



# Cable 8 Productions Staff Bylaws

*Revised 9/16/22*

The purpose of the Cable 8 Productions bylaws is to: implement the Cable 8 Productions constitution, specify the policies and operating procedures of Cable 8 Productions, otherwise enumerated in the Cable 8 Productions constitution, specify the powers, functions, duties and responsibilities of all Cable 8 Productions officials not otherwise enumerated in the Cable 8 Productions constitutions and serve as the organization manual for Cable 8 Productions.

## Article I - System of bylaws & Steering Committee

### Section 1: Authority

No part of these bylaws may supersede any part of the Cable 8 Productions constitution. If any part of these bylaws is found to be in conflict with the Cable 8 Productions constitution, it shall be amended in such a fashion that it is no longer in conflict with the constitution.

### Section 2: Compliance

1. All members of Cable 8 Productions, serving in any capacity, must comply with the bylaws, unless such compliance is in direct conflict with the Cable 8 Productions Constitution, the rules and regulations of Washington State University (WSU) or the laws of the city, county, state or federal government.
2. Willful and/or deliberate disregard of these bylaws shall be grounds for removal from office through dismissal.
3. At the end of each academic year the constitution and bylaws will be reviewed for errors, and changes by the exiting staff.

### Section 3: Steering Committee

1. The Steering Committee shall consist of the following delegates: one representative from each of the regularly scheduled shows, one delegate from the Marketing Department, three delegates from Special projects, and the Human Resources director. The Steering Committee should be at least five people.



2. In the event of an unforeseen circumstance or incident, staff members can call for the organization of a Steering Committee.
3. The Steering Committee shall meet with the organization advisor to go over the incident and decide how to proceed.

#### **Section 4: Form**

1. The Cable 8 Productions shall be divided into articles dealing with related and similar subjects. Each article, in turn, divided into sections
2. Each chapter may be subdivided by means of use of capital letters in alphabetical order or Arabic or Roman numerals, in numerical order.

#### **Section 5: Amendments**

1. The Cable 8 Productions bylaws may be amended by a two-thirds vote of the Steering Committee of Cable 8 Productions.
2. The Cable 8 Productions staff shall have the authority to enact the Cable 8 Productions bylaws.

## **Article II - The Executive Branch**

#### **Section 1: Positions**

The Cable 8 executives shall be comprised of the following positions:

1. President and General Manager
2. Chief Financial Officer
3. Vice President of Television
4. Vice President Marketing and Alumni Affairs
5. Vice President of Special Projects
6. Human Resources Director

#### **Section 2: Executive Board Members Expectations**

1. All executives will serve as liaisons for the community of Cable 8 Productions. Each executive is responsible for communicating with members of the community and adviser(s). Executives must know the contact information of each officer in order to have effective communication. Each executive is to be responsible for their actions and duties as a board member.
2. The executive board shall meet weekly with adviser(s).
3. To hold an executive board position, they must be a current undergraduate student at WSU – Pullman. They must be enrolled in a minimum of 10 credits, unless the executive board and adviser(s) approve otherwise, and in good academic standing with the University (minimum GPA of 2.0).



4. Executives should have advanced verbal and written communication skills, knowledge and understanding of the mission and goals of student television broadcasting and Cable 8 Productions. They are responsible for understanding Cable 8 Productions constitution and WSU resources, regulations and standards. Executives will foster a cooperative work environment and possess strong interpersonal and communication skills. The executives must be capable of working effectively with a wide range of constituencies in a diverse community.
5. Executives must have the ability to supervise and train student members with organizing, prioritizing and scheduling work assignments.
6. Executives must comply with Cable 8 Productions policies and procedures as outlined in the constitution and bylaws. In addition, executives must comply with WSU business procedures, as outlined in the business policies and procedures manual, WSU policy on diversity and discrimination.
7. Executives will work enough hours to meet the needs of the position over the course of the year.
8. Executives will hold their position for one year (May to May), at which point they can reapply, if inclined. After being selected, executives will shadow the current position, until the end of their term in May.
9. An executive, as determined by the adviser(s) and steering committee shall select an executive to take over the duties of the President in their absence at the beginning of each term.
10. Executives must have served on Cable 8 staff for at least one semester.
11. Executives must comply with the contracts they sign as given to them by the Human Resources director.

### **Section 3: Duties, Responsibilities and Job Descriptions**

#### **Section 3.1: President and General Manager**

1. Under general direction, the President serves as the chief executive officer of the student television station, Cable 8 Productions and associated activities including station operations and program development. The President provides leadership and direction in the areas of strategic development and funding programs and activities, and compliance with all rules and regulations governing WSU registered student organizations (RSO).
2. The President must represent Cable 8 Productions at community and business meetings and present information to University committees on behalf of Cable 8 Productions.
3. The President coordinates and cooperates with appropriate departments of the university and other agencies in the development of programs in accordance with the policies of the staff and steering committee and consults with respective agencies on matters relative to the mission of student television.
4. The President shall work with the entire executive board to establish and implement short- and long-term organizational goals, strategic plans, policies and operating procedures.
5. The President shall monitor and evaluate programmatic and operational effectiveness and effects changes required for improvement.



6. The President shall act as the Presiding Chair of weekly staff meetings, steering committee meetings, and each semester's general meeting. Acts as tiebreaker in all staff, steering committee and executive board decisions.
7. The President must maintain working relationships with ASWSU, The Edward R. Murrow College of Communication and other university and community offices.
8. The President seeks out new opportunities in programming and station development for Cable 8 Productions.
9. The President designs, establishes and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, trains, supervises and evaluates unit staff.
10. The President oversees the development of the annual operating and capital equipment budget.
11. The President oversees and manages the integrated day-to-day operations of the station, to include program development and productions, outreach and education, marketing and funding, finance and human resources, broadcast engineering and operations regulatory compliance and reporting.
12. The President performs miscellaneous job-relation duties as assigned.
13. The President must be knowledgeable of marketing and development strategies, techniques, processes and available resources. In addition, the President must have skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
14. If the Human Resource Director Position is not filled it is the President's responsibility to seek out qualified candidates.
15. The President must have knowledge and understanding of all facets of broadcasting operations, methods, techniques, facilities and equipment.
16. The President must have knowledge of contracts, grant development and management.
17. The President must have integrated knowledge of television broadcast operations, programming, production and marketing.
18. The President must have skills in fiscal management.

### **Section 3.2: Chief Financial Officer (CFO)**

1. The CFO oversees all financial activity of the station, Cable 8 Productions and associated activities including fundraising and advertising development, maintenance of all budgets and financial records, and facilitator of station expenditures.
2. The CFO facilitates all station expenditures including, but not limited to; executive stipends, production expenses, station promotion costs, capital equipment purchases and office supplies.
3. The CFO oversees and facilitates all fundraising and development.
4. The CFO must advocate on behalf of the station to potential donors, including foundations, corporations, capital campaign participants, program sponsors, fundraisers and individual donors; and actively participates in strategic funding initiatives.



5. The CFO is responsible for establishing and implementing short- and long-range advertising and fundraising goals, strategic financial policies, plans and budgetary procedures. In addition, monitors and evaluates programmatic and operational effectiveness and effects changes required for improvement.
6. The CFO develops and maintains the annual operating and capital equipment budgets.
7. The CFO must perform miscellaneous job-related duties as assigned.
8. The CFO must have informational research and recordkeeping skills.
9. The CFO must have skill in budget preparation, fiscal management, knowledge of contracts and grants development and management.
10. The CFO serves as chief advocate on behalf of the station to potential donors, including foundations, corporations, capital campaign participants, program sponsors, underwriters and individual donors. The CFO must actively participate in strategic funding initiatives.

### **Section 3.3: Vice President of Television**

1. The Vice President of Television serves as the executive producer of all regularly scheduled original programming and facilitates the operations of the student television station, Cable 8 Productions. The Vice President of Television provides leadership and direction in the areas of program development and production, facilities management, and station operation.
2. The Vice President of Television oversees and manages the integrated day-to-day operations of the television department including broadcast engineering and operations, programming and traffic, program development and production and regulatory compliance.
3. The Vice President of Television ensures and maintains the consistency and quality of the on-air look and programming of Cable 8 Productions.
4. The Vice President of Television coordinates support and equipment involved in production of television programs.
5. The Vice President of Television assures the effective use of technical equipment and personnel so that all planned elements in the production are properly combined to achieve the highest quality completed product possible within the allocated budget.
6. The Vice President of Television development of current crewmembers involved in program production, crew retention, station operation and other functions of Cable 8.
7. The Vice President of Television manages processes of developing and integrating pilot proposals into the on-air program schedule.
8. The Vice President of Television must perform miscellaneous job-related duties as assigned.
9. The Vice President of Television must have some experience in video production and editing skills.
10. The Vice President of Television must have creative decision-making skills and knowledge of contracts and production management.
11. The Vice President of Television must possess knowledge and understanding of all facets of broadcasting operations, methods, technique, facilities and equipment.



12. The Vice President of Television must have integrated knowledge of television broadcast operations, programming and production.

### **Section 3.4: Vice President of Marketing and Alumni Affairs**

1. The Vice President of Marketing and Alumni Affairs serves as the official spokesperson of the student television station, Cable 8 Productions and associated activities, including development of the organization's integrated marketing plan and oversees all internal and external communications.
2. The Vice President of Marketing and Alumni Affairs is the primary media relation's liaison and official press spokesperson for Cable 8 Productions.
3. The Vice President of Marketing and Alumni Affairs coordinates crew recruitment, including organization of the start of the semester general meeting (marketing efforts, agenda development and location scheduling and setup).
4. The Vice President of Marketing and Alumni Affairs works with the President, Vice President of Television and Vice President of Special Projects to develop long and short term integrated marketing communication goals.
5. The Vice President of Marketing and Alumni Affairs is in charge of facilitating philanthropic service and community outreach through the annual cougar vision outreach program
6. Vice President of Marketing and Alumni Affairs must approve all external promotion of Cable 8 shows and events.
7. The Vice President of Marketing and Alumni Affairs designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the department's marketing goals and objectives.
8. The Vice President of Marketing and Alumni Affairs maintains relationship with Cable 8 Productions alumni, including newsletter, mentor program, organization of events.
9. The Vice President of Marketing and Alumni Affairs oversees and facilitates all online media, including public websites, social and networking media and video hosting sites.
10. The Vice President of Marketing and Alumni Affairs is responsible for finding and submitting Cable 8 Productions programming in competitions and awards both local and national.
11. The Vice President of Marketing and Alumni Affairs represents Cable 8 Productions at University and College of Communication recruitment events.
12. The Vice President of Marketing and Alumni Affairs must perform miscellaneous job-related duties as assigned.
13. The Vice President of Marketing and Alumni Affairs must have skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures of the public relations department.
14. The Vice President of Marketing and Alumni Affairs must have the ability to utilize advertising and promotion techniques and have creative decision-making skills.

### **Section 3.5: Vice President of Special Projects**



1. The Vice President of Special Projects acts as the executive producer of all special projects for the student television station, Cable 8 Productions. The Vice President of Special Projects is responsible for seeking out special programming opportunities on the WSU-Pullman campus and surrounding communities. The Vice President of Special Projects oversees and facilitates such projects through development, production and post.
2. The Vice President of Special Projects acts as the executive producer of all special projects, including, but not limited to, the ASWSU debate and meetings, community events, movies, documentaries and all contract productions and commercials.
3. The Vice President of Special Projects reviews and facilitates all special project proposals and requests from external groups. i.e. movies, documentaries, contract productions.
4. The Vice President of Special Projects coordinates with the CFO and personnel manager to ensure all contract products and commercials are produced in a professional and timely matter. Must work with the CFO and personnel manager to manage the budget for all contract productions.
5. The Vice President of Special Projects coordinates support and equipment involved in production of television programs related to special projects productions.
6. The Vice President of Special Projects assures the effective use of technical equipment and personnel so that all planned elements in the production are properly combined to achieve the highest quality completed product possible within the allocated budget.
7. The Vice President of Special Projects will work in conjunction with Vice President of Television and Vice President of Public Relations and Alumni Affairs to develop and produce on-air promotions and the telethon philanthropic outreach content.
8. The Vice President of Special Projects performs miscellaneous job-related duties as assigned.
9. The Vice President of Special Projects must possess video production, editing and creative decision-making skills.
10. The Vice President of Special Projects must have integrated knowledge of television development and production.
11. The Vice President of Special Projects will work with the Vice President of Public Relations and Alumni Affairs to coordinate on community outreach and philanthropic service.

## **Section 3.6 Human Resources Department**

### **Section 3.6.a: Human Resources Department Expectations**

1. The Human Resources department acts as a bridge of communication between executive board members and staff as needed.
2. The Human Resources Director will report to the executive board as needed.
3. Human resource members should have advanced verbal and written communication skills, knowledge and understanding of the Cable 8 Productions mission and goals. They are responsible for understanding Cable 8 Productions constitution and WSU resources, regulations and standards. Department members must be able to foster a cooperative work environment



and possess strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

4. Human Resource department members must have the ability to remove all personal biases and resolve personal conflicts in a professional manner.
5. The department is responsible for keeping track of all Cable 8 members and organizing and facilitating training opportunities.
6. Department members must comply with Cable 8 Productions policies and procedures as outlined in the constitution and bylaws. In addition, department members must comply with WSU business procedures, as outlined in the business policies and procedures manual, WSU policy on diversity and discrimination.

### **Section 3.6.b: Human Resources Director**

1. The Human Resource Director oversees the human recourse department of the student television station, Cable 8 Productions. Provides leadership and direction in the areas of personnel development and retention, internal communication, policy enforcement, and personnel documentation.
2. The Human Resource Director will represent the Human Resource Department to the executive board during the executive board's weekly meetings on a bi-monthly basis.
3. The Human Resource Director is responsible for all records for the organization, including meeting minutes, and personnel records.
4. The Human Resource Director will report to the executive board any breaches of contract so they can take the necessary disciplinary actions as outlined in section 10.01 of the bylaws.
5. In the case that a staff or executive board position is not filled or becomes vacant, it is the Human Resource Directors responsibility to seek out qualified candidates to fill the position.
6. The Human Resource Director will oversee the internal structure of communication within Cable 8.
7. The Human Resource Director must have advanced oral and written communication skills.
8. The Human Resource Director must have excellent interpersonal and coaching skills.
9. The Human Resource Director must have a thorough understanding of the Cable 8 bylaws and constitution.
10. The Human Resource Director must perform miscellaneous job-related duties as assigned.
11. The Human Resource Director will analyze the formal evaluations and present the findings and suggest a plan of action to the executive board.

### **Section 4: Executive Evaluations**

1. All evaluations will take place at some point during the middle of the semester. It is up to the executive board to determine when they will happen, but they **MUST** happen at least once a semester.
2. The formal evaluations will be created by the Human Resource Department each semester and must cover internal and external communication effectiveness within the organization, job performance, and any personal conflict that may occur.



3. Evaluations will take place through a Google Form
4. The evaluations are to be optional to all staff members, but highly encouraged.

## Article III - Staff Members

### Section 1: Positions

The Cable 8 staff shall be comprised of the following positions:

1. General Promotions Manager
2. Special Events Coordinator
3. Photographer
4. Sports Director (special projects)
5. Web Publicity Producer (special projects)
6. Community Promotions Producer (special projects)
7. Producer/Director (special projects shows)
8. Director (general television program)
9. Producer (general television program)
10. Assistant Director (general television program)
11. Assistant Producer (general television program)
12. Production Manager

### Section 2: Staff Members Expectations and Responsibilities

1. Staff members will serve as liaisons for the community of Cable 8 Productions. Staff members are responsible for communicating with members of their team, the community and the executives. Staff members must provide contact information to all executives in order to have effective communication. Each staff member is to be responsible for their actions and duties as a member.
2. Staff members are required to attend meetings relevant to their position, as outlined as in their job descriptions, at the discretion of their department head.
3. To hold a staff position, they must be a current undergraduate student at WSU – Pullman. They must be enrolled in a minimum of 10 credits, unless the executive board and adviser(s) approve otherwise, and in good academic standing with the University (minimum GPA of 2.0)
4. Staff members are responsible for understanding Cable 8 Productions constitution and WSU resources, regulations and standards. Staff members must be able to foster a cooperative work environment and possess strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
5. Staff members must have the ability to supervise and train student members, to include organizing, prioritizing and scheduling work assignments.



6. Staff members must comply with Cable 8 Productions policies and procedures as outlined in the Constitution, bylaws and contracts. In addition, executives and staff members must comply with WSU business procedures, as outlined in the business policies and procedures manual, WSU policy on diversity and discrimination.
7. Staff members must work enough hours to meet the needs of the position over the course of the semester.
8. Staff members will hold their position for one academic semester, at which point they can reapply, if inclined.
  - a. The Staff members will perform miscellaneous job-related duties as assigned.
  - b. Staff members must abide by the duties and responsibilities outlined in their contracts.

## Article IV - Election Process

### Section 1: Election Committee

Immediately after the President & General Manager has been officially elected (or confirmed) the Election Committee shall be formed. This committee shall be chaired (with Voting rights) by the newly elected President and have the following voting members: four current staff members not running for executive board and the newly elected President & General Manager. The election committee is in charge of voting, validation, the refining of candidates and enforcing the rules on fliers and conduct.

### Section 2: Election Procedures for President & General Manager

1. One week following WSU's spring break, the current executive board will open the applications for President & General Manager. The applications shall be open for two weeks. If there are no candidates by the end of the two weeks, the current executive board will conduct a search for suitable candidates. The executive board shall not disclose the names of the candidates, or the number of applications received until is the time for speeches to be given.
2. If at the end of the application period there is only one candidate for President & General Manager, the staff may confirm the candidate into the position by a 2/3 majority vote. If the candidate is confirmed, the election committee shall immediately move into the selection of the other officers and all other election procedures shall be bypassed. In the event that a 2/3 majority vote is not reached, the Election Committee shall seek out additional candidates.
3. All of the candidates will give speeches at that week's staff meeting. If there are more than three candidates for President & General Manager, then the Election Committee will be formed and will narrow the field down to three candidates through an interview process and will make selections based on qualifications.
4. After speeches are given, there will be a question-and-answer session for all of the candidates.
5. After the question-and-answer session, the Human Resources director will conduct a vote between all the candidates amongst the staff members.



6. The Human Resources director will announce the new President & General Manager immediately after the votes have been counted.

### **Section 3: Selection of the Vice President of Television, the Vice-President of Special Projects, the CFO, the Vice President of Marketing and Alumni Affairs, and the Human Resource director.**

1. Immediately after the President & General Manager has been officially elected (or confirmed) the Election Committee shall be formed. This committee shall be chaired (with Voting rights) by the newly elected President and have the following voting members: four current staff members not running for executive board and the newly elected President & General Manager.
2. In the case that an election committee member wants to run for an executive position the newly elected president will select a new staff member that is not running for an executive position.
3. The following week of the election of the President & General Manager, the Executive Board Selection Committee shall make the applications available for the open executive board positions. Applications will be available for one week. If there are no candidates at the end of the week, the election committee will conduct a search for suitable candidates.
4. The election committee shall interview the candidates for each position and shall select the best candidate for the job based on, but not limited to the position's job description, previous experience (Cable 8 and professional), and overall group continuity.
5. The election committee shall not disclose any information about the applicants or the number of applicants until it is time for the elections. The election committee shall deliberate and decide as to who should be hired for each position. The election committee needs to be in unanimous agreement. After all the positions have been decided, the newly elected President & General Manager shall call and offer the position to the chosen candidate.

## **Article V - Officer Termination**

### **Section 1: Termination Conduct**

1. Officers shall not be on academic or university probation at the time of their election and throughout their term of office (GPA requirement shall be 2.0 cumulative average or higher).
2. Officers failing to fulfill the given responsibilities and duties may be removed by the Executive Board. The removal of an officer requires a unanimous decision amongst the other officers following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote. In the event that the President needs to be removed, there must also be a 90% super majority decision of the Steering Committee.
3. The staff shall have the right to assemble a Steering Committee to call for an Executive Board vote on the removal of an officer. The petitioning member of the staff must provide, in writing, the reason for the removal of an officer. The member requesting the removal will be required to give a presentation during a Steering Committee meeting. The Executive in question shall have



the right to defend his/her self before the steering committee. The executive in question shall not be present during the discussion and voting. If the steering committee decides through a 90% super majority to call for an Executive Board vote on the removal of an officer, the Executive Board must convene to discuss and vote on the matter within 7 days.

## Article VI - Vacancy

### Section 1: Executive Board Member Vacancy

1. When a position on the executive board is vacated through either resignation or removal, the Human Resources director shall make available applications to fill the remaining term. Applicants shall go through an interview process with the executive board and the adviser. The executive board shall select the best-qualified candidate and will require confirmation from the staff members.
2. In the event the President & General Manager resigns or is removed from the position, the adviser(s) shall select an existing member of the executive board to become the temporary President & General Manager. During this time the Human Resource director will form an election committee and shall follow normal election codes as outlined in Article IV.

### Section 2: Staff Member Vacancy

1. When a staff position becomes vacant, the executive board shall seek out a replacement, and will have full power to find a suitable replacement that is fully qualified for the vacant position.
2. When an AD/AP position becomes vacant, the respective shows Director and Producer shall seek out a replacement and will have full power to find a suitable replacement that is fully qualified for the vacant position.

## Article VII: Hiring Procedures

### Section 1: Staff positions

1. The executive board and Human Resource Director shall be in charge of the hiring process of the Cable 8 Productions staff. The Human Resource Department shall create and distribute staff applications with a list of open positions that can be applied for.
2. Applications will be available for a two-week period and will be due at 12pm on the due date. At the close of the application process, the executive board and Human Resource Director shall schedule interviews for the following week. The executive board and Human Resource Director shall compile a list of questions for each position to be used in the interview process. At the completion of the interview process, the executive board and Human Resource Director shall further review the applicants and fill all open positions. Applicants selected must meet the



minimum qualifications of their job position. After the executive board and Human Resource Director has filled all positions, all hired staff shall receive a phone call to confirm or reject the applicant.

3. In the event of a position not filled, the executive board and Human Resource Director shall seek a suitable candidate to fill the position.

### **Section 2: Hiring Timetable**

1. For spring staff positions: The executive board shall begin the hiring process by the week after Thanksgiving Break and must have a new board in place by the last staff meeting two weeks before winter break.
2. For fall staff positions: The new executive board shall begin the hiring process two weeks before the before Dead week and have applications available as soon as all executive board members are hired.

## **Article VIII - Staff Dismissal**

### **Section 1: Staff and General Members**

1. In the event that a member is found to be in violation of their contract and/or bylaws, they will receive a notice of reprimand by the Human Resources director and be required to meet with the Human Resources director and anyone else deemed necessary by the executive board to resolve the problem. The person in violation will be allowed to retail their position and project they are currently working on.
2. In the event of a second offense, the person in violation will receive a notice of reprimand from the Human Resources director and be required to meet with the Human Resources director, President & General Manager and adviser(s) to resolve the problem. In addition to the written reprimand, the person in violation will receive a final warning notice from Cable 8.
3. In the event of a third offense, the person in violation shall receive written notification of termination for Cable 8 Productions. In addition, they will remain a member not in good standing with Cable 8 Productions and will not be allowed to hold any type of leadership or management position within the organization. All projects of theirs will be redistributed to others.
4. Prior to disciplinary action, the adviser(s) must be notified and included on all decisions of discipline. In the event that a member is dismissed from Cable 8 Productions, the advisor must receive a notice of the termination and the justification thereof.

## **Article IX - Payment and Stipend**

### **Section 1: Executive Board**



Only the executive board and Human Resources Director shall receive an annual stipend paid in equal parts following the universities payment schedule. The stipend shall be approved by the adviser and determined by the annual budgetary process.

## **Section 2: Staff members**

No staff member shall receive any monetary compensation for work done for Cable 8 Productions, except in the event of a paid contract production, where the CFO shall determine a set amount for all involved in the production. They shall receive university credit for their work.

# **Article X: Financial**

## **Section 1: Funding**

1. Cable 8 Productions will not purchase any consumable products for shows, unless approved by the CFO after reviewing the budget. This will include, but is not limited to food for crew and makeup for talent.
2. Cable 8 Productions is prohibited from buying gifts for crewmembers.
3. During the spring term, the CFO and President shall develop an operations budget for the following school year to be presented by the CFO and Vice President of Sales and President to, and approved by, the S&A committee(s).
4. The CFO shall be responsible to keep accurate records of receipts and expenditures, as well as revenue generated by the organization. The CFO will also work with the departments, which oversee the various Cable 8 accounts, to ensure proper processing of the Cable 8 budget.

# **Article XI: Sales Policy**

1. Cable 8 Productions will not enter into a contract for advertising with an advertiser of alcohol, tobacco or illicit drug productions. Cable 8 will not advertise or promote any illegal or illicit products.
2. Any change to the Cable 8 Productions rate card or sales policy shall be done by the current semester's sales team and the CFO and will be presented for approval by the organization advisors.

# **Article XII - Ownership**

## **Section 1: Show Ownership**



1. All productions done with Cable 8 Productions fund and/or equipment shall become the sole property of Cable 8 Productions. Cable 8 Productions shall retain all ownership and hold exclusive distribution rights.
2. Only the executive board shall be allowed to authorize the sale of and distribution of Cable 8 Productions original programming.
3. Any public transmissions of Cable 8 Productions property including, but not limited to broadcast, cablecast, internet distribution, and podcasting, must be approved in writing by the management, and only the executive board may grant this authority.

## Article XII: Studio, Office and Equipment Usage

### Section 1: Studio

Only staff members and the executive board shall have access to the studio and scene storage and are solely responsible for the studio when in use. No non-staff members may be in the studio without the supervision of a Cable 8 Productions staff member. A Cable 8 staff member must be present at all times when either scene storage and/or the studio is open for a Cable 8 production.

#### Section 1.1: Schedule

Studio time shall be initially scheduled with the following priority:

1. Cable 8 organization level projects
2. Cable 8 regularly scheduled shows
3. Cable 8 special projects
4. Cable 8 recruitment events or other projects
5. Cable 8 regularly scheduled shows will schedule specific days and times and will be agreed upon between the show and the Vice President of Television and production manager. Newly scheduled shows and events shall not override previously scheduled shows and events without the expressed permission of the President.

### Section 2: Equipment

1. Before any equipment may be checked out the user must be properly trained and have signed their contract.
2. Before any equipment may be checked out, the user must submit a request detailing the equipment desired within a 24-hour period. The request may be submitted to the production manager via contact information provided by the production manager.



3. Non-staff members must receive pre-approval from the specific show Producer or Director and must inform the production manager of this.
4. Equipment checkout shall normally be given on a first-come first-served reservation basis. However, contract productions and other special situations may supersede prior reservations with the approval of the President and production manager. Equipment checkout shall be a 24-hour period. Extended use may be granted but requires one week's notice to the production manager for reservations longer than 24-hours. Equipment shall only be used for Cable 8 projects, including regular scheduled shows, special projects, commercial production, contract production and other projects as approved by the President. All equipment shall be inventoried, and accurate records maintained for all check out/in transactions.

### **Section 3: Executive Office Use**

The Cable 8 office shall be a place to conduct Cable 8 business first and foremost. Executive members may hold their office hours in the office. There must be an executive board member in the office at all times while other people (staff members or not) are in there.

### **Section 4: Edit Suites**

1. Edit suites and computers are for the conduction of Cable 8 purposes first and foremost.
2. Only the executive board and staff members are allowed access to the edit suites.
3. No non-staff members may be in the edit suites without the supervision of a Cable 8 Productions staff member. A Cable 8 staff member must be present at all times when the edits suites are open.

## **Article XIII - Records and files**

### **Section 1: Terms of Files**

Cable 8 Productions shall follow the WSU policy of record retention and will keep all record in lockable file cabinets in the executive office.

## **Article XIV - Code of conduct**

### **Section 1: Conduct**

1. Cable 8 Productions shall follow the University's code of conduct and policies.
2. Cable 8 Productions shall comply with University alcohol and drug policies.

### **Section 2: Meeting Etiquette**



1. Staff members shall come prepared and be engaged in the meetings.
2. The use of laptops, cellular phones, iPod or any other devices is at the discretion of the presiding chair.
3. Any staff member who is disruptive to the meeting may be asked to leave the meeting at the discretion of the presiding chair.

### **Section 3: Quality**

1. Cable 8 programming shall progress over the series of taping and meet the standards, at the discretion of the Executive Board and advisers
2. Cable 8 programming shall comply with all FCC regulations and censorship rules as follows
  - a. No show may have any reference to drugs, by consumption, possession, or distribution.
  - b. No show may show the consumption of alcohol, however they may show alcohol as a prop and the implied aftermath of consumption.
  - c. No show may reference religion, race, or ethnicity in a derogatory, defamatory, or stereotypical way. No explicit sexual content may be shown or discussed on air. It may be referenced but vocabulary must follow FCC regulations.

## **Article XV - Breach of bylaws and/or constitution**

### **Section 1: Consequences**

1. For the first offense, one will be issued a friendly reminder warning by the executive board.
2. For the second offense, one will be issued a formal documentation of warning by the executive board
3. For the third offense, another formal warning will be issued, stating that the member's behavior has not changed and has been given several verbal and formal warnings by the executive. The behavior exhibited by the member is not in compliance with the code of bylaws and constitution, and the member may be subject to probation or removal from Cable 8 Productions.

### **Article XVI - Pandemic Clause**

In the event of a global pandemic or other health crisis, Cable 8 Productions will follow all rules and protocol provided by WSU.