

CitrusTV Bylaws

Last amended: August 25th, 2024

The name of this organization is CitrusTV, which shall hereafter be referred to as “the Studio.”

PREAMBLE

MISSION STATEMENT

As an entirely student-run television studio, CitrusTV aims to provide the Syracuse University and State University of New York College of Environmental Science and Forestry campus community with high-quality student-produced entertainment, news, and sports programming over our broadcast and online platforms. The Studio provides an inclusive, experiential hands-on learning environment for all SU and SUNY-ESF students to work with state-of-the-art equipment.

OBJECTIVES

The Studio aims to achieve the following objectives in order to fulfill its mission;

To provide a professional media broadcasting environment for members to gain hands-on experience with state-of-the-art equipment and practices.

To foster an environment where members are able to learn and develop their professional skills, regardless of past experience and education.

To provide a welcoming environment in which members are able to learn from each other, and feel comfortable experimenting and making mistakes.

To maintain an entirely student-run and editorially independent television station.

To provide high-quality and consistent news, sports, and entertainment content to the Syracuse University and Central New York community.

FUNDING

The Studio receives its funding, in part, from the student activity fees paid by the students at SU and SUNY-ESF. The Studio also relies on donations from alumni, businesses, members, members' parents and other sources. CitrusTV is a not-for-profit organization.

I. ORGANIZATION STRUCTURE

A. General Membership

1. General interest meetings may be held at the beginning of each semester to recruit new members and serve as information sessions for current members. Students, however, need not attend a general interest meeting to become a member of the Studio; the Studio has an open enrollment policy throughout the academic year.
2. Any undergraduate, graduate, masters, doctoral, post-doctoral, and/or part-time student of the SU or SUNY-ESF is eligible for Studio membership provided they agree to abide by all SU policies and procedures applicable to a recognized student organization, the Studio's Bylaws, the Studio's Code of Broadcast Standards ("the Code"), and other official Studio, SU, or SUNY-ESF policies.
3. Studio members are required to sign a physical or electronic document at the beginning of each semester certifying they fully understand and agree to comply with the Bylaws and the Code.

B. Organizational Control and Management

Ultimate authority and control of the Studio shall be vested in the student Executive Staff, who shall regularly consult with and be advised by the University Adviser and the Student Engagement Organizational Consultant.

C. Operating Divisions

The Studio shall be divided into the following operating divisions: 1. Auxiliary Services Division; 2. Entertainment Department; 3. News Department; 4. Operations Department; 5. Sports Department. The Studio does not have any official operating

committees.

II. TERMS OF MEMBERSHIP

A. Eligibility and Rights

1. The Studio and its members do not discriminate and prohibit harassment or discrimination related to any protected category, including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, reproductive health decisions, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression, or perceived gender. This policy will include, but not be limited to, recruiting, membership, organization activities or opportunities to hold office.
2. The Studio will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17 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 institution.
3. Studio programming shall be free from censorship, including but not limited to prior review and prior restraint, by SU and/or SUNY-ESF officials.
4. All members are deemed to be in Good Standing unless and until that standing is revoked according to section II.F.
5. The Executive Staff may deny or revoke membership in the organization for any student who is found responsible for Student Conduct Code violations relating to violence, including, without limitation, sexual violence, harassment, discrimination, or other similar conduct or threatening behavior. The Executive Staff may temporarily suspend membership for any student who has an open student conduct case lodged against them. Membership may also be denied or revoked for any student who violates the RSO Handbook, Student Engagement policies, or the Studio's bylaws or Code of Broadcast Standards.

B. Responsibilities Regarding Studio Equipment

1. Studio members are responsible for understanding how to properly use Studio

equipment. Instructions or contact information of knowledgeable Studio members may be available near the equipment, but it is the responsibility of each Studio member to know how to properly operate any equipment they intend to use.

2. All members shall follow reserving, sign-out, and return procedures for temporary facilities or equipment use as set forth by the Operations Manager.

3. All members shall ensure the care and safe return of all equipment.

a. Any Studio member who damages any Studio equipment, whether accidentally or intentionally, must immediately notify the Chief Engineer or the Operations Manager.

b. Studio members may be held financially responsible if they damage or lose Studio equipment as determined by the General Manager with the assistance of the Operations Manager.

C. Responsibilities Regarding Illegal Drug and Alcohol Use

1. No member shall use illegal drugs or possess or consume alcohol, even if of legal age, in the Studio's offices or facilities. Any programming content that involves the on-camera use of alcohol or illegal drugs must comply with the Code. Further, the alcohol or illegal drugs used on-camera must be non-functional props.

2. No member shall bring a dangerous weapon of any kind into the Studio's offices or facilities. Any programming content that involves the on-camera use of a dangerous weapon must comply with the Code. Further, the weapon used on-camera must be a non-functional prop. The SU Department of Public Safety must be notified in advance of any use of a prop weapon outside the studio, on or near the University campus. DPS must be contacted through appropriate channels by the General Manager.

D. Responsibilities to Other Members and the Community

1. The Studio shall comply with the policies and procedures applicable to a recognized student organization including any Student Association (SA), SU and SUNY-ESF policies.

2. In their individual roles, Studio members have a responsibility not to discriminate

against others for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion or sexual orientation.

3. Members shall abide by all SU policies and procedures applicable to recognized student organizations, policies established by the SA, these Bylaws, the Code, and other official policies of the Studio, SU, and SUNY-ESF. This organization shall comply with the Syracuse University Code of Student Conduct.

4. Members shall comply with editorial decisions made pursuant to the Code by the General Manager, the Programming Director, their Department head, and/or their Producer.

E. Dues and Fees

1. A simple majority of the Executive Staff may determine reasonable dues and fees to be paid by each member at the beginning of each semester.

2. The General Manager shall ensure all debts accumulated by the Studio are paid in full.

3. All revenue procured by the studio shall be divided as follows:

a. 60% of business revenue going to the department the sponsorship appears on

b. 40% of business revenue going to the operations budget

F. Studio Discipline of Members

1. In the day-to-day operations of the station, it's expected that most conflicts or personnel problems can be solved through regular conversations and standard conflict resolution that do not involve formal proceedings. The below procedures are to be followed *only if* standard conflict resolution is not effective or not possible.

2. If a concern is expressed regarding a Station Member that may not be following a provision of the policies and procedures applicable to a recognized student organization, policies or procedures established by the Student Association, these Bylaws, the Studio's Code of Broadcast Standards, the Student Conduct Code, or any other official SU, SUNY-ESF, or Studio policies, the Executive Staff must initiate the

remediation process as defined below if standard conflict resolution is not effective or possible.

- a. A concern may be brought by any member of the Station to either the General Manager or Associate General Manager directly, or through the confidential incident report form.
- b. The Complainant may request to remain anonymous to the Executive Staff, excluding the member of the staff that the concern was brought to, the General Manager, unless the General Manager is the subject of the concern, and the University Adviser, unless the University Adviser is the subject of the concern. The identity of all involved parties and any details relating to the remediation process are to remain private and not shared outside of the Executive Staff and involved University Staff unless otherwise specified.
- c. The University Adviser must be made aware of the situation immediately and should consider the best interests of the station and its members during the process. If the situation is potentially bias-related, or a violation of the Student Conduct Code, Community Standards must be made aware immediately. If the situation is potentially related to assault, sexual assault, or harassment, the Student Title IX Office must be made aware immediately. If the complaint is criminal in nature, or there is a risk to the safety of any person or property, the Department of Public Safety must be made aware immediately.
- d. The Complainant may address the Executive Staff directly regarding the incident.
- e. The subject of the concern will be notified of an initiation of the remediation process and will be allowed to address the Executive Staff generally within two (2) business days of the remediation process beginning while classes are in session to provide any additional information before any action is taken by the Executive Staff.
- f. The Executive Staff, after having heard from the relevant parties, may take a majority vote on the outcome of the remediation process. The General Manager and Associate General Manager, upon consulting with the University Adviser, may collectively choose to override the majority decision made by the Executive Staff if necessary, unless the subject of the concern is the General Manager or Associate General Manager.

g. At the conclusion of the remediation process, the decision can be made to either dismiss the concern, or to impose one of the following sanctions or combination of the following sanctions:

- i. formal written reprimand
- ii. revocation of Good Standing status along with a probationary period
- iii. temporary suspension
- iv. revocation of membership status

h. If a member is not in Good Standing, they may not be eligible for certain positions within the station, as indicated by these bylaws and the requirements for any department positions as outlined by the Department Directors. At the conclusion of the probationary period, the Executive Staff will vote to terminate the probationary period and restore Good Standing, extend the probationary period, or impose an additional sanction.

i. The remediation process should generally take no longer than one (1) week. If the one-week period expires before an outcome has been decided, the period may be extended for up to one (1) additional week, given there is pending action or request for input that is delaying the process. At the end of the additional one-week period, if no action has been taken, the remediation process is terminated with no action being taken. Complaints raised during scheduled University breaks may take additional time to address. In certain instances, the Executive Staff may elect to postpone proceedings until any other accountability processes have concluded. During this time, interim measures may be taken as outlined in Section 3 below if necessary.

j. It is expected that the Executive Staff should take strong consideration of any recommendation from the University Adviser, Community Standards, the Student Title IX Office, Student Engagement, and/or any other relevant University department.

k. If either party of the concern is a member of the CitrusTV Executive Staff, they will be excluded from the remediation process. If the subject of the concern is the General Manager, the concern should be brought to the University Adviser. If the University Adviser is the subject of the concern, the concern should be brought to Student Engagement. The Executive Staff may consult with any other office as necessary.

3. The General Manager may put members on a temporary administrative leave on their own initiative. A temporary administrative leave may only be used in an absolute emergency, under extreme cases where there are immediate concerns for community safety and/or the function of the organization. A temporary administrative leave may be imposed until the remediation process can be completed. During this time, the member may be restricted from participation in specified or all organizational duties as appropriate.

4. The outcome of the remediation process may be appealed by any involved party. The appeals process is outlined as follows.

a. A formal appeal letter, stating the remediation outcome, and why the appealing party disagrees with that decision shall be submitted to the University Adviser within five (5) business days of the end of the remediation process. If the University Adviser is the subject of the concern, the appeal must be submitted to the Senior Director of Student Engagement within five (5) business days of a decision. Appeals can be made on the following grounds;

- i. new information is made available
- ii. procedural error in the remediation process
- iii. egregious sanction(s) imposed

b. The party that receives the appeal must first bring it to the Executive Staff for reconsideration. The Executive Staff can retain, vacate, or amend their previous decision. The appeal decision must be made according to the same stipulations as outlined in Section 2.f. The Executive Staff must come to an appeal decision within (3) business days of receiving the appeal.

c. Following the Executive Staff reconsideration, the appealing party may choose to escalate the appeal to the Student Association Supreme Court. In this case, the party that received the appeal must initiate a disciplinary hearing with the Student Association Supreme Court, regarding the remediation process and appeal. An appeal to the Student Association Supreme Court can only be submitted on the following grounds;

- i. violation of station bylaws/procedure
- ii. egregious sanction(s) imposed

- d. The outcome of the remediation process will be affirmed, vacated, or modified based on the decision of the Student Association Supreme Court.

III. THE EXECUTIVE STAFF

A. Eligibility

1. Any student member of the Studio in Good Standing is eligible to be selected for the Executive Staff.
2. Studio members in their final semester at SU or SUNY-ESF, though eligible, are discouraged from holding Executive Staff positions if a well-qualified applicant with more time remaining at SU or SUNY-ESF exists.

B. Term

1. Executive Staff members' terms shall be for a period of one calendar year and shall begin four weeks after the Executive Staff member has been selected by the Selection Committee. During this four week transition period, the incoming Executive Staff member will hold the position elect (for example, General Manager Elect) and shall attend Executive Staff meetings but will cast no vote.
2. If an Executive Staff member is elected via a non-standard election (i.e. one taking place any time other than the first week of November as described in section III.C.6) because of a previous Executive Staff member's replacement or impeachment, their term shall include the completion of the former Executive Staff member's term in addition to a term of one calendar year provided that the length of the incoming Executive Staff member's term would not exceed 18 months. If an Executive Staff member is elected via a non-standard election and the previous standard election was within the past six months, the incoming Executive Staff member's term shall be reduced so as to coincide with the next regularly scheduled election.
3. Upon the expiration of their term, Executive Staff members may run for re-election.
4. A member of the Studio cannot hold more than one position on the Executive Staff for more than an emergency transition period of six weeks. During that time, the

Executive Staff member shall only retain one vote.

C. Selection of Executive Staff Members

1. Executive Staff members shall be selected by simple in-person majority vote of the Selection Committee. The type of vote (ex. secret ballot, etc.) may be decided by the General Manager on a case-by-base basis.
2. The Selection Committee shall be comprised of:
 - a. The General Manager;
 - b. The Executive Staff member currently holding the position being interviewed for, except when the incumbent is running for re-election;
 - c. At least four other current Exec Staff members;
 - d. The General Manager Elect (if applicable), who shall cast no vote other than to break ties.
3. If an Executive Staff member is running for a position, they shall not be included on the Selection Committee for that position
4. Notice of Vacant Executive Staff Positions — A notice of vacant Executive Staff positions shall be posted in the Studio offices and distributed to the Studio’s members’ listserv at least one week prior to the due date for Letters of Intent.
5. Letters of Intent — Any eligible members interested in running for any vacant Executive Staff position may nominate themselves to the General Manager by submitting a Letter of Intent, which shall include their reason for seeking the position, qualifications, and goals should they be selected. The General Manager shall determine a due date for the Letters of Intent.
6. Timing of Selection — The standard time for the Selection Committee to convene shall be the first week of November. Reasonable effort should be made by the Executive Staff to convene a Selection Committee during or around this time.
7. Input from Producers — producers may be given an opportunity to address the Selection Committee.

- a. The General Manager shall have discretion over whether and when a producer may address the Selection Committee.
- b. Producers wishing to address the Selection Committee may schedule an appointment to do so or submit a letter to the General Manager.
- c. Producers may address the Selection Committee either individually or as a group.

8. Interviews and Selection of Candidates for Executive Staff Positions — Each candidate for an open position shall be interviewed individually in person or by real-time electronic means at an Executive Staff meeting by the Selection Committee.

- a. The interviews may not begin until all voting members of the Selection Committee are present.
- b. If applicable, the General Manager shall be elected before any other vacant position.
- c. Following the interviews of all candidates, the Selection Committee shall privately discuss the merits and qualifications of each candidate. In doing so, the Selection Committee shall consider the candidates' suitability for the position based on the criteria set forth for each Executive Staff position in subsection a of sections III.H.1 through III.H.13.
- d. At the conclusion of discussion, the Selection Committee shall vote by secret ballot.
- e. The General Manager shall read the votes cast aloud.
- f. A simple majority vote is required for selection for any Executive Staff position.
- g. Multiple ballots shall be cast until a candidate is selected by simple majority vote.

9. If extraneous circumstances arise in which it is necessary to have a position of the executive staff be filled by two individuals to create a co-leadership position,

the two individuals running for that position must petition to the executive staff at least 7 days before the due date of the applications as to why that would be beneficial and necessary to the executive staff. Upon majority approval of the executive staff, the two individuals will be allowed to run as a co-leadership position.

- a. The positions of General Manager and Associate General Manager may not be applied for as a co-leadership position unless approved by a 2/3rds majority of the executive staff.

D. Replacement of Executive Staff Members

1. In the event of an immediate resignation or termination of an Executive Staff member, they shall be replaced via the usual procedures for selection with the following modifications:

- a. If the Selection Committee has already selected a member to succeed the outgoing Executive Staff member, the incoming Executive Staff member shall immediately take office on a permanent basis.

- b. If the position had an assistant, the assistant shall hold the position on an interim basis until such time as the Executive Staff selects another member who is in Good Standing to hold the position on an interim basis or a Selection Committee can be convened.

- c. If there is no assistant, the Executive Staff shall select a Studio member who is in Good Standing to hold the position on an interim basis until such time as a Selection Committee can be convened.

2. In the event that the General Manager resigns, the Associate General Manager shall immediately fulfill the role of the General Manager, and the Executive Staff must handle the selection of a new General Manager.

- a. Should the position of Associate General Manager be vacant, the Operations Manager shall become the Interim General Manager.

- b. Should the Operations Manager decline or if the position is vacant, the line

of succession shall pass through to the Executive Staff member with the longest time serving on the Executive Staff unless a simple majority of the Executive Staff objects.

E. Impeachment of Executive Staff Members

1. Grounds for Impeachment — Should an Executive Staff member significantly fail to perform their duties in accordance with these Bylaws, they may be removed through the impeachment process. Impeachment shall be reserved as a procedure of last resort.

2. Procedures for Impeachment

a. An Executive Staff member shall present their case for impeachment to the Executive Staff in the form of a letter, which shall be delivered to the Impeachment Chair, who shall be the General Manager. Should the General Manager be the subject of impeachment, the Impeachment Chair shall be the next longest serving Executive Staff member.

b. The subject Executive Staff member shall have four days to provide a written response to the Impeachment Chair.

c. The Executive Staff will then have a period of three days to collect additional information. During this time period, Studio members may submit letters to the Impeachment Chair. At the conclusion of this time period, the Executive Staff and the University Adviser will meet as soon as possible to decide whether to remove the subject Executive Staff member from office.

3. Impeachment Proceedings

a. The Impeachment Chair shall preside over the meeting.

b. At least three-fourths (3/4) of the current Executive Staff members in addition to the University Adviser and the Organizational Consultant, shall be present for the meeting.

c. Both the subject Executive Staff member and the accuser-Executive Staff member have the right to attend the meeting.

d. At the conclusion of deliberations, the present Executive Staff members shall vote by secret ballot to decide whether to remove the subject Executive Staff member from office.

i. Neither the University Adviser nor the Organizational Consultant shall cast a vote.

ii. Neither the subject Executive Staff member nor the accuser-Executive Staff member shall cast a vote.

iii. The Impeachment Chair shall tally the votes aloud.

iv. A simple majority vote of persons present and entitled to vote is required for removal.

v. Removal shall be effective immediately.

4. Impeachment alone shall have no effect on the former Executive Staff member's status as a Studio member.

5. If Studio membership status should be revoked, see II.F for removal process.

F. Executive Staff Meetings

1. A quorum for Executive Staff meetings shall consist of half of all voting members plus one, however all Executive Staff members are expected to attend every meeting. If a quorum is not present, a meeting shall be rescheduled for the earliest available time a quorum is possible.

2. The Executive Staff shall meet at the discretion of the General Manager.

3. Notwithstanding the discretion of the General Manager, the Executive Staff shall schedule at least one regular meeting per week while classes are in session. The meeting shall be on the same day of the week and will start at the same time of day. This regularly scheduled meeting shall be held unless a quorum cannot be achieved or if it is cancelled by the General Manager.

4. The Associate General Manager shall record meeting minutes for each meeting. If the Associate General Manager is not present, the General Manager shall choose another Executive Staff member to record meeting minutes. Any meeting minutes shall be made available to all Executive Staff members by the Associate General Manager for the duration of the term.

5. For any other meeting of the Executive Staff, the General Manager shall provide at least four (4) hours notice to the other Executive Staff members and the University Adviser before the meeting. This meeting shall be held unless a quorum cannot be achieved.

6. Only Executive Staff members and the University Adviser may attend Executive Staff meetings. Other people may attend if they are invited by the General Manager.

7. Though it is preferable for Executive Staff meetings to take place in person, at the discretion of the General Manager, meetings can take place via telephone conference or other electronic means that allow for real-time interaction with other Executive Staff members.

8. Where an Executive Staff meeting is held in person, Executive Staff members, as well as the University Adviser or Organizational Consultant if required to attend, should use their best efforts to attend the meeting in person. Where it is not possible for an Executive Staff member to attend an Executive Staff meeting in person, they may attend via telephone conference or other electronic means that allow for real-time interaction.

a. Executive Staff members present at an Executive Staff meeting via telephone conference or other electronic means that allow for real-time interaction shall retain voting rights.

b. An Executive Staff member who is studying abroad or taking an extended leave from campus shall resign if they are unable to properly carry out Executive Staff responsibilities.

G. Executive Staff Parliamentary Procedure

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Studio in all cases to which they are applicable and in which

they are not inconsistent with these bylaws and any special rules of the order the Studio may adopt.

2. No major vote shall be taken without prior notice given to the Executive Staff and the University Adviser.

a. This notice may consist either of an announcement at a previous Executive Staff meeting or an e-mail to all Executive Staff members and the University Adviser.

b. The General Manager shall determine if a vote constitutes a major vote for the purposes of this provision.

3. Unless otherwise specified by these Bylaws, any measure, policy, or act that is passed, adopted, or taken by the Executive Staff shall require a simple majority vote of the Executive Staff members present at a meeting of the Executive Staff.

4. The University Adviser shall not cast any votes.

5. Unless otherwise specified by these Bylaws, votes shall be cast by a method determined by the General Manager. This notwithstanding, upon the request of any Executive Staff member, a secret ballot shall be used.

6. The General Manager shall be the presiding officer for all meetings and votes with the exception of those relating to programming procedures and policies, in which case the programming director serves as the presiding officer. Examples include votes for pilot programs and show renewals.

H. Descriptions of the Executive Staff Positions

1. The General Manager:

a. Should: be a member of the Studio for at least three semesters; be a member of multiple operating divisions of the Studio; have served at least one semester on the Executive Staff; have the ability to advocate and be a spokesperson for the

Studio; have general knowledge of SU structure; have general knowledge of the structure and operation of other television studios; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or Robert's Rules of Order.

b. Shall develop short-term and long-term goals in consultation with the University Adviser;

c. Shall develop and execute a plan to achieve Studio-wide goals and objections;

d. Shall, in consultation with the University Adviser, resolve disputes between or among the Executive Staff, other Studio member, and/or shows;

e. Shall have the authority to suspend and/or cancel a specific show or program with the consent of the Executive Staff;

f. Is the only authorized spokesperson for the Studio to all outside organizations (including University departments and officials, and non-University entities), including but not limited to the Student Association, The Daily Orange or any media organization, the Office of Judicial Affairs, the Office of the Chancellor, the Office of the Dean of Students, and Student Engagement, unless otherwise stated by these bylaws or the acting General Manager.

g. Is the only authorized person to make requests and inquiries for expenditures through Student Engagement. Exceptions may only be made through the permission of the General Manager.

h. Shall, along with at least one other Executive Staff member, present the Studio's annual budget proposal to the Student Association;

i. Shall seek new opportunities for the Studio and after consultation with the University Adviser, alter the organizational direction as necessary;

j. Shall maintain a file of any and all substantive correspondence or communications between the Studio and any University or SUNY-ESF official, including but not limited to the Organizational Consultant;

- k. Shall oversee the Auxiliary Services Division;
- l. Shall ensure all debts accumulated by the Studio are paid in full;
- m. Shall take all actions necessary and proper to:
 - i. Ensure efficient internal operation of the Studio;
 - ii. Ensure the continued success of the Studio;
 - iii. Develop and maintain relationships with outside constituents;
 - iv. Secure funding for equipment and Studio operations; and
 - v. Ensure compliance with other provisions of these Bylaws.

2. The Associate General Manager:

- a. Should: be a member of the Studio for at least three semesters; be a member of multiple operating divisions of the Studio; have served at least 1 semester in on the Executive Staff or as a producer; have the ability to advocate and be a spokesperson for the Studio; have general knowledge of SU structure; have general knowledge of the structure and operation of other television studios; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies; and have knowledge of parliamentary procedure and/or Robert's Rules of Order.
- b. Reports directly to the General Manager;
- c. Shall be first in the line of succession for the position of General Manager;
- d. Shall fulfill the responsibilities of the General Manager when the General Manager is unable to do so; and
- e. Shall assist the General Manager in performing their duties.
- f. Shall maintain and update the anonymous incident report form. This form must

be readily accessible by every member of the station.

3. The Operations Manager:

- a. Should: be a member of the Operations Department for at least one semester; have experience in or general knowledge of station technology and operations relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager;
- c. Is responsible for all aspects of Studio operation, including the management of Studio equipment;
- d. Manages the Operations Department;
- e. Coordinates the creation and updating of a Studio's Facilities Handbook, which serves as standard operation procedure for the use of Studio facilities and equipment;
- f. Shall inventory and distribute supplies to other departments based on the basis of need and availability of resources;
- g. Shall facilitate the development of studio, office, and equipment organization policy;
- h. Shall ensure that all Studio members are properly trained and cleared to use the Studio's facilities and equipment;
- i. Shall devise and maintain a system for equipment sign-out;
- j. Shall recommend equipment for purchase to the General Manager; and
- k. Shall ensure upkeep and general cleanliness of the Studio.

4. The Programming Director:

- a. Should: be a Studio member for at least two semesters; be a producer in one of

the departments for at least 1 year; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager as a member of the Auxiliary Services Division;

c. Shall develop and maintain a positive relationship between the Studio and its various distribution outlets;

d. Shall organize and maintain a Programming Staff responsible for all aspects of on-air programming, including but not limited to programming packaging and breaks;

e. Shall oversee the Pilot Process;

f. Shall oversee the Show Renewal Process;

g. Should assist the news director, sports director, entertainment director, to ensure that all content produced by those departments complies with these Bylaws, the Code of Broadcast Standards and other official Studio policies, and adheres to the relevant professional standards and is of high quality.

h. Shall immediately seek to remove any and all episodes of a show that has been suspended or cancelled because of disciplinary action from rotation on the Orange Television Network or any other broadcast or digital outlet to which the Studio submitted the show;

i. Shall maintain an email account that is dedicated to receiving comments or complaints from viewers about Studio programming, and shall report the substance of the viewer email that was received, if any, to the Executive Staff at each regular Executive Staff meeting;

j. Shall maintain a schedule for use of studio, newsroom, edit bays. Is responsible for settling disagreements between departments over the use of these spaces, holding a final say on the equitable use of these facilities, unless successfully appealed to the General Manager.

k. Shall work with the General Manager to submit station programming for awards throughout the year.

l. Shall regularly seek feedback from media professionals, alumni, professors and other appropriate parties in order to assess the quality of station programming, and shall report the important findings of this research to the appropriate parties.

m. Shall explore ways to further the station's goals when necessary, looking at ways to expand opportunities available to students and the reach of station programming.

n. Shall work with the web and digital and social media director to maintain the studio's digital platforms, including the YouTube channel, Instagram pages, etc.

5. The News Director:

a. Should: be a Studio member for at least 1 year; be a producer in the News Department for at least 1 year; be technical proficient in television production;; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the News Department;

d. Shall ensure that all content produced by the News Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;

e. Is responsible for ensuring that all content produced by the News Department adheres to the relevant professional standards and is of high quality;

f. Shall ensure that all shows within the News Department meet their show commitments;

g. Shall recruit, audition, and place all on-air and off-air personnel within the

News Department on a semester-by-semester basis with the assistance of the News Executive Producers;

h. Shall appoint News Executive Producers to oversee individual News Department shows and shall have final discretion over cast and crew decisions;

i. Shall serve as the representative and advocate of the members of the News Department at Executive Staff meetings; and

j. Should develop and maintain relationships with outside news media organizations.

k. Shall maintain an archive of the episodes of News Studio programs on the server for at least one semester;

6. The Sports Director:

a. Should: be a Studio member for at least 1 year; be technical proficient in television production; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Oversees the Sports Department;

d. Shall ensure that all content produced by the Sports Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;

e. Is responsible for ensuring that all content produced by the Sports Department adheres to the relevant professional standards and is of high quality;

f. Shall ensure that all shows within the Sports Department meet their show commitments;

g. Shall coordinate reporter/anchor auditions and coordinate positioning of personnel with Sports Department Producers;

- h. Shall act as the liaison between the studio and outside entities relating to content production.
- i. Shall appoint Sports Executive and Associate Producers to oversee individual Sports Department shows;
- j. Shall serve as the representative and advocate of the members of the Sports Department at Executive Staff meetings; and
- k. Should develop and maintain relationships with outside media organizations.
- l. Shall maintain an archive of the episodes of Sports Studio programs on the server for at least one semester;

7. The Entertainment Director:

- a. Should: be a Studio member for at least 1 year; be technical proficient in television production; have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager;
- c. Oversees the Entertainment Department;
- d. Shall ensure that all content produced by the Entertainment Department complies with Studio Bylaws, Code of Broadcast Standards, and other official Studio policies;
- e. Is responsible for ensuring that all content produced by the Entertainment Department adheres to the relevant professional standards and is of high quality;
- f. Shall regularly consult with Entertainment Producers regarding the content and style of their shows;
- g. Shall ensure that all shows within the Entertainment Department meet their

show commitments;

h. Shall appoint Entertainment Executive and Associate Producers to oversee individual Entertainment Department shows; and

i. Shall serve as the representative and advocate of the members of the Entertainment Department at Executive Staff meetings.

j. Shall maintain an archive of the episodes of Entertainment Studio programs on the server for at least one semester;

8. The Promotions Director:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports directly to the General Manager;

c. Responsible for assisting the General Manager in developing a clear Studio brand and Identity, as well as assisting the General Manager with all relevant station public relations;

d. Shall organize all Studio advertising campaigns, consulting with the Organizational Consultant as needed;

e. Shall promote the General Interest Meeting, consulting with the Organizational Consultant as needed,

i. Specifically, before any General Interest Meeting, the Promotions Director, or their designee, will contact the larger student organizations that represent minority student groups in an effort to attend one of their meetings and encourage their members to attend the General Interest Meeting and become Studio members.

ii. The Promotions Director shall consult with the Organizational Consultant regarding which of SU's many minority student groups to contact.

ii. Whenever fliers, handouts, or posters are distributed to encourage attendance at a General Interest Meeting, these materials shall be distributed on both SU and SUNY-ESF campuses.

f. Shall support other Organizational Divisions as needed.

9. The Chief Engineer:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports to the Operations Manager;

c. Oversees the Engineering Division of the Operations Department, consisting of all Studio electronics not directly IT related.

d. Shall train and supervise a team of engineers as part of the Engineering Corps;

e. Shall coordinate Studio member training in conjunction with the Operations Manager;

f. Shall ensure that all Studio equipment is in full working order; and

g. Shall coordinate the repair of equipment.

10. The Director of Technology:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports to the Operations Manager;

- c. Oversees the Computing Division of the Operations Department;
- d. Shall train and supervise a team of computer technicians as part of the Computing Division;
- e. Shall coordinate member training on computer systems in conjunction with the Operations Manager;
- f. Shall ensure that all Studio computers are in full working order; and
- g. Shall identify new computing opportunities for the Studio.

11. The Alumni Relations Director:

- a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.
- b. Reports directly to the General Manager as part of the Auxiliary Services Division;
- c. Shall serve as the primary liaison between the Studio and its alumni;
- d. Shall organize and promote the annual Studio Alumni and Awards Banquet, consulting with the Associate General Manager as needed;
- e. Shall produce an Alumni Newsletter every few months;
- f. Shall encourage alumni donations and their continued involvement with the Studio;
- g. Shall keep the alumni database up to date and alumni contacts confidential, sharing with members only when alumni have requested or allowed them to share their contact info.

12. The Web & Digital Media Director:

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports to the Operations Manager;

c. Shall develop and maintain the Studio Web site; including uploading all shows and articles as they are produced, update all information as needed, update all images as often as necessary to keep recent, etc.

d. Shall oversee a Digital Media Team, who will assist in their efforts to develop and maintain the Studio Web site and create digital specific content; this is including a Photography team who will help create this content.

e. Shall coordinate with content Department Heads to edit online content;

f. Shall immediately remove any and all archived episodes from the server of any show that has been suspended or cancelled because of disciplinary action;

g. Shall immediately remove an archived episode from the server of a show when directed to do so by the General Manager;

h. Shall be well versed in Web design and development

i. Shall oversee production and archiving of the Tap.

j. Shall offer headshots to CitrusTV members each semester.

13. The Social Media Director

a. Should: have experience in or general knowledge of subject matter relevant to their position; have general knowledge of these Bylaws and other Studio policies; have general knowledge of SU and SUNY-ESF Codes of Conduct and List of Student Rights and Responsibilities; have general knowledge of the Student Organization Handbook and other University policies.

b. Reports to the Operations Manager;

- c. Shall develop and maintain the Studio's social media channels;
- d. Shall oversee a Social Media Team, who will assist in their efforts to develop and maintain the Studio's social presence;
- e. Shall coordinate with content Department Heads to edit social content;
- f. Shall maintain a schedule for consistent social content and posting;
- g. Shall immediately remove any and all social media content from the studio's social channels of any show that has been suspended or cancelled because of disciplinary action;
- h. Shall immediately remove social media content if directed to do so by the General Manager for not following the Code or Social Media Guidelines;
- i. Shall be well versed in social media and social media management.
- j. Will ensure social media guidelines are followed by all members of the Studio and bring any issues regarding problematic social media usage by members to the attention of the General Manager.

IV. UNIVERSITY ADVISER

A. Eligibility & Term

1. The University Adviser shall be a University or SUNY-ESF professor who is educated and familiar with all matters associated with television broadcasting and meets the criteria for a University Adviser as set forth in the Student Organization Handbook. Preference shall be given to a tenured professor who is a faculty member of the S.I. Newhouse School of Public Communications ("Newhouse").
2. The University Adviser shall serve until they: (1) resign (2) no longer satisfy the criteria for a University Adviser as set forth in section IV.A.1; or (3) is removed by a two-thirds (2/3) majority vote by the Executive Staff. The Executive Staff is not required to carry out a remediation process as outlined in Section II.F to remove the University Adviser, though they may go through the process if they wish.

B. Selection

The Executive Staff will select a potential University Adviser by a simple majority vote. Thereafter, the General Manager shall extend the potential University Adviser an invitation to become the Studio's University Adviser.

C. Role of the University Adviser

1. The University Adviser:

- a. Counsels and advises the Studio in the exercise of its responsibilities;
- b. Assists the Studio in establishing long-range goals and in planning and initiating short-term projects;
- c. Provides the Studio with resource referral, problem solving advice, and suggestions for improving the Studio;
- d. Assists the Studio in assessing its projects and programs;
- e. Assists the Studio in improving leadership skills within the organization;
- f. Assists the Studio in ensuring its accountability and integrity;
- g. Consults with the Department Heads and the General Manager regarding programming content pursuant to the Code;
- h. May attend Executive Staff and all general meetings;

2. Although the University Adviser may offer advice and counsel to the Studio, pursuant to the Student Organization Handbook, they do not have authority to control the policies and practices of the Studio.

V. ORGANIZATIONAL CONSULTANT

A. Eligibility & Term

Every student organization is assigned an organization consultant out of Student Engagement. Student Engagement reserves the right to assign the organization consultant. The appointed person will be a professional staff member out of Student Engagement and will act as a resource and contact person to the organization in the program planning process.

B. Role of the Organizational Consultant

1. As set forth in the Student Organization Handbook, the Organizational Consultant:
 - a. Helps the Studio determine its objectives for the year;
 - b. Assists in planning events and programs;
 - c. Assists in negotiating contracts;
 - d. Assists in creating publicity and marketing campaigns;
 - e. Assists with Executive Staff selection and transition;
 - f. Advises the Studio as to governing policies and procedures of the University and the Student Association; and
 - g. Assists the Studio in equipment procurement.
2. The Organizational Consultant may attend Executive Staff meetings when invited by the General Manager. See Student Organization Handbook: University Advisers.

VI. PROGRAMMING PROCEDURES & PROCESSES

A. Series Definition

1. An official CitrusTV “series” represents any station-produced program which has its own Executive Producer.
 - a. An executive producer is defined by the producer of a program who reports directly to a department head.
2. All series must produce at least 4 episodes a semester.
 - a. What constitutes an episode is determined by department heads.

There is no overall minimum or maximum length for a program, but program length can impact series categorization and distribution channels.

- b. A show that does not produce 4 episodes in a given semester is considered automatically on probation for the following semester, unless overruled by a majority executive staff vote.
3. Miscellaneous notes on programs
 - a. A public list of all CitrusTV series must be available on the CitrusTV website. Contact information for each executive producer must be made available for each CitrusTV executive producer. Individual website pages should be provided to every series given it is not produced multiple times a week under the same name, in which case a single page suffices - such as for News Live at 6 and the NOW.

B. Series Categorization

1. All studio-produced shows fall into 2 categories; CitrusTV and CitrusTV Digital.
 - a. These distinctions are to be used for external branding and distribution purposes.
 - b. These distinctions shall not impact internal prioritization of programming.
 - c. All series should be treated equally by the executive staff, regardless of length/categorization/format.
 - d. All series are required to follow programming procedures and processes.
 - e. All shows must be saved to two places for archival purposes.
 - i. i.e. the Youtube Channel and a blu-ray disk or a comparable format.

2. “CitrusTV” Series

- a. Must be 30 minutes long, so as to fit in the standard 30-minute time slot as allocated by the Orange Television Network
 - i. Programs can also be 15 minutes, 45 minutes, 60 minutes, 90 minutes, etc.
- b. Must be produced on a regular basis

3. “CitrusTV Digital” Series

- a. CitrusTV Digital Series describes all programming which could not air through traditional TV distribution channels because of their physical format.
 - i. This includes programming that can only be viewed with a phone held horizontally, through audio-only platforms, through VR, and other non-traditional media platforms.
 - ii. Examples include “The Tap” and podcasts.

C. Pilot Process

1. Any Studio member for at least one semester in good standing may propose a pilot program/series to the Executive Staff.
2. The Pilot Program Producer(s), the person(s) presenting the pilot program, must prepare a written proposal and present a draft to the Programming Director and the Department Head of the department the pilot would be a part of.
3. After meeting with the Programming Director and Department Head, the Pilot Program Producer(s) will prepare a revised proposal that they will present at a meeting of the Executive Staff. At this meeting the Pilot Program Producer(s) will also answer questions from the Executive Staff. The Pilot Program Producer(s) will then leave the room as the Executive Staff discusses the proposal and votes to accept or reject the pilot proposal. A simple majority vote is required to approve the pilot.
4. If the proposal is accepted, the Executive Staff will set a deadline for the pilot episode to be produced. The pilot episode must comply with the Code.
5. If the proposal is rejected, the Executive Staff will determine if a revised proposal will be considered. If so, the Pilot Program Producer(s) will be given a deadline to prepare a revised proposal with substantial changes. If not, the proposal shall be considered dead.
6. The Pilot Program Producer(s) will be promptly notified of the Executive Staff’s decisions.

D. Pilot to Series Process

1. The Pilot Program Producer(s) will present the pilot episode to the Programming Director by the deadline given for the pilot episode to be produced.
2. The Programming Director will make the pilot episode available to all Executive Staff members and the University Adviser.
3. At the next convenient Executive Staff meeting, the Pilot Program Producer(s) will present the pilot episode to the Executive Staff and respond to questions. The Pilot Program Producer(s) will leave the room as the Executive Staff deliberate on whether to accept or reject the pilot. A simple majority vote is required to approve the pilot, and only Executive Staff members who have viewed the pilot will be allowed to vote.
4. If the pilot is accepted, the series will begin producing episodes. The Pilot Program Producer will coordinate facilities time with the Programming Director .
5. If the pilot is rejected, the Pilot Program Producer(s) may be given a deadline to create a second pilot at the discretion of the Executive Staff. If so, the Pilot to Series Procedure will be repeated. If not, the pilot is considered dead.
6. If the position of either Programming Director or Department head is vacant, the person holding the remaining position or another Executive Staff member designated by the General Manager for the purpose will fulfill the duties of Programming Director and/or Department head in this section.

E. Bypass of the Pilot Program Process and Pilot to Series Process

1. Under special circumstances, the Executive Staff may allow a show to bypass the regular Pilot Program Process and Pilot-to-Series Process. Examples of special circumstances include Studio-produced shows and one-episode “specials.”
2. The Producer(s) seeking to bypass the regular processes shall present the General Manager with a written treatment of the proposed program.
 - a. In the case of a proposed Studio-produced show, the General Manager, or their designee, shall be considered the Producer.

3. The General Manager will make the written treatment available to all Executive Staff members and the University Adviser. The Executive Staff members and the University Adviser shall be allowed at least one week to review the written treatment before the Executive Staff meeting in which the vote regarding the bypass of regular processes.

4. At the meeting, the University Adviser shall be present for deliberations, but shall not cast votes. A bypass requires at least a three-fourths (3/4) majority vote of the Executive Staff. The University Adviser shall not cast votes.

F. Show Renewal Process

1. During a period announced by the Programming Director near the end of the semester, producers shall submit treatments of their shows to the Executive Staff. These treatments shall discuss the show's purpose, content, and format in addition to providing a summary of the previous semester's work. Series that produce multiple episodes a week under the same name but different producers, such as Live at 6, may be allowed to present to the executive staff under a singular treatment.

2. The Executive Staff shall then meet with each producer(s) wishing to renew for the following semester to discuss the show's performance and adherence to Studio policies and procedures.

3. At the conclusion of these interviews, the Executive Staff shall decide by a simple majority vote whether or not to renew each individual series for the coming semester.

4. Series can either be renewed, not renewed, placed on probation, suspended, given a limited renewal, or sent back to redo the Pilot process up to one time.

5. The Programming Director should promptly alert producers to their renewal status, and provide feedback that was discussed during the renewal meeting as appropriate.

G. Producer Removal Process

1. A show's Producer(s) may be removed for violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code, other official Studio and/or University policies, or the University and SUNY- ESF Codes of Student Conduct.

2. When the removal of a show's Producer(s) is deemed warranted by the relevant Department head, the Programming Director, the General Manager, or the University Adviser, that person shall inform the Executive Staff, the University Adviser, and the subject Producer(s) of the situation before the next Executive Staff meeting.

a. The General Manager may, without consulting the Executive Staff, suspend a Producer effective immediately until the next Executive Staff meeting where the alleged violations are so severe that the General Manager decides that immediate action is necessary. Where the General Manager suspends a Producer, the General Manager shall inform the Executive Staff, the University Adviser, and the show's Producer(s) of their decision within twenty-four (24) hours.

3. At the next Executive Staff meeting, the Executive Staff will determine by a simple majority vote whether the facts require further actions to be taken, or, in a case where the General Manager immediately suspended a Producer, the Executive staff shall determine by a simple majority vote whether to affirm, vacate, or modify the General Manager's decision. The University Adviser may attend this meeting, but shall not cast votes. Before said vote, the subject Producer(s) shall have an opportunity to address the Executive staff and answer their questions. If the Executive Staff determines that further action is necessary, then the Executive Staff shall:

a. Agree upon a list of criteria by a simple majority vote with which to evaluate the Producer(s).

b. Set by a simple majority vote, a deadline, defaulting to a period equivalent to the time it would usually take for the show to produce two episodes, for the Producer(s) to improve before being evaluated.

c. Modify the deadline, temporarily suspend the Producer(s), and/or immediately remove the Producer(s) if the situation sufficiently warrants such action.

4. The Department Head will meet with the Producer(s) at their earliest convenience to address the Department Head's concerns and inform the Producer of the deadline established, evaluation criteria, and any other decisions made by the Executive Staff.

5. Before the deadline, the Producer(s), Department Head, Show Members, and all interested parties will be allowed to submit written statements to the Executive Staff. All statements should be addressed to the General Manager. Although statements will

be considered from all Studio members, no public announcement need be made.

6. After the deadline, the Executive Staff and the University Adviser will evaluate the situation at the next Executive Staff meeting.

7. At this meeting, the Executive Staff will:

a. Review the episodes produced by the Producer(s).

b. Examine the written statements addressed to the General Manager on the matter. No verbal statements will be considered.

c. Deliberate and vote as to remove or retain the Producer(s). A two-thirds vote is required to remove the Producer(s).

d. The University Adviser shall not cast votes at this meeting.

8. If the Producer(s) is/are removed, applications will be taken for the position(s).

9. The Department head will review the applications with the other Executive Producers in the department and select (a) new Producer(s). At the discretion of the Department Head, the Associate Producers in the department may also be included in this process.

H. Show Cancellation, Suspension, and Probation Process

1. A show is put into a probationary status upon a majority vote by the Executive Staff, by automatic probation through the process outlined in CitrusTV Bylaw VI.A.2.b, or during the show renewal process outlined in VI.F.4.

2. In a probationary state, a show is required to meet a set criteria by a set date outlined by the Executive Staff at the time of the show entering a probationary state. If a probationary show does not meet the minimum show requirements outlined in CitrusTV Bylaw VI.A.1.-3 or does not meet the criteria set by the Executive Staff by the end of the set deadline, the show will be suspended unless overruled by a majority executive staff vote.

3. A show may be cancelled or suspended for repeated violations of the policies and procedures applicable to a recognized student organization, the Bylaws, the Code,

other official Studio and/or University policies, or SU and SUNY-ESF Codes of Student Conduct.

4. When the cancellation or suspension of a show is deemed warranted by any member of the Executive Staff or the University Adviser, that person may recommend to the General Manager to do so. The General Manager shall immediately inform the Executive Staff, the University Adviser, and the show's Producer(s) of said recommendation.

5. Immediate Short Term Suspension — The General Manager may, without consulting the Executive Staff, suspend a show for a period of less than two weeks effective immediately where the alleged repeated violations are so severe that the General Manager decides that immediate action is necessary. Where the General Manager suspends a show, the General Manager shall inform the Executive Staff, the University Adviser, and the show's Producer(s) of their decision within twenty-four (24) hours. Upon receiving said notification from the General Manager, the Web and Digital Media Director may remove any and all archived episodes from the server of the subject show at the discretion of the Executive Staff. In addition, the Programming Director will immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the Studio submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following the suspension at the discretion of the General Manager.

6. Long-Term Suspension or Cancellation — Where the General Manager further determines that a show should be (1) suspended for a period equal to or greater than two weeks, or (2) cancelled, the decision must be affirmed by the Executive Staff. If the show is so suspended or cancelled, the Web and Digital Media Director shall immediately remove any and all archived episodes from the server of the subject show. In addition, the Programming Director will immediately seek to remove any episodes of the show from rotation on the Orange Television Network or any other broadcast outlet to which the Studio submitted the show. One or more of the show's episodes may be placed back on the server and/or back into rotation at the broadcast outlet following a long-term suspension at the discretion of the General Manager. Episodes of a cancelled show shall not be placed back on the server and shall not be placed back into rotation at the broadcast outlet.

a. Executive Staff Deliberations — At the next Executive Staff meeting, the General Manager will present the case for long-term suspension or cancellation of

the show to the Executive Staff and the University Adviser (if the latter is present). The show's Producer(s) shall be given an opportunity to address the Executive Staff and answer questions.

b. A simple majority vote is required to confirm the General Manager's decision.

c. The University Adviser shall not cast votes.

7. Action by the Executive Staff — The Executive Staff may place a show on long-term suspension or cancel a show where the General Manager has not acted by a two-third (2/3) majority vote of the Executive Staff.

VII. COPYRIGHTS

A. Use of Studio Programming

1. In exchange for access to and the use of the Studio's equipment, resources, and personnel, members assign to the Studio any and all of their intellectual property rights to all programming material that is created with the use of Studio resources and equipment without regard to how or if the material is distributed.

2. The Studio owns the copyright to all programming material that is created with the use of Studio resources and equipment without regard to how or if the material is distributed. The General Manager has the authority to authorize or license non-Studio uses of said material in exchange for a royalty or on a royalty-free basis. In doing so, the General Manager shall consult, as needed, with the Organizational Consultant.

a. In all cases where a Studio member seeks to use Studio programming, in whole or in part, for a non-Studio use, there is a strong presumption that such use will be permitted on a royalty-free basis.

b. In all cases where a Studio member seeks to use Studio programming, in whole or in part, as part of a professional portfolio or reel, such use shall be permitted on a royalty-free basis.

B. Studio Obtaining a License from a Copyright Holder

1. In order to enter into a license with any copyright holder for material to be used in

Studio programming, a Studio member shall first contact the General Manager, who will consult with the Organization Consultant.

2. The General Manager, after consulting with the Organization Consultant, will determine if: (1) a license is a worthwhile use of the Studio's resources, (2) the desired copyrighted material is of sufficient necessity, and (3) a license is logistically and financially feasible.

3. If the General Manager approves the potential licensing of the copyrighted material, then the General Manager shall coordinate such licensing efforts with the Organization Consultant.

VIII. SOCIAL MEDIA EXPECTATIONS

A. CitrusTV Social Media Guidelines

1. Members should be aware that they represent the Studio in everything they do. To that end, members should be aware that what they post on social media, even if on personal accounts, can be taken to be representative of the Studio. Members should be careful about what they post on social media and should refrain from posting anything that would be in violation of the Student Code of Conduct, Studio Policies, these Bylaws, federal, state, and local law (see II. Terms of Membership).

2. Members should not vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, age, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin on their social media accounts. Hate speech on professional social media accounts will not be tolerated.

3. Members should treat other members of CitrusTV respectfully over social media and share critiques on work with members privately via DM or in person.

4. Members may be asked to make a separate personal social media account for the purposes of reposting or sharing CitrusTV content onto a professional account instead of a personal account.

5. The Social Media Director, Department Heads, General Manager, Associate General Manager, Promotions Director and Programming Director may require any member to delete CitrusTV content or take down any association of CitrusTV from their social media account at any time.

6. Members may not set up social media accounts for any CitrusTV shows or programs on their own unless they have approval from the Social Media Director beforehand. Shows in the pilot process may not possess any social media accounts. Social media accounts can be “pitched” to the executive staff regarding a certain show that may benefit from having their own accounts - but must be CitrusTV branded and overseen by the social media director. All main CitrusTV accounts and Department Social Media accounts are to be run by the Social Media Director. All CitrusTV department accounts shall be run by the department social media heads and overseen by the Social Media Director and Department Heads. All show accounts may be run by the executive producers of the show and/or the department social media heads and overseen by the Social Media Director and Department Heads. All passwords must be given to the General Manager, Associate General Manager, and Social Media Director. These passwords should only be shared with Executive Staff members and/or members designated by the Social Media Director.

7. The Social Media Director shall oversee members' social media presence and members should not have, create, or join “secret” partisan or political social media groups separate from their public accounts. All social media accounts must be held to a professional standard.

8. Objectivity is incredibly important to the success of our station and to maintain the trust of our viewers. As such, politically oriented content should be carefully considered before being posted or reshared. Participants in all departments, News, Sports and Entertainment, whether on or off air talent, should be aware that posting about personal opinions on professional accounts can reflect poorly on the perception of the Studio as a whole. Studio members have a responsibility to uphold the standards of an unbiased media entity. If a member is unsure about whether or not a post would reflect poorly on the Studio or be seen as unacceptable, they should ask their department head and the Social Media Director prior to posting.

9. All Members will follow Social Media Guidelines set forth by the Social Media Director and shared with members of the Studio at the start of each semester, when they sign onto the Bylaws and the Code.

10. Failure to comply with the above measures and the Social Media Guidelines will result in the following:

- a. informal warning

- b. formal written reprimand
- d. required social media training
- e. revocation of Good Standing status along with a probationary period.
- f. suspension
- g. revocation of membership status.

IX: CORE VALUES

A. The Core Values of the station in regards to reporting are as listed below in no particular order:

1. Objectivity
2. Accountability
3. Transparency
4. Accuracy
5. Timeliness
6. Safety
7. Newsworthiness
8. Fairness

B. The Core Values of the station in regards to members, how members can expect to be treated, and the overall environment at CitrusTV are as listed below in no particular order:

9. Inclusivity
10. Respect
11. Responsibility
12. Community
13. Collaboration
14. Creativity
15. Fairness

X. MISCELLANEOUS

A. Current Version of the Bylaws

This version of the Bylaws supersedes any and all prior versions of the Bylaws.

B. Amendments to the Bylaws

Any amendment to these bylaws may be formally proposed to the Executive Staff by a member of the Executive Staff during a meeting in which a quorum is present. A vote to ratify a proposed amendment may be taken at any meeting in which at least three-quarters (3/4) of the Executive Staff is present. A proposed amendment must be approved by a three-quarters (3/4) majority vote. A ratified amendment will go into effect immediately following a successful vote.

C. Adoption of Official Studio Policies

Any official Studio policies must be proposed to the Executive Staff and be approved by a three-quarters (3/4) majority thereof.

D. Interpretation of the Studio Policies and Bylaws

1. Official Studio policies should be interpreted, if possible, so that they do not conflict with the Bylaws. To the extent that the Bylaws and any official Studio policies conflict, the Bylaws shall take precedence.
2. Official Studio policies and the Bylaws should be interpreted, if possible, so that they do not conflict with the policies and procedures of SU and SUNY-ESF Codes of Student Conduct. To the extent that a section or subsection of the Bylaws or any official Studio policy conflicts with the Codes of Student Conduct, the Codes of Student Conduct shall take precedence.
3. Official Studio policies and the Bylaws should be interpreted, if possible, so that they do not conflict with federal, state, or local law. To the extent that a section or subsection of the Bylaws or any official Studio policy conflicts with federal, state, or local law, said law shall take precedence.
4. The Codes of Student Conduct, of course, are interpreted so as not to conflict with federal, state, or local law.

E. Severability

If any provision of these Bylaws is found by competent authority to be invalid, illegal, or unenforceable in any respect or for any reason, the validity, legality, and

enforceability of any such provision in every other respect and the remainder of these Bylaws shall continue in effect.

F. Statement of Compliance with Campus Regulations

This organization shall comply with the Syracuse University Code of Student Conduct and the Registered Student Organization Handbook.