

Constitution 2010 - 2011

Preamble

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution.

ARTICLE I – Name

Section 1 – The name of this organization shall be the “Student Video Network”.

ARTICLE II – Mission

Section 1 – It shall be the primary purpose(s) of this organization to:

- A. To create and provide student-oriented programming that informs, educates, and entertains;
- B. To act as a source of connection, training, and networking for all University of Houston students.
- C. To develop students into student leaders.

ARTICLE III – Membership

Section 1 – Membership shall not discriminate on the basis of race, color, creed, gender, sexual orientation, or physical, mental, or emotional disability except as provided by federal law.

Section 2 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

ARTICLE IV – Student Leadership

Section 1 – The Executive Board will be responsible for the development of this organization.

1. Executive Board will consist of the following :
 - A. President
 - B. Vice President
 - C. Finance Director
 - D. Membership Director
 - E. Public Relation Director
 - F. Production Manager
 - G. Special Event Director
 - H. Engineer/Studio Manager

Section 2 – Internship for Executive Board Member are not required but will be appointed if needed.

2. Interns can consist of the following :
 - A. PR Director
 - B. Engineer/Studio Manager
 - C. Production Manager
 - D. Vice President
 - E. President
3. Primary Executives will take interns for the following purposes:

- A. The interns shares the primary executive's responsibilities/duties.
 - B. The primary executive trains the interns so that in the future there is at least one person in the organization with experience.
 - C. Interns may take the place of their primary executive at any function or on any committee if the primary executive is unable to attend.
 - D. Interns can take over for the rest of the year should the primary executive be unable to fulfill his/her responsibilities.
4. Interns are not guaranteed next year's primary executive position if the primary executive graduates or leaves Student Video Network.

Section 3 – This organization shall consist of four separate branches: Operations, Productions, Public Relations, and Studio Management.

1. The duties of the Operations branch shall be as follows:
 - A. To ensure stability and progress in this organization's finance, website, programming and offices necessities.
 - B. This will be overseen by the Vice President and consist of the following:
 - a. Finance Director
 - b. Membership Director
2. The duties of the Production branch shall be as follows:
 - A. To ensure growth and quality in this organizations' production.
 - B. This branch will be overseen by Production Manager and consist of the following:
 - a. Special Event Director
 - b. Producers
 - c. Commercial Team
 - i. Commercial Producer
 - ii. Commercial Director
3. The duties of the Public Relations branch shall be as follows:
 - A. To focus on developing a positive image and relationship with current and potential viewers, members, and organizations.
 - B. This branch will be overseen by Public Relation Director and consist of the following:
 - a. PR Team
 - i. Graphic Designer
 - ii. Journalist
 - iii. Public Relation Assistants
 - iv. Marketing Assistants
4. The duties of the Studio Management branch shall be as follows:
 - A. To maintain, organize, and enforce anything related to this organization's Studio.
 - B. This branch will be overseen by the Engineer/Studio Manager.

Section 4 – No student shall simultaneously hold multiple executive board positions.

ARTICLE V – Position Descriptions & Responsibilities

Section 1 – The Advisor of the organization shall preside over the organization.

1. The Advisor shall be and responsible for the following:
 - A. UH staff person designated to assist this organization's student leadership;
 - B. To facilitate the long-term success of the organization;
 - C. To be a liaison between this organization and University administration, as president does;
 - D. To inform student leaders of available resources.
 - E. To attend all SVN Events;

Section 2 – The duties and responsibilities of each student leader within this organization shall consist of all information listed below.

1. The responsibilities of the President shall be as follows:
 - A. To create forms and policies in order to maintain success of the organization, must be approved by executive board;
 - B. To serve as the representative of this organization to University Administration and other organizations;
 - C. To review and update constitution for each fiscal year;
 - D. To appoint interim executive board member should a vacancy occur;
 - E. To inform succeeding officers of their responsibilities to this organization, University Administration and other organizations;
 - F. To establish a template for monthly programming schedule that will be utilized for the fiscal year;
 - G. To finalize order on movies requested each month from movie provider;
 - H. To plan and preside at meetings of this organization;
 - I. To prepare and organize the SFAC presentation;
 - J. To assist with troubleshooting problems and conflicts that may arise;
 - K. To create the budget for each fiscal year;
 - L. To prepare and create Executive Evaluations;
 - M. To attend all SVN Event;
 - N. To represent Student Video Network in university committee, if assigned, or appoint a representative to serve on his/her absence;
 - O. To work with different departments on campus to further the development of SVN;
 - P. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

Operations Branch

2. The responsibilities of the Vice-President shall be as follows:
 - A. To learn and assist the President in his/her duties, as needed, such as SFAC;
 - B. To establish data and time for weekly executive board meeting for each semester and shall prepare an agenda for discussion of business items;
 - C. To work with other branch heads to increase involvement of SVN members;
 - D. To preside at meetings of this organization in the absence of the President;

- E. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
 - F. To oversee and act as the head of the Operations Branch;
 - G. To establish bi-weekly meetings with Operations Branch;
 - H. To work with other executive leaders in facilitating success of members by participation and enjoyment during events;
 - I. To follow-up with Public Relation Director and Production Manager to be informed and assist, if needed, with any administrative duties;
 - J. To take minutes at all meetings and email them to appropriate individuals afterwards;
 - K. To organize and maintain a digital and hard copy of this organization records, including:
 - a. Constitution
 - b. Executive leaders' Schedules
 - c. Hours of Operation
 - d. Compensated Student Leader Hours
 - e. Programming Schedule
 - f. Member Contact Sheet
 - g. Monthly Movies (Residence Life Cinema)
 - h. Policies and Procedures
 - i. Photo Gallery
 - L. To work with Production Manager and Engineer/Studio Manager to establish date and time for biweekly production classes and inform the executive board and members. Classes include:
 - a. Editing
 - b. Camera
 - c. Camera Theory
 - d. Studio Production
 - e. Script Writing
 - f. Lightning
 - g. Audio
 - h. Other classes due to experience of current executive board
 - M. To attend all SVN Events;
 - N. To assume or delegate any responsibilities due to a vacancy of absents within the productions branch to fulfill the obligation of the Student Video Network;
 - O. To teach (4) production classes per month within the field of production such as audio, lighting, camera theory, camera composition, script writing, editing and etc.
 - P. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.
3. The responsibilities of the Finance Director shall be as follows:
- A. To work under the Vice President in the Operations branch of the organization;
 - B. To keep accurate records of the financial status and transactions of this organization;
 - C. To receive and disburse all monies of this organization;
 - D. To have signature authority on all checks issued by this organization;
 - E. To keep records of supplies and equipment acquisitions;
 - F. To aid the president in the SFAC Report;
 - G. To aid the president in creating the budget for each fiscal year;
 - H. To handle the payments and or donation made out to this organization;

- I. To establish a monthly and yearly finance document with projected cost for events and equipment, as specific as possible;
 - J. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.
4. The responsibilities of the Membership Director shall be as follows:
- A. To work under the Vice President in the Operations branch of the organization;
 - B. To maintain, organize, manage, and recruit the members of this organization in order to maintain its duties to the University of Houston;
 - C. To update and maintain the event calendar for the organization;
 - D. To send out mass emails to inform members of new opportunities;
 - E. To check in on all members periodically to ensure they are part of a team and enjoying their experience with the organization;
 - F. To attend all SVN Events;
 - G. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

Studio Management Branch

5. The responsibilities of the Engineer shall be as follows:
- A. To train members on proper use of equipment and facilities by production classes or one on one meetings;
 - B. To create and update programming schedule monthly;
 - C. To troubleshoot any problems that arises with the digital media player;
 - D. To work with Vice President and Production Manager in establishing date and time for monthly production classes;
 - E. To import media within channel 6 digital media player to broadcast;
 - F. To assist with any technical issues that may arise within the studio and during productions and events;
 - G. To develop and/or update an inventory list of all SVN equipment stored within SVN facilities;
 - H. To work with Production Manager to attend and evaluate all SVN productions;
 - I. To download and collect content from the Public Domain into a weekly shows;
 - J. To maintain 24/7 programming;
 - K. To recommend equipment items for purchase, if necessary;
 - L. To create an organized digital and DVD archive for all content imported to digital media player such as:
 - a. Original programming
 - b. Public Service Announcements (PSA)
 - c. Movies
 - d. Commercials
 - e. Programming (National Lampoons, Movie Trailers, and etc.)
 - M. To maintain, organize, and manage the studio, equipment, and offices in order to facilitate a more efficient organization;
 - N. To teach (4) production classes per month within the field of production such as audio, lighting, camera theory, camera composition, script writing, editing, and etc.
 - O. To attend all SVN Events;

- P. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify

Public Relation Branch

- 6. The responsibilities of the Public Relation Director shall be as follows:
 - A. To oversee and act as the head of the Public Relation Branch of the organization;
 - B. To establish bi-weekly meetings with Public Relation Branch;
 - C. To work closely with campus organizations to promote a positive image of this organization;
 - D. To assist with writing and distributing news releases announcing important to this organization information and events;
 - E. To establish and implement a yearly and semester public relation/marketing campaign for this organization;
 - F. To meet and coordinate with Public Relations branch in order to full fill this organizations goals;
 - G. To maintain and develop this organizations internal and external relationships with other organizations and the University of Houston;
 - H. To collect data from SVN members and UH students to establish specific interests for shows and specific time of viewership;
 - I. To be responsible for all advertising and marketing projects for this organization;
 - J. To work with PR Team to design flyers and other marketing items to distribute to University community;
 - K. To develop and execute promotion and marketing strategies for events and shows;
 - L. To organize and execute the following events and programs:
 - a. Fall & Spring Outdoor Movie Festival
 - b. Fall & Spring Retreat
 - c. Spring Banquet
 - M. To work with other executive leaders to assist members with participating in events and programs held by this and other organization;
 - N. To attend all SVN Events;
 - O. To work with Special Events Director, when both are participating in the same event, to create professional filming environment;
 - P. To assume or delegate any responsibilities due to a vacancy of absents within the productions branch to fulfill the obligation of the Student Video Network;
 - Q. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

Production Branch

- 7. The responsibilities of the Production Manager shall be as follows:
 - A. To oversee and act as the head of the Production Branch of the organization;
 - B. To establish bi-weekly meetings with Production Branch;
 - C. To approve what content goes on the air, reject if necessary;

- D. To facilitate training this organization members on production skills such as editing, line delivery, concept development, and etc. by production classes or one on one meetings;
- E. To work with Engineer/Studio Manager in establishing date and time for monthly production classes;
- F. To ensure special video projects are accomplished such as SFAC presentation video;
- G. To assist Special Events Director and Commercial Team with finding University events;
- H. To seek and find potential shows and producers;
- I. To advise producers with any production aspects, if necessary;
- J. To approve content within pre-production folder and return to producer's box;
- K. To evaluate producers at the end of each semester;
- L. To work with Vice President & Engineer to attend and evaluate all SVN productions.
- M. To inform producers, special event director, and commercial team on appropriate paperwork to be collected before and during any productions;
- N. To collect, organize, and achieve all production paperwork;
- O. To establish a yearly project management strategy that will be utilized for all productions;
- P. To attend all SVN Events;
- Q. To teach (4) production classes per month within the field of production such as audio, lighting, camera theory, camera composition, script writing, and editing, and etc.
- R. To assume or delegate any responsibilities due to a vacancy of absents within the productions branch to fulfill the obligation of the Student Video Network;
- S. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

8. The responsibilities of Producers and Assistant Producers shall be as follows:

- A. To work under the Production Branch of the organization;
- B. To be responsible for the overall production of the show;
- C. To organize a timeline of all productions, as specified in the Production Guidelines;
- D. To obtain a cast and crew that will keep consistency with production schedule, as specified in the Production Guidelines;
- E. To maintain communication with the Production Manager of production;
- F. To create a pre-production folder provided with all necessary forms within times specified by Production Manager, forms such as:
 - a. Production Proposal
 - b. Production Guidelines
 - c. Production Packet
 - i. Photo Release Form
 - ii. Location Release Form
 - iii. Studio Rental Form (if applicable)
 - iv. Equipment Rental Form (if applicable)
- G. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

9. The responsibilities of the Commercial Team shall be as follows:

- A. The responsibilities of the Commercial Producer shall be as follows:
 - a. To work under the Production Branch of the organization;
 - b. To act as this organization's representative with other student organizations when dealing with commercial deals and events;
 - c. To assemble the crew for commercial and event production;
 - d. To work with Commercial Director;
 - e. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.
 - B. The responsibilities of the Commercial Director shall be as follows:
 - a. To work under the Commercial Producer;
 - b. To execute creative vision;
 - c. To finalize the final cut of the commercial;
 - d. To act as the head leader to the commercial production crew;
 - e. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.
10. The responsibilities of the Special Event Director and Assistant Special Event Director shall be as follows:
- A. To work under the Production Branch of the organization;
 - B. To oversee the Special Event Committee;
 - C. To establish a semesterly crew for all large scale special event coverage's;
 - D. To understand all aspects of production to assist committee members and other SVN members on large scale productions;
 - E. To create a monthly schedule for all University Events that will be covered;
 - F. To cover University related events that may educate and inform students of new opportunities;
 - G. To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify.

ARTICLE VI – Selection of Student Leaders

Section 1 – The selection of the executive board.

- 1. Compensated Executive Board positions go through a formal interview process.
 - A. These leaders include:
 - i. President
 - ii. Vice President
 - iii. Engineer
 - iv. Public Relation Director
 - v. Production Manager
 - B. These applicants must fill out and submit an application and resume, before the assigned deadline. After application and resume are reviewed, then Advisor and/or Former President will set up interviews with possible candidates.
 - i. The selection committee will consist of the following:
 - 1. Former President

2. 1-2 Current SVN Compensated Executive Leader
 3. 1-2 Student Video Network Alumni(s)
 4. 1-2 Campus Activities Advisor(s)
- C. A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the executive board.
2. Non-Compensated Executive Board positions go through an informal interview process.
 - A. These leaders include:
 - i. Finance Director
 - ii. Membership Director
 - iii. Special Event Director
 - B. The applicants must submit an application and resume to the head of a specific branch.
 - i. The selection committee will consist of the following:
 1. President
 2. Head of Branch
 - C. Non-Compensated Executive Board positions will be selected every semester.
3. Executive positions are open to all University of Houston students who will be enrolled during the semesters in question.

Section 2 – The selection of Interns.

1. Intern positions will be appointed on a need basis by the prospective Executive Board Member.
 - A. These leaders include: (Only for paid executive board members)
 - i. PR Director
 - ii. Engineer/Studio Manager
 - iii. Production Manager
 - iv. Vice President
 - v. President
2. These applicants must fill out and submit an application and resume, before the assigned deadline. After application and resume are reviewed by Head of Committee and President then interviews will be set up with possible candidates
 - A. The selection committee will consist of the following:
 - i. Head of Branch
 - ii. President

Section 3 – The selection of Commercial Team.

1. Commercial Team positions go through an informal interview process.
 - A. These leaders include:
 - i. Commercial Director
 - ii. Commercial Producer
2. The prospective candidate will be required to go through a pre-screening by any Compensated Executive Board Member. Then must attend a meeting with the selection committee.

- A. The selection committee will consist of:
 - i. President
 - ii. Production Manager
 - iii. Vice President

Section 4 – The selection of Producers.

1. Producer positions go through a formal production proposal process.
 - A. These leaders include:
 - i. All Producers
2. All Producers must complete all Production Classes before production process begins.
 - A. This includes the following:
 - i. Camera Theory
 - ii. Camera Composition
 - iii. Audio
 - iv. Studio Production
 - v. Lighting
 - vi. Script Writing
 - vii. Editing
 - B. Editing Test
3. The future Producer, for the prospective show, will be required to go through a production proposal meeting which will include a presentation of the show to the proposal committee.
 - A. The proposal committee will consist of:
 - i. Production Manager
 - ii. 1 -2 SVN Executive Board Members
 - iii. 1-2 UH Staff/Students
4. The final approval will be deemed by the President, Vice President, and Production Manager.
 - A. If approved, Production Approval Document will be sent to the Producer 2-4 weeks after the production proposal meeting, by the Production Manager
 - B. If not approved, a email will be sent to the Producer clarifying the details on way the show was not approved

ARTICLE VII – Studio Policy & Procedures

Section 1 – 24/7 Service

1. SVN will strive to air programming 24 hours a day, 7 days a week. The Engineer is responsible for seeing that content is airing at all times.
2. SVN will utilize a biweekly or monthly schedule at the discretion of the current administration.
3. The programming schedule will be made available on the SVN website at least two day prior to beginning of the month.

Section 2 – Content

1. SVN will air material that is targeted towards its primary audience of University of Houston students.
2. SVN will air material that satisfies at least one of the following criteria, and will strive to represent all four in its programming lineup:
 - a. Entertaining (i.e. popular movies)

- b. Educational (i.e. PSAs)
 - c. Connecting (i.e. commercials, campus events)
 - d. Student-created (i.e. original programming)
- 3. Above all, SVN will air material it can be proud of airing and will strive for high quality in all its content.
- 4. The SVN logo must be inserted onto all SVN produced content prior to distribution to any individual(s).
- 5. Production Manager will review all content before being aired on SVN.

Section 3 – Checkout Equipment

- 1. SVN will not check out equipment to non-SVN members.
 - a. The Production Branch will make rules for checkout, which must be followed at all time. These rules will facilitate the safety, condition, and availability of SVN equipment.
 - b. Equipment will only be checked out if the member has taken the proper SVN Production Classes (ex. Camera Composition is required to check out a camera).
 - c. SVN member must turn in an Equipment Checkout Form to the Production Manager or inbox at least 2 days prior to checkout.

Section 4 – Studio Rules

- 1. The Studio Management Team will make rules for the studio and production room, which must be followed at all times.
- 2. SVN facilities must remain locked when not in use.
- 3. SVN member must turn in a Studio Reservation Form to the Head of the Studio Management Branch or inbox at least 2 days prior to filming.

Section 5 – Technical Development

- 1. Media Classes
 - A. Every semester SVN will offer media classes for the technical development and education of SVN members
 - i. Every semester SVN will offer media classes for the technical development and education of SVN members.
 - 1. These classes include:
 - a. Camera Theory
 - b. Camera Composition
 - c. Editing
 - d. Script Writing
 - e. Studio Production
 - f. Audio
 - g. Lighting
- 2. Classes will be taught by executive board members based on experience and qualifications that will be evaluated by the Vice President, Engineer and/or Production Manager.
 - A. The production classes will be taught any member of the executive board that is found to be proficient in the specific class.
- 3. Classes will be divided amongst instructors based on individual expertise.

4. Classes will be hybrid of lecture and lab, with the lab portion focusing on hands on experience.

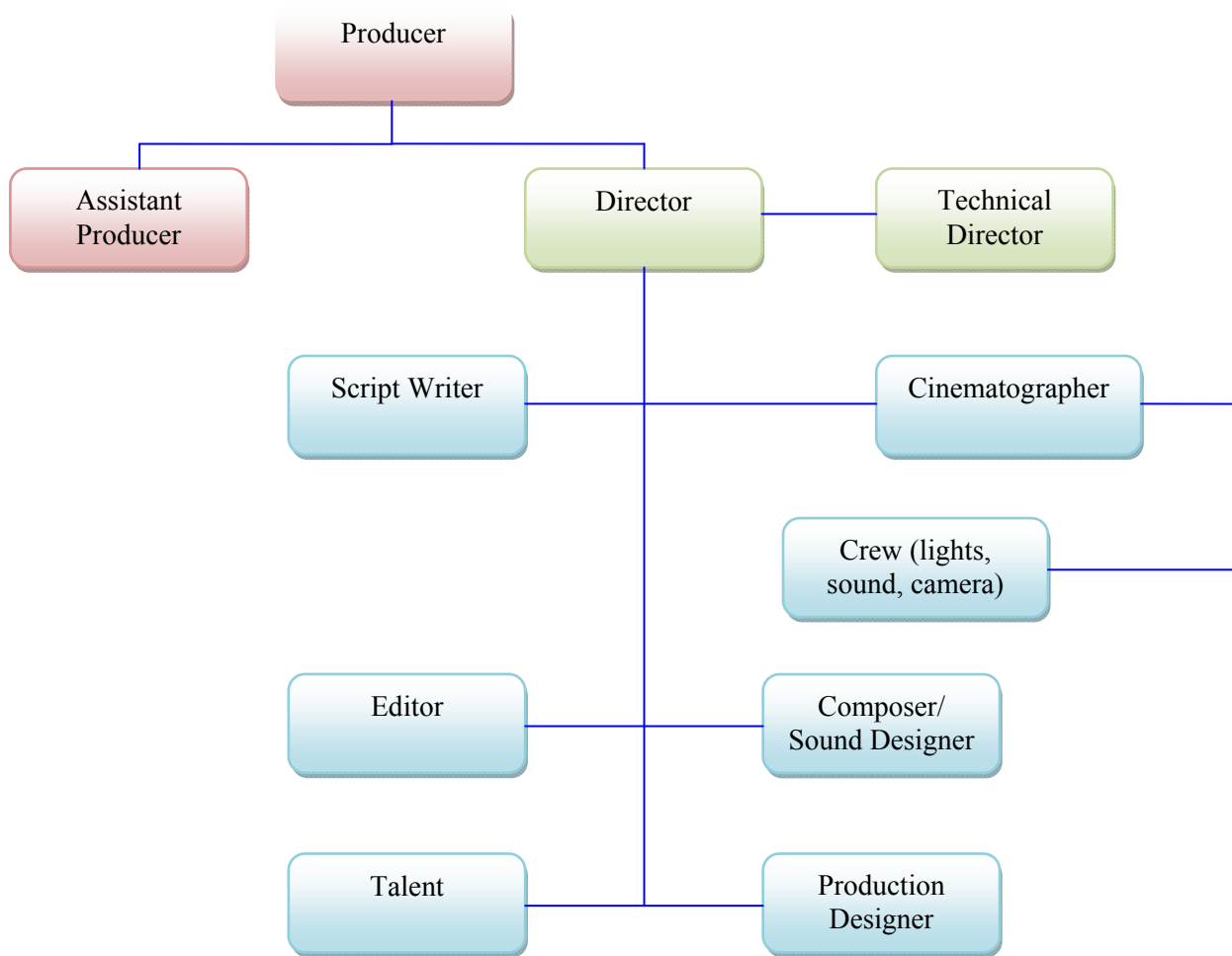
Section 6 – Digital Archive

1. The Engineer will be responsible for adding all content aired to the SVN Digital Archive
 - A. Content includes:
 - i. Original Shows
 - ii. Commercials
 - iii. Trailers (ex. Swank Movie Trailers and Preview Theatre)
 - iv. Public Domain Content
 - v. Third Party Content (ex. Think talk

ARTICLE VIII – ORIGINAL PROGRAMMING

Section 1 – Original Episodic Programming

1. Production Proposal
 - A. SVN members that are looking to a recurring show or special feature (short film) must fill out the Production Proposal form and turn it in to the Production Manager or Inbox as specified in the Production Guidelines.
2. Production Guidelines
 - A. Production Guidelines are a source of reference for all producer and production team members that are doing a video production.
 - i. Every individual that does any productions within SVN must abide by all content within this document.
3. Production Crew
 - A. The following is the supervisory hierarchy of the production crew, as needed:



- B. A crew may be formed of any combination of the above positions, and additional positions may be added if needed. The only required position is Producer and Editor.
- C. There is no limit to the number of non-executive positions an SVN member can hold concurrently.
- D. Paid Executive Board Member cannot be any of the positions in the chart above during their term.

4. Pre-Production Folder

- A. After Production Proposal has been approved by the Production Manager, it will be kept within the Pre-Production Folder.
- B. Producers are required to create a contact sheet for the entire production crew as specified in the Production Guidelines.
- C. Producers are required to be responsible for a pre-production folder that will consist all production documents needed for that episode, such as:
 - i. Production Guidelines
 - ii. Production Packet
 - 1. Production Checklist
 - 2. Photo Release Form
 - 3. Location Release Form (if applicable)
 - 4. Equipment Checkout Form (if applicable)

5. Studio Reservation Form (if applicable)
6. Script (if applicable)
7. Broadcast Release Form

5. Rights to Student-Produced Material

- A. All material produced through SVN becomes the property of SVN.
- B. Any future manifestation of the material, not produced through SVN, is the property of the student who originated the intellectual property.
- C. SVN grants students involved with a production the right to use the material on their portfolio.

Section 2 – Other Original Programming

1. Policy Compliance

- A. All programming in this category must comply with the SVN Constitution, other SVN policies, and the University of Houston Student Handbook.
- B. Commercial, Fillers, and Special Events

i. Commercials

1. Commercials are not required to go through a Production Proposal.
2. Commercial Team
 - a. The Commercial Team will utilize the same supervisory hierarchy as a regular original programming team.
 - b. The Commercial Producer will create guidelines for Commercial submission/request and facilitate the timely creation of these requests.
3. Student Organization Commercials
 - a. SVN will offer at least 1 free commercial each semester to any student organization registered with Center of Student Involvement.
 - b. Quantity, frequency and other Commercial policies may be determined by the Commercial Producer.
 - c. SVN reserves the right to refuse service to organizations who have not abided by the current commercial policy.
4. Third- Party Commercials
 - a. SVN's third-party commercials policy may be revised by the Executive Board, with approval from the Advisor and appropriate Student Affairs administration, after further research into peer institutions. Until then, the following policy will be used:
 - i. SVN may not accept monetary compensation for filming commercials, but may accept asset/service donations.

ii. Fillers

1. Fillers may be produced quickly, without the need for a formal team or Production Proposal. Examples of fillers include:
 - a. News Packages (to air between shows, along with Commercials)
 - b. Kick TV (original programming that utilizes content from non-SVN members)

- c. Anything deemed appropriate as subjected by the Production Manager
 - 2. The Production Manager has final say on what fillers may air.
- iii. Special Events
 - 1. Special Events are not required to go through a Production Proposal.
 - 2. Special Events Team
 - a. The Special Events Director will serve as the head of the team and will create guidelines for Special Events submission/request and facilitate and outline timely filming/editing/distribution of the event footage.
 - b. Special Events team will utilize the same supervisory hierarchy as a regular original programming team.
 - c. The Special Events Director holds discretion of filming or not filming an event, based on:
 - i. Resource/personnel availability
 - ii. Advance notice
 - iii. Importance of the event to the University
 - iv. Compliance with University policies
 - v. Number of Student Organizations at event
 - d. The Production Manager has final say on what events may be covered.

Section 3 – Censorship

SVN's censorship policy may be revised by the Executive Board, with approval from the Advisor, and appropriate student Affairs administration, after further research into peer institutions. Until then, the following policy will be used:

- 1. SVN will utilize a “good taste” policy regarding potentially objectionable content.
 - A. Producers will use good taste to self-censor student-created productions.
 - i. Example: If a swear word (or other potentially objectionable phrase) is vitally needed to convey the emotion of an character, it may be used. If the word or phrase is indulgent or replaceable, it should not be used.
 - ii. Example: If nudity is important to a show's plot, it will be implied rather than shown(expectation for Swank provided movies).
 - iii. If the potentially objectionable material would not reflect well on SVN when if shown to a University administrator.
 - iv. If material is determined to be in bad taste by Producer, he/she the authority and responsibility to override the Director, Writer, or any other production crew member.
 - B. The Production Manager will view all student-created productions before air and use his/her good taste to double-check the Producer's submission. If material is determined to be in bad taste by the Production Manager, he/she has the authority and responsibility to prevent the material from being aired.
- 2. SVN will utilize a “not protected” policy regarding news reporting.
 - A. Until SVN is recognized as a journalistic organization, it cannot assume the protections thereof.
 - B. If the material would/might elicit a negative reaction from University of Houston administration or the Houston community, it will not be shown on the air.
 - C. Investigate reporting will not be aired.
 - D. The Production Manager will view all student-created productions before air and use his/her common sense to determine if the material would need

journalistic protection. If the material is determined by the Production Manager to risk a backlash against SVN, he/she has the responsibility and authority to prevent the material from being aired.

3. Should there be a question about censorship, the Production Manager, President, and Advisor should discuss and resolve the issue.

ARTICLE IX – UNIVERSITY POLICIES

Section 1 – Prohibited Substances

1. Smoking
 - e. As stated in the Student Handbook, there is no smoking inside the studio, pre-production, post-production, or other indoor facilities.
2. Alcohol
 - f. As stated in the Student Handbook, alcohol is prohibited in University of Houston public areas (including studio, pre-production room, post-production, or other non-authorized facilities.)

Section 2 – University Rules and Regulations

1. University Policies
 - a. All other University Policies will be following as they are stated in the Student Handbook.

ARTICLE X – REMOVAL

Section 1 – Any executive board member can be removed with the approval of the President and/or Advisor.

1. 4/7 veto will override the removal suggested by the President or Advisor.

Section 2 – Removal of any executive board member can also be approved through the Executive Board 3-Strike Policy.

Section 3 – Any executive board member can be removed that does not adhere to required responsibilities and/or policies and procedures of the organization as stated in the constitution.

1. This process is done within one month of a time frame
 - a. 4/7 veto will override the removal suggested an executive board member

ARTICE XI – MEETINGS

Section 1 – Executive Board meetings of this organization shall be no less than three times a month during the fall and spring semesters, the general day and hour will be set at the first meeting for the rest of the semesters.

Section 2 – Meeting of each individual branch will be held no less than two times a month, to optimize the communication within the organization.

Section 3 – Meetings of this organization shall be no less than four times during the summer, before the fall semester begins.

Section 4 – The President shall have the authority to modify the meeting calendar as benefits the majority of the schedules of executive members of this organization.

Section 5 – The Vice President will take minutes at all meetings and email them to the Executive Board. In the absence of the Vice President or another Executive Board Member should fulfill this duty.

ARTICLE XII – RULES OF PROCEDURE

Section 1 – This organization shall use the outline created by the President, as its authority on parliamentary procedure.

- A. The president must not discriminate towards any executive member;
- B. The president must also ensure that the meeting is efficient and effective

Section 2 – Quorum

- A. Two executive branch heads, including the President, shall constitute a quorum;
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote of the compensated executive board.

ARTICLE XI – AMENDEMENTS

Section 1 – One or more executive members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The executive member shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each executive member (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

- A. The majority of the compensated executive board shall decide its acceptance into the constitution.

EFFECTIVE DATE: _____ 12/10 _____ (month/year)

(note: effective date shall be written on final printout of constitution, not typed)

Signed Constitution resides with the President!