THE UNIVERSITY OF CONNECTICUT BOARD OF TRUSTEES
MINUTES OF THE STUDENT LIFE COMMITTEE
UNIVERSITY OF CONNECTICUT, STORRS CAMPUS
December 7, 2016

In Attendance:
Trustee Shari Cantor
Trustee Kevin Braghirol
Trustee Adam Kuegler
Trustee Donny Marshall
Michael Gilbert, Vice President for Student Affairs
Angela Rola, Senate Observer

Others in Attendance:
Elly Daugherty, Associate Vice President for Student Affairs and Dean of Students
Cathy Downs, Executive Assistant to the Vice President for Student Affairs
Erik M. Hines, Faculty Director, SchOLA2RS House
David T. Ouimet, Executive Director, First Year Programs & Learning Communities
Jaci L. Van Heest, Faculty Director, Public Health House
Christine Wilson, Assistant Vice President for Student Affairs and Director of Student Activities

Call to Order:
Trustee Cantor called the meeting of the Student Life Committee to order at 12:04 p.m.

Review and Approval of Minutes:
The Committee voted unanimously to approve the minutes of the meeting of September 29, 2016.

Chairwoman’s Report:
Trustee Cantor had no report at this time.

Learning Communities: High Impact Practices for Academic Exploration and Engagement:
David Ouimet, Jaci Van Heest and Erik Hines presented on First Year Programs and Learning Communities History and Growth Highlights at UConn. David discussed the history, growth, models, Courses and Faculty Involvement and highlighted the Learning Communities NextGen Hall and Makerspace. Jaci Van Heest provided an overview of the Public Health House Learning Community and Erik Hines discussed the SchOLA2RS House. An outline was provided to Committee members (attached).

Student Trustees Report:
Trustee Kuegler held a Town Hall meeting with students. Issues discussed were UConn’s statement regarding undocumented students and parking. He has scheduled a meeting with CMHS to their resources. He recently visited Avery Point Campus to talk to their Associated Student Government. Trustee Kuegler thanked Christine Wilson for her work with students to plan the Memorial Service for Sean Sullivan.
Vice President for Student Affairs Report:
Vice President Gilbert highlighted President Herbst’s e-mail to the Campus Community regarding Undocumented students in response to the November 9th Rally that was held on Campus. Michael, as well as other Administrators, are meeting with USG, Student Leaders and undocumented students involved in writing the most recent USG Resolution regarding undocumented students to schedule ongoing meetings to keep the conversation going on this issue. The first meeting will be held today at 5:00 p.m. in the Office of the Vice President for Student Affairs.

UCTV and Daily Campus Constitution Revisions:
Christine Wilson highlighted the revisions in the UCTV and Daily Campus Constitutions for Committee members.

Other Business:
Christine Wilson informed Committee members that STEC (Student Trustee Election Committee) has convened and will be updating their web site.

Adjournment:
The meeting of the Student Life Committee was ADJOURNED at 1:44 p.m.

Respectfully,
Cathy Downs
Executive Assistant to the Vice President for Student Affairs
First Year Programs & Learning Communities History

- Established in 1999 to
  - Provide support structures for students in transition
  - Engender student success
  - Attract higher quality students
  - Improve retention

- Challenge
  - Personalize student experience

- Areas of Focus
  - First Year Experience
  - Learning Communities
  - Academic Support
Program Growth Highlights

- **First Year Experience**
  - 150+ seminars, over 90% participation (Storrs)

- **Learning Communities**
  - 2009-2014 Academic Plan
    - **Communities in emerging areas of interdisciplinary excellence:** EcoHouse, Global House, Humanities House, Innovation House, Public Health House
    - **First-year student participation:** 26% (2009) → 40% (2016)
  - 2015-Present Academic Vision
    - **Increase LLC from 17 to 25 by 2025**

- **Academic Support**
  - UConn Connects
  - Academic Achievement Center
  - Supplemental Instruction

- **1st-Year Retention**
2,500 undergraduate students participate in a Learning Community

19 Residential Learning Communities

11 Non-Residential Learning Communities

13 Residence halls across campus

Learning Community students come from 50+ different countries, states, provinces and territories

40% of first year students participate in a Learning Community

10+ Faculty and staff led programs offered each week

250+ Faculty, staff and student leaders support the Learning Community Program

90+ Learning Community courses offered

10+ international trips, short term study abroad or alternative break trips coordinated in Learning Communities
# Learning Community Models

<table>
<thead>
<tr>
<th>Residential</th>
<th>Non-Residential</th>
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<tbody>
<tr>
<td><strong>Living &amp; Learning Communities (LLC)</strong></td>
<td><strong>Learning Communities (LC)</strong></td>
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<tr>
<td><strong>Interdisciplinary Communities</strong></td>
<td><strong>Intro to a Major/Profession FYE Course</strong></td>
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<tr>
<td>- Connecting with the Arts</td>
<td>- Allied Health</td>
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<td>- EcoHouse</td>
<td>- Animal Science</td>
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<td>- Global House</td>
<td>- Chemistry</td>
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<td>- Human Rights &amp; Action</td>
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<tr>
<td>- Humanities House</td>
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<td>- Innovation House</td>
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<td>- La Comunidad Intelectual</td>
<td>- History</td>
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<td>- Leadership House</td>
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<td>- Public Health House</td>
<td>- Physiology &amp; Neurobiology</td>
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<td>- SchOLAR$S House</td>
<td>- Pre-Journalism</td>
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<td>- Transfer Connections</td>
<td>- Pre-Teaching</td>
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*open to any major*
Success from the Start: Academic, Experiential & Community Components

Creating Traditions such as Annual Learning Community Field Day

Transition • Identity • Pride • Community • Engagement

Academic Enrichment, Learning in Context of Community & Professional Development

Spring Valley Student Farm

LC Courses • Service-Learning • Interdisciplinary Projects • Makerspace • Research • Scholarships • Alumni/Organization Engagement

First Year International

Tracing Darwin’s Path: A Study Abroad Experience in Subantarctic Chile

Non-Profit Internship: Cape Town, South Africa • Business International Immersion • EcoHouse: Patagonia, Chile • Eurotech: Germany
Learning Community Course Menu

- UNIV 1810: LC First Year Experience (FYE) Seminar
- UNIV 1840: LC Service-Learning
- UNIV 3820: LC Advanced Seminar
- ENGL 1010/1011: LC-themed First Year Writing
- Other Gen Eds: e.g., HRTS 1007: Intro to Human Rights

Grants / Industry Interest

- $203,000 Davis Foundation (English collaboration)
- $300,000 Booth Ferris Foundation (ScholaRS House)
- $6,000 Ensign-Bickford (WiMSE House)
- $105,550 Grants Awarded LC Students, 2015-16 (e.g., SHARE, SURF, IDEA)

Faculty Involvement

- College of Agriculture, Health & Natural Resources
  - Sandra Bushmich, Pathobiology
  - Hedley Freake, Nutritional Science
  - Kristen Govoni, Animal Science
  - John Volin, Natural Resources
  - Steve Zinn, Animal Science

- College of Liberal Arts & Sciences
  - Oksan Bayulgen, Political Science
  - Mark Boyer, Political Science
  - Jason Courtmanche, English
  - Maureen Croteau, Journalism
  - Tom Deans, English
  - Stephen Dyson, Political Science
  - Diana Rios, Communication
  - Friedemann Weidauer, German Studies

- Neag School of Education
  - Erik Hines, Educational Psychology
  - Jaci Van Heest, Educational Psychology

- School of Business
  - Larry Gramling, Accounting
  - Cliff Nelson, Accounting

- School of Engineering
  - Hadi Bozorgmanesh, Professor of Practice
  - Richard Parnas, Chemical Engineering

- School of Nursing
  - John McNulty, Clinical
  - Lisa-Marie Griffiths, Clinical
  - Annette Maruca, Clinical

- School of Pharmacy
  - Brian Aneskiievich, Pharmaceutical Science
  - Andrea Hubbard, Pharmaceutical Science
  - Robert McCarthy, Pharmaceutical Science
  - Kathryn Wheeler, Pharmacy Practice
Learning Communities in NextGen Hall

*Enriching undergraduate education for the next generation*

| Housing students participating in 8 faculty-led Learning Communities | Innovative community space
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<tbody>
<tr>
<td>Floor 8: EcoHouse</td>
<td>Community Rooms</td>
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<td>Floor 7: WiMSE House</td>
<td>Faculty Landing Zones</td>
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<td>Floor 6: Public Health House</td>
<td>NextGen Forum</td>
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<td>Floor 5: H2O House</td>
<td>Idea Lab</td>
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<td>Floor 4: Innovation House &amp; SchOLA2RS House</td>
<td>Learning Community Innovation Zone</td>
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<td>Floor 3: Engineering House &amp; Eurotech</td>
<td>Gallery Walk</td>
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<td>Floor 2: Engineering House</td>
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2016-17 Residents

- 50% 1st year / 50% sophomore or junior
- 53% female / 47% male
Learning Community Innovation Zone (LCIZ) - Makerspace

• Joining the Maker Movement
  • Fosters hands-on learning in creative environment
  • Minimize barriers to go from zero to making
  • Next generation of skilled innovative thinkers
  • November 9-16:
    • 156 students signed in to attend workshops, work on personal or class projects
Public Health House
*Faculty Director: Jaci Van Heest*

- **Established in 2009**
  - 2009-14 Academic Plan emerging area of interdisciplinary excellence in global health
- **2016-17**
  - 107 students in NextGen Hall
    - 60% first-year; 40% second-year
    - 72% in-state; 23% out-of-state; 5% international
    - 12% Black; 28% Asian; 10% Hispanic; 50% White
    - 25 majors: 78% Health/Science; 7% Social Science; 3% Business; 2% Engineering
- **LC Team**
  - Faculty Director, GA, Hall Director, RAs, Student Mentors
- **Overview**
  - UNIV 1810, UNIV 1840, UNIV 3820
  - Focus, Activities, Engagement, Student Accomplishments
Scholar² House
Faculty Director: Erik Hines

- Established in 2016
  - Booth Ferris Grant
- 2016-17
  - 51 students in NextGen Hall
    - 61% first-year; 39% second-year
    - 88% in-state; 12% out-of-state
    - 92% Black; 6% Hispanic/Black; 2% Black/White
    - 21 majors: 20% Health/Science; 13% Education; 19% Business; 23% Engineering; 25% Exploratory
- LC Team
  - Faculty Director, GAs, Hall Director, RAs, Student Mentors
- Overview
  - UNIV 1810, UNIV 3820
  - Focus, Activities, Engagement, Student Highlights
April 26, 2016
General Manager: Jaelyn Morgan

University of Connecticut Television Constitution Revisions Summary:

The UCTV constitution has been revised to more accurately reflect the experience of UCTV's membership. This includes: more guidance for membership training, defining the role of executive assistants, and refining the process for executive positions.

These changes were implemented to provide more guidance and ensure longevity for future UCTV boards. They are meant to provide more transparency to constituents and help members in the transition process from year to year.

Also significant: Added a "Rights & Responsibilities" section.
University of Connecticut-UConn Student Television
Constitution

Article 1 – Organization Name
§1: The organization shall be officially known as the University of Connecticut Student Television. The acronym UCTV shall be used as an abbreviation when appropriate.

Article 2 – Mission Statement
§1: A completely student-run organization, UCTV will strive to educate students in the practice of production and broadcasting through the creation of original student-made programming and prepare them for future endeavors in the broadcast and entertainment industry. UCTV will also serve as a source of information and entertainment as well as an outlet for creative expression for all undergraduate University of Connecticut students with an interest in television and its related areas of business.

Article 3 – Philosophy
§1: UCTV strives to provide a broadcast medium for all University of Connecticut undergraduate students to produce and express a variety of views, opinions, and creative expressions. The station values the importance of creating and maintaining a platform that respects students’ rights to freely express themselves and explore their creativity.

§2: At the same time, UCTV strives to foster an understanding not only of media content, but also its premise, relationships to a broader society, limitations, and influences by aiming to educate students in the practice of television production and broadcasting and prepare them for future endeavors in the media industry.

§3: UCTV values its organization’s reputation and its relationship with the UConn community. As a media organization directly supported by student fees with the ability to reach a broad spectrum of viewers, UCTV acknowledges and accepts its responsibility to its audience and its constituents.

§4: In line with the Student Activities Business Office’s Policies, all work created with UCTV equipment and resources are property of the organization.

Article 4 – Membership
§1 – Eligibility: Any UCTV fee-paying University of Connecticut-Storrs undergraduate student is eligible to become an active member of the UCTV general staff.

§1.1: Graduate students hoping to attain membership at UCTV must receive permission from the UCTV Board of Officers by way of a majority vote.
§1.2: UCTV is an equal opportunity employer and prohibits discrimination in any form, in accordance with all state and federal laws.

§2 - Rights and Responsibilities

§2.1: UCTV and its members shall not discriminate against people for reasons of age, creed, ethnic or national origin, or gender.

§2.2: Possession or consumption of alcohol, even if of legal age, is prohibited in the UCTV office of facilities.

§2.3: Any programming content that involves the on-air use of alcohol or drugs must be non-functional props.

§2.4: No member shall bring a dangerous weapon of any kind into UCTV's offices or facilities.

§2.5: UCTV and its members will not engage in hazing, as defined in Connecticut General Statutes Sec. 52-236a, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the University of Connecticut.

§2.6: No member shall use illegal drugs, equipment, resources, and personnel, and members assign to UCTV any and all of their intellectual property rights to all programming material that is created with the use of UCTV resources and equipment without regard to how or if the material is distributed.

§2.7: Active members have the privilege of voting at General Meetings. This right may not be revoked, so long as the member remains active.

§3 - Active Membership: Active membership status shall be granted to members regularly participating within a specific UCTV department, on a committee within the organization, or in the production of a show.

§3.1: For active membership, one must complete the required training and evaluations, as determined by the board, and members must agree to the UCTV Policies & Procedures and sign a UCTV Member Contract.

§3.2: Active members have the privilege of voting at General Meetings. This right may not be revoked, so long as the member remains active.

§3.3: All members are deemed to be in Good Standing, meaning one can check out equipment and have whole UCTV member privileges, unless and until that standing is revoked.

§4 - Representation of UCTV: No UCTV member may claim to officially represent the organization unless such representation is detailed by their position description or
expressly permitted by the UCTV Executive Board. Any member who violates this section may be subject to reprimand and/or revocation of membership.

§43: All members currently serving on the UCTV Board of Officers may claim themselves as an official representative of the organization in any capacity. Such representation shall be permitted until said member’s tenure with the Board of Officers has ended.

§44 – Revocation of Membership/Impeachment: The UCTV Board of Officers retains the right to revoke the membership of any member of UCTV, regardless of whether they serve the organization as a volunteer or paid position at any time.

§44.1: Actions that may be considered grounds for dismissal include the breaking of any Federal or State laws, a lack of executing job responsibilities, actions with direct and malicious intent against the interests of UCTV, as well as any other action or actions that the UCTV Board of Officers deems inappropriate.

§44.2 – Impeachment: Any elected and/or paid member of the UCTV Board of Officers may be removed from his/her position by a two-thirds vote of the UCTV Board of Officers during a UCTV Board of Officers’ meeting.

§44.2.1: A UCTV Officer shall not have a vote during his/her own impeachment.

§53: Resignation: Officers who wish to resign are requested to provide at least two weeks notice to the Board of Officers.

§55 – Use of UCTV Equipment and Facilities by Members: New members are prohibited from using UCTV’s camera, studio, master control and editing equipment until they have signed a UCTV Member Contract on file and successfully completed training in the appropriate subject(s) as per the guidelines set forth by the UCTV Human Relations Director. Until they have signed their contract, they need to be supervised by anyone who has full member rights.

§55.1: Additional access to UCTV facilities and equipment not expressly written in the constitution shall be granted by a majority vote of the UCTV Board of Officers

Article 5 – Organization Structure

§1 – Decision Making Model:

§1.1: UCTV shall vote on any decision by a two-thirds vote simple majority vote, of the UCTV Board of Officers, unless otherwise specified within this UCTV Constitution.

§1.2 – Voting: The implementation of any procedure, policy, or problem resolution process that is not explicitly identified or defined in this UCTV Constitution is subject to a two-thirds vote simple majority vote of the UCTV Board of Officers.
§1.2.1: All board members shall have equal voting power, excluding the General Manager.

§1.2.2 – General Manager: The General Manager is not counted in a vote of the Board of Officers unless otherwise specified within this Constitution.

§1.2.2.1: The General Manager shall be counted in a vote of the Board of Officers for the following motions:

- Addition or removal of board positions
- Electing the following year’s board members
- Impeaching current board members
- Removal of general staff of active membership status
- Approve contracts and salaries of UCTV paid employees
- Approve UCTV’s semester budget

§1.2.2.2: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§1.2.2.3: The veto may be overturned by a two-thirds vote of the Board of Officers; however two-thirds vote must consist of at least one Executive Manager.

§2 UCTV Board of Officers: The UCTV Board of Officers shall act in accordance with the UCTV Constitution, and shall be responsible for implementing all policies and procedures found in the UCTV Constitution.

§2.1 – Scope of Authority: The UCTV Board of Officers shall have full authority to make any decisions for UCTV, unless otherwise specified within this UCTV Constitution.

Responsibilities include, but are not limited to:

§2.1.1: The Board shall, by a majority vote, approve all salaries and contracts including employment contracts before they are deemed effective.

§2.1.2 – Finances: The Board shall, by a majority vote, approve a semester budget.

- §2.1.2.1: Procedures regarding the approval of a semester budget and UCTV-wide and departmental purchases and reimbursements shall be outlined by the Finance Manager.

- §2.1.3: At the discretion of the Board, Department Director positions may be added or removed as necessary.

- §2.1.4: No member shall hold more than one Board position at any time unless deemed appropriate by the UCTV Board of Officers through a majority vote.

§2.2 – Composition:

- §2.2.1: The UCTV Board of Officers shall consist of all the Executive Managers and Department Directors listed below.
§2.2.1: The Executive Managers shall oversee the Department Directors.

§2.2.2: All board members shall have equal voting power, excluding the General Manager.

§2.2.3: The General Manager is not counted in a vote of the Board of Officers, unless otherwise specified in this Constitution.

§2.2.4: A majority of voting members of the UCTV Board of Officers excluding the Executive Manager running the meeting, shall constitute a quorum at all UCTV Board of Officers' meetings.

§2.2.5: A simple majority of present voting members of the UCTV Board of Officers decides most motions and decisions, unless otherwise specified within this Constitution.

§2.2.6: Each member of the current UCTV Board of Officers shall be elected by a two-thirds vote of the previous year's Board of Officers.

§2.3 - Accountability:

§2.3.1: The UCTV Board of Officers shall keep all active general members informed of its current decisions and activities.

§2.3.2: Members of the UCTV Board of Officers may establish procedures within their department's defined jurisdictions, consistent with this UCTV Constitution.

§2.3.3: All UCTV Board of Officers' meetings shall be open to the public, except when the UCTV Board of Officers approves, by a majority vote, to enter an executive session.

§3 - Officer Positions:

§3.1 - Executive Managers: The executive managers of UCTV, as recognized by the University of Connecticut, shall consist of the General Manager, Productions Manager, Finance Manager, and Operations Manager. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the Broadcast Policies and Procedures. The Executive Managers shall oversee the activities of the Department Directors.

§3.1.1 - General Manager (CEO):

§3.1.1.1: The General Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.1.2: The General Manager shall be responsible for overseeing the day-to-day progress, operations, and governance of all UCTV officers, employees, and departments.

§3.1.1.3: The General Manager specifically oversees the activities of the Productions Manager, Finance Manager, and Operations Manager.
§3.1.1.4: The General Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.1.5: The General Manager shall plan, set an agenda for, and chair all meetings of the UCTV Executive Managers, Board of Officers meetings, General Meetings, and Special Meetings.

§3.1.1.6: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§3.1.1.7: The General Manager shall be solely responsible for approving individuals to fill vacancies on the UCTV Board of Officers between elections.

§3.1.1.8: The General Manager shall serve as the main point of contact and representative of UCTV to all University Administration and/or community organizations.

§3.1.1.9: The General Manager in conjunction with the Operations Manager and Productions Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§3.1.2 - Productions Manager (COO):

§3.1.2.1: The Productions Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year semester of experience as an active member of UCTV to be elected to the position.

§3.1.2.2: The Productions Manager shall be responsible for overseeing all day-to-day production operations at UCTV.

§3.1.2.3: The Productions Manager shall be responsible for developing a weekly schedule for all programming to be broadcast on UCTV’s channel 14.

§3.1.2.4: The Productions Manager shall oversee the production operations of the Advertising Director, Entertainment Director, News Director, UCSPAN Director, and Sports Director and must approve of all new UCTV program development.

§3.1.2.5: The Productions Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.
§3.1.2.6: The Productions Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.2.7: The Productions Manager serves in the absence of the General Manager.

§3.1.3 – Finance Manager (CFO):

§3.1.3.1: The Finance Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.3.2: The Finance Manager shall be responsible for developing and managing the spending of UCTV’s annual budget.

§3.1.3.3: The Finance Manager shall be responsible for overseeing all finance records, expenditures, revenue, inventory, payroll, and annual reviews in accordance with the University Of Connecticut Department Of Student Activities’ operating guidelines, policies, and procedures for trustee accounts.

§3.1.3.4: The Finance Manager shall serve as the main point of contact for UCTV with the University of Connecticut’s Student Activities Business Office.

§3.1.3.5: The Finance Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§3.1.3.6: The Finance Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.3.7: The Finance Manager serves in the absence of the General Manager and Productions Manager.

§3.1.4 – Operations Manager (CTO)

§3.1.4.1: The Operations Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.4.2: The Operations Manager shall be responsible for the maintenance and management of all studio equipment and provide advanced technical assistance to members.
§4.1.4.3: The Operations Manager in conjunction with the Productions Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§4.1.4.4: The Operations Manager shall oversee the activities of the Web Developer and assist with any issues related to the technical aspects of the UCTV website.

§4.1.4.5: The Operations Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§4.1.4.6: The Operations Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.1.4.7: The Operations Manager serves in the absence of the General Manager, Finance Manager, and Productions Manager.

§4.2 – Department Directors: The additional officers, as recognized by the University of Connecticut shall consist of the Advertising Director, Entertainment Director, Marketing Director, News Director, Sports Director, and UCSPAN Director. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the by-laws of each department, consistent with this UCTV Constitution, and non-interfering & non-overlapping with other department by-laws.

§4.2.1: The Advertising Director, Entertainment Director, News Director, Sports Director, and UCSPAN Director shall be overseen by the Productions Manager.

§4.2.2: The Advertising Director shall also be overseen by the Finance Manager in regards to client contracts and payments.

§4.2.3: The Marketing Director shall be overseen by the Executive Board.

§4.2.4: The term of the Department Directors shall last from the final day of the Spring semester that they were elected up until the final day of the following Spring semester.

§4.2.5: Department Directors shall hold, at minimum, bi-weekly department meetings over the course of each semester. These meetings shall serve to inform the department of any updates from the Director, to vote for department purchases and reimbursements, as well as any other business that the Director sees fit.

§4.2.16 – Advertising Director (VP of Advertising):
§4.2.16.1: The Advertising Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.2.16.2: The Advertising Director shall be responsible for overseeing all programming breaks on UCTV and involved with the production of original advertisements for student organizations and other businesses.

§4.2.16.3: The Advertising Director shall act as the main point of contact for UCTV with all of UCTV's advertising clients.

§4.2.16.4: The Advertising Director shall report directly to the UCTV Productions Manager.

§4.2.16.5: The Advertising Director is responsible for screening all Advertising programming before broadcasting.

§4.2.16.6: The Advertising Director shall plan, set an agenda for, and chair all advertising department meetings.

§4.2.16.7: The Advertising Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.27 – Entertainment Director (VP of Entertainment)

§4.2.27.1: The Entertainment Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.2.27.2: The Entertainment Director shall be responsible for overseeing the production of all entertainment programming which is relevant to the interest of the University of Connecticut student body.

§4.2.27.3: The Entertainment Director shall report directly to the UCTV Productions Manager.

§4.2.27.4: The Entertainment Director is responsible for screening all entertainment programming before broadcasting.

§4.2.27.5: The Entertainment Director shall plan, set an agenda for, and chair all entertainment department meetings.

§4.2.27.6: The Entertainment Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.28 – Marketing Director (VP of Marketing):
§34.2.38.1: The Marketing Director must be a fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV in the Marketing department to be elected to the position.

§34.2.38.2: The Marketing Director shall be responsible for promoting UCTV and its related programming as a positive and recognizable brand.

§34.2.38.3: The Marketing Director is involved in responsible all creative decisions related to marketing UCTV.

§34.2.38.4: The Marketing Director shall report to the General Manager in conjunction with the Executive Board, when needed, to ensure that all marketing efforts accurately and appropriately represent the current marketing initiatives of UCTV.

§34.2.38.5: The Marketing Director will handle public relations as far as the student body, student organizations and the general public. Any communication with administration is considered outside the Marketing Director’s duties and shall be handled by the Executive Board.

§34.2.38.6: The Marketing Director shall plan, set an agenda for, and chair all department meetings.

§34.2.38.7: The Marketing Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§34.2.49 - News Director (VP of News):

§34.2.49.1: The News Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§34.2.49.2: The News Director shall be responsible for overseeing the production of all news programming which is relevant to the interest of the University of Connecticut student body.

§34.2.49.3: The News Director shall report directly to the UCTV Production Manager.

§34.2.49.4: The News Director is responsible for screening all News programming before broadcasting.

§34.2.49.5: The News Director shall plan, set an agenda for, and chair all news department meetings.
§ 4.2.10 - Sports Director (VP of Sports):
§ 4.2.10.1: The Sports Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§ 4.2.10.2: The Sports Director shall be responsible for overseeing the production of all sports programming which is relevant to the interest of the University of Connecticut student body.

§ 4.2.10.3: The Sports Director shall serve as the main point of contact for UCTV with the University of Connecticut Athletic Department and any other athletic entity that contact the station.

§ 4.2.10.4: The Sports Director shall report directly to the UCTV Productions Manager.

§ 4.2.10.5: The Sports Director is responsible for screening all Sports programming before broadcasting.

§ 4.2.10.6: The Sports Director shall plan, set an agenda for, and chair all department meetings.

§ 4.2.10.7: The Sports Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§ 4.2.11 - UCSPAN Director (VP of UCSPAN):
§ 4.2.11.1: The UCSPAN Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least semester to be elected to the position.

§ 4.2.11.2: The UCSPAN Director shall be responsible for overseeing the production of all public-access and event-coverage programming which is relevant to the interest of the University of Connecticut student body.

§ 4.2.11.3: The UCSPAN Director shall report directly to the UCTV Productions Manager.

§ 4.2.11.4: The UCSPAN Director is responsible for screening all UCSPAN programming before broadcasting.

§ 4.2.11.5: The UCSPAN Director shall plan, set an agenda for, and chair all UCSPAN department meetings.
§3.4.2.744: The UCSPAN Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.4.2.744 – Human Relations Director (YP of Human Relations):
§3.4.2.744.1: The Human Relations Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least one semester to be elected to the position.

§3.4.2.744.2: The Human Relations Director shall be responsible for overseeing the regulation of all prospective members, active members, and alumni members.

§3.4.2.744.3: The Human Relations Director shall report directly to the UCTV General Manager and Production Manager about member relations and the Operations Manager is regards to training processes.

§3.4.2.744.4: The Human Relations Director is responsible for scheduling and managing all training processes at UCTV.

§3.4.2.744.5: The Human Relations Director shall plan, set an agenda for, and chair all human relations department meetings.

§3.4.2.744.6: The Human Relations Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.8: The Board of Officers reserves the right to waive the UCTV experience requirement when considering qualified outside candidates for the position.

Article 6 – Copyright
§1. Programming:

§1.1: In line with the Student Activities Business Office’s Policies, all work created with UCTV equipment and resources are property of the organization.

§1.2: The Programming Committee has the authority to authorize non-studio uses of material.

§1.2.1: Any material used for non-studio purposes must include the UCTV watermark. The Programming Committee, which includes a director and the Productions Manager, reserves the right to request any content be removed and not distributed over any medium.

Article 76 – Meetings
§1 – General Meetings:
§1.1: General Meetings shall be held at least once per semester and are open to all members, who must be afforded the opportunity for open discussion during the meeting.

§1.2: Any meeting requiring a vote of all active membership is also to be considered a General Meeting.

§2 - Board of Officer Meetings:
§2.1: The Board of Officers shall meet on a weekly basis. These meetings will be open to the general public unless the Board motions to enter an executive session.

§2.2: Quorum constitutes a majority of the Board of Officers including at least two executive officers, excluding the officer running the meeting.

§2.3: An emergency board meeting may be called by the General Manager.

§3 - Executive Managers Meetings:
§3.1: The Executive Managers of UCTV shall meet on at least a bi-weekly basis.

Article §7 - Advisors
§1 - Professional Student Activities Staff Advisor(s) to UCTV:
§1.1: The role of the Professional Student Activities Staff Advisor is to provide guidance in decision making in the areas of organization development, promotions, program planning and implementation, risk management, University policies and procedures, and other general operations issues.

§1.2: The Professional Student Activities Staff Advisor will provide information regarding applicable policies, procedures and laws, including requirements and regulations of local, state and federal agencies.

§1.3: The Professional Student Activities Staff Advisor will be a resource for and liaison between organizations and other University departments or external organizations as needed.

§1.4: The Professional Student Activities Staff Advisor does not have any decision making power within UCTV.

§2 - Business Office Staff/Fiscal Advisor(s) to UCTV:
§2.1: The role of the Business Office Staff/Fiscal Advisor is to provide organizational support and advice related to financial matters including, but not limited to:

§2.1.1: Applicable financial policies, procedures, and laws, including requirements and regulations of local, state and federal agencies

§2.1.2: Assisting with review of financial statements/reports

§2.1.3: Maintaining financial information

§2.2: The Business Office Staff/Fiscal Advisor does not have any decision making power within UCTV.
§3 - Faculty Advisor to UCTV

§3.1: The role of the UCTV-appointed Faculty Advisor is to provide guidance, advice, and critique in areas of production and in the academic and professional aspects of the media industry.

§3.2: The Faculty Advisor will serve as a liaison between UCTV and the University Communications Department as well as other relevant University departments or external organizations as needed.

§3.3: The Faculty Advisor does not have any decision making power within UCTV.

§3.4: The Faculty Advisor shall be appointed by a majority vote by UCTV Board of Officers.

§3.5: The current Board has the ability to revoke the Faculty Advisor's appointment at any time by a majority vote of the Board of Officers in a UCTV Board Meeting, and likewise, the Faculty Advisor may opt out of their appointment at any time if need be.

Article 98 - Finances

§1 - Guidelines: The finance department must abide by the University of Connecticut Department of Student Activities operating guidelines, policies, and procedures for trustee accounts. It is the Finance Manager's responsibility to familiarize themselves with these guidelines and ensure that UCTV is in compliance at all times.

§2 - Financial Approval: All means of financial approval should be addressed in the Finance Department by-laws.

Article 109 - Relationship with the University of Connecticut

§1: UCTV primarily serves the undergraduate student body of the Storrs campus.

§2: UCTV is a registered fee-funded student organization with the Department of Student Activities at the University of Connecticut.

§3: Although we receive support from the university, UCTV maintains its sovereignty in all operations including but not limited to programming, governance, decision-making, and all other internal and external affairs.

§4: UCTV shall not endorse any political candidates whether it is at the university, local, state, or national level.

Article 1110 - Amendments

§1 - Procedures:

§1.1 - Amendments to the Constitution:

§1.1.1: Amendments to the Constitution shall be proposed during a Board of Officers official meeting.
§1.1.2: Amendments to the Constitution must be ratified through a two-thirds majority vote of the Active Membership of UCTV in attendance at the General Meeting that the amendments are voted on.

§1.1.3: An updated copy of the Constitution shall be distributed to the Active Membership within 24 hours of the enactment of any amendment.

§1.1.4: A current copy of the constitution shall be available in the UCTV studio and the UCTV website at all times

§1.1.5: An updated copy of the Constitution shall be submitted to the Department of Student Activities within 14 days after any revisions have been approved.

§1.2: Amendments to Broadcast Policies and Procedures:

§1.2.1: Procedures for proposing amendments to the by-laws of specific UCTV Departments shall be addressed in the UCTV By-laws.

§1.2.2: Amendments to the Broadcast Policies and Procedures must be consistent with this Constitution.

§1.2.3: Amendments to by-laws of specific UCTV Departments must be ratified through a two-thirds majority vote of the active membership of that specific department that is in attendance. There must also be a two-week notice on the vote, and there must be a board vote prior to the member vote.

§2 – Amendments:

§2.1 – Elections Policy:

§2.1.1 – Board of Officers:

§2.1.1.1: Deadline for applications for any board position must be submitted to the General Manager no later than April 1st

§2.1.1.2: Contact information of applicants is to be sent to the Department of Student Activities UCTV advisor for eligibility in accordance with Tier III policy

§2.1.1.3: All applications are presented to the Board of Officers prior to interview process

§2.1.1.4: Interviews are to be conducted during an executive session of the Board of Officers meeting

§2.1.1.5: A two-thirds vote is required for approval of a candidate to their desired position. Should an individual not receive two-thirds majority, the Board of Directors shall continue deliberation and voting on the candidates until a two-thirds vote is reached.

§2.1.1.6: The Board of Officers reserves the right to offer a paid position to any candidate

§2.1.2 – Other Paid Positions:
§2.1.2.1: The Web Developer position is to be elected in the same manner as board positions.

§2.1.2.2: The Paid Staff elections require only a simple majority vote.

§2.1.3 - Executive Assistants:

§2.1.3.1: The Finance, Productions, Operations, and General Assistant Positions are appointed as necessary by the corresponding executive member and are collectively known as the executive assistants.

§2.1.3.2: As members of the Board, executive assistants do not have a vote; however, they are allowed to provide input on various matters including, but not limited to: purchases, and shall be afforded information and powers necessary as deemed by their supervising director.

§2.1.4 - Extenuating Circumstance Procedures:

§2.1.4.1 - Interims:

§2.1.4.1.1: In the case a paid position is left vacant for any period of time during the normal tenure of that position, an Interim may be selected by the position’s direct superior and voted on, two-thirds vote, by the Board of Officers.

§2.1.4.1.2: The selection process may be appointment or election, dependent on the superior's decision.

§2.1.4.1.3: The Interim’s term shall fill out the remainder of the regular term of the position and shall be decided on a case by case basis by a two-thirds vote.

§2.1.4.2 - No Applicants:

§2.1.4.2.1: In the case that a position has no applicants during a regular election, the position may be appointed by the superior. In the case the general manager has no applicants, the entire executive board can appoint the position by a two-thirds vote.

§2.1.4.2.2: Available positions may be posted to student employment as deemed necessary.

Article 1244 - Enabling Clause

§1: This Constitution shall go into effect on __________ upon two-thirds majority approval of the Active Membership of UCTV in attendance. This Constitution shall replace and render any and all previous constitutions, procedures, practices and precedents for UCTV null and void.
UConn Student Television Constitution

Article 1 – Organization Name
§1: The organization shall be officially known as the UConn Student Television. The acronym UCTV shall be used as an abbreviation when appropriate.

Article 2 – Mission Statement
§1: A completely student-run organization, UCTV will strive to educate students in the practice of production and broadcasting through the creation of original student-made programming and prepare them for future endeavors in the broadcast and entertainment industry. UCTV will also serve as a source of information and entertainment as well as an outlet for creative expression for all undergraduate University of Connecticut students with an interest in television and its related areas of business.

Article 3 – Philosophy
§1: UCTV strives to provide a broadcast medium for all University of Connecticut undergraduate students to produce and express a variety of views, opinions, and creative expressions. The station values the importance of creating and maintaining a platform that respects students' rights to freely express themselves and explore their creativity.

§2: At the same time, UCTV strives to foster an understanding not only of media content, but also its premise, relationships to a broader society, limitations, and influences by aiming to educate students in the practice of television production and broadcasting and prepare them for future endeavors in the media industry.

§3: UCTV values its organization's reputation and its relationship with the UConn community. As a media organization directly supported by student fees with the ability to reach a broad spectrum of viewers, UCTV acknowledges and accepts its responsibility to its audience and its constituents.

§4: In line with the Student Activities Business Office's Policies, all work created with UCTV equipment and resources are property of the organization.

Article 4 – Membership
§1 – Eligibility: Any UCTV fee-paying University of Connecticut-Storrs undergraduate student is eligible to become an active member of the UCTV general staff.

§1.1: Graduate students hoping to attain membership at UCTV must receive permission from the UCTV Board of Officers by way of a majority vote.

§1.2: UCTV is an equal opportunity employer and prohibits discrimination in any form, in accordance with all state and federal laws.
§2—Rights and Responsibilities

§2.1: UCTV and its members shall not discriminate against people for reasons of age, creed, ethnic or national origin, or gender.

§2.2: Possession or consumption of alcohol, even if of legal age, is prohibited in the UCTV office of facilities.

§2.3: Any programming content that involves the on-air camera use of alcohol or drugs must be non-functional props.

§2.4: No member shall bring a dangerous weapon of any kind into UCTV’s offices or facilities.

§2.5: UCTV and its members will not engage in hazing, as defined in Connecticut General Statute Sec. 53-23a, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the University of Connecticut.

§2.6: No member shall use illegal drugs, equipment, resources, and personnel, and members assign to UCTV any and all of their intellectual property rights to all programming material that is created with the use of UCTV resources and equipment without regard to how or if the material is distributed.

§2.7: Active members have the privilege of voting at General Meetings. This right may not be revoked, so long as the member remains active.

§3—Active Membership: Active membership status shall be granted to members regularly participating within a specific UCTV department, on a committee within the organization, or in the production of a show.

§3.1: For active membership, one must complete the required training and evaluations, as determined by the board, and agree to the UCTV Policies & Procedures and sign a UCTV Member Contract.

§3.2: Active members have the privilege of voting at General Meetings. This right may not be revoked, so long as the member remains active.

§3.3: All members are deemed to be in Good Standing, meaning one can check out equipment and have whole UCTV member privileges, unless and until that standing is revoked.

§4—Representation of UCTV: No UCTV member may claim to officially represent the organization unless such representation is detailed by their position description or
expressly permitted by the UCTV Executive Board. Any member who violates this section may be subject to reprimand and/or revocation of membership.

§4.1: All members currently serving on the UCTV Board of Officers may claim themselves as an official representative of the organization in any capacity. Such representation shall be permitted until said member’s tenure with the Board of Officers has ended.

§5 – Revocation of Membership/Impeachment: The UCTV Board of Officers retains the right to revoke the membership of any member of UCTV, regardless of whether they serve the organization as a volunteer or paid position at any time.

§5.1: Actions that may be considered grounds for dismissal include the breaking of any Federal or State laws, a lack of executing job responsibilities, actions with direct and malicious intent against the interests of UCTV, as well as any other action or actions that the UCTV Board of Officers deems inappropriate.

§5.2 – Impeachment: Any elected and/or paid member of the UCTV Board of Officers may be removed from his/her position by a two-thirds vote of the UCTV Board of Officers during a UCTV Board of Officers’ meeting.

§5.2.1: A UCTV Officer shall not have a vote during his/her own impeachment.

§5.3: Resignation: Officers who wish to resign are requested to provide at least a two week notice to the Board of Officers.

§6 – Use of UCTV Equipment and Facilities by Members: New members are prohibited from using UCTV’s camera, studio, master control and editing equipment until they have signed a UCTV Member Contract on file and successfully completed training in the appropriate subject(s) as per the guidelines set forth by the UCTV Human Relations Director. Until they have signed their contract, they need to be supervised by anyone who has full member rights.

§6.1: Additional access to UCTV facilities and equipment not expressly written in the constitution shall be granted by a majority vote of the UCTV Board of Officers

Article 5 – Organization Structure

§1 – Decision Making Model:

§1.1: UCTV shall vote on any decision by a, two-thirds vote, of the UCTV Board of Officers, unless otherwise specified within this UCTV Constitution.

§1.2 – Voting: The implementation of any procedure, policy, or problem resolution process that is not explicitly identified or defined in this UCTV Constitution is subject to a two-thirds vote of the UCTV Board of Officers.

§1.2.1: All board members shall have equal voting power, excluding the General Manager.
§1.2.2 – General Manager: The General Manager is not counted in a vote of the Board of Officers unless otherwise specified within this Constitution.

§1.2.2.1: The General Manager shall be counted in a vote of the Board of Officers for the following motions:

- Addition or removal of board positions
- Electing the following year’s board members
- Impeaching current board members
- Removal of general staff of active membership status
- Approve contracts and salaries of UCTV paid employees
- Approve UCTV’s semester budget

§1.2.2.2: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§1.2.2.3: The veto may be overturned by a two-thirds vote of the Board of Officers; however two-thirds vote must consist of at least one Executive Manager.

§2 UCTV Board of Officers: The UCTV Board of Officers shall act in accordance with the UCTV Constitution, and shall be responsible for implementing all policies and procedures found in the UCTV Constitution.

§2.1 – Scope of Authority: The UCTV Board of Officers shall have full authority to make any decisions for UCTV, unless otherwise specified within this UCTV Constitution.

Responsibilities include, but are not limited to:

§2.1.1: The Board shall, by a majority vote, approve all salaries and contracts including employment contracts before they are deemed effective.

§2.1.2 – Finances: The Board shall, by a majority vote, approve a semester budget.

§2.1.2.1: Procedures regarding the approval of a semester budget and UCTVwide and departmental purchases and reimbursements shall be outlined by the Finance Manager.

§2.1.3: At the discretion of the Board, Department Director positions may be added or removed as necessary.

§2.1.4: No member shall hold more than one Board position at any time unless deemed appropriate by the UCTV Board of Officers through a majority vote.

§2.2 – Composition:

§2.2.1: The UCTV Board of Officers shall consist of all the Executive Managers and Department Directors listed below.

§2.2.2: The Executive Managers shall oversee the Department Directors.
§2.2.2.1: All board members shall have equal voting power, excluding the General Manager.

§2.2.2.2: The General Manager is not counted in a vote of the Board of Officers, unless otherwise specified in this Constitution. (AS - §1.2.2.1)

§2.2.3: A majority of voting members of the UCTV Board of Officers, excluding the Executive manager running the meeting, shall constitute a quorum at all UCTV Board of Officers’ meetings.

§2.2.4: A simple majority of present voting members of the UCTV Board of Officers decides most motions and decisions, unless otherwise specified within this Constitution.

§2.2.5: Each member of the current UCTV Board of Officers shall be elected by a two-thirds vote of the previous year’s Board of Officers.

§2.3 – Accountability:

§2.3.1: The UCTV Board of Officers shall keep all active general members informed of its current decisions and activities.

§2.3.2: Members of the UCTV Board of Officers may establish procedures within their department’s defined jurisdictions, consistent with this UCTV Constitution.

§2.3.3: All UCTV Board of Officers’ meetings shall be open to the public, except when the UCTV Board of Officers approves, by a majority vote, to enter an executive session.

§3 – Officer Positions:

§3.1 – Executive Managers: The executive managers of UCTV, as recognized by the University of Connecticut, shall consist of the General Manager, Productions Manager, Finance Manager, and Operations Manager. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the Broadcast Policies and Procedures. The Executive Managers shall oversee the activities of the Department Directors.

§3.1.1 – General Manager (CEO):

§3.1.1.1: The General Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.1.2: The General Manager shall be responsible for overseeing the day-to-day progress, operations, and governance of all UCTV officers, employees, and departments.

§3.1.1.3: The General Manager specifically oversees the activities of the Productions Manager, Finance Manager, and Operations Manager.
§3.1.4: The General Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.5: The General Manager shall plan, set an agenda for, and chair all meetings of the UCTV Executive Managers, Board of Officers meetings, General Meetings, and Special Meetings.

§3.1.6: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§3.1.7: The General Manager shall be solely responsible for approving individuals to fill vacancies on the UCTV Board of Officers between elections.

§3.1.8: The General Manager shall serve as the main point of contact and representative of UCTV to all University Administration and/or community organizations.

§3.1.9: The General Manager in conjunction with the Operations Manager and Productions Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§3.1.2 – Productions Manager (COO):

§3.1.2.1: The Productions Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.2.2: The Productions Manager shall be responsible for overseeing all day-to-day production operations at UCTV.

§3.1.2.3: The Productions Manager shall be responsible for developing a weekly schedule for all programming to be broadcast on UCTV’s channel 14.

§3.1.2.4: The Productions Manager shall oversee the production operations of the Advertising Director, Entertainment Director, News Director, UCSPAN Director, and Sports Director and must approve of all new UCTV program development.

§3.1.2.5: The Productions Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.
§3.1.2.6: The Productions Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.2.7: The Productions Manager serves in the absence of the General Manager.

§3.1.3 – Finance Manager (CFO):

§3.1.3.1: The Finance Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.3.2: The Finance Manager shall be responsible for developing and managing the spending of UCTV's annual budget.

§3.1.3.3: The Finance Manager shall be responsible for overseeing all finance records, expenditures, revenue, inventory, payroll, and annual reviews in accordance with the University Of Connecticut Department Of Student Activities’ operating guidelines, policies, and procedures for trustee accounts.

§3.1.3.4: The Finance Manager shall serve as the main point of contact for UCTV with the University of Connecticut’s Student Activities Business Office.

§3.1.3.5: The Finance Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§3.1.3.6: The Finance Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.3.7: The Finance Manager serves in the absence of the General Manager and Productions Manager.

§3.1.4 – Operations Manager (CTO)

§3.1.4.1: The Operations Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.4.2: The Operations Manager shall be responsible for the maintenance and management of all studio equipment and provide advanced technical assistance to members.
§3.1.4.3: The Operations Manager in conjunction with the Productions Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§3.1.4.4: The Operations Manager shall oversee the activities of the Web Developer and assist with any issues related to the technical aspects of the UCTV website.

§3.1.4.5: The Operations Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§3.1.4.6: The Operations Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.4.7: The Operations Manager serves in the absence of the General Manager, Finance Manager, and Productions Manager.

§3.2 – Department Directors: The additional officers, as recognized by the University of Connecticut shall consist of the Advertising Director, Entertainment Director, Marketing Director, News Director, Sports Director, and UCSPAN Director. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the by-laws of each department, consistent with this UCTV Constitution, and non-interfering & non-overlapping with other department by-laws.

§3.2.1: The Advertising Director, Entertainment Director, News Director, Sports Director, and UCSPAN Director shall be overseen by the Productions Manager.

§3.2.2: The Advertising Director shall also be overseen by the Finance Manager in regards to client contracts and payments.

§3.2.3: The Marketing Director shall be overseen by the Executive Board.

§3.2.4: The term of the Department Directors shall last from the final day of the Spring semester that they were elected up until the final day of the following Spring semester.

§3.2.5: Department Directors shall hold, at minimum, bi-weekly department meetings over the course of each semester. These meetings shall serve to inform the department of any updates from the Director, to vote for department purchases and reimbursements, as well as any other business that the Director sees fit.

§3.2.1 – Advertising Director (VP of Advertising):
§3.2.1.1: The Advertising Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§3.2.1.2: The Advertising Director shall be responsible for overseeing all programming breaks on UCTV and involved with the production of original advertisements for student organizations and other businesses.

§3.2.1.3: The Advertising Director shall act as the main point of contact for UCTV with all of UCTV’s advertising clients.

§3.2.1.4: The Advertising Director is responsible for screening all Advertising programming before broadcasting.

§3.2.1.5: The Advertising Director shall plan, set an agenda for, and chair all advertising department meetings.

§3.2.1.6: The Advertising Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.2 – Entertainment Director (VP of Entertainment)

§3.2.2.1: The Entertainment Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§3.2.2.2: The Entertainment Director shall be responsible for overseeing the production of all entertainment programming which is relevant to the interest of the University of Connecticut student body.

§3.2.2.3: The Entertainment Director is responsible for screening all entertainment programming before broadcasting.

§3.2.2.4: The Entertainment Director shall plan, set an agenda for, and chair all entertainment department meetings.

§3.2.2.5: The Entertainment Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.3 – Marketing Director (VP of Marketing):

§3.2.3.1: The Marketing Director must be a fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV in the Marketing department to be elected to the position.
§3.2.3.2: The Marketing Director shall be responsible for promoting UCTV and its related programming as a positive and recognizable brand.

§3.2.3.3: The Marketing Director is involved in all creative decisions related to marketing UCTV.

§3.2.3.4: The Marketing Director shall report to the General Manager in conjunction with the Executive Board, when needed, to ensure that all marketing efforts accurately and appropriately represent the current programming initiatives of UCTV.

§3.2.3.5: The Marketing Director will handle public relations as far as the student body, student organizations and the general public. Any communication with administration is considered outside the Marketing Director’s duties and shall be handled by the Executive Board.

§3.2.3.6: The Marketing Director shall plan, set an agenda for, and chair all department meetings.

§3.2.3.7: The Marketing Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.4 – News Director (VP of News):

§3.2.4.1: The News Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§3.2.4.2: The News Director shall be responsible for overseeing the production of all news programming which is relevant to the interest of the University of Connecticut student body.

§3.2.4.3: The News Director is responsible for screening all News programming before broadcasting.

§3.2.4.4: The News Director shall plan, set an agenda for, and chair all news department meetings.

§3.2.4.5: The News Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.5 – Sports Director (VP of Sports):

§3.2.5.1: The Sports Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester
of experience as an active member of UCTV to be elected to the position.

§3.2.5.2: The Sports Director shall be responsible for overseeing the production of all sports programming which is relevant to the interest of the University of Connecticut student body.

§3.2.5.3: The Sports Director shall serve as the main point of contact for UCTV with the University of Connecticut Athletic Department and any other athletic entity that contact the station.

§3.2.5.4: The Sports Director is responsible for screening all Sports programming before broadcasting.

§3.2.5.5: The Sports Director shall plan, set an agenda for, and chair all department meetings.

§3.2.5.6: The Sports Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.6 – UCSPAN Director (VP of UCSPAN):

§3.2.6.1: The UCSPAN Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least semester to be elected to the position.

§3.2.6.2: The UCSPAN Director shall be responsible for overseeing the production of all public-access and event-coverage programming which is relevant to the interest of the University of Connecticut student body.

§3.2.6.3: The UCSPAN Director is responsible for screening all UCSPAN programming before broadcasting.

§3.2.6.4: The UCSPAN Director shall plan, set an agenda for, and chair all UCSPAN department meetings.

§3.2.6.5: The UCSPAN Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.7 – Human Relations Director (VP of Human Relations):

§3.2.7.1: The Human Relations Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least one semester to be elected to the position.

§3.2.7.2: The Human Relations Director shall be responsible for overseeing the regulation of all prospective members, active members, and alumni members.
§3.2.7.3: The Human Relations Director shall report directly to the UCTV General Manager and Productions Manager about member relations and the Operations Manager in regards to training processes.

§3.2.7.4: The Human Relations Director is responsible for scheduling and managing all training processes at UCTV.

§3.2.7.5: The Human Relations Director shall plan, set an agenda for, and chair all human relations department meetings.

§3.2.7.6: The Human Relations Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.2.8: The Board of Officers reserves the right to waive the UCTV experience requirement when considering qualified outside candidates for the position.

Article 6 – Copyright

§1 - Programming:

§1.1: In line with the Student Activities Business Office’s Policies, all work created with UCTV equipment and resources are property of the organization.

§1.2: The Programming Committee has the authority to authorize non-studio uses of material.

§1.2.1: Any material used for non-studio purposes must include the UCTV watermark. The Programming Committee, which includes a director and the Productions Manager, reserves the right to request any content be removed and not distributed over any medium.

Article 7 – Meetings

§1 – General Meetings:

§1.1: General Meetings shall be held at least once per semester and are open to all members, who must be afforded the opportunity for open discussion during the meeting.

§1.2: Any meeting requiring a vote of all active membership is also to be considered a General Meeting.

§2 – Board of Officer Meetings:

§2.1: The Board of Officers shall meet on a weekly basis. These meetings will be open to the general public unless the Board motions to enter an executive session.

§2.2: Quorum constitutes a majority of the Board of Officers including at least two executive officers, excluding the officer running the meeting.

§2.3: An emergency board meeting may be called by the General Manager.
§3 – Executive Managers Meetings:
§3.1: The Executive Managers of UCTV shall meet on at least a bi-weekly basis.

Article 8 – Advisors

§1 – Professional Staff Activities Staff Advisor(s) to UCTV:
§1.1: The role of the Professional Student Activities Staff Advisor is to provide guidance in decision making in the areas of organization development, promotions, program planning and implementation, risk management, University policies and procedures, and other general operations issues.

§1.2: The Professional Student Activities Staff Advisor will provide information regarding applicable policies, procedures and laws, including requirements and regulations of local, state and federal agencies.

§1.3: The Professional Student Activities Staff Advisor will be a resource for and liaison between organizations and other University departments or external organizations as needed.

§1.4: The Professional Student Activities Staff Advisor does not have any decision making power within UCTV.

§2 – Business Office Staff/Fiscal Advisor(s) to UCTV:
§2.1: The role of the Business Office Staff/Fiscal Advisor is to provide organizational support and advisement related to financial matters including, but not limited to:

§2.1.1: Applicable financial policies, procedures, and laws, including requirements and regulations of local, state and federal agencies

§2.1.2: Assisting with review of financial statements/reports

§2.1.3: Maintaining financial information

§2.2: The Business Office Staff/Fiscal Advisor does not have any decision making power within UCTV.

§3 – Faculty Advisor to UCTV

§3.1: The role of the UCTV-appointed Faculty Advisor is to provide guidance, advice, and critique in areas of production and in the academic and professional aspects of the media industry.

§3.2: The Faculty Advisor will serve as a liaison between UCTV and other relevant University departments or external organizations as needed.

§3.3: The Faculty Advisor does not have any decision making power within UCTV.

§3.4: The Faculty Advisor shall be appointed by a majority vote by UCTV Board of Officers.
§3.5: The current Board has the ability to revoke the Faculty Advisor’s appointment at any time by a majority vote of the Board of Officers in a UCTV Board Meeting, and likewise, the Faculty Advisor may opt out of their appointment at any time if need be.

Article 9 – Finances

§1 – Guidelines: The finance department must abide by the University of Connecticut Department of Student Activities operating guidelines, policies, and procedures for trustee accounts. It is the Finance Manager’s responsibility to familiarize themselves with these guidelines and ensure that UCTV is in compliance at all times.

§2 – Financial Approval: All means of financial approval should be addressed in the Finance Department by-laws.

Article 10 – Relationship with the University of Connecticut

§1: UCTV primarily serves the undergraduate student body of the Storrs campus.

§2: UCTV is a registered fee-funded student organization with the Department of Student Activities at the University of Connecticut.

§3: Although we receive support from the university, UCTV maintains its sovereignty in all operations including but not limited to programming, governance, decision-making, and all other internal and external affairs.

§4: UCTV shall not endorse any political candidates whether it is at the university, local, state, or national level.

Article 11 – Amendments

§1 – Procedures:

§1.1 – Amendments to the Constitution:

§1.1.1: Amendments to the Constitution shall be proposed during a Board of Officers official meeting.

§1.1.2: Amendments to the Constitution must be ratified through a two-thirds majority vote of the Active Membership of UCTV in attendance at the General Meeting that the amendments are voted on.

§1.1.3: An updated copy of the Constitution shall be distributed to the Active Membership within 24 hours of the enactment of any amendment.

§1.1.4: A current copy of the constitution shall be available in the UCTV studio and the UCTV website at all times.

§1.1.5: An updated copy of the Constitution shall be submitted to the Department of Student Activities within 14 days after any revisions have been approved.

§1.2: Amendments to Broadcast Policies and Procedures:
§1.2.1: Procedures for proposing amendments to the by-laws of specific UCTV Departments shall be addressed in the UCTV By-laws.

§1.2.2: Amendments to the Broadcast Policies and Procedures must be consistent with this Constitution.

§1.2.3: Amendments to by-laws of specific UCTV Departments must be ratified through a two-thirds vote of the active membership of that specific department that is of attendance. There must also be a two week notice on the vote, and there must be a board vote prior to the member vote.

§2 – Amendments:

§2.1 – Elections Policy:

§2.1.1 – Board of Officers:

§2.1.1.1: Deadline for applications for any board position must be submitted to the General Manager no later than April 1st

§2.1.1.2: Contact information of applicants is to be sent to The Department of Student Activities UCTV advisor for eligibility in accordance with Tier III policy

§2.1.1.3: All applications are presented to the Board of Officers prior to interview process

§2.1.1.4: Interviews are to be conducted during an executive session of the Board of Officers meeting

§2.1.1.5: A two-thirds vote is required for approval of a candidate to their desired position. Should an individual not receive two-thirds majority, the Board of Directors shall continue deliberation and voting on the candidates until a two-thirds vote is reached.

§2.1.1.6: The Board of Officers reserves the right to offer a paid position to any candidate

§2.1.2 – Other Paid Positions:

§2.1.2.1: The Web Developer position is to be elected in the same manner as board positions

§2.1.3 – Executive Assistants:

§2.1.3.1: The Finance, Productions, Operations, and General Assistant Positions are appointed as necessary by the corresponding executive member and are collectively known as the executive assistants.

§2.1.3.2: As members of the Board, executive assistant do not have a vote, however, they are allowed to provide input on various matters including, but not limited to: purchases, and shall be afforded
information and powers necessary as deemed by their supervising
director.

§2.1.4 – Extenuating Circumstance Procedures:
§2.1.4.1 – Interims:

§2.1.4.1.1: In the case a paid position is left vacant for any period of
time during the normal tenure of that position, an interim may be
selected by the position’s direct superior and voted on, two-thirds
vote, by the Board of Officers

§2.1.4.1.2: The selection process may be appointment or election,
dependent on the superior’s decision

§2.1.4.1.3: The interim’s term shall fill out the remainder of the
regular term of the position and shall be decided on a case by case
basis by a two-thirds vote.

§2.1.4.2 – No Applicants:

§2.1.4.2.1: In the case that a position has no applicants during a
regular election, the position may be appointed by the superior. In
the case the general manager has no applicants, the entire executive
board can appoint the position by a two-thirds vote.

§2.1.4.2.2: Available positions may be posted to student employment
as deemed necessary

Article 12 – Enabling Clause

§1: This Constitution shall go into effect on __________, upon two-thirds majority approval of
the Active Membership of UCTV in attendance. This Constitution shall replace and render
any and all previous constitutions, procedures, practices and precedents for UCTV null and
void.
University of Connecticut Student Television Constitution

Article 1 – Organization Name
§1: The organization shall be officially known as the University of Connecticut Student Television. The acronym UCTV shall be used as an abbreviation when appropriate.

Article 2 – Mission Statement
§1: A completely student-run organization, UCTV will strive to educate students in the practice of production and broadcasting through the creation of original student-made programming and prepare them for future endeavors in the broadcast and entertainment industry. UCTV will also serve as a source of information and entertainment as well as an outlet for creative expression for all undergraduate University of Connecticut students with an interest in television and its related areas of business.

Article 3 – Philosophy
§1: UCTV strives to provide a broadcast medium for all University of Connecticut undergraduate students to produce and express a variety of views, opinions, and creative expressions. The station values the importance of creating and maintaining a platform that respects students’ rights to freely express themselves and explore their creativity.
§2: At the same time, UCTV strives to foster an understanding not only of media content, but also its premise, relationships to a broader society, limitations, and influences by aiming to educate students in the practice of television production and broadcasting and prepare them for future endeavors in the media industry.
§3: UCTV values its organization’s reputation and its relationship with the UConn community. As a media organization directly supported by student fees with the ability to reach a broad spectrum of viewers, UCTV acknowledges and accepts its responsibility to its audience and its constituents.
§4: In line with the Student Activities Business Office’s Policies, all work created with UCTV equipment and resources are property of the organization.

Article 4 – Membership
§1 – Eligibility: Any UCTV fee-paying University of Connecticut-Storrs undergraduate student is eligible to become an active member of the UCTV general staff.
§1.1: Graduate students hoping to attain membership at UCTV must receive permission from the UCTV Board of Officers by way of a majority vote.
§1.2: UCTV is an equal opportunity employer and prohibits discrimination in any form, in accordance with all state and federal laws.
§2 – Active Membership: Active membership status shall be granted to members regularly participating within a specific UCTV department, on a committee within the organization, or in the production of a show.

§2.1: Members must agree to the UCTV Policies & Procedures and sign a UCTV Member Contract.

§2.2: Active members have the privilege of voting at General Meetings. This right may not be revoked, so long as the member remains active.

§3 – Representation of UCTV: No UCTV member may claim to officially represent the organization unless such representation is detailed by their position description or expressly permitted by the UCTV Executive Board. Any member who violates this section may be subject to reprimand and/or revocation of membership.

§3.1: All members currently serving on the UCTV Board of Officers may claim themselves as an official representative of the organization in any capacity. Such representation shall be permitted until said member’s tenure with the Board of Officers has ended.

§4 – Revocation of Membership/Impeachment: The UCTV Board of Officers retains the right to revoke the membership of any member of UCTV, regardless of whether they serve the organization as a volunteer or paid position.

§4.1: Actions that may be considered grounds for dismissal include the breaking of any Federal or State laws, a lack of executing job responsibilities, actions with direct and malicious intent against the interests of UCTV, as well as any other action or actions that the UCTV Board of Officers deems inappropriate.

§4.2 – Impeachment: Any elected and/or paid member of the UCTV Board of Officers may be removed from his/her position by a two-thirds vote of the UCTV Board of Officers during a UCTV Board of Officers’ meeting.

§4.2.1: A UCTV Officer shall not have a vote during his/her own impeachment.

§5 – Use of UCTV Equipment and Facilities by Members: New members are prohibited from using UCTV’s camera, studio, master control and editing equipment until they have signed a UCTV Member Contract on file and successfully completed training in the appropriate subject(s) as per the guidelines set forth by the UCTV Human Relations Director.

§5.1: Additional access to UCTV facilities and equipment not expressly written in the constitution shall be granted by a majority vote of the UCTV Board of Officers
Article 5 – Organization Structure

§1 – Decision Making Model:

§1.1: UCTV shall vote on any decision by a simple majority vote of the UCTV Board of Officers, unless otherwise specified within this UCTV Constitution.

§1.2 – Voting: The implementation of any procedure, policy, or problem resolution process that is not explicitly identified or defined in this UCTV Constitution is subject to a simple majority vote of the UCTV Board of Officers.

§1.2.1: All board members shall have equal voting power, excluding the General Manager.

§1.2.2 – General Manager: The General Manager is not counted in a vote of the Board of Officers unless otherwise specified within this Constitution.

§1.2.2.1: The General Manager shall be counted in a vote of the Board of Officers for the following motions:

• Addition or removal of board positions
• Electing the following year’s board members
• Impeaching current board members
• Removal of general staff of active membership status
• Approve contracts and salaries of UCTV paid employees
• Approve UCTV’s semester budget

§1.2.2.2: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§1.2.2.3: The veto may be overturned by a two-thirds vote of the Board of Officers; however two-thirds vote must consist of at least one Executive Manager.

§2 UCTV Board of Officers: The UCTV Board of Officers shall act in accordance with the UCTV Constitution, and shall be responsible for implementing all policies and procedures found in the UCTV Constitution.

§2.1 – Scope of Authority: The UCTV Board of Officers shall have full authority to make any decisions for UCTV, unless otherwise specified within this UCTV Constitution. Responsibilities include, but are not limited to:

§2.1.1: The Board shall, by a majority vote, approve all salaries and contracts including employment contracts before they are deemed effective.

§2.1.2 – Finances: The Board shall, by a majority vote, approve a semester budget.

§2.1.2.1: Procedures regarding the approval of a semester budget and UCTV-wide and departmental purchases and reimbursements shall be outlined by the Finance Manager.

§2.1.3: At the discretion of the Board, Department Director positions may be added or removed as necessary.

§2.1.4: No member shall hold more than one Board position at any time unless
deemed appropriate by the UCTV Board of Officers through a majority vote.

§2.2 – Composition:

§2.2.1: The UCTV Board of Officers shall consist of all the Executive Managers and Department Directors listed below.

§2.2.2: The Executive Managers shall oversee the Department Directors.

§2.2.2.1: All board members shall have equal voting power, excluding the General Manager.

§2.2.2.2: The General Manager is not counted in a vote of the Board of Officers, unless otherwise specified in this Constitution. (A5 - §1.2.2.1)

§2.2.3: A majority of voting members of the UCTV Board of Officers, excluding the Executive manager running the meeting, shall constitute a quorum at all UCTV Board of Officers’ meetings.

§2.2.4: A simple majority of present voting members of the UCTV Board of Officers decides most motions and decisions, unless otherwise specified within this Constitution.

§2.2.5: Each member of the current UCTV Board of Officers shall be elected by a two-thirds vote of the previous year’s Board of Officers.

§2.3 – Accountability:

§2.3.1: The UCTV Board of Officers shall keep all active general members informed of its current decisions and activities.

§2.3.2: Members of the UCTV Board of Officers may establish procedures within their department’s defined jurisdictions, consistent with this UCTV Constitution.

§2.3.3: All UCTV Board of Officers’ meetings shall be open to the public, except when the UCTV Board of Officers approves, by a majority vote, to enter an executive session.

§3 – Officer Positions:

§3.1 – Executive Managers: The executive managers of UCTV, as recognized by the University of Connecticut, shall consist of the General Manager, Productions Manager, Finance Manager, and Operations Manager. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the Broadcast Policies and Procedures. The Executive Managers shall oversee the activities of the Department Directors.

§3.1.1 – General Manager (CEO):

§3.1.1.1: The General Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one year of experience as an active member of UCTV to be elected to the position.

§3.1.1.2: The General Manager shall be responsible for overseeing the day-to-day progress, operations, and governance of all UCTV officers, employees, and departments.

§3.1.1.3: The General Manager specifically oversees the activities of the
Productions Manager, Finance Manager, and Operations Manager.

§3.1.1.4: The General Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§3.1.1.5: The General Manager shall plan, set an agenda for, and chair all meetings of the UCTV Executive Managers, Board of Officers meetings, General Meetings, and Special Meetings.

§3.1.1.6: The General Manager shall have the power to veto any decision made by the UCTV Board of Officers.

§3.1.1.7: The General Manager shall be solely responsible for approving individuals to fill vacancies on the UCTV Board of Officers between elections.

§3.1.1.8: The General Manager shall serve as the main point of contact and representative of UCTV to all University Administration and/or community organizations.

§3.1.1.9: The General Manager in conjunction with the Operations Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§4.1.2 – Productions Manager (COO):

§4.1.2.1: The Productions Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.1.2.2: The Productions Manager shall be responsible for overseeing all day-to-day production operations at UCTV.

§4.1.2.3: The Productions Manager shall be responsible for developing a weekly schedule for all programming to be broadcast on UCTV’s channel 14.

§4.1.2.4: The Productions Manager shall oversee the Advertising Director, Entertainment Director, News Director, UCSPAN Director, and Sports Director and must approve of all new UCTV program development.

§4.1.2.5: The Productions Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§4.1.2.6: The Productions Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.1.2.7: The Productions Manager serves in the absence of the General Manager.
§4.1.3 – Finance Manager (CFO):

§4.1.3.1: The Finance Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.1.3.2: The Finance Manager shall be responsible for developing and managing the spending of UCTV’s annual budget.

§4.1.3.3: The Finance Manager shall be responsible for overseeing all finance records, expenditures, revenue, inventory, payroll, and annual reviews in accordance with the University Of Connecticut Department Of Student Activities’ operating guidelines, policies, and procedures for trustee accounts.

§4.1.3.4: The Finance Manager shall serve as the main point of contact for UCTV with the University of Connecticut’s Student Activities Business Office.

§4.1.3.5: The Finance Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§4.1.3.6: The Finance Manager shall serve on both the UCTV Executive Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.1.3.7: The Finance Manager serves in the absence of the General Manager and Productions Manager.

§4.1.4 – Operations Manager (CTO)

§4.1.4.1: The Operations Manager must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.1.4.2: The Operations Manager shall be responsible for the maintenance and management of all studio equipment and provide advanced technical assistance to members.

§4.1.4.3: The Operations Manager in conjunction with the Productions Manager shall oversee and establish guidelines for the Human Relations Director to abide by when training members on UCTV’s equipment, studio policies and etiquette.

§4.1.4.4: The Operations Manager shall oversee the activities of the Web Developer and assist with any issues related to the technical aspects of the UCTV website.

§4.1.4.5: The Operations Manager shall assist the General Manager with any day-to-day operations, meeting execution, and University relations, at the request of the General Manager.

§4.1.4.6: The Operations Manager shall serve on both the UCTV Executive
Board and the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.1.4.7: The Operations Manager serves in the absence of the General Manager, Finance Manager, and Productions Manager.

§4.2 - Department Directors: The additional officers, as recognized by the University of Connecticut shall consist of the Advertising Director, Entertainment Director, Marketing Director, News Director, Sports Director, and UCSPAN Director. The main responsibilities of these officers are bulleted below. Further responsibilities shall be regulated by the by-laws of each department, consistent with this UCTV Constitution, and non-interfering & non-overlapping with other department by-laws.

§4.2.1: The Advertising Director, Entertainment Director, News Director, Sports Director, and UCSPAN Director shall be overseen by the Productions Manager.

§4.2.2: The Advertising Director shall also be overseen by the Finance Manager.

§4.2.3: The Marketing Director shall be overseen by the Executive Board.

§4.2.4: The term of the Department Directors shall last from the final day of the Spring semester that they were elected up until the final day of the following Spring semester.

§4.2.5: Department Directors shall hold, at minimum, bi-weekly department meetings over the course of each semester. These meetings shall serve to inform the department of any updates from the Director, to vote for department purchases and reimbursements, as well as any other business that the Director sees fit.

§4.2.6 - Advertising Director (VP of Advertising):

§4.2.6.1: The Advertising Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.2.6.2: The Advertising Director shall be responsible for overseeing all programming breaks on UCTV and involved with the production of original advertisements for student organizations and other businesses.

§4.2.6.3: The Advertising Director shall act as the main point of contact for UCTV with all of UCTV’s advertising clients.

§4.2.6.4: The Advertising Director shall report directly to the UCTV Productions Manager.

§4.2.6.5: The Advertising Director is responsible for screening all Advertising programming before broadcasting.

§4.2.6.6: The Advertising Director shall plan, set an agenda for, and chair all department meetings.

§4.2.6.7: The Advertising Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.
§4.2.7 – Entertainment Director (VP of Entertainment)

§4.2.7.1: The Entertainment Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.2.7.2: The Entertainment Director shall be responsible for overseeing the production of all entertainment programming which is relevant to the interest of the University of Connecticut student body.

§4.2.7.3: The Entertainment Director shall report directly to the UCTV Productions Manager.

§4.2.7.4: The Entertainment Director is responsible for screening all entertainment programming before broadcasting.

§4.2.7.5: The Entertainment Director shall plan, set an agenda for, and chair all department meetings.

§4.2.7.6: The Entertainment Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.8 – Marketing Director (VP of Marketing):

§4.2.8.1: The Marketing Director must be a fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV in the Marketing department to be elected to the position.

§4.2.8.2: The Marketing Director shall be responsible for promoting UCTV and its related programming as a positive and recognizable brand.

§4.2.8.3: The Marketing Director is responsible for all creative decisions related to marketing UCTV.

§4.2.8.4: The Marketing Director shall report to the Executive Board to ensure that all marketing efforts accurately and appropriately represent the current programming initiatives of UCTV.

§4.2.8.5: The Marketing Director will handle public relations as far as the student body, student organizations and the general public. Any communication with administration is considered outside the Marketing Director’s duties and shall be handled by the Executive Board.

§4.2.8.6: The Marketing Director shall plan, set an agenda for, and chair all department meetings.

§4.2.8.7: The Marketing Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.9 – News Director (VP of News):

§4.2.9.1: The News Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of
experience as an active member of UCTV to be elected to the position.

§4.2.9.2: The News Director shall be responsible for overseeing the production of all news programming which is relevant to the interest of the University of Connecticut student body.

§4.2.9.3: The News Director shall report directly to the UCTV Productions Manager.

§4.2.9.4: The News Director is responsible for screening all News programming before broadcasting.

§4.2.9.5: The News Director shall plan, set an agenda for, and chair all department meetings.

§4.2.9.6: The News Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.10 – Sports Director (VP of Sports):

§4.2.10.1: The Sports Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student with at least one semester of experience as an active member of UCTV to be elected to the position.

§4.2.10.2: The Sports Director shall be responsible for overseeing the production of all sports programming which is relevant to the interest of the University of Connecticut student body.

§4.2.10.3: The Sports Director shall serve as the main point of contact for UCTV with the University of Connecticut Athletic Department and any other athletic entity that contact the station.

§4.2.10.4: The Sports Director shall report directly to the UCTV Productions Manager.

§4.2.10.5: The Sports Director is responsible for screening all Sports programming before broadcasting.

§4.2.10.6: The Sports Director shall plan, set an agenda for, and chair all department meetings.

§4.2.10.7: The Sports Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.11 – UCSPAN Director (VP of UCSPAN):

§4.2.11.1: The UCSPAN Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least semester to be elected to the position.

§4.2.11.2: The UCSPAN Director shall be responsible for overseeing the production of all public-access and event-coverage programming which is relevant to the interest of the University of Connecticut student body.

§4.2.11.3: The UCSPAN Director shall report directly to the UCTV Productions
Manager.

§4.2.11.4: The UCSPAN Director is responsible for screening all UCSPAN programming before broadcasting.

§4.2.11.5: The UCSPAN Director shall plan, set an agenda for, and chair all department meetings.

§4.2.11.6: The UCSPAN Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

§4.2.12 – Human Relations Director (VP of Human Relations):

§4.2.12.1: The Human Relations Director must be a UCTV fee-paying University of Connecticut Storrs undergraduate student for at least one semester to be elected to the position.

§4.2.12.2: The Human Relations Director shall be responsible for overseeing the regulation of all prospective members, active members, and alumni members.

§4.2.12.3: The Human Relations Director shall report directly to the UCTV General Manager about member relations and the Operations Manager in regards to training processes.

§4.2.12.4: The Human Relations Director is responsible for scheduling and managing all training processes at UCTV.

§4.2.12.5: The Human Relations Director shall plan, set an agenda for, and chair all department meetings.

§4.2.12.6: The Human Relations Director shall serve on the UCTV Board of Officers and shall assume any and all respective rights, responsibilities, and accountability defined within this Constitution.

Article 6 – Meetings

§1 – General Meetings:

§1.1: General Meetings shall be held at least once per semester.

§1.2: Any meeting requiring a vote of all active membership is also to be considered a General Meeting.

§2 – Board of Officer Meetings:

§2.1: The Board of Officers shall meet on a weekly basis.

§2.2: Quorum constitutes a majority of the Board of Officers, excluding the officer running the meeting.

§2.3: An emergency board meeting may be called by the General Manager.

§3 – Executive Managers Meetings:

§3.1: The Executive Managers of UCTV shall meet on at least a bi-weekly basis.

Article 7 – Advisors
§1 – Professional Student Activities Staff Advisor(s) to UCTV:

§1.1: The role of the Professional Student Activities Staff Advisor is to provide guidance in decision making in the areas of organization development, promotions, program planning and implementation, risk management. University policies and procedures, and other general operations issues.

§1.2: The Professional Student Activities Staff Advisor will provide information regarding applicable policies, procedures and laws, including requirements and regulations of local, state and federal agencies.

§1.3: The Professional Student Activities Staff Advisor will be a resource for and liaison between organizations and other University departments or external organizations as needed.

§1.4: The Professional Student Activities Staff Advisor does not have any decision making power within UCTV.

§2 – Business Office Staff/Fiscal Advisor(s) to UCTV:

§2.1 The role of the Business Office Staff/Fiscal Advisor is to provide organizational support and advisement related to financial matters including, but not limited to:

§2.1.1: Applicable financial policies, procedures, and laws, including requirements and regulations of local, state and federal agencies

§2.1.2: Assisting with review of financial statements/reports

§2.1.3: Maintaining financial information

§2.2: The Business Office Staff/Fiscal Advisor does not have any decision making power within UCTV.

§3 – Faculty Advisor to UCTV

§3.1: The role of the UCTV-appointed Faculty Advisor is to provide guidance, advice, and critique in areas of production and in the academic and professional aspects of the media industry.

§3.2: The Faculty Advisor will serve as a liaison between UCTV and the UConn Communications Department as well as other relevant University departments or external organizations as needed.

§3.3: The Faculty Advisor does not have any decision making power within UCTV.

§3.4: The Faculty Advisor shall be appointed by a majority vote by UCTV Board of Officers.

§3.5: The current Board has the ability to revoke the Faculty Advisor's appointment at any time by a majority vote of the Board of Officers in a UCTV Board Meeting, and likewise, the Faculty Advisor may opt out of their appointment at any time if need be.

Article 8 – Finances

§1 – Guidelines: The finance department must abide by the University of Connecticut Department of Student Activities operating guidelines, policies, and procedures for trustee accounts. It is the Finance Manager's responsibility to familiarize themselves with these guidelines and ensure that UCTV is in compliance at all times.
§2 – Financial Approval: All means of financial approval should be addressed in the Finance Department by-laws.

Article 9 – Relationship with the University of Connecticut
§1: UCTV primarily serves the undergraduate student body of the Storrs campus.
§2: UCTV is a registered fee-funded student organization with the Department of Student Activities at the University of Connecticut.
§3: Although we receive support from the university, UCTV maintains its sovereignty in all operations including but not limited to programming, governance, decision-making, and all other internal and external affairs.
§4: UCTV shall not endorse any political candidates whether it is at the university, local, state, or national level.

Article 10 – Amendments
§1 – Procedures:
§1.1 – Amendments to the Constitution:
§1.1.1: Amendments to the Constitution shall be proposed during a Board of Officers official meeting.
§1.1.2: Amendments to the Constitution must be ratified through a two-thirds majority vote of the Active Membership of UCTV in attendance at the General Meeting that the amendments are voted on.
§1.1.3: An updated copy of the Constitution shall be distributed to the Active Membership within 24 hours of the enactment of any amendment.
§1.1.4: A current copy of the constitution shall be available in the UCTV studio and the UCTV website at all times.
§1.1.5: An updated copy of the Constitution shall be submitted to the Department of Student Activities within 14 days after any revisions have been approved.

§1.2: Amendments to Broadcast Policies and Procedures:
§1.2.1: Procedures for proposing amendments to the by-laws of specific UCTV Departments shall be addressed in the UCTV By-laws.
§1.2.2: Amendments to the Broadcast Policies and Procedures must be consistent with this Constitution.
§1.2.3: Amendments to by-laws of specific UCTV Departments must be ratified through a two-thirds majority vote of the active membership of that specific department.

§2 – Amendments:
§2.1 – Elections Policy:
§2.1.1 – Board of Officers:
§2.1.1.1: Deadline for applications for any board position must be submitted to the General Manager no later than April 1st.
§2.1.1.2: Contact information of applicants is to be sent to The Department of Student Activities UCTV advisor for eligibility in accordance with Tier III policy
§2.1.1.3: All applications are presented to the Board of Officers prior to interview process
§2.1.1.4: Interviews are to be conducted during an executive session of the Board of Officers meeting
§2.1.1.5: A two-thirds vote is required for approval of a candidate to their desired position. Should an individual not receive two-thirds majority, the Board of Directors shall continue deliberation and voting on the candidates until a two-thirds vote is reached.
§2.1.1.6: The Board of Officers reserves the right to offer a paid position to any candidate

§2.1.2 – Other Paid Positions:
§2.1.2.1: The Web Developer position is to be elected in the same manner as board positions
§2.1.2.2: The Paid Staff elections require only a simple majority vote

§2.1.3 – Executive Assistants:
§2.1.3.1: The Finance, Productions, Operations, and General Assistant Positions are appointed as necessary by the corresponding executive member and are collectively known as the executive assistants.

§2.1.4 – Extenuating Circumstance Procedures:
§2.1.4.1 – Interims:
§2.1.4.1.1: In the case a paid position is left vacant for any period of time during the normal tenure of that position, an interim may be selected by the position’s direct superior and voted on by the Board of Officers
§2.1.4.1.2: The selection process may be appointment or election, dependent on the superior’s decision
§2.1.4.1.3: The interim’s term shall fill out the remainder of the regular term of the position

§2.1.4.2 – No Applicants:
§2.1.4.2.1: In the case that a position has no applicants during a regular election, the position may be appointed by the superior
§2.1.4.2.2: Available positions may be posted to student employment as deemed necessary

Article 11 – Enabling Clause
§1: This Constitution shall go into effect on __________, upon two-thirds majority approval of the Active Membership of UCTV in attendance. This Constitution shall replace and render any and all previous constitutions, procedures, practices and precedents for UCTV null and
void.
Summary of Reasons Behind Changes

The clause describing an advisory board was removed from the constitution because it was never established and not in existence. It was decided that instead of attempting to form an advisory board now, a list of primary contacts that the board, executives and other Daily Campus employees could turn to for advice and could count on to respond in a timely and helpful manner should be established.

The vice chair role was removed from the constitution because if the chair cannot make it to the meeting, the board should simply reschedule. Since the board of director meetings are biweekly this would be very simple, it could just be pushed to the usual off week. The role of the secretary was also altered, because the description of the associate business manager position includes attending all board meetings and acting as secretary. Since it is possible for the associate business manager to have a conflict with the board meeting and the meeting still to take place, the business manager was listed as the backup secretary for the board.

The final change made to the constitution was the description of Digital Manager (Editor). The board decided that the digital manager should really be an equal to the managing editor and should therefore have a description that more accurately reflects this equality and level of responsibility.
The Daily Campus Constitution

Rev. 9/2016

Article I: Title and Authority

A. The name of this organization is The Daily Campus.

B. All sovereign authority vested in The Daily Campus is hereby contained in and distributed by this constitution.

Article II: Purpose

The Daily Campus exists to provide a newspaper for the University of Connecticut and to provide students with the best possible environment to experience, first hand, all aspects of the newspaper industry.

Article III: Membership

The Daily Campus is dedicated to the principle of a student-run newspaper. All employees must be undergraduate students at the University of Connecticut, unless otherwise specified in this constitution.

STUDENT ONLY DAILY CAMPUS BOARD STRUCTURE

Article IV: Board of Directors

A. Establishment of the Board of Directors
   1. There shall be a Board of Directors (herein referenced as the Board) that shall be composed of seven to eight students, voting members.
      a. The seven or eight student, voting members shall consist of:
         1. Editor in Chief
         2. Managing Editor
         3. Business Manager
         4. Digital Manager
         5. Advertising Director
         6. Up to four student representatives
   2. The Editor in Chief shall serve as the Chair. The Associate Business Manager will serve as the secretary, in the event that the ABM is unable to attend board meetings, the Business Manager will serve as the secretary.
   3. Student Representatives will be filled by a member of the editorial staff (section editor, writer, copy editor, designer and/or photographer) who has worked at the paper for at least two semesters.

B. Appointment of Board Members
1. The Editor-In-Chief, the Managing Editor, the Business Manager and the Digital Manager shall be appointed in a manner set forth in Article V of this Constitution.

2. Student Board members will be appointed by a majority vote by the previous Board and candidates will have to submit a letter outlining their qualifications by the same deadline executive applications are due. The Board for the coming year must be filled no later than two meetings following the appointment of executives.

3. Members of the advisory board are appointed to by the Board through a nomination by a current Board member and a majority vote to approve the nomination.

4. Vacancies on the Board and the advisory board shall be filled in the following manner:
   a. The Board chair shall notify the Board in writing of any resignation from any board member within three days of receipt of such resignation.
   b. Within two board meetings after receiving such notice of resignation, the Board shall appoint a new Board, or advisory board, member, by a majority vote.
   c. A vacancy in any board or advisory board position does not affect the term of office of such position. A board member who is elected to fill a vacancy shall only hold office for the remainder of the specified term.

5. Formation of the first board with the new format
   a. Applications for Editorial Representatives 1, 2 and 3 shall open immediately upon the approval of this constitution and no later than March 1.
   b. Editorial Representatives 1, 2 and 3 shall be chosen by majority vote by the student board members who fill specified roles.

C. Removal of Board Members

1. The Editor-In-Chief, the Managing Editor, the Business Manager and the Digital Manager may be removed in a manner set forth in Article V of this constitution.

2. Any other member of the Board may be removed, for cause, by a unanimous vote of the Board. The Board member in question may not participate in such vote.

3. A member of the advisory board can be removed by a majority vote of the Board.

D. Terms of Office for Board Members

1. The Editor-In-Chief, the Managing Editor, the Business Manager and the Digital Manager shall serve on the Board during their term of office.

2. Student members shall hold office for one year starting on the last boarding meeting of the spring semester to the second to last Board meeting of the spring semester of the year the following year.

3. Terms of office for members of the advisory board shall commence on last Board meeting of the spring semester to the second to last Board meeting of the spring semester two years later.

4. Student board members seeking a second term must reapply at the end of their current term and cannot vote in the vote to approve their applications.

5. Members of the advisory board must receive a nomination from a student member to repeat their term.

6. It will be the responsibility of the Secretary to keep record of Board member’s terms.

E. Board Meetings

1. The Board shall meet bi-weekly, with additional meetings called if necessary and approved by majority vote.

2. The agenda for each meeting shall be established by the Chair of the Board.
3. The Chair shall send a written notice to all Board members at least 48 hours before each meeting that includes the following:
   a. An agenda for the meeting
   b. Minutes of the previous Board meeting
   c. The most recent financial statements
   d. Any other relevant documents
4. A quorum shall be 2/3 of the Board members.
5. The Chair shall not vote except in the event of a tie.

F. Powers and Duties of the Board
   1. The Board shall have the power and authority to:
      a. Appoint the Executive Officers
      b. Provide oversight of the organization’s finances
      c. Discuss ways of improving the editorial content of the newspaper
      d. Exercise all other duties and powers conferred upon it by this Constitution.
      e. Establish a 5 year plan for The Daily Campus to be reviewed every year and a new plan to be established every 4 years.

Article V: Executive Officers

A. Establishment of Executive Officers
   A. There shall be the following four Executive Officers:
      a. Editor-In-Chief
      b. Business Manager
      c. Managing Editor
      d. Digital Manager

B. Appointment of Executive Officers
   1. The Board shall appoint Executive Officers for the next year at the last Board meeting in March.
   2. No later than twenty days before the Board is scheduled to meet to appoint officers, each candidate must submit a detailed letter of intent, a resume, and an official or unofficial transcript to the chair of the Board.
   3. No later than fourteen days before the Board is scheduled to meet to appoint officers, the chair of the Board shall distribute all application materials to all Board members.
   4. Should the total number of candidates exceed eight the Board shall meet to review applications and choose eight candidates to interview, Candidates will be notified within 24 hours whether or not they advance to the interview stage.
   5. The Executive Officers shall be appointed by a majority vote of the Board of Directors.
   6. If any Executive Officer applies (he/she must reapply for the position) for a consecutive term of office, or applies for another officer position, he/she shall remove himself/herself from the entire appointment process for that particular office.

C. Powers and Duties of Executive Officers
   1. The Editor-In-Chief shall:
      a. Serve as the chief executive officer of The Daily Campus
      b. Be the spokesperson for The Daily Campus
      c. Represent the organization at university and community meetings and events
d. Be solely responsible for the editorial opinions of The Daily Campus
e. Attend all meetings of the Board
f. Report to and be supervised by the Board
g. Exercise all other duties and powers conferred upon him/her by this Constitution

2. The Business Manager shall:
   a. Serve as the chief operating officer for the business operations of The Daily Campus
   b. Attend all meetings of the Board
   c. Report to and be supervised by the Editor-In-Chief
d. Exercise all other duties and powers conferred upon him/her by this Constitution

3. The Managing Editor shall:
   a. Serve as the chief operating officer for the print editorial operations of The Daily Campus
   b. Attend all meetings of the Board
c. Report to and be supervised by the Editor-In-Chief
d. Exercise all other duties and powers conferred upon him/her by this Constitution

4. The Digital Manager shall:
e. Serve as the chief operating officer for the digital editorial operations of The Daily Campus
f. Oversee all digital initiatives by The Daily Campus including but not limited to: the website, mobile development, D.C. video, and social media
g. Attend all meetings of the Board
h. Report to and be supervised by the Editor-In-Chief
i. Exercise all other duties and powers conferred upon him/her by this Constitution

D. Evaluation of the Executive Officers
   1. Between December 1st and December 31st of each year, the Board shall formally evaluate the Executive Officers using a method, format and process established by the Board.

Article VI: Departments and Department Heads

A. Creation and Elimination of Departments
   1. All departments shall be created by a simple majority of the Board of Directors.
   2. Any department may be eliminated by a simple majority of the Board of Directors.

B. Appointment of Department Heads/Managers
   1. The Editor-In-Chief shall appoint the head of any department that is responsible for commentary, computer technology or website maintenance, and any other department specified by the Board of Directors.
   2. The Business Manager, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for marketing, classifieds,
circulation, advertising sales or advertising production, and any other department specified by the Board of Directors.

3. The Managing Editor, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for news, sports, features or photography, and any other department specified by the Board of Directors.

4. No later than June 1st of each year, the Editor-In-Chief shall communicate to the Board a list of the individuals appointed to department/manager positions.

C. Removal of Department Heads/Managers
   1. Any department head/manager may be removed by the appropriate appointing Executive Officer, with the advice and consent of the Editor-In-Chief.
   2. When a department head/manager has been removed, the Editor-In-Chief shall immediately provide a signed written or electronic notice of such to the Board. Such notice shall detail the circumstances of such removal.
   3. Any department head/manager who was removed from office may appeal his/her removal by submitting a written request for re-instatement to the chair of the Board of Directors within thirty days of such removal. At its next regularly or specially scheduled meeting, the Board shall meet to consider such appeal. The Executive Officers and the appellant shall be given the opportunity to address the Board. The Board may reinstate a department head by a majority vote.

D. Term of Office for Department Heads/Managers
   1. Department heads/managers shall hold office from the day after the final issue of the spring semester until the final day of publication for the following spring semester.

E. Qualifications of Department Heads/Managers
   1. The head of any department must be a matriculating undergraduate student taking at least twelve credits. This provision may be waived by a majority vote of the Board.
   2. The head of any department must have and maintain a minimum of a 2.0 cumulative GPA in order to hold office. In order to verify that he/she meets this requirement, a department head must present an official or unofficial transcript to the Editor-In-Chief during the appointment process, after spring semester grades have been posted, and again after fall semester grades have been posted. The Board and the Editor-In-Chief shall enforce this provision.

Article VII: Employees

A. Student Employees
   1. Unless otherwise specified in this constitution, all salaried positions occupied by student employees shall be created and/or eliminated by the Board.
   2. The Executive Officers shall be hired, disciplined and/or removed in a manner set forth in Article V of this Constitution.
   3. Department heads/managers shall be hired, disciplined and/or removed in a manner set forth in Article VI of this Constitution.
   4. Any student employee who is not an Executive Officer or a department head/manager shall be hired, disciplined and/or removed, for cause, by:
a. The Editor-In-Chief, or his/her designee, for any department that is responsible for commentary, computer technology or website maintenance, and for any other department specified by the Board.

b. The Business Manager, or his/her designee, for any department that is responsible for marketing, classifieds, circulation, advertising sales or advertising production, and for any other department specified by the Board.

c. The Managing Editor, or his/her designee, for any department that is responsible for news, sports, features or photography, and for any other department specified by the Board.

5. Any student employee who was removed from office may appeal his/her removal by submitting a written request for re-instatement to the Editor-In-Chief within thirty days of such removal. Within thirty days of receipt of the appeal, the Editor-In-Chief shall meet with all parties involved to consider such appeal. The Executive Officers and the appellant shall be given the opportunity to address the Editor-In-Chief. The Editor-In-Chief may re-instate a student employee. This provision does not apply to executive officers or department heads.

6. The Daily Campus shall not employ any student who is in his/her second consecutive semester of academic probation. Academic standards must be enforced and verified each semester by the Editor-In-Chief.

B. Non-student Employees

1. With the exception of the Financial Manager, the following provisions shall apply to any and all non-student employees:
   a. All positions occupied by non-students shall be created and/or eliminated by the Board.
   b. All non-student employees shall be hired, removed by and responsible to the Board.
   c. All non-student employees shall report to and be supervised by the Editor-In-Chief and any other executive officer designated by the Board.
   d. The Board shall formally evaluate the job performance of all non-student employees using a method, format and process established by the Board. Such evaluations shall be completed as often as specified by the Board or by employee contract, provided that all non-student employees shall be evaluated at least once annually.

**Article VIII: Financial Manager**

A. Position Established

1. There shall be a Financial Manager who shall be responsible for all bookkeeping, accounting and financial report for this organization.

B. Appointment, Evaluation and Termination

1. The Financial Manager shall be a university employee who shall be appointed by and who shall report to the Chief Financial Officer of the University, or his/her designee.

2. The search committee for this position shall include at least two Executive Officers and at least one non-student Board member.
3. They Board may, by a majority vote, recommend that the university terminate and/or re-assign the Financial Manager. If the Board does recommend termination and/or re-assignment, the Board chair, or his/her designee shall immediately communicate such recommendation to the Chief Financial Officer of the university.

4. If the Financial Manager resigns, is terminated by the university and/or is re-assigned by the university, the Chief Financial Officer (or his/her designee) should immediately notify the Board in writing. If there is a vacancy in the Financial Manager position, the university shall immediately initiate a search for a new Financial Manager, and the university shall appoint an interim Financial Manager for a period not to exceed three months.

C. Duties and Responsibilities

1. The Financial Manager shall:
   i. Be stationed full-time in the Daily Campus office building.
   ii. Attend all meetings of the Daily Campus Board of Directors.
   iii. Prepare and distribute all required financial reports to the Board. Copies shall be given to the Chief Financial Officer of the university.
   iv. Work with and feel comfortable taking direction from the executive officers and from the Board.

2. The university recognizes that the Financial Manager is only responsible for carrying out line financial functions (including deposits, receivables, payables, payroll, inventory, reconciliation, financial reporting, etc.). The Daily Campus Board of Directors has the sole and ultimate authority to establish and amend budgets, appropriate funds, and approve or disapprove expenses. The Financial Manager shall not refuse to process a voucher and/or make any payment that the Board and/or the executive officers have approved unless such expenditure exceeds what has been budgeted.

Article IX: Miscellaneous Provisions

A. Annual Budget Process

1. No earlier than March 15th and no later than April 15th of each year, the Editor-In-Chief shall present a proposed annual budget to the Board of Directors. Such budget shall contain proposed revenues and expenditures for the following fiscal year.

2. Within thirty days of receiving the Editor-In-Chief’s budget proposal, the Board of Directors shall meet to review such proposal.

3. The Board shall, by a majority vote, adopt a budget no later than June 15th of each year.

4. The Board may amend its budget during the fiscal year by a 2/3 vote.

A. Student Fee Referendum

1. The Board may, by a majority vote, authorize the Editor-In-Chief to initiate the referendum process with the university for an increase in per student fee allocation to The Daily Campus.

2. If the undergraduate student body votes in favor of increasing the per student fee allocation to The Daily Campus, the Board shall formally request such an increase from the Board of Trustees of the University of Connecticut.
B. Financial Reporting
   1. At each meeting of the Board of Directors, the Financial Manager shall provide the Board with the most up to date financial reports available. Such reports are to include (but are not limited to) account balances, budget statements, and receivable reports.
   2. In addition to the information that is required at Board of Directors meetings, the Financial Manager shall, in a timely fashion, provide all members of the Board with any piece of financial information that is requested by one or more members.

C. Salaries and Compensation
   1. All salaries must be reviewed on an annual basis by a simple majority vote of the Board.
   2. There shall be no increase in salary for any Executive Officer during his/her term of office.
   3. Non-student members of the Board shall receive no monetary compensation for their services to the organization.

D. By-Laws and Policies
   1. The Board may, by a majority vote, establish by-laws for the organization that are consistent with this constitution.
   2. The Board may, by a majority vote, establish any policy for the organization that is consistent with this constitution.
   3. The Editor-In-Chief may establish any policy for the organization that is consistent with this constitution and with the policies established by the Board of Directors. Any policy established by the Editor-In-Chief may be affirmed or overturned by a majority vote of the Board.
   4. The Daily Campus shall operate in accordance to the Comptroller's Guide and all other relevant sections of the Connecticut General Statues applicable to Student Fee Organizations.

E. Contracts
   1. The Board shall, by a majority vote, approve all contracts (including employment contracts) before they are deemed in effect.
   2. The Editor-In-Chief shall execute all contracts that are approved by the Board.

Article X: Amendments

Approving Amendments to this Constitution
   a. This Constitution may be amended by a 2/3 vote of the Board of Directors.
   b. If the Board amends this Constitution, the new document will be forwarded by the Editor-In-Chief shall to the office of Student Affairs.

Article XI: Enactment

This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.
The Daily Campus Board of Directors has executed this Constitution as of the 12 day of February, 2015.
The Daily Campus Constitution

Rev. 4/2015

Article I: Title and Authority

A. The name of this organization is The Daily Campus.

B. All sovereign authority vested in The Daily Campus is hereby contained in and distributed by this constitution.

Article II: Purpose

The Daily Campus exists to provide a newspaper for the University of Connecticut and to provide students with the best possible environment to experience, first hand, all aspects of the newspaper industry.

Article III: Membership

The Daily Campus is dedicated to the principle of a student-run newspaper. All employees must be undergraduate students at the University of Connecticut, unless otherwise specified in this constitution.

STUDENT ONLY DAILY CAMPUS BOARD STRUCTURE

Article IV: Board of Directors

A. Establishment of the Board of Directors

1. There shall be a Board of Directors (herein referenced as the Board) that shall be composed of seven students, voting members.

   a. The seven student, voting members shall consist of:

   1. Editor in Chief
   2. Managing Editor
   3. Business Manager
   4. Digital Manager
   5. Sales Director
   6. Up to four student representatives

2. There shall be an advisory board partnered with the Board, which will consist of:

   0. A Professional Journalist
   0. An Accounting or Finance Professional
   0. A Practicing Lawyer
   0. A Journalism Faculty Member

   The last spot will be flexible and selected based on the paper’s current needs.
B. Appointment of Board Members

1. The Editor-In-Chief, the Managing Editor, and the Business Manager shall be appointed in a manner set forth in Article V of this Constitution.

2. Student Board members will be appointed by a majority vote by the previous Board and candidates will have to submit a letter outlining their qualifications by the same deadline executive applications are due. The Board for the coming year must be filled no later than two meetings following the appointment of executives.

3. Members of the advisory board are appointed to the Board through a nomination by a current Board member and a majority vote to approve the nomination.

4. Vacancies on the Board and the advisory board shall be filled in the following manner:
   a. The Board chair shall notify the Board in writing of any resignation from any board member within three days of receipt of such resignation.
   b. Within two board meetings after receiving such notice of resignation the Board shall appoint a new Board, or advisory board, member by a majority vote.

A vacancy in any board or advisory board position does not affect the term of office of such position. A board member who is elected to fill a vacancy shall only hold office for the remainder of the specified term.

5. Formation of the first board with the new format:
   a. Applications for Editorial Representatives 1, 2 and 3 shall open immediately upon the approval of this constitution and no later than March 1
   b. Editorial Representatives 1, 2 and 3 shall be chosen by majority vote by the student board members who fill specified roles.

C. Removal of Board Members

1. The Editor-In-Chief, the Managing Editor and the Business Manager may be removed in a manner set forth in Article V of this constitution.

2. Any other member of the Board may be removed, for cause, by a unanimous vote of the Board. The Board member in question may not participate in such vote.

3. A member of the advisory board can be removed by a majority vote of the Board.

D. Terms of Office for Board Members

1. The Editor-In-Chief, the Managing Editor and the Business Manager shall serve on the Board during their term of office.

2. Student members shall hold office for one year starting on the last boarding meeting of the spring semester to the second to last Board meeting of the spring semester of the year the following year.
3. Terms of office for members of the advisory board shall commence on the Board meeting of the spring semester to the second to last Board meeting of the spring semester two years later.
4. Student board members seeking a second term must reapply at the end of their current term and cannot vote in the vote to approve their applications.
5. Members of the advisory board must receive a nomination from a student member to repeat their term.
6. It will be the responsibility of the Secretary to keep record of Board member’s terms.

E. Board Meetings
1. The Board shall meet bi-weekly, with additional meetings called if necessary and approved by majority vote.
2. The agenda for each meeting shall be established by the Chair of the Board.
3. The Chair shall send a written notice to all Board members at least 48 hours before each meeting that includes the following:
   a. An agenda for the meeting
   b. Minutes of the previous Board meeting
   c. The most recent financial statements
   d. Any other relevant documents
4. A quorum shall be 2/3 of the Board members.
5. The Chair shall not vote except in the event of a tie.

F. Powers and Duties of the Board
1. The Board shall have the power and authority to:
   a. Appoint the Executive Officers
   b. Provide oversight of the organization’s finances
   c. Discuss ways of improving the editorial content of the newspaper
   d. Exercise all other duties and powers conferred upon it by this Constitution
   e. Establish a 5 year plan for The Daily Campus to be reviewed every year and a new plan to be established every 4 years.

F. Powers and Duties of the advisory board
1. Members of the advisory board shall attend Board meetings, participate in interviews of candidates for executive positions and offer guidance and advice to the Board. The advisory board does not have voting authority.

Article V: Executive Officers

A. Establishment of Executive Officers
A. There shall be the following four Executive Officers:
   a. Editor-In-Chief
   b. Business Manager
   c. Managing Editor
   d. Digital Manager

B. Appointment of Executive Officers
1. The Board shall appoint Executive Officers for the next year at the last Board meeting in March.
2. No later than twenty days before the Board is scheduled to meet to appoint officers, each candidate must submit a detailed letter of intent, a resume, and an official or unofficial transcript to the chair of the Board.

3. No later than fourteen days before the Board is scheduled to meet to appoint officers, the chair of the Board shall distribute all application materials to all Board members.

4. Should the total number of candidates exceed eight the Board shall meet to review applications and choose eight candidates to interview. Candidates will be notified within 24 hours whether or not they advance to the interview stage.

5. The Executive Officers shall be appointed by a majority vote of the Board of Directors.

6. If any Executive Officer applies (he/she must reapply for the position) for a consecutive term of office, or applies for another officer position, he/she shall remove himself/herself from the entire appointment process for that particular office.

C. Powers and Duties of Executive Officers
   1. The Editor-In-Chief shall:
      a. Serve as the chief executive officer of The Daily Campus
      b. Be the spokesperson for The Daily Campus
      c. Represent the organization at university and community meetings and events
      d. Be solely responsible for the editorial opinions of The Daily Campus
      e. Attend all meetings of the Board
      f. Report to and be supervised by the Board
      g. Exercise all other duties and powers conferred upon him/her by this Constitution

   2. The Business Manager shall:
      a. Serve as the chief operating officer for the business operations of The Daily Campus
      b. Attend all meetings of the Board
      c. Report to and be supervised by the Editor-In-Chief
      d. Exercise all other duties and powers conferred upon him/her by this Constitution

   3. The Managing Editor shall:
      a. Serve as the chief operating officer for the editorial operations of The Daily Campus
      b. Attend all meetings of the Board
      c. Report to and be supervised by the Editor-In-Chief
      d. Exercise all other duties and powers conferred upon him/her by this Constitution

   4. The Digital Manager shall:
      a. Serve as the chief operating officer for the digital editorial operations of The Daily Campus
      b. Oversee all digital initiatives by The Daily Campus including but not limited to: the website, mobile development, D.C. video, and social media
      c. Attend all meetings of the Board
      d. Report to and be supervised by the Editor-In-Chief
      e. Exercise all other duties and powers conferred upon him/her by this Constitution

D. Evaluation of the Executive Officers
1. Between December 1st and December 31st of each year, the Board shall formally evaluate the Executive Officers using a method, format and process established by the Board.

Article VI: Departments and Department Heads

A. Creation and Elimination of Departments
1. All departments shall be created by a simple majority of the Board of Directors.
2. Any department may be eliminated by a simple majority of the Board of Directors.

B. Appointment of Department Heads/Managers
1. The Editor-In-Chief shall appoint the head of any department that is responsible for commentary, computer technology or website maintenance, and any other department specified by the Board of Directors.
2. The Business Manager, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for marketing, classifieds, circulation, advertising sales or advertising production, and any other department specified by the Board of Directors.
3. The Managing Editor, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for news, sports, features or photography, and any other department specified by the Board of Directors.
4. No later than June 1st of each year, the Editor-In-Chief shall communicate to the Board a list of the individuals appointed to department/manager positions.

C. Removal of Department Heads/Managers
1. Any department head/manager may be removed by the appropriate appointing Executive Officer, with the advice and consent of the Editor-In-Chief.
2. When a department head/manager has been removed, the Editor-In-Chief shall immediately provide a signed written or electronic notice of such to the Board. Such notice shall detail the circumstances of such removal.
3. Any department head/manager who was removed from office may appeal his/her removal by submitting a written request for re-instatement to the chair of the Board of Directors within thirty days of such removal. At its next regularly or specially scheduled meeting, the Board shall meet to consider such appeal. The Executive Officers and the appellant shall be given the opportunity to address the Board. The Board may reinstate a department head by a majority vote.

D. Term of Office for Department Heads/Managers
1. Department heads/managers shall hold office from the day after the final issue of the spring semester until the final day of publication for the following spring semester.

E. Qualifications of Department Heads/Managers
1. The head of any department must be a matriculating undergraduate student taking at least twelve credits. This provision may be waived by a majority vote of the Board.
2. The head of any department must have and maintain a minimum of a 2.0 cumulative GPA in order to hold office. In order to verify that he/she meets this requirement, a department head must present an official or unofficial transcript to the Editor-In-Chief.
during the appointment process, after spring semester grades have been posted, and
again after fall semester grades have been posted. The Board and the Editor-In-Chief
shall enforce this provision.

Article VII: Employees

A. Student Employees

1. Unless otherwise specified in this constitution, all salaried positions occupied by
   student employees shall be created and/or eliminated by the Board.
2. The Executive Officers shall be hired, disciplined and/or removed in a manner set forth
   in Article V of this Constitution.
3. Department heads/managers shall be hired, disciplined and/or removed in a manner set
   forth in Article VI of this Constitution.
4. Any student employee who is not an Executive Officer or a department head/manager
   shall be hired, disciplined and/or removed, for cause, by:
   a. The Editor-In-Chief, or his/her designee, for any department that is responsible
      for commentary, computer technology or website maintenance, and for any
      other department specified by the Board.
   b. The Business Manager, or his/her designee, for any department that is
      responsible for marketing, classifieds, circulation, advertising sales or
      advertising production, and for any other department specified by the Board.
   c. The Managing Editor, or his/her designee, for any department that is
      responsible for news, sports, features or photography, and for any other
      department specified by the Board.
5. Any student employee who was removed from office may appeal his/her removal by
   submitting a written request for re-instatement to the Editor-In-Chief within thirty days
   of such removal. Within thirty days of receipt of the appeal, the Editor-In-Chief shall
   meet with all parties involved to consider such appeal. The Executive Officers and the
   appellant shall be given the opportunity to address the Editor-In-Chief. The Editor-In-
   Chief may re-instate a student employee. This provision does not apply to executive
   officers or department heads.
6. The Daily Campus shall not employ any student who is in his/her second consecutive
   semester of academic probation. Academic standards must be enforced and verified
   each semester by the Editor-In-Chief.

B. Non-student Employees

1. With the exception of the Financial Manager, the following provisions shall apply to
   any and all non-student employees:
   a. All positions occupied by non-students shall be created and/or eliminated by the
      Board.
   b. All non-student employees shall be hired, removed by and responsible to the
      Board.
   c. All non-student employees shall report to and be supervised by the Editor-In-
      Chief and any other executive officer designated by the Board.
   d. The Board shall formally evaluate the job performance of all non-student
      employees using a method, format and process established by the Board. Such
      evaluations shall be completed as often as specified by the Board or by
employee contract, provided that all non-student employees shall be evaluated at least once annually.

Article VIII: Financial Manager

A. Position Established
   1. There shall be a Financial Manager who shall be responsible for all bookkeeping, accounting and financial report for this organization.

B. Appointment, Evaluation and Termination
   1. The Financial Manager shall be a university employee who shall be appointed by and who shall report to the Chief Financial Officer of the University, or his/her designee.
   2. The search committee for this position shall include at least two Executive Officers and at least one non-student Board member.
   3. They Board may, by a majority vote, recommend that the university terminate and/or re-assign the Financial Manager. If the Board does recommend termination and/or re-assignment, the Board chair, or his/her designee shall immediately communicate such recommendation to the Chief Financial Officer of the university.
   4. If the Financial Manager resigns, is terminated by the university and/or is re-assigned by the university, the Chief Financial Officer (or his/her designee) should immediately notify the Board in writing. If there is a vacancy in the Financial Manager position, the university shall immediately initiate a search for a new Financial Manager, and the university shall appoint an interim Financial Manager for a period not to exceed three months.

C. Duties and Responsibilities
   1. The Financial Manager shall:
      i. Be stationed full-time in the Daily Campus office building.
      ii. Attend all meetings of the Daily Campus Board of Directors.
      iii. Prepare and distribute all required financial reports to the Board. Copies shall be given to the Chief Financial Officer of the university.
      iv. Work with and feel comfortable taking direction from the executive officers and from the Board.

   2. The university recognizes that the Financial Manager is only responsible for carrying out line financial functions (including deposits, receivables, payables, payroll, inventory, reconciliation, financial reporting, etc.). The Daily Campus Board of Directors has the sole and ultimate authority to establish and amend budgets, appropriate funds, and approve or disapprove expenses. The Financial Manager shall not refuse to process a voucher and/or make any payment that the Board and/or the executive officers have approved unless such expenditure exceeds what has been budgeted.
Article IX: Miscellaneous Provisions

A. Annual Budget Process
1. No earlier than March 15th and no later than April 15th of each year, the Editor-In-Chief shall present a proposed annual budget to the Board of Directors. Such budget shall contain proposed revenues and expenditures for the following fiscal year.
2. Within thirty days of receiving the Editor-In-Chief’s budget proposal, the Board of Directors shall meet to review such proposal.
3. The Board shall, by a majority vote, adopt a budget no later than June 15th of each year.
4. The Board may amend its budget during the fiscal year by a 2/3 vote.

A. Student Fee Referendum
1. The Board may, by a majority vote, authorize the Editor-In-Chief to initiate the referendum process with the university for an increase in per student fee allocation to The Daily Campus.
2. If the undergraduate student body votes in favor of increasing the per student fee allocation to The Daily Campus, the Board shall formally request such an increase from the Board of Trustees of the University of Connecticut.

B. Financial Reporting
1. At each meeting of the Board of Directors, the Financial Manager shall provide the Board with the most up-to-date financial reports available. Such reports are to include (but are not limited to) account balances, budget statements, and receivable reports.
2. In addition to the information that is required at Board of Directors meetings, the Financial Manager shall, in a timely fashion, provide all members of the Board with any piece of financial information that is requested by one or more members.

C. Salaries and Compensation
1. All salaries must be reviewed on an annual basis by a simple majority vote of the Board.
2. There shall be no increase in salary for any Executive Officer during his/her term of office.
3. Non-student members of the Board shall receive no monetary compensation for their services to the organization.

D. By-Laws and Policies
1. The Board may, by a majority vote, establish by-laws for the organization that are consistent with this constitution.
2. The Board may, by a majority vote, establish any policy for the organization that is consistent with this constitution.
3. The Editor-In-Chief may establish any policy for the organization that is consistent with this constitution and with the policies established by the Board of Directors. Any policy established by the Editor-In-Chief may be affirmed or overturned by a majority vote of the Board.
4. The Daily Campus shall operate in accordance to the Comptroller’s Guide and all other relevant sections of the Connecticut General Statutes applicable to Student Fee Organizations.
E. Contracts
   1. The Board shall, by a majority vote, approve all contracts (including employment contracts) before they are deemed in effect.
   2. The Editor-In-Chief shall execute all contracts that are approved by the Board.

Article X: Amendments

Approving Amendments to this Constitution
   a. This Constitution may be amended by a 2/3 vote of the Board of Directors.
   b. If the Board amends this Constitution, the new document will be forwarded by the Editor-In-Chief shall to the office of Student Affairs.

Article XI: Enactment

This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

The Daily Campus Board of Directors has executed this Constitution as of the 15th day of February, 2015.
The Daily Campus Constitution

Rev. 4/2015

Article I: Title and Authority

A. The name of this organization is The Daily Campus.

B. All sovereign authority vested in The Daily Campus is hereby contained in and distributed by this constitution.

Article II: Purpose

The Daily Campus exists to provide a newspaper for the University of Connecticut and to provide students with the best possible environment to experience, first hand, all aspects of the newspaper industry.

Article III: Membership

The Daily Campus is dedicated to the principle of a student-run newspaper. All employees must be undergraduate students at the University of Connecticut, unless otherwise specified in this constitution.

STUDENT ONLY DAILY CAMPUS BOARD STRUCTURE

Article IV: Board of Directors

A. Establishment of the Board of Directors
   1. There shall be a Board of Directors (herein referenced as the Board) that shall be composed of seven students, voting members.
      a. The seven student, voting members shall consist of:
         1. Editor in Chief
         2. Managing Editor
         3. Business Manager
         4. Digital Manager
         5. Sales Director
         6. Up to four student representatives

   2. There shall be advisory board partnered with the Board which will consist of:
      1. A Professional Journalist
      2. An Accounting or Finance Professional
      3. A Practicing Lawyer
      4. A Journalism Faculty Member
      5. The last spot will be flexible and selected based on the paper's current needs.
3. At its last meeting each April, the Board shall, by majority vote, select a vice chair and a secretary from among its membership. If there are no elections, people filling those positions in the prior year will continue in office. The Editor in Chief shall serve as the Chair.

4. Student Representatives will be filled by a member of the editorial staff (section editor, writer, copy editor, designer and/or photographer) who has worked at the paper for at least two semesters.

B. Appointment of Board Members

1. The Editor-In-Chief, the Managing Editor and the Business Manager shall be appointed in a manner set forth in Article V of this Constitution.

2. Student Board members will be appointed by a majority vote by the previous Board and candidates will have to submit a letter outlining their qualifications by the same deadline executive applications are due. The Board for the coming year must be filled no later than two meetings following the appointment of executives.

3. Members of the advisory board are appointed to by the Board through a nomination by a current Board member and a majority vote to approve the nomination.

4. Vacancies on the Board and the advisory board shall be filled in the following manner:
   a. The Board chair shall notify the Board in writing of any resignation from any board member within three days of receipt of such resignation.
   b. Within two board meetings after receiving such notice of resignation, the Board shall appoint a new Board, or advisory board, member, by a majority vote.
   c. A vacancy in any board or advisory board position does not affect the term of office of such position. A board member who is elected to fill a vacancy shall only hold office for the remainder of the specified term.

5. Formation of the first board with the new format
   a. Applications for Editorial Representatives 1, 2 and 3 shall open immediately upon the approval of this constitution and no later than March 1
   b. Editorial Representatives 1, 2 and 3 shall be chosen by majority vote by the student board members who fill specified roles.

C. Removal of Board Members

1. The Editor-In-Chief, the Managing Editor and the Business Manager may be removed in a manner set forth in Article V of this constitution.

2. Any other member of the Board may be removed, for cause, by a unanimous vote of the Board. The Board member in question may not participate in such vote.

3. A member of the advisory board can be removed by a majority vote of the Board.

D. Terms of Office for Board Members

1. The Editor-In-Chief, the Managing Editor and the Business Manager shall serve on the Board during their term of office.

2. Student members shall hold office for one year starting on the last boarding meeting of the spring semester to the second to last Board meeting of the spring semester of the year the following year.
3. Terms of office for members of the advisory board shall commence on the last Board meeting of the spring semester to the second to last Board meeting of the spring semester two years later.
4. Student board members seeking a second term must reapply at the end of their current term and cannot vote in the vote to approve their applications.
5. Members of the advisory board must receive a nomination from a student member to repeat their term.
6. It will be the responsibility of the Secretary to keep record of Board member's terms.

E. Board Meetings
1. The Board shall meet bi-weekly, with additional meetings called if necessary and approved by majority vote.
2. The agenda for each meeting shall be established by the Chair of the Board.
3. The Chair shall send a written notice to all Board members at least 48 hours before each meeting that includes the following:
   a. An agenda for the meeting
   b. Minutes of the previous Board meeting
   c. The most recent financial statements
   d. Any other relevant documents
4. A quorum shall be 2/3 of the Board members.
5. The Chair shall not vote except in the event of a tie.

F. Powers and Duties of the Board
1. The Board shall have the power and authority to:
   a. Appoint the Executive Officers
   b. Provide oversight of the organization's finances
   c. Discuss ways of improving the editorial content of the newspaper
   d. Exercise all other duties and powers conferred upon it by this Constitution.
   e. Establish a 5 year plan for The Daily Campus to be reviewed every year and a new plan to be established every 4 years.

G. Powers and Duties of the advisory board
1. Members of the advisory board shall attend Board meetings, participate in interviews of candidates for executive positions, and offer guidance and advice to the Board. The advisory board does not have voting authority.

Article V: Executive Officers

A. Establishment of Executive Officers
   A. There shall be the following four Executive Officers:
      a. Editor-In-Chief
      b. Business Manager
      c. Managing Editor
      d. Digital Manager

B. Appointment of Executive Officers
   1. The Board shall appoint Executive Officers for the next year at the last Board meeting in March.
2. No later than twenty days before the Board is scheduled to meet to appoint officers, each candidate must submit a detailed letter of intent, a resume, and an official or unofficial transcript to the chair of the Board.
3. No later than fourteen days before the Board is scheduled to meet to appoint officers, the chair of the Board shall distribute all application materials to all Board members.
4. Should the total number of candidates exceed eight the Board shall meet to review applications and choose eight candidates to interview. Candidates will be notified within 24 hours whether or not they advance to the interview stage.
5. The Executive Officers shall be appointed by a majority vote of the Board of Directors.
6. If any Executive Officer applies (he/she must reapply for the position) for a consecutive term of office, or applies for another officer position, he/she shall remove himself/herself from the entire appointment process for that particular office.

C. Powers and Duties of Executive Officers
1. The Editor-In-Chief shall:
   a. Serve as the chief executive officer of The Daily Campus
   b. Be the spokesperson for The Daily Campus
   c. Represent the organization at university and community meetings and events
   d. Be solely responsible for the editorial opinions of The Daily Campus
   e. Attend all meetings of the Board
   f. Report to and be supervised by the Board
   g. Exercise all other duties and powers conferred upon him/her by this Constitution
2. The Business Manager shall:
   a. Serve as the chief operating officer for the business operations of The Daily Campus
   b. Attend all meetings of the Board
   c. Report to and be supervised by the Editor-In-Chief
   d. Exercise all other duties and powers conferred upon him/her by this Constitution
3. The Managing Editor shall:
   a. Serve as the chief operating officer for the editorial operations of The Daily Campus
   b. Attend all meetings of the Board
   c. Report to and be supervised by the Editor-In-Chief
   d. Exercise all other duties and powers conferred upon him/her by this Constitution
4. The Digital Manager shall:
   e. Oversee all digital initiatives by The Daily Campus including but not limited to: the website, mobile development, D.C. video, and social media
   f. Attend all meetings of the Board
   g. Report to and be supervised by the Editor-In-Chief
   h. Exercise all other duties and powers conferred upon him/her by this Constitution

D. Evaluation of the Executive Officers
1. Between December 1st and December 31st of each year, the Board shall formally evaluate the Executive Officers using a method, format and process established by the Board.

**Article VI: Departments and Department Heads**

A. Creation and Elimination of Departments
   1. All departments shall be created by a simple majority of the Board of Directors.
   2. Any department may be eliminated by a simple majority of the Board of Directors.

B. Appointment of Department Heads/Managers
   1. The Editor-In-Chief shall appoint the head of any department that is responsible for commentary, computer technology or website maintenance, and any other department specified by the Board of Directors.
   2. The Business Manager, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for marketing, classifieds, circulation, advertising sales or advertising production, and any other department specified by the Board of Directors.
   3. The Managing Editor, with the advice and consent of the Editor-In-Chief, shall appoint the head of any department that is responsible for news, sports, features or photography, and any other department specified by the Board of Directors.
   4. No later than June 1st of each year, the Editor-In-Chief shall communicate to the Board a list of the individuals appointed to department/manager positions.

C. Removal of Department Heads/Managers
   1. Any department head/manager may be removed by the appropriate appointing Executive Officer, with the advice and consent of the Editor-In-Chief.
   2. When a department head/manager has been removed, the Editor-In-Chief shall immediately provide a signed written or electronic notice of such to the Board. Such notice shall detail the circumstances of such removal.
   3. Any department head/manager who was removed from office may appeal his/her removal by submitting a written request for re-instatement to the chair of the Board of Directors within thirty days of such removal. At its next regularly or specially scheduled meeting, the Board shall meet to consider such appeal. The Executive Officers and the appellant shall be given the opportunity to address the Board. The Board may reinstate a department head by a majority vote.

D. Term of Office for Department Heads/Managers
   1. Department heads/managers shall hold office from the day after the final issue of the spring semester until the final day of publication for the following spring semester.

E. Qualifications of Department Heads/Managers
   1. The head of any department must be a matriculating undergraduate student taking at least twelve credits. This provision may be waived by a majority vote of the Board.
   2. The head of any department must have and maintain a minimum of a 2.0 cumulative GPA in order to hold office. In order to verify that he/she meets this requirement, a department head must present an official or unofficial transcript to the Editor-In-Chief.
during the appointment process, after spring semester grades have been posted, and again after fall semester grades have been posted. The Board and the Editor-In-Chief shall enforce this provision.

**Article VII: Employees**

**A. Student Employees**

1. Unless otherwise specified in this constitution, all salaried positions occupied by student employees shall be created and/or eliminated by the Board.

2. The Executive Officers shall be hired, disciplined and/or removed in a manner set forth in Article V of this Constitution.

3. Department heads/managers shall be hired, disciplined and/or removed in a manner set forth in Article VI of this Constitution.

4. Any student employee who is not an Executive Officer or a department head/manager shall be hired, disciplined and/or removed, for cause, by:
   a. The Editor-In-Chief, or his/her designee, for any department that is responsible for commentary, computer technology or website maintenance, and for any other department specified by the Board.
   b. The Business Manager, or his/her designee, for any department that is responsible for marketing, classifieds, circulation, advertising sales or advertising production, and for any other department specified by the Board.
   c. The Managing Editor, or his/her designee, for any department that is responsible for news, sports, features or photography, and for any other department specified by the Board.

5. Any student employee who was removed from office may appeal his/her removal by submitting a written request for re-instatement to the Editor-In-Chief within thirty days of such removal. Within thirty days of receipt of the appeal, the Editor-In-Chief shall meet with all parties involved to consider such appeal. The Executive Officers and the appellant shall be given the opportunity to address the Editor-In-Chief. The Editor-In-Chief may re-instate a student employee. This provision does not apply to executive officers or department heads.

6. The Daily Campus shall not employ any student who is in his/her second consecutive semester of academic probation. Academic standards must be enforced and verified each semester by the Editor-In-Chief.

**B. Non-student Employees**

1. With the exception of the Financial Manager, the following provisions shall apply to any and all non-student employees:
   a. All positions occupied by non-students shall be created and/or eliminated by the Board.
   b. All non-student employees shall be hired, removed by and responsible to the Board.
   c. All non-student employees shall report to and be supervised by the Editor-In-Chief and any other executive officer designated by the Board.
   d. The Board shall formally evaluate the job performance of all non-student employees using a method, format and process established by the Board. Such evaluations shall be completed as often as specified by the Board or by
employee contract, provided that all non-student employees shall be evaluated at least once annually.

**Article VIII: Financial Manager**

A. Position Established
   1. There shall be a Financial Manager who shall be responsible for all bookkeeping, accounting and financial report for this organization.

B. Appointment, Evaluation and Termination
   1. The Financial Manager shall be a university employee who shall be appointed by and who shall report to the Chief Financial Officer of the University, or his/her designee.
   2. The search committee for this position shall include at least two Executive Officers and at least one non-student Board member.
   3. They Board may, by a majority vote, recommend that the university terminate and/or re-assign the Financial Manager. If the Board does recommend termination and/or re-assignment, the Board chair, or his/her designee shall immediately communicate such recommendation to the Chief Financial Officer of the university.
   4. If the Financial Manager resigns, is terminated by the university and/or is re-assigned by the university, the Chief Financial Officer (or his/her designee) should immediately notify the Board in writing. If there is a vacancy in the Financial Manager position, the university shall immediately initiate a search for a new Financial Manager, and the university shall appoint an interim Financial Manager for a period not to exceed three months.

C. Duties and Responsibilities
   1. The Financial Manager shall:
      i. Be stationed full-time in the Daily Campus office building.
      ii. Attend all meetings of the Daily Campus Board of Directors.
      iii. Prepare and distribute all required financial reports to the Board. Copies shall be given to the Chief Financial Officer of the university.
      iv. Work with and feel comfortable taking direction from the executive officers and from the Board.

   2. The university recognizes that the Financial Manager is only responsible for carrying out line financial functions (including deposits, receivables, payables, payroll, inventory, reconciliation, financial reporting, etc.). The Daily Campus Board of Directors has the sole and ultimate authority to establish and amend budgets, appropriate funds, and approve or disapprove expenses. The Financial Manager shall not refuse to process a voucher and/or make any payment that the Board and/or the executive officers have approved unless such expenditure exceeds what has been budgeted.
Article IX: Miscellaneous Provisions

A. Annual Budget Process
   1. No earlier than March 15th and no later than April 15th of each year, the Editor-In-Chief shall present a proposed annual budget to the Board of Directors. Such budget shall contain proposed revenues and expenditures for the following fiscal year.
   2. Within thirty days of receiving the Editor-In-Chief’s budget proposal, the Board of Directors shall meet to review such proposal.
   3. The Board shall, by a majority vote, adopt a budget no later than June 15th of each year.
   4. The Board may amend its budget during the fiscal year by a 2/3 vote.

A. Student Fee Referendum
   1. The Board may, by a majority vote, authorize the Editor-In-Chief to initiate the referendum process with the university for an increase in per student fee allocation to The Daily Campus.
   2. If the undergraduate student body votes in favor of increasing the per student fee allocation to The Daily Campus, the Board shall formally request such an increase from the Board of Trustees of the University of Connecticut.

B. Financial Reporting
   1. At each meeting of the Board of Directors, the Financial Manager shall provide the Board with the most up to date financial reports available. Such reports are to include (but are not limited to) account balances, budget statements, and receivable reports.
   2. In addition to the information that is required at Board of Directors meetings, the Financial Manager shall, in a timely fashion, provide all members of the Board with any piece of financial information that is requested by one or more members.

C. Salaries and Compensation
   1. All salaries must be reviewed on an annual basis by a simple majority vote of the Board.
   2. There shall be no increase in salary for any Executive Officer during his/her term of office.
   3. Non-student members of the Board shall receive no monetary compensation for their services to the organization.

D. By-Laws and Policies
   1. The Board may, by a majority vote, establish by-laws for the organization that are consistent with this constitution.
   2. The Board may, by a majority vote, establish any policy for the organization that is consistent with this constitution.
   3. The Editor-In-Chief may establish any policy for the organization that is consistent with this constitution and with the policies established by the Board of Directors. Any policy established by the Editor-In-Chief may be affirmed or overturned by a majority vote of the Board.
   4. The Daily Campus shall operate in accordance to the Comptroller’s Guide and all other relevant sections of the Connecticut General Statutes applicable to Student Fee Organizations.
E. Contracts
   1. The Board shall, by a majority vote, approve all contracts (including employment contracts) before they are deemed in effect.
   2. The Editor-In-Chief shall execute all contracts that are approved by the Board.

Article X: Amendments

Approving Amendments to this Constitution
   a. This Constitution may be amended by a 2/3 vote of the Board of Directors.
   b. If the Board amends this Constitution, the new document will be forwarded by the Editor-In-Chief shall to the office of Student Affairs.

Article XI: Enactment

This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

The Daily Campus Board of Directors has executed this Constitution as of the 12 day of February, 2015.