



# Cable 8 Productions Staff Constitution

*Revised 9/16/22*

## Article I – Name of Organization

The name of the organization shall be Cable 8 Productions.

## Article II – Affiliation

This organization shall be affiliated locally in Pullman, Washington, through the Edward R. Murrow College of Communication at Washington State University (WSU) and shall abide by its rules and regulations. These rules and regulations shall not be in conflict with WSU policies and procedures. WSU policies and procedures shall take precedence over the rules and regulations of the College of Communication.

## Article III – Purpose

Cable 8 Productions provides our members with professional experience, educational development, high quality programming, marketing techniques, and strategizing skills. Our services are recognized by our viewers as well as throughout the entire Pullman Community. To accomplish this mission, we provide hands-on learning to instill a higher level of excellence in communication practice. We also provide philanthropic events to give back to our community. Cable 8 Productions will continue to build upon its unprecedented reputation by striving to be the best student operation television station in the nation.

## Article IV – Membership

### Section 1: Student Membership

Members are defined as persons who are involved with or working for one or more of the current semester's programs, special projects, marketing team, or is an officer of the organization. They are all expected to meet the standard of WSU GPA requirement.



### **Section 2: Associate Membership**

Non-voting membership may be approved in advance by the Cable 8 Executive Board and may consist of WSU employees, Pullman community members, Cable 8 alumni, or other non-students.

Acknowledging that Cable 8 Productions was created for the students of WSU, associate members shall primarily act as unofficial advisors and observers of the organization. Furthermore, they shall not participate in day-to-day operations of Cable 8 Productions, but rather as consultants.

### **Section 3: Non-discrimination clause**

Consist with all applicable federal and State laws, as well as WSU policies, Cable 8 Productions as an organization shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, gender, national origin, sexual orientation or disability in its selection of members.

### **Section 4: Dues**

Members of the organization do not have to pay dues to be a part of Cable 8 Productions.

## **Article V – Officers**

### **Section 1: Officers of the organization shall be as follows:**

President & General Manager, Vice President of Television, Chief Financial Officer, Vice President of Special Projects, Vice President of Marketing and Alumni Affairs, and Human Resource Director.

#### **Section 1.1: Terms of Office**

Executive Board Positions are open to WSU students enrolled at the Pullman campus, who are taking a minimum of ten credits. Students must have been a member of Cable 8 Productions for at least one academic semester (including the current semester) and meet all requirements of the position. Students who have been suspended or fired from Cable 8 Productions are not eligible to serve as an officer.

#### **Section 1.2: Executive Board Duties**

The duties of the Cable 8 Productions officers shall be as follows.

##### **Section 1.2.1: President & General Manager**

Under general direction, serves as the chief executive officer of the student television station, Cable 8 Productions and associated activities including station operations and program



development. 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. The President chairs organization meetings including but not limited to general membership meetings, executive board meetings, all staff meetings, and Steering Committee meetings and supervises the interview, hiring, and pilot process.

### **Section 1.2.2: Vice President of Television**

Serves as the executive producer of all regularly scheduled original programming and oversees all content distribution. Provides leadership and direction in the areas of program development and production, facilities management, station operation, and training and supervises the operations department.

### **Section 1.2.3: Chief Financial Officer**

Serves as the Chief Financial Officer of Cable 8 Productions, and associated activities including underwriting and purchasing, maintenance of all budgets and financial records, and facilitator of station expenditures. Will ensure the function and operation of the office.

### **Section 1.2.4: Vice President of Special Projects**

Serves as the executive producer of all special projects for the organization, Cable 8 Productions including but not limited to on air sports coverage, community events, movie projects, documentaries, ASWSU scheduled events, and all contract productions. Seeks out special programming opportunities on the WSU-Pullman campus and surrounding communities. Oversees and facilitates these projects through development, production, and delivery.

### **Section 1.2.5: Vice President of Marketing and Alumni Affairs**

Serves as the official spokesperson of the student television station, Cable 8 Productions. Oversees the community outreach program, and general promotions. Will develop and maintain relations with Cable 8 Alumni and will oversee the Cable 8 banquet.

### **Section 1.2.6: Human Resource Director**

Human Resource Director will keep records of all student members and will facilitate crew relations and development. Leads each semester's interview and hiring process. Will maintain all organization and station records, including meeting minutes, personnel records, and other operating documents. Oversees the development of the organization's internal communication, and training workshops.



## **Section 2: Selection of executive board**

### **Section 2.1: Executive Board Election Committee**

1. After the election of a new President & General Manager in the spring semester, the election committee will be formed to hire the rest of the executive board. The committee will be created on a volunteer basis and will be formed by the newly elected President & General Manager. The committee shall consist of four current staff members not running for executive board and the newly elected President & General Manager. Emphasis will be placed on staff who are returning the following year, but anyone is welcome to volunteer for the position.
2. The Election committee is in charge of voting, validation, refining of the candidates, and enforcing the rules on fliers and conduct.

### **Section 2.2: The President & General Manager will be elected by the active student staff membership of Cable 8 Productions.**

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 2.3: 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.

### **Section 3: Officer Term Length**

Officers shall take office on the last day of spring semester and shall serve for a period of one full academic year.

### **Section 4: University Standing and GPA**

Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)

### **Section 5: Executive Board Conditions**

Officers failing to fulfill the given responsibilities and duties may be removed by the Executive Board and advisors.

### **Section 6: Removal of an Officer**



The removal of an officer requires a unanimous decision amongst the other officers and the faculty advisor 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 amongst all members of the organization.

### **Section 6.1: Steering Committee**

The staff shall have the right to organize 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 reasons for removal of an officer. The member requesting the removal will be required to give a presentation during the Steering Committee meeting. The Executive in question shall have the right to defend themselves 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 – Advisor**

### **Section 1: Advisor Selection**

Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, or administration.

### **Section 2: Advisor Role**

The advisor must take an active role in assisting the student organization achieve its mission and purpose.

### **Section 3: Advisor Duties**

List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Campus involvement and the organization he/she is advising.

## **Article VII – Steering Committee**

### **Section 1: Overview**



In the event of an unforeseen circumstance or incident, staff members can call for the organization of a Steering Committee. The Steering Committee shall be composed of individuals outside of the incident from each department, at a minimum of five people. The Steering Committee shall meet with the organization advisor to go over the incident and decide how to proceed.

### **Section 2: Membership**

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.

## **Article VIII – Standing Committees**

### **Section 1:**

Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity).

### **Section 2:**

Appoint of committees by president, chairperson, or council.

## **Article IX – Quorum**

### **Section 1:**

A quorum shall consist of 50% plus 1 voting member of that committee present at any regular or special meeting to conduct official business.

### **Section 2:**

A quorum shall be present in order for any official business to be conducted.

## **Article X – Method of Amending Constitution**

### **Section 1: Amendments**



All amendments to this constitution require a vote following discussion.

## **Section 2: Voting**

The constitution may be amended by a vote of two-thirds majority of the total staff at any regular or special meeting.

## **Section 3: Reviewal**

Both the constitution and the bylaws shall be reviewed yearly at the start of each school year. The Human Resources director shall go over the constitution and bylaws with all staff members at the mandatory HR meeting each semester.