



Constitution

Proposed for Adoption by the Titan TV Executive Board on March 3, 2014
Ratified on March 10, 2014

Preamble

Titan TV Mission Statement

Titan TV is a student-run television station that creates original programming, educates fellow students in television production and management, and fosters leadership and the sharing of knowledge.

Article I

A. Organization Name

The name of this organization shall be Titan Television, or the short name Titan TV.

B. Authority and Jurisdiction

The organization, convened under the authority of the Oshkosh Student Association in accordance with UW System policy, shall function under Federal and State Law, UW System Rules and Bylaws, The Oshkosh Student Association Constitution, this Constitution and any subsequent Amendments, Titan TV Bylaws, and the Revised Robert's Rules of Order.

Article II

A. Membership

Any current University of Wisconsin Oshkosh student with an interest in television production or management may be a member of Titan TV.

B. Expectations

All members of Titan TV have the following duties and expectations:

- Fulfill their academic responsibilities as a student, including attending classes
- Obey the law, university regulations, and the Titan TV Constitution and Bylaws
- Meet with the Titan TV Advisor as requested
- Make a good-faith effort to attend Station Meetings
- Represent Titan TV to the campus and community in a professional way

C. Staff

The expectations for all staff members are:

- Be a member of Titan TV
- Maintain a minimum of 3 credits in the current semester, or 6 credits for salaried positions
- Maintain a cumulative GPA of 2.5 or higher
- Hold only one executive board staff position at a time
- Serve in any executive board staff position for a period of time not to exceed one academic year
- Serve until the conclusion of the 17-week Spring semester
- Submit a letter of resignation to the Station Manager in the event that they are unable to complete their duties

Staff is divided into 4 categories: Executive Board, Support Staff, Producers, and Academic Staff

The Titan TV Staff and their duties and responsibilities shall be as follows:

Executive Board

Station Manager

- Communicate with Titan TV staff, producers, and students
- Maintain the Titan TV budget, in coordination with the Titan TV Advisor
- Prepare for and attend necessary Student Allocations Committee Meetings
- Approve and oversee budgets for Titan TV shows
- With the authorization of the Titan TV Advisor and the Coordinator of the Radio-TV-Film program, authorize emergency spending, which may be overturned by a majority vote at the next Station Meeting or Executive Board Meeting
- Meet weekly with the Titan TV Advisor during 17-week semesters
- Convene and chair monthly Station Meetings
- Convene and chair Producer Meetings as needed
- Convene and chair weekly Executive Board Meetings
- Convene and chair meetings of the Pitch Committee
- Sit in on the Search and Screen Committee Meeting

- Vote at no meetings, except in the case of a tie or if quorum is not reached in the Search and Screen Committee Meeting
- Appoint the Titan TV OSA Assembly Representative, confirmed by 2/3 voting members of the Executive Board
- Confirm the annual hiring appointments for the positions of Station Manager, Production Manager, Programming Director, Promotions Director, News Director, and Sports Director, from among the appointments made by the Search and Screen Committee, which may be overturned by a 2/3 vote at a Station Meeting
- Make firing decisions for all staff positions, to be confirmed with a 2/3 vote of the Titan TV membership at a Station Meeting
- Create new Titan TV staff positions as needed
- Revoke the contract and title of a Producer, to be confirmed with a 2/3 vote of the Executive Board
- Designate a Titan TV member as Not in Good Standing, to be confirmed with a 2/3 vote of the Titan TV voting members at a Station Meeting
- Revoke the membership of a Titan TV member for the duration of the academic year, to be confirmed with a 3/4 vote of Titan TV voting members at a Station Meeting
- Act as liaison between Titan TV and other campus and off-campus groups
- Watch Titan TV programming and ensure station is operating correctly
- Enforce guidelines and expectations
- Discipline staff, producers, and students who violate guidelines or expectations
- Appoint a member to take minutes at meetings in the absence of the Production Manager
- Respond to station needs in a timely manner
- Create committees as needed and appoint students to sit on those committees
- Work with the Production Manager to create Producer Contracts
- Approve show content
- Perform at least two posted weekly office hours within West A/C
- Function as President of Titan TV as required by OSA
- Perform any other duties as assigned

Production Manager

- In the event that the position of Station Manager is unfilled, the Production Manager will assume the duties of the Station Manager
- Within 48 hours of being notified by the Titan TV Advisor of the vacancy of the Station Manager position, the Production Manager may declare in writing to the Advisor their acceptance of the position of Station Manager, thereby removing themselves from the position of Production Manager
- Record minutes at all Executive Board Meetings and Station Meetings
- Chair any Titan TV meetings in the absence of the Station Manager
- Work with the Station Manager to create Producer Contracts
- Can approve show content in lieu of the Station Manager

- Assist with development of shows
- Meet with producers about pre-production, production, or post-production issues
- Be aware of and help to regulate weekly studio use in conjunction with the Director of Television Services
- Create each semester's production schedule in conjunction with producers
- Oversee the maintenance, organization, and cleaning of the studios and workroom
- Assist Producers and other Titan TV members with technology and workflow issues
- Assist Titan TV staff members with the technology applicable to their position
- Sit on the Executive Board as a voting member
- Perform at least two posted weekly office hours within West A/C
- Perform any other duties as assigned

Programming Director

- Maintain all Titan TV programming, playout, and archival equipment and media
- Program and maintain the Titan TV scheduling and playout devices
- Have a working knowledge of the functions in Master Control
- Assist students in their use of Master Control
- Create the Titan TV air schedule, to be presented to and confirmed by the Executive Board
- Update and maintain promos, PSAs, films, and shows on Cablecast and 360 server, including metadata, keeping track of the number of runs, etc.
- Teach producers proper show code labeling, compression workflows, and transferring of files
- Perform two weekly office hours within West A/C, one of which must be held in Master Control
- Sit on the Executive Board as a voting member
- Perform any other duties as assigned

Sports Director

- Organize all remote sports TV broadcasts
- Work with the News Director to organize all non-sports remote TV broadcasts
- Liaison between facilities and locations and Titan TV
- Provide a schedule of producing and broadcasting sporting events to be confirmed with the Sports Information Director, the Director of Television Services, and the Radio-Television-Film Engineers
- Understand the remote, studio, and master control equipment and train others
- Create a well-rounded sports department

- Work with Programming Director and News Director to schedule live and live-to-tape remote events and reruns
- Work with Promotions Director to promote station branding within sports programming
- Be present for every possible remote event
- Perform two weekly office hours within West A/C
- Sit on the Executive Board as a voting member
- Perform any other duties as assigned

News Director

- Act as the Executive Producer for Titan TV News, and fulfill all requirements as Executive Producer; oversee all of Titan TV's news operations
- Organize all news and informational remote TV broadcasts
- Liaison between facilities and locations and Titan TV
- Provide a schedule of remote events to be confirmed with the Executive Board
- Understand the remote, studio, and master control equipment and train others
- Create a well-rounded news department
- Work with Programming Director and Sports Director to schedule live and live-to-tape remote events and reruns
- Work with Promotions Director to promote station branding within news programming
- Be present for every possible news event
- Perform two weekly office hours within West A/C
- Sit on the Executive Board as a voting member
- Perform any other duties as assigned

Promotions Director

- Organize the design and distribution of all promotional materials for the station
- Work with producers to assist with show promotion
- Update logos, slogans, and the Titan TV brand as needed
- Provide logos and marketing guidelines to producers
- Work with campus promotional outlets to promote Titan TV
- Oversee the creation of new Titan TV station promos each semester
- Reach out to campus organizations and departments that compliment Titan TV, eg. Journalism, English/Creative Writing, Theatre, Advance-Titan, etc.
- Promote and assist with events organized by the Sports Director, News Director, and Producers
- Create and oversee promotional events (at least one per semester) eg. Finals Before Finals, Premiere Screenings, etc.
- Manage social media sites (Facebook, Twitter, Youtube, etc.)
- Update and maintain the Titan TV website

- Perform two weekly office hours within West A/C
- Sit on the Executive Board as a voting member
- Perform any other duties as assigned

Support Staff

Only to be used if selected by an Executive Board member and approved by the Executive Board with a 2/3 vote. If the positions are not filled, the duties of support staff positions remain the responsibility of the Executive Board member who would supervise said position.

Assistant Program Director

- Continuously update a library of promos and PSAs aired on Titan TV
- Maintain the Titan TV archive
- Update metadata for shows on Cablecast

Carousel Manager

- Update and maintain Carousel under the supervision of the Promotions Director

Graphics/Package Coordinator

- Create video promotions, bumps, and station IDs for airing on Titan TV under the supervision of the Promotions Director
- Oversee the branding and aesthetic of promotions and programming

Webmaster

- Update the Titan TV website under the supervision of the Promotions Director

OSA Assembly Representative

- Attend all meetings of the OSA Assembly
- Represent the interests of Titan TV at OSA Assembly
- Inform the Executive Board and Station Manager of the actions of OSA

Producers

Producer

To be a producer, a student must be listed as such in materials presented in a Pitch Meeting, and that show must be chosen for production by the Pitch Committee. While all other positions are held until the conclusion of the Spring 17-week semester, Producers' terms end at the conclusion of the semester that their contract ends. Students may hold the position of Producer concurrently with one other staff position, and may be Producer more than once.

- Create a quality product that represents the university and Titan TV positively
- Work with Production Manager to create their program's production schedule
- Attend scheduled Producer Meetings
- Submit a crew list within seven days after the completion of that day's work to the Director of Television Services
- Submit any other documents as required by the Executive Board, the Director of Television Services, or the Titan TV Advisor
- Complete and deliver shows within deadlines provided in their Producer Contract

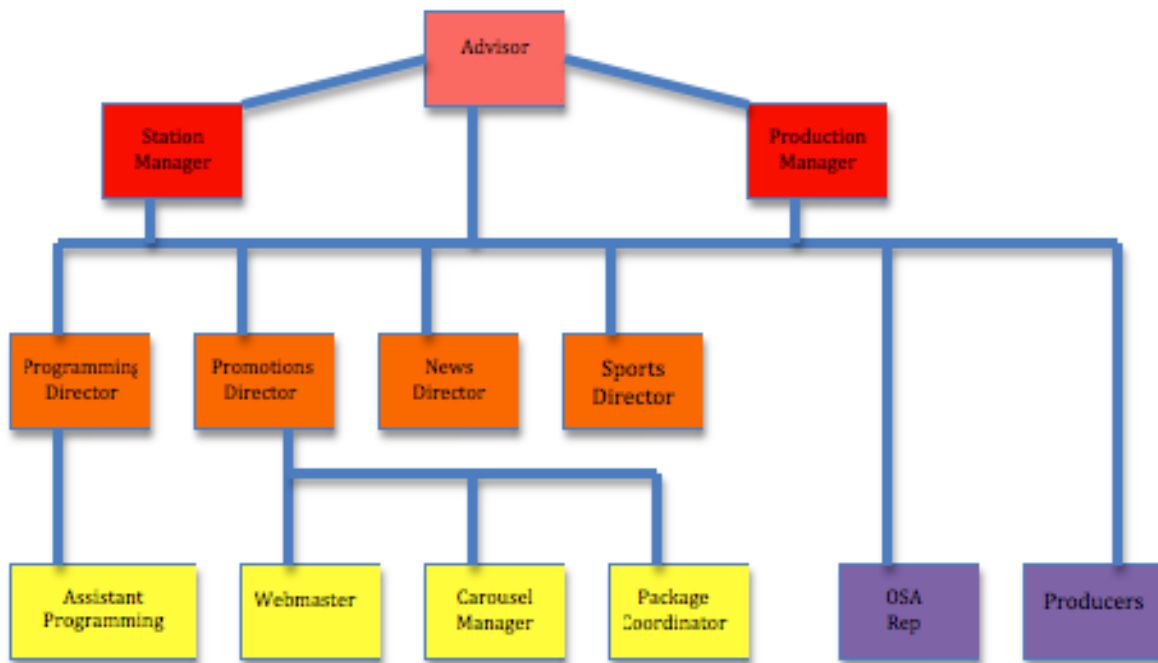
- Create and manage a budget with the approval of the Titan TV Station Manager and within limits set in their Producer Contract
- Oversee all aspects of their show's creation from pre-production through airing
- Create and deliver promotions as required by the Promotions Director
- Communicate their show's specific issues with the appropriate staff member(s)
- Keep their crew workspaces clean after use, including studio space, master control, control room, etc.
- If the producers wish to renegotiate the terms of their proposed contracts, they may do so only with the consent of the Station Manager, Production Manager, and Director of Television Services

Academic Staff
Advisor

- Appointed and salaried by the Radio-Television-Film program
- Work with the Titan TV Staff to better Titan TV
- Advise the entire Titan TV Staff
- Help bridge Titan TV with relevant courses
- Represent Titan TV to the Radio-Television-Film Program, Communications Department, and the university at large
- Make budget recommendations
- Spend and authorize spending of Titan TV funds only as approved by the students
- Convene and chair meetings of the Search and Screen Committee
- Investigate allegations of misconduct by Titan TV members
- Assist with the transition of staff
- Maintain copies of Titan TV documents, including the most recent constitution, bylaws, and contracts
- Not vote on any matter before Titan TV
- May make no motions except for the following: The firing of the Station Manager, to be confirmed by a 2/3 vote of voting members at a Station Meeting. No student or Titan TV member may make this motion.

D. Organization

This chart is intended as a visual aid for the position requirements and responsibilities.



Article III

A. Meetings

No meeting shall be convened in the final week of any 14-week term. All meeting times and locations must be conspicuously posted within A/C West, and where possible, advance notice given.

Station Meetings

- Convened and Chaired a minimum of once a month at a time and place determined by the Station Manager
- In the event the Station Manager fails to meet this requirement, the meeting may be convened by the Advisor
- Open to any member of Titan TV
- Any issue before Titan TV may be decided upon in a Station Meeting, including amendments to the Constitution
- At the first Station Meeting of the academic year, all Titan TV members are voting members
- At subsequent meetings, all members in Good Standing who attended a previous Station Meeting, Producer Meeting, or Executive Board Meeting are voting members, as determined by the Station Manager
- Quorum shall be reached in the presence of eight voting members

Producer Meetings

- Producer Meetings are informal and should focus on show problems, crew needs, budgetary discussions, etc.
- Convened at a time and place determined by the Station Manager
- May be held as individual meetings or group meetings, and inclusion of Executive Board members outside of the Station Manager is dependent on the content of the meeting
- No issues may come to a vote in a Producer Meeting

Executive Board Meetings

- Held weekly during the fall and spring semesters and as called by the Station Manager
- Attended by members of the Executive Board and the Titan TV Advisor
- Any issue before Titan TV may be decided upon in an Executive Board Meeting, with the exception of amendments to the Constitution and the duties fulfilled by the Search and Screen Committee
- Any decision made in an Executive Board Meeting may be reversed by a 2/3 vote at the next regularly scheduled Station Meeting
- Quorum shall be reached in the presence of half of the members of the Executive Board in good standing

Search and Screen Committee Meetings

- Held on campus
- Convened and chaired by the Titan TV Advisor
- Held in closed session
- Quorum shall be reached in the presence of six of the members in good standing
- No member may vote on a nomination to a position for which they also seek a nomination
- No committee member may run for more than one position
- Station Manager should sit in on the meeting, but can only vote in the case of a tie or when quorum is not met. The Station Manager does not count toward the cap of ten members.

Pitch Committee Meetings

- Held on campus outside of Studio One and Studio Two
- Convened and chaired by the Station Manager at least once every semester
- Hear pitches in a fair and equitable setting
- Hear pitches from all students who submit the required materials

B. Committees

Search and Screen Committee

Charge

To solicit applications for the annual vacancies in Titan TV staff positions, interview and research the potential hires, and to appoint only the most qualified candidates to be confirmed by the Station Manager. Candidates for Titan TV staff are not allowed to campaign outside of meetings. In the event that the positions of both the Station Manager and Production Manager are concurrently unfilled, the committee is charged with appointing a new station manager.

Membership

The Search and Screen Committee will never exceed ten members, all of whom will be chosen in a Station Meeting in the Spring semester by the following process:

Phase I

Any member of the Titan TV Executive Board in Good Standing may accept a position on the committee. There is no confirmation for this step and it may not be contested.

Phase II

1. The Station Manager will ask for a Producer from each show to volunteer. No Producer is required to sit on the committee, and no more than one Producer per show may sit on the committee.
2. If the number of people on the committee would exceed eight people with all of the Producer volunteers, preference will be given to Producers who are not running for a position. If the committee still exceeds eight people, a vote will be called at a Station Meeting to determine which Producers will sit on the committee.
3. Once the number of people on the committee reaches eight, or if the list of volunteered Producers is exhausted, the process will move to Phase III.

Phase III

1. Each member who so desires and is not a Producer may state their interest in being on the committee.
2. If the number of people interested in being on the committee would put the committee over ten people, preference will be given to at-large members who are not running for a position. If the committee still exceeds ten people, a vote will be called at a Station Meeting to determine which at-large members will sit on the committee.
3. If the number of people on the committee reaches ten, or if the list of interested members is exhausted, the process will end.

The Advisor, while not a member of the committee, will serve as ex officio chair. The Station Manager, while also not being a member of the committee, may vote to break a tie or help the committee reach quorum if necessary. In the event the committee is unable to obtain quorum even with the Station Manager, the Advisor will announce the dissolution of the committee at a Station Meeting, and it will be re-formed by beginning the membership process anew. The committee will be dissolved automatically at the conclusion of the 17-week Spring semester.

Pitch Committee

Charge

To hear the pitches of Titan TV members and determine which shows will be allowed the use of Titan TV equipment, facilities, funding, and other resources, and the nature of that use, and which students will be designated as Producer(s) for those shows.

Membership

The Pitch Committee will consist of the Station Manager as chair, Production Manager, Programming Director, Promotions Director, News Director, and Sports Director, as well as the Advisor as a non-voting member.

Other Committees

The Station Manager may, as he or she sees fit, create a committee, establish its charge, and appoint Titan TV members to that committee.

C. Hiring Staff to Vacancies

The charge and purview of the Search and Screen committee is limited to the replacement of Staff once annually. In the event the position of Production Manager, Programming Director, Promotions Director, News Director, or Sports Director becomes vacant during the academic year, the following will occur:

1. The Station Manager will appoint a Titan TV Member to temporarily perform the duties of this position until the next regularly scheduled Station Meeting. This temporary position does not include voting rights on the Executive Board or a seat on the Search and Screen Committee.
2. The Station Manager will announce the vacancy in a Station Meeting and make a single nomination to the position, and speak to that nomination for up to five minutes.
3. The remaining members of the Executive Board may, at their discretion and by majority, make a single separate nomination, and speak to that nomination for up to five minutes.
4. Nominations close.

5. The nominee(s) will be put to an immediate vote. In the event there is more than one nominee, the vote must be by ballot.
6. The Advisor will count the votes and the winner will take the Staff position immediately.

D. Role of Titan TV in the Academic Program

- Titan TV Staff shall never run any Radio-Television-Film course
- All students are encouraged to be members of Titan TV and help on any show or in any department they choose
- Titan TV staff members and producers may be asked for an evaluation of attendance and performance for students, but never a grade for any class
- While the functions and duties of Titan TV and the Academic Department have much overlap, and in most instances the two should compliment each other, the funds allocated to Titan TV shall be used solely for purposes determined by the students to be in the best interest of Titan TV

E. Not in Good Standing

The Station Manager may designate a member, who has failed to comply with their duties and expectations, as Not in Good Standing, to be confirmed by 2/3 of the voting membership at a Station Meeting. Members found to be Not in Good Standing lose their seats on any committees and the Executive Board, forfeit any salary for the semester, and are no longer voting members of Titan TV. The designation will remain until it is lifted by the Station Manager in a Station Meeting or the conclusion of the 17-week Spring semester, whichever is earlier.

Article IV

A. Amendments to the Constitution

- Must be proposed in print during either an Executive Board Meeting or a Station Meeting
- Must be proposed at least one week prior to the vote on adoption
- May only be adopted by a 2/3 vote in a Station Meeting

B. Amendments to Bylaws

- Must be proposed in print during either an Executive Board Meeting or a Station Meeting
- May be adopted by a 2/3 vote in an Executive Board Meeting or Station Meeting

Article V

A. Ratification

This constitution will become effective immediately upon its ratification by 2/3 of the members, and any previous constitution will be void. The bylaws will remain unchanged.