

EMERSON INDEPENDENT VIDEO CONSTITUTION

PREAMBLE

Emerson Independent Video (EIV) is a student operated television station whose purpose is to allow students to apply learned procedures in a practical environment. Students gain experience by applying these skills in EIV productions, with the intent of learning by doing. EIV models itself after the conventions of modern television stations across the United States. It is important to realize that unlike a student government, which models itself on western parliamentary models, this organization runs itself not as a political body, but as a corporate one similar to the structure of any real-world television environment. Emerson students will face these environments when they are working in the professional world of television; it is our intent to train by running the organization in this fashion.

EIV looks to the Emerson College Student Government Association (SGA) as its overseer and source of legitimacy as a student organization. EIV operates under the guidelines of a Constitution to receive such legitimacy, rather than a charter of standard corporate operating procedures. The SGA Constitution is looked to as EIV's ultimate source of authority, and EIV recognizes students' rights outlined therein. EIV follows all procedures contained therein pertaining to the behavior of student organizations. EIV maintains the right to evaluate any changes made to the SGA Constitution.

The EIV Constitution will be the ultimate source of authority pertaining to the day-to-day operation of the organization. All members are bound by this document and recognize the EIV Management Board as the final authority on all matters of policy and interpretation of this document.

ARTICLE I: THE NAME

The name of the organization shall be Emerson Independent Video (EIV).

ARTICLE II: FUNDING

All primary organizational funding shall come from the Student Government Association allocation process, whose financial interactions will be handled by the Business Manager. Additional funding can be realized through fund-raising and appeals to the Student Government Association. All productions raising money in any way must be cleared through the Management Board. Any use of EIV facilities for personal profit will result in immediate and indefinite suspension of all privileges, and dismissal from all positions. If the accused is management personnel, immediate impeachment proceedings will commence.

ARTICLE III: MEMBERSHIP

Membership in the organization is open to any undergraduate student enrolled at Emerson College who has paid in full the activities fee as required by the Student Government Association. EIV automatically recognizes any student who has paid said fee and participates in organization activities. Furthermore, general membership will be made available at any time to all students, regardless of previous involvement. Denial of such membership to any student who belongs to SGA by way of activities fee is considered an impeachable offense.

General members are eligible for and subject to all rights, opportunities, and rules and regulations as outlined by this constitution and all other procedures enforced by the Management Board. All general members are eligible for all EIV positions.

Any member is subject to removal from positions held within the organization if decided by the Management Board. Graduate students may be involved in organizational activities once their SGA activities fee is paid in full. Their involvement must in no way take the place of any undergraduate student who is as eligible for that role or position, and the extent of their participation is subject to management approval. Historically, no graduate student has ever held a management position to date.

All members of EIV are protected by the rights of Emerson College, as well as the Student Government Association's Constitution. Additionally, members have the right to air grievances at meetings, and may request personal hearings by the Management Board on all issues. Members must adhere to all decisions made by the Management Board or supervisory personnel during all EIV operations. Members have a right to hold any position in the organization if fairly chosen.

ARTICLE IV: THE FACULTY ADVISOR

In line with SGA criteria, EIV shall have the minimum of one Faculty advisor. The maximum shall be three.

The Faculty advisor shall be selected by a vote by the Management Board. In addition, the advisor is changed in the same fashion. The advisor must be approved by the SGA and the overseeing college department before he/she can officially begin tenure as advisor. The advisor may resign at any time by calling a meeting of the Management Board and giving notice to the appropriate college department.

The Faculty advisor is expected to serve as a source of information and advice for the organization, the Management Board, and all student members. They may also sign required financial material as governed by the purchasing procedures of the school. This signature is discretionary on their part, but should not be withheld without due cause. The advisor may attend any meeting or taping except those management meetings held in closed session, unless invited by the Management Board. The Faculty advisor is not a member of the Management Board, nor do they have voting privileges.

ARTICLE V: THE MANAGEMENT BOARD

The Management Board of EIV is the source of policy and decision-making in the organization, representing the organization in all events in and outside of Emerson College. Furthermore, if a department head feels that a particular issue arises within their department and this shall ultimately affect EIV as a whole, the department head is bound to discuss the issue with the Management Board. It is up to the Management Board to decide what course of action should be taken. If in doubt, questions about issue relevance should always be voiced. If any issue has been voiced to the Management Board, and still no decision has been made, then it falls upon the General Manager to decide for the good of the organization.

The Management Board consists of eight members, each holding one of the following positions. (1) The General Manager, responsible for delegating work and responsibilities to other managers and to the organization as a whole. The General Manager must, at all times, act for the best interest of the organization as a whole. (2) The Programming Director, who approves and oversees the operations of all creative programming. (3) The News Director, who approves and oversees the operations of all news programming. (4) The Business Manager who keeps track of all EIV financial transactions. (5) The Marketing Director who oversees and manages the marketing, promotion, and branding of the organization and its content. (6) The Remote Director, in charge of managing, distributing, and maintaining EIV's production equipment. (7) The Unit Manager, in charge of managing EIV's office facilities. (8) Executive Assistant, who is responsible for recording minutes for all EIV general and management meetings, and overseeing and managing the other executive assistants.

All members of the Management Board are expected to attend all management meetings. If attendance is found significantly negligent and unexcused, it is the General Manager's responsibility to administer disciplinary actions. The Management Board has the right to decide how many meetings a manager may miss without disciplinary action. Failure to comply with the board's attendance guidelines is an impeachable offense.

The EIV Management Board must have a quorum of at least two-thirds' vote. The presence of the General Manager is required for all votes, regardless of number. No decision will be considered binding without a full quorum.

On all issues of departmental matters not brought before the Management Board, the department head must report his/her decision to the General Manager. For this purpose, the General Manager and department head are considered a quorum for all departmental decisions.

The Management Board will hold weekly meetings, the time and nature of which shall be set by the General Manager. At the discretion of the General Manager, a meeting may be held in closed session, which bars all but management from attending. The Management Board has the right to invite specific persons to attend a closed session to serve as input, but cannot extend any voting privileges to anyone outside the Management Board.

All members of the Management Board may vote on all issues raised before the board. Only the General Manager may call a vote, but may recognize any other motion raised by a member of the Management Board. All votes placed before the Management Board must reach a unanimous decision before the vote is legitimate. After a vote has been called, it is the democratic right of a management member to abstain from that vote if the required quorum is present. A final record of the outcome of each vote must be recorded; but specific information such as vote tallies and the identity of each voter must be omitted.

If a Management Board member is unable to attend a meeting where the board is expected to vote on a specific matter, they may file a signed vote by Proxy along with

any comments for the board to another member. An absentee ballot will only be accepted if the absent member has heard all arguments on the matter, and their vote will not break a tie. The General Manager must be notified in advance of any absentee ballots.

Any EIV member may request a grievance meeting at any time with at least two (2) management members present. Minutes shall be taken and submitted to the Management Board at the next management meeting.

The Management Board will discuss and vote upon a resolution to the grievance. All managers must be available by appointment to meet with other members of the organization.

The EIV Management Board shall be self-perpetuating, holding elections for new management officers amongst the present management members. All management positions must come up for approval every academic year before the end of the second semester. At this time, any and all changes of management positions must be voted on observing all voting rules and regulations. Vacancies in the board created by resignation or impeachment are to be filled as soon as they occur and not at the end of the year. The open position must be in the process of re-application within two (2) weeks of vacancy.

The General Manager must coordinate interview times with all candidates. Students studying abroad must be notified of openings in the Management Board. The Management Board must make specific arrangements for these students during this time. No management personnel is eligible to vote for a particular position unless they have heard all interviews for that position, or an acceptable reproduction of the interview. Absentee ballots may be cast subject to the above restriction.

Any person may apply for more than one management position by specifying such in their interview. No person may be placed in a position they did not apply for unless the Management Board notifies them of this eventuality at the interview session. Applying for the head of a department automatically renders the individual eligible for that department's corresponding assistantship if the position is open. This is an exception to the above rule regarding notification.

Management members reapplying for a position on the Management Board cannot be present at the interview of a candidate for the same position unless all candidates agree through prior consent. Deliberations and proceedings of the Management Board are to be closed. All standard voting procedures must be applied to the voting selection process.

After new management members are selected, they will begin a phase-in period of appropriate length. During phase-in, only the outgoing Management member may vote. At the completion of the phase-in process, the new Management Board must have at least one Management session before the close of the academic year.

ARTICLE VI: GENERAL MEETINGS

The Management Board will convene a general meeting at the start of each semester and reserves the right to do so more frequently. The meeting is open to all members, non-members, faculty, administration, and all other members of the Emerson Community. Management must hear questions from all attending or stand in violation of the constitution. The meeting is deemed mandatory for all management members. Failure to attend is an impeachable offense.

ARTICLE VII: SELECTION PROCESS FOR ALL POSITIONS

At the end of each semester, EIV will hold interviews for producers for the following semester. At the beginning of each semester, EIV will hold interviews or auditions for directors, talent, and technical crew for positions within the organization. Any person may apply for and receive more than one position. Conflicts in a candidate's eligibility must be resolved through the direct supervisor and/or the Management Board. The direct supervisor shall select positions. All position selections must be submitted for approval by the appropriate department's Board member.

ARTICLE VIII: REMOVAL AND IMPEACHMENT

Any member of EIV who is found to be continuously and/or knowingly evading his/her duties, as determined by company policy, department rules and regulations, and this constitution, or who commits an act which is detrimental to this organization or the student body, is subject to immediate removal from their position.

Same holds true for a member of the Management Board in the process of impeachment. A Management Board member must be impeached before being removed. Only a department head may remove someone from his or her department, pending approval from the member or the Management Board.

Any member of the Management Board may bring impeachment proceedings against another member of the Management Board. A formal hearing is then convened wherein the accused may have say in their defense. Following the hearing, the plaintiff and the defendant will be excused for the voting process. The remaining members of Management will continue the voting process to determine a course of action.

ARTICLE IX: THE EVVY® AWARDS

The EVVY Awards' Executive Producers will be chosen by the end of the previous academic year. Students studying in Los Angeles, at Kastel Well, or in any program abroad at this time will be made aware of selection process and will be given the opportunity to apply. There may be no more than three candidates appointed as Executive Producer of The EVVY Awards. EVVY Executive Producers will be allowed to attend EIV Management meetings, but will not have voting power at any of these meetings. Executive Producers may not be away from Emerson College, Boston campus (i.e. studying in Los Angeles, at Kastel Well in Holland or on any similar exchange program) during their time in the position. Should an Executive Producer resign or otherwise relinquish their position, the remaining Executive Producer(s) and EIV Management will decide whether to fill the vacant position and how to go about appointing a person to that position. Once chosen, the Executive Producers of The EVVY Awards have creative,

technical, and administrative control. Historically, The EVVY Awards have benefited from EIV resources, through membership, finances, and other resources.