

# WUTV 22

## Policies and Procedures

This document sets out the rules that govern the use of WUTV equipment and resources. These rules, set by the Executive Board, are intended to streamline the process of producing a show and to insure the most efficient use possible of the limited resources that WUTV has. Please note that “shall” is taken to mean *is required to* and that “may” is taken to mean *has the option of*.

### SECTION 1: PROJECT APPROVAL AND REGULATION

1. Two types of projects may be approved by the Executive Board:
  - a. “Independent Projects” produced without the direct oversight of the Executive Board; and
  - b. “Special Projects” produced by the staff of WUTV and overseen directly by the Executive Board.
2. Pursuant to Student Union Treasury rules, projects receiving academic credit shall not use WUTV equipment or facilities. The Executive Board shall not approve such projects.
3. The following procedure shall be followed for the approval of Independent Projects:
  - a. *Each semester*, the producer(s) of the project shall submit to the Executive Board:
    - i. a completed “Independent Project Information Form”;
    - ii. a completed and signed “Independent Project Release”; and
    - iii. any other information the Executive Board judges necessary to determine the feasibility, appropriateness, and likelihood of success of the project.
  - b. If the Executive Board judges the project to be feasible, appropriate for WUTV, and likely to be successfully completed, it shall issue an “Independent Project Authorization Form.” The Executive Board shall indicate on this form what facilities and/or equipment WUTV will provide for the project. *This authorization is valid for one semester* and may be amended or canceled at any time by the Executive Board.
  - c. A file shall be created for the project, and made available to all members of the Executive Board. The file will contain:
    - i. the forms and release listed above;
    - ii. if applicable, a deposit for equipment checkout; and
    - iii. any other materials deemed important by the Executive Board.
  - d. If the producer(s) of the project wish to add new contacts, request additional authorizations, or otherwise amend the project’s file, they shall submit a written request to the Executive Board.
4. The following procedures shall be followed for the approval of Special Projects:

- a. *Each semester* the Executive Board shall complete a “Special Project Form.” The Executive Board shall indicate on this form what facilities and/or equipment WUTV will provide for the project. *This authorization is valid for one semester* and may be amended or canceled at any time by the Executive Board.
  - b. A file shall be created for the project and made available to all members of the Executive Board. The file will contain:
    - i. the Special Project Form;
    - ii. if applicable, a deposit for equipment checkout; and
    - iii. any other materials deemed important by the Executive Board.
5. Projects provided for in this section may submit a written budget request to the Executive Board. The Executive Board may, at its discretion, grant projects a budget for:
  - a. items not owned by WUTV or otherwise available to WUTV or the project;
  - b. items that have been properly listed in the project’s budget request with an accurate estimate of their cost;
  - c. items for which the project shall provide a receipt; and
  - d. items allowed under Student Union rules.
6. In order to comply with rules set by the University, projects produced for WUTV shall not contain nudity or underage drinking, and shall not promote the use of alcohol, tobacco, or controlled substances.
7. Independent Projects shall not claim to speak on behalf of, act on behalf of, or otherwise represent WUTV. When advocating a position, Independent Projects shall clearly indicate that it is not an official position of WUTV.
8. The Executive Board may, at its discretion, decide not to air any content submitted by an Independent Project.
9. The Executive Board may call meetings at which the attendance of at least one representative from every Independent Project shall be required. The Executive Board shall give a reasonable notice of such meetings, and projects that do not send a representative may be subject to sanctions.

## SECTION 2: EQUIPMENT CHECKOUT

1. Only students working on projects approved by the Executive Board and authorized to checkout equipment will be allowed to do so. Equipment is not available for personal or academic uses. When a student requests equipment for a project, the project’s file shall be examined to verify that:
  - a. the student requesting the equipment has been approved as a contact for the project and his/her contact information is listed;
  - b. the Executive Board has authorized the project to checkout the requested equipment; and

- c. no sanctions have been issued against the project or the student that prohibit them from checking out the requested equipment.
2. A deposit of twenty-dollars (\$20) *shall be required* prior to any equipment checkout, unless expressly waived by the Executive Board. The deposit shall be kept in the appropriate project file.
3. An Executive must be present to allow equipment checkout and return. He/she shall properly enter all checked out and returned equipment into the computer database.
4. Unless expressly waived by the Executive Board, equipment must be returned by the first Monday, Thursday, or Friday following the day the equipment was checked out.
5. If equipment is returned late, the deposit shall automatically be seized. Neither the student nor the project shall be allowed to checkout additional equipment until the Executive Board examines the matter. The Executive Board shall decide if sanctions are justified. If extenuating circumstances are found, the Executive Board may return the deposit.
6. Any equipment checkout during break periods must be approved by the Executive Board on a case by case basis.
7. Equipment may be reserved up to three weeks before it will be checked out. The Executive Board shall keep a record of such reservations and shall make it available to all members of the Executive Board. Otherwise, equipment is available on a first come, first served basis.
8. Damaged equipment shall be returned with a written statement describing and explaining the cause of the damage. The deposit shall automatically be seized. The Executive Board shall decide if sanctions are justified. If no malice or negligence is found, the Executive Board may return the deposit.
9. Typically, projects may be allowed to checkout one camera, one tripod, one case, two batteries, and one charger. The Executive Board may expand or limit equipment checkout for each project at its discretion.

### SECTION 3: COMPUTER AND EDITING ROOM USE

1. Only students working on projects approved by the Executive Board and authorized to use WUTV computers will be allowed to do so. The computers shall not be used for personal or academic purposes.
2. *Projects shall restrict their computer use to their assigned folder or account.* Projects that have not been assigned a folder or account shall not use the computers, but may request, in writing, that the Executive Board assign them a folder or account.
3. Projects shall restrict their use of disk space to their assigned allotment, and promptly delete any unnecessary files.
4. With the goal of maintaining the WUTV computers as a shared resource, users of the editing room shall:
  - a. promptly remove all trash and clean up any mess they are responsible for creating;
  - b. keep food and drinks away from the computers;
  - c. not leave headphones or cables lying on the floor; and

- d. not use the folders or accounts of other projects.
5. Typically, projects may be assigned one password protected computer account. The Executive Board may expand or limit this assignment for each project at its discretion.
6. WUTV cannot guarantee the security or reliability of any electronic storage space provided.

#### SECTION 4: LIVE BROADCASTS

1. Only students working on projects approved by the Executive Board and authorized to use the studios or remote broadcast equipment will be allowed to do so.
2. The Executive Board may assign projects time periods for live broadcast. Projects shall restrict their live broadcasts to the assigned periods. Projects that have not been assigned periods for live broadcast shall not broadcast live on WUTV, but may request, in writing, that the Executive Board assign such periods.
3. With the goal of maintaining studio equipment for the use of all authorized projects, students using the studio shall:
  - a. not bring food or drinks into the studio;
  - b. not tamper with any cables connecting the studio equipment;
  - c. follow the proper startup and shutdown protocols for the studio equipment, as well as any other posted protocols or instructions;
  - d. before exiting the studio, properly stow all equipment used, shut off all lights, and clean up any mess that may have been created;
  - e. record a copy of all live shows broadcast; and
  - f. have at least one person trained in the use of the studio equipment present.
4. In order to comply with rules set by the University, the consumption of alcohol, the use of tobacco products, and the use of controlled substances are strictly prohibited in the studios.
5. Due to its technical complexity, use of the remote broadcast equipment may not always be feasible, and shall be subject to special limitations. Projects wishing to use the remote broadcast equipment shall:
  - a. request use of the remote broadcast equipment not less than three weeks prior to the date of its anticipated use; and
  - b. have not fewer than two crew members specially trained in the use of the remote broadcast equipment.

#### SECTION 5: ADVERTISING, EQUIPMENT RENTAL, AND COMMISSION BASED SERVICES

1. WUTV may, at the discretion of the Executive Board, allow equipment rental, advertising on WUTV, or commission based work. Standard policies and rates for these services may be defined separately.
2. If a conflict develops over the use of WUTV resources or equipment between an approved project of the types defined in §1.1 of this document and an activity provided for by this section, the former shall be given priority.

## SECTION 6: SANCTIONS

1. The Executive Board shall examine all alleged violations of these Policies and Procedures. If such violations are found, the Executive Board may, at its discretion, issue sanctions against the individual(s) and/or project(s) that committed them.
2. When examining an alleged violation of these Policies and Procedures, the Executive Board shall:
  - a. insure that the individual and/or group whose actions are being examined has been promptly notified of the allegations against them;
  - b. insure that the individual and/or group whose actions are being examined is given the opportunity to make a statement, in person or in writing, and to present evidence in their favor to the Executive Board;
  - c. allow the individual and/or group whose actions are being examined to view any evidence presented against them; and
  - d. not disclose allegations of violations of these Policies and Procedures before they have been duly examined.
3. These sanctions may be issued by the Executive Board if a violation of these Policies and Procedures is found:
  - a. seizure of a deposit;
  - b. increase in the required deposit for equipment checkout;
  - c. suspension of broadcast rights;
  - d. reduction or elimination of a project's budget;
  - e. special limits or restrictions on the use of WUTV equipment and facilities for a definite or indefinite length of time;
  - f. prohibition on the use of WUTV equipment and facilities for a definite or indefinite length of time; and
  - g. temporary suspension or permanent removal from the staff of WUTV.
4. The Executive Board shall promptly notify, in writing, any project or individual that has been issued a sanction with regard to:
  - a. the section(s) of these Policies and Procedures that the project or individual has violated;
  - b. the section(s) of these Policies and Procedures authorizing the sanction issued; and
  - c. the specific nature of the sanction issued.
5. The Executive Board shall keep a record of all sanctions issued, and make it available to all members of the Executive Board. In addition, the Executive Board shall amend the file of any project that has been issued a sanction to include a record of the sanction issued.