

## **LA1TV Bylaw**

### **1. PREFACE**

1.1 Lancaster University Student Television Station is a sub-committee of the Lancaster University Students' Union and shall be known and referred to as LA1TV.

1.2 As a subsidiary committee of the Lancaster University Students' Union (henceforth referred to as 'LUSU'), this bylaw is to be treated as an extension to the LUSU bylaws and not as a substitute. In instances that are not directly covered by this bylaw, or are in contravention to the parent bylaws, members are to default to the LUSU bylaws.

### **2. OBJECTIVES**

2.1 LA1TV shall:

2.1.2 Provide those interested in television production with the opportunity to do so;

2.1.3 Provide Lancaster University with a student television station that produces original and creative programming, that is of interest to students, and produced by students;

2.1.4 Produce content for the information and entertainment of Lancaster University students;

2.1.5 Represent Lancaster University in the wider student television community.

### **3. MEMBERSHIP**

3.1 Membership shall be defined as having paid either the Joint Student Media Membership fee or the LA1TV individual fee (if applicable);

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 live event;

3.3 All members may attend and speak at meetings, with the exception of LA1TV Executive Committee meetings;

3.4 Only members have the right to be a candidate or vote in LA1TV elections;

3.4 Any member of LA1TV can propose a production idea to the LA1TV Executive Committee;

3.5 Membership of LA1TV implies an agreement with the Broadcast Guidelines (as defined in Section 15).

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

- 4.1 There shall be at least one General Meeting per 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, by a majority decision of the LA1TV Executive Committee or by a petition of at least 10 members of Student Media;
- 4.3 The General Meeting shall be chaired by the Deputy Station Manager. If the Deputy Station Manager is absent, the Secretary will hold a simple majority election to determine a temporary Chair for that meeting by a show of hands;
- 4.4 The quorum of a General Meeting shall be a minimum of 12 members;
- 4.5 Only members of Joint Student Media or individual LA1TV members, at the time of any given General Meeting, may have the right to attend and vote;
- 4.6 General meetings shall have the power to:
- 4.6.1 Form LA1TV policy by way of a motion;
- 4.6.2 Place a motion of censure or vote of no confidence in a member of the LA1TV Executive Committee;
- 4.6.3 Hold elections and by-elections;
- 4.6.4 Overturn a decision made by LA1TV Executive Committee to approve or reject a show production;
- 4.6.5 Make amendments to this Bylaw, subject to ratification by the Lancaster University Students' Union;
- 4.7 Bylaw amendments, Motions of Censure and Votes of No Confidence require a qualified (two thirds) majority of those present and eligible to vote, in order to pass. All other matters require a simple majority. In the event of a tie, the Deputy Station Manager shall cast the deciding vote;
- 4.8 There shall be an Annual General Meeting in Week 9 of Lent Term. The Station Manager shall present a report of LA1TV 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 at least half of the LA1TV Executive Committee;
- 4.10 Emergency General Meetings shall have the power to:
- 4.10.1 Form LA1TV policy by way of a motion;
- 4.10.2 Place a motion of censure or vote of no confidence in a member of the LA1TV Executive Committee;
- 4.10.3 Hold by-elections;

4.10.4 Overturn the decision made by LA1TV Executive Committee to approve or reject a show production.

## **5. EXECUTIVE COMMITTEE MEETINGS**

5.1 There shall be a weekly LA1TV Executive Committee Meeting during term time that shall administer the general running of LA1TV;

5.2 The voting members of the LA1TV Executive Committee are all the members of the Executive Committee (as defined in Section 7);

5.2.1 Any joint member of student media, or individual member of LA1TV (if applicable), who is not on the Executive Committee has the right to attend, but holds no voting rights;

5.3 LA1TV Executive Committee shall be chaired by the Station Manager;

5.3.1 If the Station Manager is absent for an Executive Committee Meeting, the Deputy Station Manager shall chair that Meeting;

5.3.2 If both the Station Manager and Deputy Station Manager are absent, the Secretary will hold a simple majority election to determine a temporary Chair for that meeting by a show of hands;

5.4 The quorum of an LA1TV Executive Committee Meeting shall be at least half of the Executive Committee;

5.5 Any Executive Committee member who misses three consecutive LA1TV 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 By a simple majority vote, the LA1TV 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 Lancaster University Students' Union's Constitution;

5.6.3 Approve the production of a new show;

5.6.4 Review the finances or health and safety practices of any 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 LA1TV 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 annually elected Executive Committee;

6.2 Each Executive Committee position may be held by one individual, or held as a coalition.

6.3 With exception to the Station Manager, Deputy Station Manager, Secretary and Safety and Welfare Officer, multiple Executive positions may be held by one person;

6.4 Any resignation by a member of the Executive Committee must be made by email to both the Station Manager and Secretary. Two weeks notice must be given to allow enough time for a by-election to be called.

6.4a In the case that one member of a coalition resigns, the second person of that coalition can continue in their positions on their own if they choose to do so. If this is not the case, then the procedure outlined in 6.4 applies

6.5 For any purchases over the amount of £50, there must be a  $\frac{2}{3}$  majority agreement in the Executive Committee to authorise the purchase. Any purchase under £50 must gain either written or verbal approval from the Deputy Station Manager and the Treasurer.

6.6 If a member of LA1TV holds one or more Executive positions within the station, they cannot hold Executive positions in any other student media.

## **7. STATION MANAGEMENT**

### **7.1 STATION MANAGER**

Who shall;

7.1.1 Be the primary representative of LA1TV to Lancaster University Students' Union, the University and external bodies;

7.1.2 Coordinate and oversee the activities of LA1TV as a whole;

7.1.3 Convene with the Safety and Welfare Officer to oversee the safety aspects of all LA1TV activities and to ensure that the station adheres to the Lancaster University Students' Union Safety Framework and the LA1TV Safety Code of Practice;

7.1.4 Assist the Secretary in the production of regular correspondence to the membership regarding productions, events and upcoming socials;

- 7.1.5 Be responsible for the organisation of ordering new equipment;
- 7.1.6 Maintain an up-to-date copy of the LA1TV Bylaw and operational guidelines;
- 7.1.7 Be able to produce a copy of the LA1TV Bylaw to any member that requests it within 24 hours of it being requested;
- 7.1.8 Ensure that any unfulfilled Executive Committee Positions do not have their duties neglected and aim to fill the position at the next appropriate election opportunity;
- 7.1.9 Prepare the agendas for LA1TV Executive Committee meetings.

## **7.2 DEPUTY STATION MANAGER**

Who shall;

- 7.2.1 Chair General Meetings and shall only vote in these meetings if the vote is tied;
- 7.2.2 Organise and present LA1TV Members' Meetings;
- 7.2.3 Act as the Chief Returning Officer in all LA1TV 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 defined in Section 9);
- 7.2.4 Carry out the duties of the Station Manager if there is no Station Manager until a new Station Manager has been elected at the earliest possible opportunity allowed (as defined in Section 8);
- 7.2.5 Prepare the agendas for LA1TV General Meetings.

## **7.3 TREASURER**

Who shall;

- 7.3.1 Maintain good order of LA1TV's finances;
- 7.3.2 Ensure that LA1TV adheres to the Lancaster University Students' Union Financial Regulations;
- 7.3.2 Maintain an up-to-date account of all financial transactions;
- 7.3.3 Advise the LA1TV 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 who are proposing a new show by producing a viable budget which would be included in the show proposal to the LA1TV Executive Committee;

7.3.6 Assist the Station Manager in organising the purchase of new equipment;

7.3.7 Produce and distribute any invoices related to the hiring out of LA1TV equipment or facilities to external parties.

#### **7.4 SECRETARY**

Who shall;

7.4.1 Be responsible for all LA1TV correspondence and administration;

7.4.2 Circulate agendas for, and take minutes at, General Meetings and LA1TV Executive Committee Meetings;

7.4.3 Inform the membership of all other appropriate information by way of appropriate communication channels, including email and social networking.

#### **7.5 SOCIAL SECRETARY**

Who shall;

7.5.1 Organise and publicise a wide range of social events and activities for all members;

7.5.2 Convene with the Safety and Welfare Officer to ensure that the safety aspects of such activities are satisfactorily addressed;

7.5.3 Organise at least one non-alcoholic social per term;

7.5.4 Liaise with the social secretaries from Bailrigg FM and SCAN to arrange joint Student Media socials.

#### **7.6 MARKETING MANAGER**

Who shall;

7.6.1 Be responsible for the publicity of LA1TV and ongoing shows;

7.6.2 Ensure the production and distributions of posters and flyers complies with Lancaster University Students' Union Poster Code;

7.6.3 Take charge of recruitment campaigns throughout the year including Freshers and Refreshers fairs;

- 7.6.4 Assist the Secretary in communicating with both the Student Media membership and the wider student body;
- 7.6.5 Convene with the Technical Manager to search for potential avenues of content distribution within both Lancaster University and external bodies;
- 7.6.6 Be responsible for organising the design and ordering of LA1TV merchandise;
- 7.6.7 Ensure that all Executive Committee members have training for, and access to, LA1TV web tools, including Facebook, Twitter, Instagram and Snapchat.
- 7.6.8 Be managed by the Executive Committee if the role is unfilled. In this case, show producers will manage their own publicity with the help of an appointed Executive Committee member;

## **7.7 SAFETY AND WELFARE OFFICER**

Who shall;

- 7.7.1 Convene with the Station Manager to oversee the safety aspects of all LA1TV activities;
- 7.7.2 Ensure that LA1TV adheres to the Lancaster University Students' Union Safety Framework and give specific responsibility for this area to the director or producer of all productions;
- 7.7.3 Ensure all directors and producers have been briefed on the Lancaster University Students' Union Safety Framework and code of practice, and have also been advised on any additional safety precautions that are specific to their production;
- 7.7.4 Act as a point of contact for members with welfare issues within LA1TV;
- 7.7.5 Ensure all content is produced in accordance with Broadcast Guidelines (as defined in Section 15).

## **7.8 PRODUCTION MANAGER**

Who shall;

- 7.8.1 Be responsible for overseeing the production of shows and productions, and ensuring that the content produced falls within Broadcast Guidelines (as defined in Section 15);
- 7.8.2 Be responsible for ensuring all productions run as close as possible to a predetermined 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 alongside the Secretary and Marketing Manager to raise awareness, both internally and externally, as well as consulting 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 Ensure that all content is edited on schedule.

## **7.9 LIVE EVENTS COORDINATOR**

Who shall;

7.9.1 Be responsible for the technical set up, planning and running of the technical side of Live Events;

7.9.2 Liaise with the Production Manager when planning the coverage of Roses, Lancaster University Students' Union Full Time Officer elections and all other live events;

7.9.3 Convene with the Technical Manager to arrange and conduct Live Event training sessions.

## **7.10 TECHNICAL MANAGER**

Who shall;

7.10.1 Be responsible for maintaining all of LA1TV's computing infrastructure, website and equipment;

7.10.2 Convene with the Live Events Coordinator to address the technical needs of any production;

7.10.3 Ensure that all footage recorded by LA1TV is appropriately and safely archived, and that redundancy exists;

7.10.4 Liaise with ISS and other IT Departments at Lancaster University on behalf of LA1TV;

7.10.5 Identify and justify suitable purchases for LA1TV in order to maintain and enhance production quality and broadcast capacity;

7.10.6 Organise the purchasing and license management of software;

7.10.7 Endeavor to have a good working knowledge of LA1TV's broadcast and production equipment;

7.10.8 Convene with the Live Events Coordinator to ensure that all members are able to receive training on LA1TV equipment;

7.10.9 Be the point of contact for all equipment queries from members, Lancaster University Students' Union and external bodies;

7.10.10 Keep an inventory for all LA1TV equipment and oversee the lending of LA1TV equipment for external use.

## **8. EXEC REMOVAL**

8.1 Any member of the Executive Committee may be removed from their position for one of the following three reasons:

8.1.1 A Vote of No Confidence at a General Meeting requiring a qualified (two thirds) majority;

8.1.1a If a Vote of No Confidence is called against a coalition, both members will be subject to this process;

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;

8.2 Defaulting their position by failing to attend three consecutive LA1TV Executive Committee meetings without providing either written apologies or a written report of their contribution to LA1TV that week (as defined in Section 5).

## **9. ELECTIONS**

9.1 The running of LA1TV elections shall be the responsibility of the Deputy Station Manager, who shall act as Chief Returning Officer. Should this individual be a candidate in any election, then another officer may be appointed Acting Returning Officer by the LA1TV Executive Committee for the duration of that election;

9.2 All Executive Committee Positions shall be elected during week 19 of Lent Term at the Annual General Meeting;

9.3 Any post may be filled by a 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 24 hours before the General Meeting or Annual General Meeting;

- 9.5 Members will be informed of the date of any election or by-election, the Positions available and the method for nominations at least one week prior to voting taking place;
- 9.6 The relevant nominations sheets will be posted in the LA1TV office at least one week before an election is due to occur;
- 9.7 Members may nominate themselves for any position;
- 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 the maximum length of speeches in advance of any meeting.
- 9.10 After all speeches have been completed for one position, the speeches shall be followed by the opportunity for questions to be asked to the candidates by non-candidates in that position;
- 9.11 Candidates unable to attend an election must send written confirmation of their intention to stand, which may include a speech to be read out by the Chief Returning Officer. If no confirmation is received, exclusion from the election will result;
- 9.12 Voting shall take place by secret ballot. The Chief Returning Officer shall be responsible for the printing and distribution of ballot papers;
- 9.13 For elections, single transferable vote (STV) shall be used as defined by the Electoral Reform Society (<https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>);
- 9.14 All ballot papers must be retained for at least three weeks after the date of the election;
- 9.15 Any complaints regarding elections should first be taken to the Chief Returning Officer and then to the Station Manager. Following that, candidates should consult with the appropriate Vice President from Lancaster University Students' Union;
- 9.16 Any member who has been removed from the Executive Committee by way of a Vote of No Confidence, receiving two motions of Censure or defaulting their position for non-attendance at the required meetings may not stand in an election, by-election or co-option for one year from the time they were removed from the Executive Committee.

## **10. FINANCE**

- 10.1 LA1TV is permitted to accept commissioned work, subject to the approval of the LA1TV Executive Committee and in accordance with the Lancaster University Students' Union guidelines;
- 10.2 Members of LA1TV shall not receive payment for their services to LA1TV, with the following exceptions:

10.2.1 To reimburse legitimate expenses incurred in their work. Legitimate expenses must all be approved prior to purchase by both the Treasurer and the Station Manager;

10.2.2 Reimbursements may only be made after a purchase in the case of an exceptional circumstances and must be approved by both the Station Manager and the Treasurer. If one of these positions is unfilled, another Executive Committee Member shall be suitable.

## **11. EQUIPMENT AND FACILITIES HIRE**

11.1 All equipment and/or facilities hires to external parties and their respective costs must be agreed by the Station Manager beforehand;

11.2 The Treasurer is responsible for sending invoices and contracts, and keeping a signed copy of all invoices and contracts;

11.3 The Technical Manager is responsible for readying the equipment and/or facilities prior to the hire commencement;

11.3 LA1TV Members are permitted to use any LA1TV equipment for personal use without any cost, subject to the approval of the Technical Manager;

11.3.1 If the hire will provide commercial gain for the individual(s), the hire and any potential costs must first be approved by a simple majority of the LA1TV Executive Committee.

## **12. COMPLAINTS**

12.1 Any complaints about the running or operations of LA1TV should initially be discussed with the Station Manager. Following that, members should refer to Lancaster University Students' Union Complaints Procedure.

## **13. BYLAW**

13.1 The whole or any part of this Bylaw may be altered, amended or deleted at any General Meeting or at the Annual General Meeting. All changes shall require a qualified (two thirds) majority at a quorate General Meeting or Annual General Meeting subject to the approval of the Lancaster University Students' Union.

## **14. SAFETY**

14.1 LA1TV must adhere to the Lancaster University Students' Union Safety Framework at all times. Copies of this will be available upon request. Failure to abide by this framework may result in disciplinary action;

14.2 LA1TV shall have a Safety Code of Practice which must be reviewed annually. This Code shall be shown to each member before they join LA1TV and be made readily available throughout the year;

14.3 The Safety and Welfare Officer shall attend the annual Duty of Care briefing held by the Lancaster University Students' Union Student Activities office.

## **15. BROADCAST GUIDELINES**

15.1 Content will be defined as being "broadcast" once it is publicly viewable and applies to any content published by LA1TV or produced using LA1TV facilities and equipment;

15.1.1 This includes raw, live and edited content;

15.2 Explicit content with no clear purpose other than to shock and/or offend is prohibited;

15.3 Explicit language is acceptable in broadcasts, as long as an appropriate disclaimer on both the video description and pre-roll is in place;

15.3.1 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;

15.4 All content is broadcast subject to the Station Manager, Deputy Station Manager or Executive Committee's discretion;

15.5 Content that criticises Lancaster University, Lancaster University Students' Union, 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;

15.5.1 All content that seeks to criticise is subject automatically to editorial scrutiny by both the LA1TV Executive Committee as a whole and the relevant Full Time Officers of Lancaster University Students' Union before being cleared for production;

15.5.2 Personal attacks or criticism are strictly prohibited;

15.6 Failure to adhere to these guidelines will be judged by the Executive Committee and Lancaster University Students' Union;

15.6.1 Temporary suspension of membership rights to LA1TV are to be judged by the Executive Committee and are based upon the seriousness of the breach of guidelines;

15.6.2 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 Lancaster University Students' Union officers.