

University of Massachusetts Campus
Activities Cluster Charter Of
The UVC-TV 19

A. **Coordinating Council**

There is a Coordinating Council consisting of officers, staff members, and a general manager. Any other member wishing to volunteer their time or have a voice heard in the democratic process of UVC-TV 19 is welcome to attend but cannot have a vote. Coordinating Council has final say on everything that has to do with the station, including but not limited to purchases, firing and hiring of staff, fundraising, membership policies, programming issues, UVC sponsored events, and future directions. Issues like these are presented to the Coordinating Council in the form of an agenda organized by the Executive Board and are voted on democratically. Only staff members have the right to one vote except the president, the general manager, and volunteer members who are awarded no votes. In the case of a tie the president has one deciding vote. At the start of each Coordinating Council meeting the committee will vote to approve the agenda and reserves the right to ask for amendments to the agenda. The Coordinating Council does not have the right to amend the agenda with never-before heard material, except under extenuating circumstances. Coordinating Council meeting times are posted and open to all members. Coordinating Council needs a quorum of 50% of staff plus one to make any decision.

B. **Executive Board**

There is an Executive Board that consists of the President, Vice President, Treasurer, Secretary, and the General Manager. The Executive Board meets once a week to determine the agenda for the subsequent Coordinating Council meeting. Once a year during the fall semester the Executive Board develops the budget proposal for the approval of Coordinating Council to be submitted to the SGA

UVC-TV 19 Hired Staff and Officers

C. **Elected Officers**

1. **Requirements**

- a) Elected officers of UVC-TV 19 may not simultaneously hold an office in any other ESO or governmental body on campus. It is suggested that elected officers of UVC-TV 19 not hold a second job and/or residential assistant position.
- b) Only in extenuating circumstances can the Coordinating Council agree to allow an elected official to hold a staff position at UVC-TV 19. No UVC staff/officer can hold 2 paid positions simultaneously.
- c) All elected officers shall be required to attend weekly Coordinating Council meetings.
- d) All elected officers shall be required to give weekly progress reports at the Coordinating Council meetings.
- e) No elected officer shall be paid for exceeding their allotted hours unless approved by Coordinating Council
- f) Coordinating Council will vote every year whether to pay officers for the upcoming year.

2. Elected Officers and their Duties

a) President

- Shall act as chair of Coordinating Council
- Shall act as community relations contact with prospective members, the Student Government Association, and other student groups.
- Shall hold signature responsibility with the Student Activities Office (CAO)
- Shall supervise paid positions with professional staff.
- Shall be in charge of organizing and reproducing the agenda for Coordinating Council.
- Shall assist Vice President with workshops.
- Shall assist Treasurer in fundraising activities
- Shall act as a spokesperson for UVC-TV 19 to all campus organizations, which may involve appearing at other events or encouraging other groups to mention UVC to increase involvement (such as campus tours).

b) Vice President

- Shall be required to keep disciplinary records of members.
- Shall be in charge of student membership recruitment

- Shall hold orientations for new members.
- Shall work with President on workshops.
- Shall assist the President.

c) Treasurer

- Shall maintain UVC-TV 19's financial accounts.
- Shall hold signature responsibility with CAO
- Shall assist in the day to day financial business of UVC-TV 19. Including, but not limited to:
 - *Payroll
 - *Budget Preparation
 - *Vendor
 - *Bidding
 - *Underwriting
 - *Deposits
- Shall be in charge of active efforts to raise funding for UVC-TV 19

d) Secretary

- Shall take and post minutes at UVC-TV 19's Coordinating Council meetings, Executive Board meetings and station meetings
- Shall keep all membership records:
 - *membership applications
 - *workshop cards
 - *reactivation fees
 - *disciplinary records
- Shall assist staff, members, and committees with the use of the data base
- In charge of coordinating and compiling photographic and written record of UVC-TV 19 activities
- Shall be in charge of dub transactions

3. Elections

a) Policies and Procedures for Elections

1. Elections for all elected offices shall take place during April's station meeting.
2. Nominations will be opened during the station meeting in March.
3. Absentee ballots will be available for those unable to attend the station meeting.
4. Nominations will close one week prior to the elections.
5. Three active members that are not nominated, and one of the UVC-TV 19

professional staff, shall pass out, collect, and count the ballots.

6. Officers shall be elected by a quorum of 30% total number of accessed members. If no quorum is reached then the election will be rescheduled by the president of UVC.
 7. Results shall be posted inside UVC-TV 19 and will be made available to all members and staff by the General Manager
 8. Officers shall hold office for two academic terms.
 9. New officers will take office the fall semester after the elections.
- b) **Special Elections**
1. Will follow the same rules as normal elections except that the time table for the election process can be set by the Coordinating Council.
 2. Officers elected at special elections take office immediately, and stay in office until the next regular election in April.

D. **Hiring Process**

1. Applications for hired personnel shall be available at UVC-TV 19 at the beginning of April and continue through September as needed.
2. At least three members of the Coordinating Council shall make up the Hiring Committee. Only Coordinating Council members may participate. This Hiring Committee shall review applications for hired staff appointed officers at the end of April and March - dates and times to be set by that Hiring Committee.
3. After all interviews have been conducted, the hiring committee shall meet and vote on the hired positions. If a consensus cannot be reached, a simple majority vote shall appoint the various positions. After hiring all those interviewed shall be notified of their status and fill out personnel form in CAO.
4. Hired staff officers shall hold employment office for two semesters.
5. Hired staff officers will be supervised by UVC-TV 19's Coordinating Committee.
6. No hired staff shall be paid for exceeding their allotted hours unless approved by Coordinating Council.

E. **Emergency Hiring**

1. A renewal of the hiring process can be called by the Coordinating Council in the case of prematurely vacated offices.
2. Staff officers hired during a special appointment process shall hold employment office for the remainder of the term of the previously hired person after which an individual may - depending on job performance and other factors - be rehired appointed for a full academic year term.

F. **Firing & Warning Process**

Chapter 1- Warnings

1. For a hired staff member to be fired he or she must receive
 - a) a verbal warning
 - b) and 2 written warnings
2. A warning must have 5 signatures to be issued. And may be issued for violations of member agreement, and failure to obey job description.
3. The General Manager must give a warning to the said staff member if five signatures have been granted - a warning holds no value without five signatures or Coordinating Council vote.
4. After the second written warning a termination hearing can be held at the next available coordinating council meeting.

Chapter 2-Firing

1. A staff member who has received 3 warnings is automatically suspended until the meeting occurs.
2. Those who signed the second written warning must present their case against the person and the person can present a case in return. Neither case can exceed ten minutes unless otherwise allowed by the president.
3. There is open debate, with questions and answers with the person in the room before he or she is asked to leave while Coordinating Council deliberates.
4. The Coordinating Council then must reach its decision by a majority vote and the person will be brought back in to hear it.
5. If the vote is to fire the said person, that person will be removed immediately from position but can retain membership (provided they have not broken three membership rules).
6. Appeal can be made if warning is given in error.

7. An appeal hearing is identical to a termination hearing except without the suspension and termination.
8. During the impeachment of a president, the Vice President will have the deciding vote and will act as president.
9. Warnings against the advisor will be handled in the same manner but by the President and after the hearing a formal request to fire the general manager will be brought to the SGA and CAO.
10. All firings must be presented to the SGA.
11. Unlawful acts against UVC and its members including but not limited to purposeful destruction of UVC equipment or any action threatening the livelihood of UVC are grounds for immediate termination.

G. **General Manager's Role**

The General Manager's Role in the station is to abide by the Job Description agreed to by the Campus Activities Organization (included in the charter) and to participate in UVC in the following manner:

1. Work in a partnership with the student leadership giving advice and teaching skills to any student when they need or ask for it.
2. Will be available to any student who comes to UVC, not just the leadership.
3. Will be responsible for upholding policies outside of UVC, whether they are University, FCC, or State.
4. Will see to it that policies granted by the Coordinating Council adhere to current laws.
5. Will participate in a variety of committees, projects, and task forces on issues and concerns which span the entire campus community.
6. Will advise all interested students on UVC policy
7. Will advise all members on creative and technological aspects of television production.
8. Will execute all purchases approved by Coordinating Council and those for maintenance under \$50 U.S.
9. At Coordinating Council the General Manager must provide a photocopied worksheet of both purchase orders and Procard receipts from purchases made between one coordinating council meeting and the next.
10. Cosigns payroll with treasurer.
11. Will make readily available all purchase orders and receipts to all members.

H. **Membership**

Any undergraduate student at the University of Massachusetts Amherst who has currently paid the Student

Activities Trust Fund (SATF) fee may become a member of the UVC-TV 19.

1. Becoming a Member

- a) Prospective Members must attend an orientation and complete an application. (one can contact the General Manager, staff or officers to complete these steps)
- b) There are two levels of Membership:
 - **Active:** Active members have a current membership form or reactivation form on file for the semester
 - **Accessed:** Accessed members maintain "active member" status and must have completed the UVC basic workshop cycle.

2. Maintaining Active Status

- a) Members are required to attend two general meetings per semester
- b) Members must participate in two UVC sponsored shoots per semester
- c) Members must be reactivated every year and will be assessed a \$5 membership fee per year.
- d) Failure to meet these requirements will result in a suspension of the member's active status until the requirements are met

3. Gaining and Maintaining Accessed Status

- a) Must complete the basic workshops which are listed at UVC and are subject to change based on UVC's technological capabilities and also have current membership card on file.
- b) Accessed members must abide by "active" membership rules, and all equipment procedures. A failure to do so can result in a strike.
- c) Strikes are given to members in the same manner as warnings are given to staff members except only for violating membership agreements and equipment procedures. The process for appeals is also the same.
- d) Once an accessed member receives a second strike, that member loses access to equipment not covered by the 4 basic workshops and is no longer considered to be "in good standing". (I.e. 0-1 strikes= good standing & 2 strikes= at the discretion of coordinating council. Member cannot use JVC or digital equipment. Member can only use equipment covered in 4 basic workshops. No longer "in good standing".

I. Amending the Charter

1. The Charter must be re-approved by the Coordinating Council based on the SGA's calendar.
2. During Coordinating Council re-approval, amendments can be proposed, and the charter revised accordingly.
3. Anything that is not covered this charter is covered in the UVC handbook and policies book.
4. The final revisions will be sent to the SGA for approval.