.
7. The Sports Director is responsible for meeting the UTVS program guidelines as outlined in this document.
8. The Sports Director is responsible for ensuring all UTVS sports programs meet their respective air schedules and for coordinating this information with the UTVS Programming Director.
9. The Sports Director oversees all content of UTVS Sports broadcasts.
10. The Sports Director is the singular representative between UTVS & SCSU Athletics.
11. The Sports Director is the coordinator for all Talent at Live and Special UTVS Sports broadcasts and events.

Duties of UTVS Production Managers

1. Production Managers are the head of the UTVS Production Department.
2. At least one Person from the Production Department (PM's or PA's), at the direction of the Production Managers, are responsible to be at all show productions.
3. Production Managers are responsible for encouraging quality content from all show producers.
4. Production Managers are responsible for the finding and training of all Production Assistants in the production department.
5. Production Managers are responsible for providing motivation and support for all Show Producers.
6. Production Managers are responsible for communicating any problems or obstacles to the Executive Board with accordance of the Show Producers.
7. Production Managers are responsible for Training Show Staff on how to properly run equipment around the facility.
8. Production Managers are responsible for General/Show Setup before all UTVS Productions

Executive Board Meetings

UTVS conducts Executive Board meetings weekly. Meeting time and location is to be determined by the Executive Board. Weekly e-mail reminders are to be sent out by the Station Manager.

Accept Order of Business

- Roll Call
- The updates of Officers, Departments, and Standing Committees (those listed in the bylaws) are read and discussed
- The updates of Special Committees (if there are any) are heard.
- The updates and observations of the UTVS Advisor are heard.

- Unfinished business and general orders are discussed.
- The members proceed to New Business.
- An open forum for Non-Executive Board members to voice their ideas, thoughts, and concerns.
- When the agenda items are finished and the assembly has no further business to propose, a member may move to adjourn.

Voting Rights

All members of the Executive Board have voting power and receive one vote each.

In order for any voting matter to be valid, quorum must first be met, and maintained. A quorum is defined as:

The minimum number of members who must be present in order to conduct a vote shall be a majority or 51% (or the next highest whole number) of the total body of members.

The aforementioned percentage must be present throughout the duration of the meeting.

If business is transacted without a quorum, it is null and void.

Motions (Members shall use the following procedure to make a motion)
Members wanting to make a motion shall start by stating their motion as follows, to the board:

- "I move to..."
- Another member (voting) must second the previous sad motion
- "I second."
- The presiding officer then restates the motion, rewording minor parts for clarity/ease, when applicable. Included are the names of those members who made the motion and seconded it.
- The presiding officer then opens the floor to discussion of the motion currently on the table, setting a time limit if necessary.

- Upon closing of discussion, the presiding officer asks if there is any more discussion.
- If there is no more discussion, the motion moves to vote.
- A member of the assembly says, "I move to vote."
- Another member must second the motion by saying, "I second."
- Voting on the motion goes as follows:
 - All those in favor of the motion will be asked to say, "aye."
 - All those in opposition to the motion say, "nay."
 - All those abstaining, remain silent.

UTVS conducts Executive Board meetings bi-weekly. Meeting time and locations are to be determined by the Executive Board. Weekly email reminders are to be sent out by the Station Manager.

Accept Order of Business

- Roll Call
- The updates of Officers, Departments, and Standing Committees (those listed in the bylaws) are read and discussed
- The updates of Special Committees (if there are any) are heard.
- The updates and observations of the UTVS Advisor are heard.
- Unfinished business and general orders are discussed.
- The members proceed to New Business.
- An open forum for Non-Executive Board members to voice their ideas, thoughts, and concerns.
- When the agenda items are finished and the assembly has no further business to propose, a member may move to adjourn.

UTVS Code of Ethics

UTVS staff will abide by the following code of ethics. Failure to do so will result in consequences relative to the seriousness of the offense, including suspension or termination from the organization.

Credibility. UTVS will report the truth in a truthful way. With the exception of wires or other services subscribed to by UTVS, staff must always provide sources for any information not gathered personally. UTVS staff will never claim the work of another entity to be their own, nor will they skew facts or sensationalize information in a story.

Accuracy. UTVS staff will distribute only current and accurate information. When it comes to breaking news, staff will consistently check for updates and communicate new information to viewers through broadcasts, our website, and social media.

Balance. UTVS staff will report the news in a fair and balanced way. All sides of any given story will be explored and all voices will have the opportunity to be heard.

Objectivity. All information communicated by UTVS will be free of staff opinion. UTVS staff will remain objective in their reporting, allowing only the opinions of those being reported on to be shared.

Conflict of Interest. UTVS staff will avoid all conflicts of interest (real or perceived). UTVS staff will refrain from interviewing people they know personally and reporting on topics or organizations they have any affiliation with. If this situation is unavoidable, UTVS staff is expected to publicly call attention to this conflict in the interest of remaining transparent.

Sensitivity. UTVS will be sensitive to the context of each individual story. UTVS staff will treat all individuals with respect and use caution when reporting on stories of tragedy or grief.

Accountability. UTVS will remain accountable for all information communicated to the public. If an error occurs, UTVS staff is expected make a public correction and apology as soon as possible.

Independence. UTVS will avoid situations where the line between news and advertising is blurred. Determined staff coverage will be based solely on newsworthiness and free of any outside influence. UTVS staff will refrain from accepting gifts of any kind from sources or story subjects.