

## **LA1:TV BYE LAW**

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### **1. STATUS**

- 1.1. Lancaster University Student Television Station is a sub-committee of the Lancaster University Students' Union Council and shall be known and referred to as LA1:TV

### **2. OBJECTIVES**

- 2.1. LA1:TV shall:
- 2.2. Provide to all those interested in TV Production the opportunity to do so;
- 2.3. Provide Lancaster University with a student television station that produces original and creative programming of interest to students as produced by students;
- 2.4. Produce content for the information and the entertainment of Lancaster Students;
- 2.5. Represent Lancaster University in the student television community.

### **3. MEMBERSHIP**

- 3.1. Full membership shall be defined as having paid the Joint Student Media Membership fee;
- 3.2. Non-members will be allowed to take part in a "Three Session" training period, which may consist of any formal training session, production or event.
- 3.3. All members may attend and speak at meetings, excepting LA1:TV Executive Committee meetings.
- 3.4. Only members have the right to be a candidate or vote in LA1:TV elections
- 3.5. Any member of LA1:TV can propose a production idea to be approved by the LA1:TV Executive Committee.
- 3.6. Membership of LA1:TV implies an agreement with the Broadcast Guidelines [as defined in Point 14]

#### **4. GENERAL MEETINGS**

- 4.1. There shall be at least one General Meeting a term and at least seven days written notice must be given before such a meeting takes place.
- 4.2. Additional General Meetings may be called by the Station Manager or by a majority decision of LA1:TV Executive Committee or by a petition of 10 or more members of Student Media
- 4.3. The General Meeting shall be chaired by the Deputy Station Manager. If the Deputy Station Manager is absent Secretary will hold a simple majority election for a temporary Chair for the meeting by a show of hands.
- 4.4. The quorum of a general meeting shall be a minimum of 15 members
- 4.5. Only members of Joint Student Media, at the time a General Meeting is called, may have the right to attend and vote.
- 4.6. General meetings shall have the power to:
  - 4.6.1. Form LA1:TV policy by way of a motion;
  - 4.6.2. Place a motion of censure or vote of no confidence in a member of the Executive Committee;
  - 4.6.3. Hold elections and by-elections;
  - 4.6.4. Overturn the decision of LA1:TV Executive Committee to turn down a show production;
  - 4.6.5. Make amendments to this Bye Law subject to ratification by the LUSU Council.
- 4.7. Bye Law amendments and motions of no confidence require a qualified (two thirds) majority to pass. All other matters require a simple majority.
- 4.8. There shall be an Annual General Meeting in Week 9 of Lent Term. The Station Controller shall present a report of the LA1:TV activities for the previous year and the Treasurer shall present a statement of accounts.
- 4.9. Emergency General Meetings may be called by the Station Manager or 50% of the LA1:TV Executive Committee
  - 4.9.1. Emergency Meeting Powers;
    - 4.9.1.1. Form LA1:TV policy by way of a motion;

- 4.9.1.2. Place a motion of censure or vote of no confidence in a member of the executive committee;
- 4.9.1.3. Hold by-elections;
- 4.9.1.4. Overturn the decision of LA1:TV Executive Committee to turn down a show production.

## **5. EXECUTIVE MEETINGS**

- 5.1. There shall be a LA1:TV Executive Committee Meeting that shall administer the general running of LA1:TV and shall be held weekly during term time.
- 5.2. The voting members of LA1:TV Executive Committee are all the members of the executive committee as laid out in section 7 of this Bye Law. Other members needed for the business of the meeting shall be in attendance at the discretion of the Deputy Station Manager and the Station Manager.
  - 5.2.1. Show producers may attend Executive Meetings at their discretion, but hold no voting rights
- 5.3. LA1:TV Executive Committee shall be chaired by the Chair, or the Treasurer if the Chair is absent. If both are absent the Secretary will hold an election for a temporary Chair for the meeting by a simple show of hands.
- 5.4. The quorum of the LA1:TV Executive Committee shall be at least 25% of the Executive Committee.
- 5.5. Any executive member who misses three consecutive LA1:TV Executive Committee meetings without written apologies and written report of their week's duties will have been deemed to have resigned from their position.
- 5.6. LA1:TV Executive Committee has the power to:
  - 5.6.1. Call for a general meeting;
  - 5.6.2. Suspend the production of a current show for reasons of health and safety, financial or legal problems or for matters in breach of this or LUSU's Constitution only;
  - 5.6.3. Approve the production of a new show;

- 5.6.4. Review the finances or health and safety practices of any show production at any point;
- 5.6.5. Place a motion of censure in a member of the Executive Committee by way of a simple majority vote;
- 5.7. Co-options by LA1:TV Executive Committee shall be done by a show of hands with the candidate with the majority vote being co-opted in. A successful co- option means a by-election will have to take place in this position at the earliest possible convenience.

## **6. MANAGEMENT**

- 6.1. The society shall be administered by an annual elected Executive Committee
- 6.2. The doubling of any Executive Committee position shall be decided and implemented at an AGM or EGM at the discretion of the members and by a majority vote, with the exception of the positions of Station Manager, Deputy Station Manager, Treasurer and Secretary whose positions shall remain exclusive.
- 6.3. Any resignation by a member of the Executive Committee must be made by email to the Station Manager and Chair. Two weeks notice must be given to allow enough time for a by-election to be called.

## **7. STATION MANAGEMENT**

### **7.1. Station Manager**

Who shall;

- 7.1.1. Be the primary representative of LA1:TV to LUSU, the University and to external bodies;
- 7.1.2. Co-ordinate and oversee the activities of LA1:TV as a whole;
- 7.1.3. Sit on the Student Media Board and the appropriate working groups as and when called for;
- 7.1.4. Sit on LUSU Council;

- 7.1.5. In conjunction with the Safety & Welfare Officer oversee the safety aspects of all LA1:TV activities and ensure that the LUSU Safety Framework and LA1:TV Safety Code of Practice is adhered to;
- 7.1.6. Assist the Secretary in the production of Regular Correspondence to the membership regarding show productions, events and upcoming socials;
- 7.1.7. Be responsible for the organization of ordering of new equipment
- 7.1.8. Maintain an up-to-date copy of the LA1:TV Bye Law and operational guidelines and be able to produce a copy for any LA1:TV member that requests it within 24 hours.
- 7.1.9. Ensure that any unfulfilled Executive Roles do not have their duties neglected and aim to fill the position at the next appropriate election opportunity.

## **7.2. Deputy Station Manager**

Who shall;

- 7.2.1. Chair General, LA1:TV Executive Committee and shall only vote in these meetings if the vote is tied;
- 7.2.2. Act as the Chief Returning Officer in all LA1:TV Elections, co-options and online indicative polling. If the Deputy Station Manager is a candidate in an election the Executive Committee will appoint an Acting Returning Officer as laid out in section 12;
- 7.2.3. Carry out the duties of the Studio Manager should the need arise until the Station Manager has been elected at the earliest possible opportunity allowed in section 8 of this Bye Law;
- 7.2.4. Prepare the agendas for LA1:TV meetings.

## **7.3. Treasurer**

- 7.3.1. Maintain good order of LA1:TV's finances and ensure that Schedule A: Bye Law (LUSU Financial Regulations) are adhered to;
- 7.3.2. Maintain an up to date account of all financial transactions;

- 7.3.3. Advise the LA1:TV Executive Committee and membership on expenditure of the budget;
- 7.3.4. Prepare a statement of revenue and expenditure to be presented at the Annual General Meeting for ratification;
- 7.3.5. Assist members proposing a show to produce a viable budget to be included in the show proposal to the LA1:TV Executive Committee.
- 7.3.6. Assist the Station Manager in organizing the purchase of new equipment.

**7.4. Secretary**

Who shall;

- 7.4.1. Be responsible for all LA1:TV correspondence and administration;
- 7.4.2. Take minutes at meetings and circulate agendas for General and LA1:TV Executive.
- 7.4.3. Inform the membership of all other appropriate information by way of appropriate communication channels, including email and social networking.
- 7.4.4. Work in conjunction with the Production Manager and Computing Manager to ensure that content is edited and released timely

**7.5. Social Secretaries**

Who shall;

- 7.5.1. Organise and publicise a wide range of social events and activities for all members;
- 7.5.2. Ensure that the safety aspects of such activities are satisfactorily addressed in consultation with the Safety and Welfare Officer;
- 7.5.3. Must organise at least one non-alcoholic social per term;
- 7.5.4. Shall liaise with the Student Media Board Chair and social secretaries from Bailrigg.FM and SCAN to arrange joint media socials

**7.6. Publicity Manager**

Who shall;

- 7.6.1. Be responsible for the publicity of LA1:TV and ongoing shows and ensure any postering complies with Schedule A: Bye Law 6 (Poster Code);

- 7.6.2. Take charge of recruitment campaigns throughout the year including Freshers and Refreshers fair;
- 7.6.3. Assist the Secretary in communicating to the Student Media membership and wider student body;
- 7.6.4. In conjunction with the Computing Officer search for potential avenues for content distribution both within Lancaster University and external bodies;
- 7.6.5. Responsible for organising the design and ordering of LA1:TV merchandise;
- 7.6.6. If the role is unfilled, then show producers will manage their own publicity with the help an appointed Executive Committee Member. General publicity will be managed by the Executive Committee.

**7.7. Safety and Welfare Officer**

Who shall:

- 7.7.1. In conjunction with the Station Manager, oversee the safety aspects of all LA1:TV activities and ensure that the LUSU safety framework is adhered to, and give specific responsibility for this area to a director/producer of a production;
- 7.7.2. Ensure all directors and producers have been briefed on the LUSU safety framework and code of practice and have also been advised on any additional safety precautions specifically for their production that needs to be taken by the director;
- 7.7.3. Will also act as a point of contact for members with welfare issues within the whole LA1:TV
- 7.7.4. Work in conjunction with other members of the Executive Committee on projects and assist the Station Manager in fulfilling unmet management positions
- 7.7.5. Ensure all content is in accordance with Broadcast Guidelines [14]

**7.8. Production Manager**

Who shall;

- 7.8.1. Be responsible for overseeing the production of content productions and ensuring that the content produced falls within Broadcast Guidelines [Point 14] ;

- 7.8.2. Be responsible for ensuring all productions run as close as possible to a pre-determined schedule and budget;
- 7.8.3. Be responsible for raising any concerns made by the Executive committee to a production team and aid in solving any difficulties raised;
- 7.8.4. Help in getting productions started by working the Secretary and Publicity Officer to raise awareness and consult relevant members of the Executive Committee and General Membership for help and advice.;
- 7.8.5. Be the main point of contact between production teams and the Executive Committee;
- 7.8.6. Work in conjunction with the Secretary and Computing Manager to ensure content is edited on schedule;

**7.9. Web Manager**

Who shall;

- 7.9.1. Maintain the LA1:TV website and general web presence
- 7.9.2. Ensure that all Executive Committee Members have full website training and access to other LA1:TV web tools [Facebook, Twitter, YouTube etc]
- 7.9.3. Maintain a membership system in coordination with LUSU to aid in both Publicity Manager and Secretary;
- 7.9.4. Ensure in conjunction with the Secretary, that all contact information and documentation online is up to date and relevant;

**7.10. Live Events Coordinator**

Who shall;

- 7.10.1. Be responsible for the technical set up, planning and running the technical side of Live Events;
- 7.10.2. Liaise with the Production Manager of Sports and the Production Manager of News and Current Affairs when planning coverage of Roses and LUSU Full Time Executive Officer elections respectively;
- 7.10.3. Arrange and conduct Live Event training sessions in conjunction with the Equipment Manager and Computing Manager;



**7.11. Computing Manager**

Who Shall;

- 7.11.1. Be Responsible for maintaining all of LA1:TV's Computing infrastructure
- 7.11.2. This includes Pre-Production, Production and Post-Production systems
- 7.11.3. Be responsible for the addressing the technical needs of any production in conjunction with the Equipment Manager & Live Events Coordinator
- 7.11.4. Ensure that all footage recorded by LA1:TV is appropriately and safely archived and that redundancy exists
- 7.11.5. Liaise with LUSU, ISS, FASS IT and other IT Departments at Lancaster University on behalf of the LA1:TV
- 7.11.6. Continually address the potential future technical needs of LA1:TV
- 7.11.7. Organise the purchasing and license management of software
- 7.11.8. Ensure that all members are able to receive training on LA1:TV computing equipment in conjunction with the Equipment Manager and Live Event Manager.

**7.12. Equipment Manager**

Who shall;

- 7.12.1. Be responsible for looking after and maintaining for the maintenance of LA1:TV's equipment;
- 7.12.2. Endeavor to have a good working knowledge of LA1:TV's broadcast and production equipment
- 7.12.3. Be responsible for ensuring that all members of the LA1:TV are able to be trained to use the relevant equipment, giving appropriate notice of training sessions
- 7.12.4. Keep an inventory, log and booking system for all LA1:TV equipment;
- 7.12.5. Be the point of contact for all equipment queries from LA1:TV members, LUSU and other external bodies
- 7.12.6. Identify and justify suitable purchases for LA1:TV in order for it to maintain and enhance production/broadcast capacity
- 7.12.7. Ensure that all LA1:TV members can be trained on equipment in conjunction with the Computing Manager and Live Events Coordinator.

## **8. EXEC REMOVAL**

- 8.1. Any member of the Executive may be removed from their position for the following three reasons:
  - 8.1.1. A Vote of No Confidence at a General Meeting requiring a two-thirds majority;
  - 8.1.2. Receiving two successful Motions of Censure placed against them by either a General Meeting or an Executive Committee meeting. Each motion of Censure only requires a simple majority;
  - 8.1.3. Or by defaulting their position for failing to attend three consecutive LA1:TV Executive Committee meetings without written apologies and written report of their week's contribution to LA1:TV as detailed in section 5 in the constitution.

## **9. ELECTIONS**

- 9.1. The running of LA1:TV elections shall be the responsibility of the Deputy Station Manager, who shall act as Chief Returning Officer (CRO). Should this officer be a candidate in any election, then another officer may be appointed Acting Returning Officer (ACR) by the LA1:TV Executive Committee for the duration of that election.
- 9.2. All officers shall be elected at week 9 in Lent Term at the Annual General Meeting.
- 9.3. Any post may be filled by by-election at a General Meeting.
  - 9.3.1. Candidates elected by a by-election shall take up office immediately after the result has been confirmed.
- 9.4. Nominations will open a week before the election and shall close twenty-four hours before the General Meeting or AGM.
- 9.5. LA1:TV members will be informed of the date of the election or by-election, positions available and the method for nominations, a minimum of one week prior to voting taking place.
- 9.6. Nominations sheets will be posted in the LA1:TV Office seven days before an election is due to occur.

- 9.7. Candidates may nominate themselves for an election.
- 9.8. Re-open nominations (RON) shall be a candidate in all elections.
- 9.9. All elections are preceded by speeches by the candidates. The Chief Returning Officer shall decide in advance the maximum length of speeches. The speeches shall be followed by questions to the candidates.
- 9.10. Candidates unable to attend must send written confirmation of their intention to stand and this may include a speech to be read out by the Chief Returning Officer. If no confirmation is received, exclusion from the election will result.
- 9.11. Voting shall take place by secret ballot, the CRO shall be responsible for printing and distribution of ballot papers.
  - 9.11.1. For single post elections alternative transferable vote (ATV) shall be used as defined by the electoral reform commission.
- 9.12. For multiple post elections single transferable vote (STV) shall be used as defined by the electoral reform commission.
- 9.13. All ballot papers must be retained for at least twenty-one days after the date of the election.
- 9.14. Any complaints regarding elections should first be taken to the Chief Returning Officer, and then the Station Controller. Following that, candidates should consult with the Vice President (Events and Democracy).
- 9.15. Any member who has been removed from the Executive by way of a Vote of No Confidence, receiving two motions of Censure or defaulting their position for not turning up to the required meetings may not stand in an election, by-election or co-option for a year after the time they were removed from the Exec

## **10. FINANCE**

- 10.1. LA1:TV shall be non-profit making.

- 10.2. The Treasurer-elect, in conjunction with the retiring Treasurer, shall present the LA1:TV accounts for the previous year to the members at the Annual General Meeting.
- 10.3. Members of LA1:TV shall not receive payment for their services to LA1:TV with the following exceptions:
- 10.4. To reimburse legitimate expenses incurred in their work. Legitimate expenses all being prior approved by both the Treasurer and Station Manager;
- 10.5. Reimbursements may only be made after purchase in an emergency of up to £10 and must be approved by at least two members of the Executive Committee.

## **11. COMPLAINTS**

- 11.1. Any complaints about the running or operations of the LA1:TV should initially be discussed with the Station Manager. Following that, members should refer to Schedule B: Bye Law 3 (Complaints Procedure).

## **12. BYE LAW**

- 12.1. The whole or any part of this Bye Law may be altered, amended or deleted at any General Meeting or at the AGM. Any changes shall require a two thirds majority at a quorate General or Annual General Meeting subject to the approval of the LUSU Council.

## **13. SAFETY**

- 13.1. LA1:TV must adhere to the LUSU safety framework at all times. Copies of this will be available upon request. Failure to abide by this framework may result in disciplinary action.
- 13.2. LA1:TV shall have a safety code of practice to be reviewed annually. This code shall be shown to each member before they subscribe to LA1:TV and be made readily available throughout the year.
- 13.3. The Safety and Welfare Coordinator shall attend the annual Duty of Care briefing held by the LUSU Student Activities office.

## **14. BROADCAST GUIDELINES**

- 14.1. Content will be defined as being “broadcast” once it is publicly viewable and applies to any content published by LA1:TV or produced using LA1:TV facilities and equipment.
  - 14.1.1. This includes raw, live and edited content
- 14.2. Explicit content with no clear purpose other than to shock and offend is prohibited
- 14.3. Explicit language is acceptable in broadcasts so long as an appropriate disclaimer on the video description and pre-roll is in place.
  - 14.3.1. For Live content, use of explicit language should be stated in a verbal disclaimer as soon as possible during the broadcast in addition to an attached video description
- 14.4. All content is broadcast subject to the Station Manager, Deputy Station Manager or Executive Committee as a whole's Editorial discretion
- 14.5. Content that criticises Lancaster University, LUSU, any sub-committee, society or any other institution must do so based on valid and reasoned arguments and seek to provide balance to any issue or critique in order to be considered for production.
  - 14.5.1. All content that seeks to criticise is subject automatically to editorial scrutiny by the Executive Committee as a whole and relevant Full Time Executive Officers of LUSU before being cleared for production
  - 14.5.2. Personal attacks or criticism are strictly prohibited.
- 14.6. Failure to adhere to these guidelines will be judged by the Executive Committee and LUSU will result in;
  - 14.6.1. Temporary suspension of Membership rights to LA1:TV to be judged by the Executive Committee and based upon the seriousness of the breach of guidelines.
  - 14.6.2. If a breach of guidelines is judged to be serious enough, permanent suspension of membership rights may be applied, in consultation with the Executive Committee and relevant LUSU officers.