

# CitrusTV Bylaws

Last amended: September 2, 2020

The name of this organization is CitrusTV, which shall hereafter be referred to as “the Studio.”

## PREAMBLE

### MISSION STATEMENT

As an entirely student-run television studio, CitrusTV aims to provide the Syracuse University and State University of New York College of Environmental Science and Forestry campus community with high-quality student-produced entertainment, news, and sports programming over our broadcast and online platforms. The Studio provides an inclusive, experiential hands-on learning environment for all SU and SUNY-ESF students to work with state-of-the-art equipment.

### FUNDING

The Studio receives its funding, in part, from the student activity fees paid by the students at SU and SUNY-ESF. The Studio also relies on donations from alumni, businesses, members, members’ parents and other sources.

## I. ORGANIZATION STRUCTURE

### A. General Membership

1. General interest meetings may be held at the beginning of each semester to recruit new members and serve as information sessions for current members. Students, however, need not attend a general interest meeting to become a member of the Studio; the Studio has an open enrollment policy throughout the academic year.
2. Any undergraduate, graduate, masters, doctoral, post-doctoral, and/or part-time student of the SU or SUNY-ESF is eligible for Studio membership

provided they agree to abide by all SU policies and procedures applicable to a recognized student organization, the Studio's Bylaws, the Studio's Code of Broadcast Standards ("the Code"), and other official Studio, SU, or SUNY-ESF policies.

3. Studio members are required to sign a physical or electronic document at the beginning of each semester certifying they fully understand and agree to comply with the Bylaws and the Code.

## B. Organizational Control and Management

Ultimate authority and control of the Studio shall be vested in the student Executive Staff, who shall regularly consult with and be advised by the University Adviser and the Office of Student Activities Organizational Consultant.

## C. Operating Divisions

The Studio shall be divided into the following operating divisions: 1. Auxiliary Services Division; 2. Entertainment Department; 3. News Department; 4. Operations Department; 5. Sports Department;

# II. TERMS OF MEMBERSHIP

## A. Eligibility and Rights

1. The Studio and its members shall not discriminate against people for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion or sexual orientation. This policy will include, but not be limited to, recruiting, membership, organization activities or opportunities to hold office.

2. The Studio will not engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the SU or SUNY-ESF.

3. Studio programming shall be free from censorship, including but not limited to prior review and prior restraint, by SU and/or SUNY-ESF officials.

4. All members are deemed to be in Good Standing unless and until that standing is revoked according to section II.F.

## B. Responsibilities Regarding Studio Equipment

1. Studio members are responsible for understanding how to properly use Studio equipment. Instructions or contact information of knowledgeable Studio members may be available near the equipment, but it is the responsibility of each Studio member to know how to properly operate any equipment they intend to use.

2. All members shall follow reserving, sign-out, and return procedures for temporary facilities or equipment use as set forth by the Operations Manager.

3. All studio equipment must be sanitized before being returned to its place in the studio and after each use by the member who has used it.

4. All members shall ensure the care and safe return of all equipment.

a. Any Studio member who damages any Studio equipment, whether accidentally or intentionally, must immediately notify the Chief Engineer or the Operations Manager.

b. Studio members may be held financially responsible if they damage or lose Studio equipment as determined by the General Manager with the assistance of the Operations Manager.

## C. Responsibilities Regarding Illegal Drug and Alcohol Use

1. No member shall use illegal drugs or possess or consume alcohol, even if of legal age, in the Studio's offices or facilities. Any programming content that involves the on-camera use of alcohol or illegal drugs must comply with the Code. Further, the alcohol or illegal drugs used on-camera must be non-functional props.

2. No member shall bring a dangerous weapon of any kind into the Studio's offices or facilities. Any programming content that involves the on-camera use of a dangerous weapon must comply with the Code. Further, the weapon used on-camera must be a non-functional prop. The SU Department of Public Safety must be notified in advance of any use of a prop weapon outside the studio, on or near the University campus. DPS must be contacted through appropriate channels by the General Manager.

#### D. Responsibilities to Other Members and the Community

1. The Studio shall comply with the policies and procedures applicable to a recognized student organization including any Student Association (SA), SU and SUNY-ESF policies.

2. In their individual roles, Studio members have a responsibility not to discriminate against others for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion or sexual orientation.

3. Members shall abide by all SU policies and procedures applicable to recognized student organizations, policies established by the SA, these Bylaws, the Code, and other official policies of the Studio, SU, and SUNY-ESF. This organization shall comply with the SU Code of Student Conduct.

4. Members shall comply with editorial decisions made pursuant to the Code by the General Manager, the Programming Director, their Department head, and/or their Producer.

#### E. Dues and Fees

1. A simple majority of the Executive Staff may determine reasonable dues and fees to be paid by each member at the beginning of each semester.

2. The General Manager shall ensure all debts accumulated by the Studio are paid in full.

3. All revenue procured by the studio shall be divided as follows:

a. 60% of business revenue going to the department the sponsorship appears on

b. 40% of business revenue going to the operations budget

## F. Studio Discipline of Members and Shows

1. Any Studio member or program that violates any provision of the policies and procedures applicable to a recognized student organization, policies or procedures established by the SA, these Bylaws, the Code, or other official SU, SUNY-ESF, or Studio policies may face the imposition of the following sanctions or combination of the following sanctions:

a. informal warning

b. formal written reprimand

c. revocation of Good Standing status along with a probationary period

d. suspension

e. revocation of membership status.

2. Any Studio member may request that the Studio take disciplinary actions against another member or against a program. The accusing member must first bring the issue to the attention of the General Manager, who, after consultation with the University Adviser, shall have the power to take appropriate action on a case-by-case basis. The General Manager may also initiate a short-term suspension against members on their own initiative. The situation will be reviewed at the next Executive Staff meeting, where a vote shall take place to affirm, vacate, or modify the action taken by the General Manager. The accusing member and the accused member shall be given an opportunity to address the Executive Staff and respond to questions before the vote is taken.

## III. THE EXECUTIVE STAFF

### A. Eligibility

1. Any student member of the Studio in Good Standing is eligible to be selected for the Executive Staff.
2. Studio members in their final semester at SU or SUNY-ESF, though eligible, are discouraged from holding Executive Staff positions if a well-qualified applicant with more time remaining at SU or SUNY-ESF exists.
3. Executive Staff members should not also serve as an Executive Producer of any show at the Studio. Upon being elected to Executive Staff, a member should resign from any Executive Producer role.

## B. Term

1. Executive Staff members' terms shall be for a period of one calendar year and shall begin four weeks after the Executive Staff member has been selected by the Selection Committee. During this four week transition period, the incoming Executive Staff member will hold the position elect (for example, General Manager Elect) and shall attend Executive Staff meetings but will cast no vote.
2. If an Executive Staff member is elected via a non-standard election (i.e. one taking place any time other than the first week of November as described in section III.C.5) because of a previous Executive Staff member's replacement or impeachment, their term shall include the completion of the former Executive Staff member's term in addition to a term of one calendar year provided that the length of the incoming Executive Staff member's term would not exceed 18 months. If an Executive Staff member is elected via a non-standard election and the previous standard election was within the past six months, the incoming Executive Staff member's term shall be reduced so as to coincide with the next regularly scheduled election.
3. Upon the expiration of their term, Executive Staff members may run for re-election.
4. A member of the Studio cannot hold more than one position on the Executive Staff for more than an emergency transition period of six weeks. During that time, the Executive Staff member shall only retain one vote.

## C. Selection of Executive Staff Members

1. Executive Staff members shall be selected by simple majority vote of the Selection Committee.
2. The Selection Committee shall be comprised of:
  - a. The General Manager;
  - b. The Executive Staff member currently holding the position being interviewed for, except when the incumbent is running for re-election;
  - c. At least four other current Exec Staff members;
  - d. The General Manager Elect (if applicable), who shall cast no vote other than to break ties.
3. If an Executive Staff member is running for a position, they shall not be included on the Selection Committee for that position
4. Notice of Vacant Executive Staff Positions — A notice of vacant Executive Staff positions shall be posted in the Studio offices and distributed to the Studio's members' listserv at least one week prior to the due date for Letters of Intent.
5. Letters of Intent — Members interested in running for any vacant Executive Staff position shall inform the General Manager of their intent to run by submitting a Letter of Intent, which shall include their reason for seeking the position, qualifications, and goals should they be selected. The General Manager shall determine a due date for the Letters of Intent.
6. Timing of Selection — The standard time for the Selection Committee to convene shall be the first week of November. Reasonable effort should be made by the Executive Staff to convene a Selection Committee during or around this time.
7. Input from Producers — producers may be given an opportunity to address

the Selection Committee.

- a. The General Manager shall have discretion over whether and when a producer may address the Selection Committee.
- b. Producers wishing to address the Selection Committee may schedule an appointment to do so or submit a letter to the General Manager.
- c. Producers may address the Selection Committee either individually or as a group.

8. Interviews and Selection of Candidates for Executive Staff Positions — Each candidate for an open position shall be interviewed individually in person or by real-time electronic means at an Executive Staff meeting by the Selection Committee.

- a. . The interviews may not begin until all voting members of the Selection Committee are present.
- b. If applicable, the General Manager shall be elected before any other vacant position.
- c. Following the interviews of all candidates, the Selection Committee shall privately discuss the merits and qualifications of each candidate. In doing so, the Selection Committee shall consider the candidates' suitability for the position based on the criteria set forth for each Executive Staff position in subsection a of sections III.I.1 through III.I.13.
- d. At the conclusion of discussion, the Selection Committee shall vote by secret ballot.
- e. The General Manager shall read the votes cast aloud.
- f. A simple majority vote is required for selection for any Executive Staff position.
- g. Multiple ballots shall be cast until a candidate is selected by simple



majority vote.

#### D. Replacement of Executive Staff Members

1. In the event of an immediate resignation or termination of an Executive Staff member, they shall be replaced via the usual procedures for selection with the following modifications:

a. If the Selection Committee has already selected a member to succeed the outgoing Executive Staff member, the incoming Executive Staff member shall immediately take office on a permanent basis.

b. If the position had an assistant, the assistant shall hold the position on an interim basis until such time as the Executive Staff selects another member who is in Good Standing to hold the position on an interim basis or a Selection Committee can be convened.

c. If there is no assistant, the Executive Staff shall select a Studio member who is in Good Standing to hold the position on an interim basis until such time as a Selection Committee can be convened.

2. In the event that the General Manager resigns, the Associate General Manager shall immediately fulfill the role of the General Manager, and the Executive Staff must handle the selection of a new General Manager.

a. Should the position of Associate General Manager be vacant, the Operations Manager shall become the Interim General Manager.

b. Should the Operations Manager decline or if the position is vacant, the line of succession shall pass through to the Executive Staff member with the longest time serving on the Executive Staff unless a simple majority of the Executive Staff objects.

#### E. Impeachment of Executive Staff Members

1. Grounds for Impeachment — Should an Executive Staff member significantly fail to perform their duties in accordance with these Bylaws, they may be removed through the impeachment process. Impeachment shall be reserved as a procedure of last resort.

## 2. Procedures for Impeachment

a. An Executive Staff member shall present their case for impeachment to the Executive Staff in the form of a letter, which shall be delivered to the Impeachment Chair, who shall be the General Manager. Should the General Manager be the subject of impeachment, the Impeachment Chair shall be the next longest serving Executive Staff member.

b. The subject Executive Staff member shall have four days to provide a written response to the Impeachment Chair.

c. The Executive Staff will then have a period of three days to collect additional information. During this time period, Studio members may submit letters to the Impeachment Chair. At the conclusion of this time period, the Executive Staff and the University Adviser will meet as soon as possible to decide whether to remove the subject Executive Staff member from office.

## 3. Impeachment Proceedings

a. The Impeachment Chair shall preside over the meeting.

b. At least three-fourths (3/4) of the current Executive Staff members in addition to the University Adviser and the Organizational Consultant, shall be present for the meeting.

c. Both the subject Executive Staff member and the accuser-Executive Staff member have the right to attend the meeting.

d. At the conclusion of deliberations, the present Executive Staff members shall vote by secret ballot to decide whether to remove the subject Executive Staff member from office.

i. Neither the University Adviser nor the Organizational Consultant shall cast  
a vote.

ii. Neither the subject Executive Staff member nor the

accuser-Executive Staff member shall cast a vote.

iii. The Impeachment Chair shall tally the votes aloud.

iv. A simple majority vote of persons present and entitled to vote is required for removal.

v. Removal shall be effective immediately.

4. Impeachment alone shall have no effect on the former Executive Staff member's status as a Studio member.

5. If Studio membership status should be revoked, see II.F for removal process.

#### F. Executive Staff Office Hours

Executive Staff members shall hold at least one office hour per week at the Studio. All office hours shall be posted.

#### G. Executive Staff Meetings

1. A quorum for Executive Staff meetings shall consist of half of all voting members plus one, however all Executive Staff members are expected to attend every meeting.

2. The Executive Staff shall meet at the discretion of the General Manager.

3. Notwithstanding the discretion of the General Manager, the Executive Staff shall schedule at least one meeting per week while classes are in session. The meeting shall be on the same day of the week and will start at the same time of day. This regularly scheduled meeting shall be held unless a quorum cannot be achieved or if it is cancelled by the General Manager.

4. For any other meeting of the Executive Staff, the General Manager shall provide at least four (4) hours notice to the other Executive Staff members and the University Adviser before the meeting. This meeting shall be held unless a quorum cannot be achieved.

5. Only Executive Staff members and the University Adviser may attend Executive Staff meetings. Other people may attend if they are invited by the General Manager.

6. Though it is preferable for Executive Staff meetings to take place in person, at the discretion of the General Manager, meetings can take place via telephone conference or other electronic means that allow for real-time interaction with other Executive Staff members. Where meetings require the attendance of the University Adviser or Organizational Consultant under these Bylaws, the meeting may only be held in person.

7. Where an Executive Staff meeting is held in person, Executive Staff members, as well as the University Adviser or Organizational Consultant if required to attend, should use their best efforts to attend the meeting in person. Where it is not possible for an Executive Staff member to attend an Executive Staff meeting in person, they may attend via telephone conference or other electronic means that allow for real-time interaction.

a. Executive Staff members present at an Executive Staff meeting via telephone conference or other electronic means that allow for real-time interaction shall retain voting rights.

b. An Executive Staff member who is studying abroad or taking an extended leave from campus shall resign if they are unable to properly carry out Executive Staff responsibilities.

## H. Executive Staff Parliamentary Procedure

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Studio in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the Studio may adopt.

2. No major vote shall be taken without prior notice given to the Executive Staff and the University Adviser.

a. This notice may consist either of an announcement at a previous Executive Staff meeting or an e-mail to all Executive Staff members and

the University Adviser.

b. The General Manager shall determine if a vote constitutes a major vote for the purposes of this provision.

3. Unless otherwise specified by these Bylaws, any measure, policy, or act that is passed, adopted, or taken by the Executive Staff shall require a simple majority vote of the Executive Staff members present at a meeting of the Executive Staff.

4. The University Adviser shall not cast any votes.

5. Unless otherwise specified by these Bylaws, votes shall be cast by a method determined by the General Manager. This notwithstanding, upon the request of any Executive Staff member, a secret ballot shall be used.

## I. Descriptions of the Executive Staff Positions

### 1. The General Manager:

a. Should: be a member of the Studio for at least three semesters; be a member of multiple operating divisions of the Studio; have served at least one semester on the Executive Staff; have the ability to advocate and be a spokesperson for the Studio; have general knowledge of SU structure; have general knowledge of the structure and operation of other television studios; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or Robert's Rules of Order.

b. Shall develop short-term and long-term goals in consultation with the University Adviser;

c. Shall develop and execute a plan to achieve Studio-wide goals and objections;

d. Shall, in consultation with the University Adviser, resolve disputes between or among the Executive Staff, other Studio member, and/or

shows;

e. Shall have the authority to suspend and/or cancel a specific show or program with the consent of the Executive Staff;

f. Is the only authorized spokesperson for the Studio to all outside organizations (including University departments and officials, and non-University entities), including but not limited to the Student Association, The Daily Orange or any media organization, the Office of Judicial Affairs, the Office of the Chancellor, the Office of the Dean of Students, and the Office of Student Activities, unless otherwise stated by these bylaws or the acting General Manager.

g. Is the only authorized person to make requests and inquiries for expenditures through the Office of Student Activities. Exceptions may only be made through the permission of the General Manager.

h. Shall, along with at least one other Executive Staff member, present the Studio's annual budget proposal to the Student Association;

i. Shall seek new opportunities for the Studio and after consultation with the University Adviser, alter the organizational direction as necessary;

j. Shall maintain a file of any and all substantive correspondence or communications between the Studio and any University or SUNY-ESF official, including but not limited to the Organizational Consultant;

k. Shall oversee the Auxiliary Services Division;

l. Shall ensure all debts accumulated by the Studio are paid in full;

m. Shall take all actions necessary and proper to:

i. Ensure efficient internal operation of the Studio;

ii. Ensure the continued success of the Studio;

iii. Develop and maintain relationships with outside constituents;

iv. Secure funding for equipment and Studio operations; and

v. Ensure compliance with other provisions of these Bylaws.

2. The Associate General Manager:

a. Should: be a member of the Studio for at least three semesters; be a member of multiple operating divisions of the Studio; have served at least 1 semester in on the Executive Staff or as a producer; have the ability to advocate and be a spokesperson for the Studio; have general knowledge of SU structure; have general knowledge of the structure and operation of other television studios; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or Robert's Rules of Order.

b. Reports directly to the General Manager;

c. Shall be first in the line of succession for the position of General Manager;

d. Shall fulfill the responsibilities of the General Manager when the General Manager is unable to do so; and

e. Shall assist the General Manager in performing their duties.

3. The Operations Manager:

a. Should: be a member of the Operations Department for at least one semester; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

- c. Is responsible for all aspects of Studio operation, including the scheduling of Studio facilities and management of Studio equipment;
- d. Manages the Operations Department;
- e. Coordinates the creation and updating of a Studio's Facilities Handbook, which serves as standard operation procedure for the use of Studio facilities and equipment;
- f. Shall inventory and distribute supplies to other departments based on the basis of need and availability of resources;
- g. Shall facilitate the development of studio, office, and equipment organization policy;
- h. Shall ensure that all Studio members are properly trained and cleared to use the Studio's facilities and equipment;
- i. Shall devise and maintain a system for equipment sign-out;
- j. Shall recommend equipment for purchase to the General Manager; and
- k. Shall ensure upkeep and general cleanliness of the Studio.

4. The Programming Director:

- a. Should: be a Studio member for at least two semesters; be a producer in one of the departments for at least 1 year; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager as a member of the Auxiliary Services Division;
- c. Shall develop and maintain a positive relationship between the Studio



and its various distribution outlets;

d. Shall organize and maintain a Programming Staff responsible for all aspects of on- air programming, including but not limited to programming packaging and breaks;

e. Shall oversee the Pilot Process;

f. Shall oversee the Show Renewal Process;

g. Should assist the news director, sports director, entertainment director, to ensure that all content produced by those departments complies with these Bylaws, the Code of Broadcast Standards and other official Studio policies

h. Shall immediately seek to remove any and all episodes of a show that has been suspended or cancelled because of disciplinary action from rotation on the Orange Television Network or any other broadcast outlet to which the Studio submitted the show;

i. Shall maintain an email account that is dedicated to receiving comments or complaints from viewers about Studio programming, and shall report the substance of the viewer email that was received, if any, to the Executive Staff at each regular Executive Staff meeting;

j. Maintain a schedule for use of studio, newsroom, edit bays.

5. The News Director:

a. Should: be a Studio member for at least 1 year; be a producer in the News Department for at least 1 year; be technical proficient in television production;; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the News Department;

d. Shall ensure that all content produced by the News Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;

e. Is responsible for ensuring that all content produced by the News Department adheres to the relevant professional standards and is of high quality;

f. Shall ensure that all shows within the News Department meet their show commitments;

g. Shall recruit, audition, and place all on-air and off-air personnel within the News Department on a semester-by-semester basis with the assistance of the News Executive Producers;

h. Shall appoint News Executive Producers to oversee individual News Department shows and shall have final discretion over cast and crew decisions;

i. Shall serve as the representative and advocate of the members of the News Department at Executive Staff meetings; and

j. Should develop and maintain relationships with outside news media organizations.

l. Shall maintain an archive of the episodes of News Studio programs on the server for at least one semester;

6. The Sports Director:

a. Should: be a Studio member for at least 1 year; be a producer in the Sports Department for at least 1 year; be technical proficient in television production; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general

knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the Sports Department;

d. Shall ensure that all content produced by the Sports Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;

e. Is responsible for ensuring that all content produced by the Sports Department adheres to the relevant professional standards and is of high quality;

f. Shall ensure that all shows within the Sports Department meet their show commitments;

g. Shall coordinate reporter/anchor auditions and coordinate positioning of personnel with Sports Department Producers;

h. Shall act as the liaison between the studio and outside entities relating to content production.

i. Shall appoint Sports Executive and Associate Producers to oversee individual Sports Department shows;

j. Shall serve as the representative and advocate of the members of the Sports Department at Executive Staff meetings; and

k. Should develop and maintain relationships with outside media organizations.

l. Shall maintain an archive of the episodes of Sports Studio programs on the server for at least one semester;

7. The Entertainment Director:

a. Should: be a Studio member for at least 1 year; be a producer in the

Entertainment Department for at least 1 year; be technical proficient in television production;; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the Entertainment Department;

d. Shall ensure that all content produced by the Entertainment Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;

e. Is responsible for ensuring that all content produced by the Entertainment Department adheres to the relevant professional standards and is of high quality;

f. Shall regularly consult with Entertainment Producers regarding the content and style of their shows;

g. Shall ensure that all shows within the Entertainment Department meet their show commitments;

h. Shall appoint Entertainment Executive and Associate Producers to oversee individual Entertainment Department shows; and

i. Shall serve as the representative and advocate of the members of the Entertainment Department at Executive Staff meetings.

J. Shall maintain an archive of the episodes of Entertainment Studio programs on the server for at least one semester;

8. The Promotions Director:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes

of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Responsible for assisting the General Manager in developing a clear Studio brand and Identity;

d. Shall organize all Studio advertising campaigns, consulting with the Organizational Consultant as needed;

e. Shall promote the General Interest Meeting, consulting with the Organizational Consultant as needed,

i. Specifically, before any General Interest Meeting, the Promotions Director, or their designee, will contact the larger student organizations that represent minority student groups in an effort to attend one of their meetings and encourage their members to attend the General Interest Meeting and become Studio members.

ii. The Promotions Director shall consult with the Organizational Consultant regarding which of SU's many minority student groups to contact.

ii. Whenever fliers, handouts, or posters are distributed to encourage attendance at a General Interest Meeting, these materials shall be distributed on both SU and SUNY-ESF campuses.

f. Shall support other Organizational Divisions as needed.

9. The Chief Engineer:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

- b. Reports to the Operations Manager;
- c. Oversees the Engineering Division of the Operations Department, consisting of all Studio electronics not directly IT related.
- d. Shall train and supervise a team of engineers as part of the Engineering Corps;
- e. Shall coordinate Studio member training in conjunction with the Operations Manager;
- f. Shall ensure that all Studio equipment is in full working order; and
- g. Shall coordinate the repair of equipment.

10. The Director of Technology:

- a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports to the Operations Manager;
- c. Oversees the Computing Division of the Operations Department;
- d. Shall train and supervise a team of computer technicians as part of the Computing Division;
- e. Shall coordinate member training on computer systems in conjunction with the Operations Manager;
- f. Shall ensure that all Studio computers are in full working order; and
- g. Shall identify new computing opportunities for the Studio.

11. The Alumni Relations Director:

- a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager as part of the Auxiliary Services Division;
- c. Shall serve as the primary liaison between the Studio and its alumni;
- d. Shall organize and promote the annual Studio Alumni and Awards Banquet, consulting with the Associate General Manager as needed;
- e. Shall produce an Alumni Newsletter every few months ; and
- f. Shall encourage alumni donations and their continued involvement with the Studio.
- g. Shall keep the alumni database up to date and alumni contacts confidential, sharing with members only when alumni have requested or allowed them to share their contact info

12. The Web & Digital Media Director:

- a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports to the Operations Manager;
- c. Shall develop and maintain the Studio Web site;

- d. Shall oversee a Digital Media Team, who will assist in their efforts to develop and maintain the Studio Web site and create digital specific content;
- e. Shall coordinate with content Department Heads to edit online content;
- f. Shall immediately remove any and all archived episodes from the server of any show that has been suspended or cancelled because of disciplinary action;
- g. Shall immediately remove an archived episode from the server of a show when directed to do so by the General Manager;
- h. Shall be well versed in Web design and development
- i. Shall oversee production and archiving of the Tap.

### 13. The Social Media Director

- a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports to the Operations Manager;
- c. Shall develop and maintain the Studio's social media channels;
- d. Shall oversee a Social Media Team, who will assist in their efforts to develop and maintain the Studio's social presence;
- e. Shall coordinate with content Department Heads to edit social content;
- f. Shall maintain a schedule for consistent social content and postingr;
- g. Shall immediately remove any and all social media content from the studio's social channels of any show that has been suspended or



cancelled because of disciplinary action;

h. Shall immediately remove social media content if directed to do so by the General Manager for not following the Code or Social Media Guidelines;

i. Shall be well versed in social media and social media management.

j. Will ensure social media guidelines are followed by all members of the Studio and bring any issues regarding problematic social media usage by members to the attention of the General Manager. “

#### 14. The Advertisement & Sales Manager:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager as part of the Auxiliary Services Division;

c. Shall seek and support sales opportunities for the Studio, consulting with the Organizational Consultant when appropriate and through the understanding of the General Manager;

d. Shall develop and maintain a Studio Sales Packet;

e. Shall establish a staff known as the commercial production unit to produce commercials for internal and external purposes;

f. Shall appoint a commercial production unit head who is not an Executive Staff member;

g. Shall collect monies from Studio clients while working with the General Manager, consulting with the Organizational Consultant as appropriate and through the understanding of the General Manager;

h. Shall ensure that all debts accumulated by the Studio are paid in full

while working with the General Manager; and

i. Shall ensure that clients are satisfied with the services provided by the Studio.

## IV. UNIVERSITY ADVISER

### A. Eligibility & Term

1. The University Adviser shall be a University or SUNY-ESF professor who is educated and familiar with all matters associated with television broadcasting and meets the criteria for a University Adviser as set forth in the Student Organization Handbook. Preference shall be given to a tenured professor who is a faculty member of the S.I. Newhouse School of Public Communications (“Newhouse”).

2. The University Adviser shall serve until he/she: (1) resigns (2) no longer satisfies the criteria for a University Adviser as set forth in section IV.A.1; or (3) is removed by a two-thirds (2/3) majority vote by the Executive Staff.

### B. Selection

The Executive Staff will select a potential University Adviser by a simple majority vote. Thereafter, the General Manager shall extend the potential University Adviser an invitation to become the Studio’s University Adviser.

### C. Role of the University Adviser

1. The University Adviser:

a. Counsels and advises the Studio in the exercise of its responsibilities;

b. Assists the Studio in establishing long-range goals and in planning and initiating short-term projects;

c. Provides the Studio with resource referral, problem solving advice, and suggestions for improving the Studio;

- d. Assists the Studio in assessing its projects and programs;
- e. Assists the Studio in improving leadership skills within the organization;
- f. Assists the Studio in ensuring its accountability and integrity;
- g. Consults with the Department Heads and the General Manager regarding programming content pursuant to the Code;
- h. May attend Executive Staff and all general meetings;

2. Although the University Adviser may offer advice and counsel to the Studio, pursuant to the Student Organization Handbook, they do not have authority to control the policies and practices of the Studio.

## V. ORGANIZATIONAL CONSULTANT

### A. Eligibility & Term

Every student organization is assigned an organization consultant out of the Office of Student Activities. The Office of Student Activities reserves the right to assign the organization consultant. The appointed person will be a professional staff member out of the Office of Student Activities and will act as a resource and contact person to the organization in the program planning process.

### B. Role of the Organizational Consultant

1. As set forth in the Student Organization Handbook, the Organizational Consultant:
  - a. Helps the Studio determine its objectives for the year;
  - b. Assists in planning events and programs;
  - c. Assists in negotiating contracts;

- d. Assists in creating publicity and marketing campaigns;
  - e. Assists with Executive Staff selection and transition;
  - f. Advises the Studio as to governing policies and procedures of the University and the Student Association; and
  - g. Assists the Studio in equipment procurement.
2. The Organizational Consultant may attend Executive Staff meetings when invited by the General Manager. See Student Organization Handbook: University Advisers.

## VI. PROGRAMMING PROCEDURES & PROCESSES

### A. Pilot Process

1. Any Studio member for at least one semester in good standing may propose a pilot program to the Executive Staff.
2. The Pilot Program Producer(s), the person(s) presenting the pilot program, must prepare a written proposal and present a draft to the Programming Director and the Department Head of the department the pilot would be a part of.
3. After meeting with the Programming Director and Department Head, the Pilot Program Producer(s) will prepare a revised proposal that they will present at a meeting of the Executive Staff.
4. At the next convenient Executive Staff meeting, the Programming Director and Department Head will present the pilot proposal to the Executive Staff without the presence of the Pilot Producer(s). After the Programming Director and Department Head have made their presentation, the Pilot Program Producer(s) will present their proposal to the Executive Staff and answer questions from the Executive Staff. The Pilot Program Producer(s) will then leave the room as the Executive Staff discusses the proposal and votes as to accept or reject the pilot proposal. A simple majority vote is required to approve the pilot.

5. If the proposal is accepted, the Executive Staff will set a deadline for the pilot episode to be produced. The pilot episode must comply with the Code.
6. If the proposal is rejected, the Executive Staff will determine if a revised proposal will be considered. If so, the Pilot Program Producer(s) will be given a deadline to prepare a revised proposal with substantial changes. If not, the proposal shall be considered dead.
7. The Pilot Program Producer(s) will be promptly notified of the Executive Staff's decisions.

## B. Pilot to Series Process

1. The Pilot Program Producer(s) will present a tape of the pilot episode to the Programming Director by the deadline given for the pilot episode to be produced.
2. The Programming Director will make the pilot episode available to all Executive Staff members and the University Adviser. The Executive Staff members and the University Adviser shall be allowed at least one week to review the pilot episode before the Executive Staff meeting in which the pilot will be voted on.
3. At the next convenient Executive Staff meeting, the Pilot Program Producer(s) will present the pilot episode to the Executive Staff and respond to questions. The University Adviser shall be present at this meeting. The Pilot Program Producer(s) will leave the room as the Executive Staff and the University Adviser deliberate on whether to accept or reject the pilot. A simple majority vote is required to approve the pilot, and only Executive Staff members who have viewed the pilot will be allowed to vote. The University Adviser shall not cast votes.
4. If the pilot is accepted, the show will begin producing episodes. The Pilot Program Producer will coordinate facilities time with the Operations Manager.
5. If the pilot is rejected, the Pilot Program Producer(s) may be given a deadline to create a second pilot at the discretion of the Executive Staff. If so, the Pilot to Series Procedure will be repeated. If not, the pilot is considered

dead.

6. If the position of either Programming Director or Department head is vacant, the person holding the remaining position or another Executive Staff member designated by the General Manager for the purpose will fulfill the duties of Programming Director and/or Department head in this section.

### C. Bypass of the Pilot Program Process and Pilot to Series Process

1. Under special circumstances, the Executive Staff may allow a show to bypass the regular Pilot Program Process and Pilot-to-Series Process. Examples of special circumstances include Studio-produced shows and one-episode “specials.”

2. The Producer(s) seeking to bypass the regular processes shall present the General Manager with a written treatment of the proposed program.

a. In the case of a proposed Studio-produced show, the General Manager, or their designee, shall be considered the Producer.

3. The General Manager will make the written treatment available to all Executive Staff members and the University Adviser. The Executive Staff members and the University Adviser shall be allowed at least one week to review the written treatment before the Executive Staff meeting in which the vote regarding the bypass of regular processes.

4. At the meeting, the University Adviser shall be present for deliberations, but shall not cast votes. A bypass requires at least a three-fourths (3/4) majority vote of the Executive Staff. The University Adviser shall not cast votes.

### D. Show Renewal Process

1. During a period announced by the Programming Director near the end of the semester, producers shall submit treatments of their shows to the Executive Staff. These treatments shall discuss the show’s purpose, content, and format in addition to providing a summary of the previous semester’s work.

2. The Executive Staff shall then meet with each producer(s) wishing to renew for the following semester to discuss the show’s performance and adherence

to Studio policies and procedures.

3. At the conclusion of these interviews, the Executive Staff shall decide by a simple majority vote whether or not to renew each individual show for the coming semester.

## E. Producer Removal Process

1. A show's Producer(s) may be removed for violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code, other official Studio and/or University policies, or the University and SUNY- ESF Codes of Student Conduct.

2. When the removal of a show's Producer(s) is deemed warranted by the relevant Department head, the Programming Director, the General Manager, or the University Adviser, that person shall inform the Executive Staff, the University Adviser, and the subject Producer(s) of the situation before the next Executive Staff meeting.

a. The General Manager may, without consulting the Executive Staff, suspend a Producer effective immediately until the next Executive Staff meeting where the alleged violations are so severe that the General Manager decides that immediate action is necessary. Where the General Manager suspends a Producer, the General Manager shall inform the Executive Staff, the University Adviser, and the show's Producer(s) of their decision within twenty-four (24) hours.

3. At the next Executive Staff meeting, the Executive Staff will determine by a simple majority vote whether the facts require further actions to be taken, or, in a case where the General Manager immediately suspended a Producer, the Executive staff shall determine by a simple majority vote whether to affirm, vacate, or modify the General Manager's decision. The University Adviser may attend this meeting, but shall not cast votes. Before said vote, the subject Producer(s) shall have an opportunity to address the Executive staff and answer their questions. If the Executive Staff determines that further action is necessary, then the Executive Staff shall:

a. Agree upon a list of criteria by a simple majority vote with which to evaluate the Producer(s).

- b. Set by a simple majority vote, a deadline, defaulting to a period equivalent to the time it would usually take for the show to produce two episodes, for the Producer(s) to improve before being evaluated.
  - c. Modify the deadline, temporarily suspend the Producer(s), and/or immediately remove the Producer(s) if the situation sufficiently warrants such action.
4. The Department Head will meet with the Producer(s) at their earliest convenience to address the Department Head's concerns and inform the Producer of the deadline established, evaluation criteria, and any other decisions made by the Executive Staff.
5. Before the deadline, the Producer(s), Department Head, Show Members, and all interested parties will be allowed to submit written statements to the Executive Staff. All statements should be addressed to the General Manager. Although statements will be considered from all Studio members, no public announcement need be made.
6. After the deadline, the Executive Staff and the University Adviser will evaluate the situation at the next Executive Staff meeting.
7. At this meeting, the Executive Staff will:
- a. Review the episodes produced by the Producer(s).
  - b. Examine the written statements addressed to the General Manager on the matter. No verbal statements will be considered.
  - c. Deliberate and vote as to remove or retain the Producer(s). A two-thirds vote is required to remove the Producer(s).
  - d. The University Adviser shall not cast votes at this meeting.
8. If the Producer(s) is/are removed, applications will be taken for the position(s).
9. The Department head will review the applications with the other Executive



Producers in the department and select (a) new Producer(s). At the discretion of the Department Head, the Associate Producers in the department may also be included in this process.

## F. Show Cancellation and Suspension Process

1. A show may be cancelled or suspended for repeated violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code, other official Studio and/or University policies, or SU and SUNY-ESF Codes of Student Conduct.

2. When the cancellation or suspension of a show is deemed warranted by any member of the Executive Staff or the University Adviser, that person may recommend to the General Manager to do so. The General Manager shall immediately inform the Executive Staff, the University Adviser, and the show's Producer(s) of said recommendation.

3. Immediate Short Term Suspension — The General Manager may, without consulting the Executive Staff, suspend a show for a period of less than two weeks effective immediately where the alleged repeated violations are so severe that the General Manager decides that immediate action is necessary. Where the General Manager suspends a show, the General Manager shall inform the Executive Staff, the University Adviser, and the show's Producer(s) of their decision within twenty-four (24) hours. Upon receiving said notification from the General Manager, the Web and Digital Media Director may remove any and all archived episodes from the server of the subject show at the discretion of the Executive Staff. In addition, the Programming Director will immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the Studio submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following the suspension at the discretion of the General Manager.

4. Long-Term Suspension or Cancellation — Where the General Manager further determines that a show should be (1) suspended for a period equal to or greater than two weeks, or (2) canceled, the decision must be affirmed by the Executive Staff. If the show is so suspended or canceled, the Web Media Director shall immediately remove any and all archived episodes from the server of the subject show. In addition, the Programming Director will

immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the Studio submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following a long-term suspension at the discretion of the General Manager. Episodes of a cancelled show shall not be placed back on the server and shall not be placed back into rotation at the broadcast outlet.

a. Executive Staff Deliberations — At the next Executive Staff meeting, the General Manager will present the case for long-term suspension or cancellation of the show to the Executive Staff and the University Adviser (if the latter is present). The show's Producer(s) shall be given an opportunity to address the Executive Staff and answer questions.

b. A simple majority vote is required to confirm the General Manager's decision.

c. The University Adviser shall not cast votes.

5. Action by the Executive Staff — The Executive Staff may place a show on long-term suspension or cancel a show where the General Manager has not acted by a two-third (2/3) majority vote of the Executive Staff.

## VII. COPYRIGHTS

### A. Use of Studio Programming

1. In exchange for access to and the use of the Studio's equipment, resources, and personnel, members assign to the Studio any and all of their intellectual property rights to all programming material that is created with the use of Studio resources and equipment without regard to how or if the material is distributed.

2. The Studio owns the copyright to all programming material that is created with the use of Studio resources and equipment without regard to how or if the material is distributed. The General Manager has the authority to authorize or license non-Studio uses of said material in exchange for a royalty or on a royalty-free basis. In doing so, the General Manager shall consult, as needed,

with the Organizational Consultant.

a. In all cases where a Studio member seeks to use Studio programming, in whole or in part, for a non-Studio use, there is a strong presumption that such use will be permitted on a royalty-free basis.

b. In all cases where a Studio member seeks to use Studio programming, in whole or in part, as part of a professional portfolio or reel, such use shall be permitted on a royalty-free basis.

## B. Studio Obtaining a License from a Copyright Holder

1. In order to enter into a license with any copyright holder for material to be used in Studio programming, a Studio member shall first contact the General Manager, who will consult with the Organization Consultant.

2. The General Manager, after consulting with the Organization Consultant, will determine if: (1) a license is a worthwhile use of the Studio's resources, (2) the desired copyrighted material is of sufficient necessity, and (3) a license is logistically and financially feasible.

3. If the General Manager approves the potential licensing of the copyrighted material, then the General Manager shall coordinate such licensing efforts with the Organization Consultant.

# VIII. SOCIAL MEDIA EXPECTATIONS

## A. CitrusTV Social Media Guidelines

1. Members should be aware that they represent the Studio in everything they do. To that end, members should be aware that what they post on social media, even if on personal accounts, can be taken to be representative of the Studio. Members should be careful about what they post on social media and should refrain from posting anything that would be in violation of the Student Code of Conduct, Studio Policies, these Bylaws, federal, state, and local law (see II. Terms of Membership).

2. Members should not vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, age, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin on their social media accounts. Hate speech on professional social media accounts will not be tolerated.
3. Members should treat other members of CitrusTV respectfully over social media and share critiques on work with members privately via DM or in person.
4. Members may be asked to make a separate personal social media account for the purposes of reposting or sharing CitrusTV content onto a professional account instead of a personal account.
5. Members may not set up social media accounts for any CitrusTV shows or programs on their own. All Department Social Media Accounts are to be run by the Social Media Director, all main CitrusTV accounts are to be run by the General Manager and Associate General Manager. All passwords must be given to the General Manager, Associate General Manager, and Social Media Director. The only official CitrusTV Social Media Accounts are: @CitrusTV, @CitrusTVNews, @CitrusTVSports, @CitrusTVEntertainment, and @CitrusTVAlumni. These passwords should only be shared with Executive Staff members and/or members designated by the Social Media Director.
6. The Social Media Director shall oversee members' social media presence and members should not have, create, or join “secret” partisan or political social media groups separate from their public accounts. All social media accounts must be held to a professional standard.
7. Objectivity is incredibly important to the success of our station and to maintain the trust of our viewers. As such, politically oriented content should be carefully considered before being posted or reshared. Participants in all departments, News, Sports and Entertainment, whether on or off air talent, should be aware that posting about personal opinions on professional accounts can reflect poorly in the perception of the Studio as a whole. Studio members have a responsibility to uphold the standards of an unbiased media entity. If a member is unsure about whether or not a post would reflect poorly on the Studio or be seen as unacceptable, they should ask their department

head or the Social Media Director prior to posting.

8. All Members will follow Social Media Guidelines set forth by the Social Media Director and shared with members of the Studio at the start of each semester, when they sign onto the Bylaws and the Code.

9. Failure to comply with the above measures and the Social Media Guidelines will result in the following:

- a. informal warning
- b. formal written reprimand
- c. revocation of Good Standing status along with a probationary period
- d. suspension
- e. revocation of membership status.

10. At the discretion of the General Manager, Department Heads, and Social Media Director, a member may be asked to take down a post if it is deemed inappropriate or does not follow the above guidelines.

## IX: CORE VALUES

A. The Core Values of the station in regards to reporting are as listed below in no particular order:

1. Objectivity
2. Accountability
3. Transparency
4. Accuracy
5. Timeliness
6. Safety
7. Newsworthiness
8. Fairness

B. The Core Values of the station in regards to members, how members can expect to be treated, and the overall environment at CitrusTV are as listed below in no particular order:

9. Inclusivity
10. Respect
11. Responsibility

12. Community
13. Collaboration
14. Creativity
15. Fairness

## X. MISCELLANEOUS

### A. Current Version of the Bylaws

This version of the Bylaws supersedes any and all prior versions of the Bylaws.

### B. Amendments to the Bylaws

Any amendment to these bylaws must be proposed to the Executive Staff and be approved by a three-quarters (3/4) majority thereof.

### C. Adoption of Official Studio Policies

Any official Studio policies must be proposed to the Executive Staff and be approved by a three-quarters (3/4) majority thereof.

### D. Interpretation of the Studio Policies and Bylaws

1. Official Studio policies should be interpreted, if possible, so that they do not conflict with the Bylaws. To the extent that the Bylaws and any official Studio policies conflict, the Bylaws shall take precedence.

2. Official Studio policies and the Bylaws should be interpreted, if possible, so that they do not conflict with the policies and procedures of SU and SUNY-ESF Codes of Student Conduct. To the extent that a section or subsection of the Bylaws or any official Studio policy conflicts with the Codes of Student Conduct, the Codes of Student Conduct shall take precedence.

3. Official Studio policies and the Bylaws should be interpreted, if possible, so that they do not conflict with federal, state, or local law. To the extent that a section or subsection of the Bylaws or any official Studio policy conflicts with federal, state, or local law, said law shall take precedence.

4. The Codes of Student Conduct, of course, are interpreted so as not to conflict with federal, state, or local law.

#### E. Severability

If any provision of these Bylaws is found by competent authority to be invalid, illegal, or unenforceable in any respect or for any reason, the validity, legality, and enforceability of any such provision in every other respect and the remainder of these Bylaws shall continue in effect.