

Clark Cable Network

Charter for Recognition

February 28, 2008

Mission Statement:

Clark Cable Network (CCN) is a medium designed for entertainment, information, and creativity on campus. The majority of programming consists of a weekly rotation of movies. In addition, students are encouraged to produce shows on their own, with financial and technical help from CCN members when desired. Shows are also produced by the crew members of CCN, which are designed to be informative and entertaining ways of communicating with the Clark student body. As all Clark residence halls are wired for CCN, the audience consists of the entire on-campus student population.

The current Executive Board and contact information are as follows:

Station Manager, Chief Editor & Webmaster	Chris Markman	cmarkman@clarku.edu
Assistant Station Manager & Treasurer	Margaret Mennone	mmennone@clarku.edu
Assistant Station Manager	Adam LeFebvre	adlefebvre@clarku.edu
Program Manager	Simon Goodacre	sgoodacre@clarku.edu
Technical Director	Shawn Perry	sperry@clarku.edu
Advisor	Marcia Butzel	mbutzel@clarku.edu

Article I: Name of Organization

The name of this organization shall be Clark Cable Network, henceforth referred to as CCN.

Article II: Membership

Bylaw 101: Equal Opportunity

Each qualified individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity to participate as a member of the group. As enacted by the Clark University Student Council in Bylaw 101 of the Constitution which states:

Sec. 1: Student Council advocates the University's policy of equal opportunity, which states:

It is the policy of Clark University that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark University.

Sec. 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

Bylaw 124: SAF Funding Requirements

As enacted by the Clark University Student Council in Bylaw 124 of the Constitution that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

Sec. 1a: Be open to membership to all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

- Sec. 1b: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.
- Sec. 1c: Have an Executive Board.
- Sec. 2a: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).
- Sec. 2b: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.
- Sec. 3a: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.
- Sec. 3b: Submit one (1) copy of all executive board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.
- Sec. 3c: Keep on file for their reference, and the reference of their members, a copy of their charter.
- Sec. 4: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.
- Sec. 5: Have an advisor, said advisor can not be an undergraduate student.
- Sec. 6: Failure to comply with any portion of this bylaw will be cause for an organization to be considered ineligible for SAF funding.

Bylaw 130: Membership Prerequisites

Sec. 1: All members of Clark Cable Network must be full-time undergraduate students in good academic and social standing and who have paid their Student Activities fee in full.

Bylaw 131: General Members

Sec. 1: General or active membership is defined as all those students who have met the above prerequisites and who have attended at least 50% of our weekly meetings for at least three months.

Bylaw 132: Voting Members

Sec. 1: A voting member is defined as anyone who has met the prerequisites of general membership and who has demonstrated a sufficient amount of personal responsibility, as determined by consensus of the executive board.

Bylaw 133: Borrowing Equipment

Sec. 1: A general member may borrow equipment that belongs to CCN according to the terms of equipment sign-out sheets, which are available in the studio. These forms must be signed and approved by a member of the executive board in order for the borrowing to be valid. The complete terms of borrowing are detailed on the sign-out sheets.

Article III: Organization and Responsibility of Officers

Bylaw 201: Executive Board

Sec. 1: An Executive Board member is anyone who holds the title of Station Manager, Assistant Station Manager, Treasurer, Technical Director, Chief Editor, or Webmaster within the organization.

Sec. 2: An Executive Board member must be an undergraduate student who intends to remain a student at Clark University for a minimum of one additional semester.

Bylaw 202: Duties of the Station Manager

Sec. 1: The Station Manager is responsible for running weekly meetings.

Sec. 2: The Station Manager is responsible for maintaining the studio and movie rotation system.

Sec. 3: The Station Manager is responsible for advertising on campus.

Sec. 4: The Station Manager is responsible for maintaining the group's contact information with the office of Student Leadership and Programming.

Bylaw 203: Duties of the Assistant Station Manager

Sec. 1: The Assistant Station Manager is responsible for helping the Station Manager with any and all of his or her duties when able to.

Sec. 2: The Assistant Station Manager is responsible for running weekly meetings in the event that the Station Manager is unable to.

Bylaw 204: Duties of the Treasurer

Sec. 1: The Treasurer is responsible for maintaining accurate records of all expenditures and all financial matters.

Sec. 2: The Treasurer is responsible for submitting paperwork to the office of Student Leadership and Programming at least three weeks in advance of an event.

Sec. 3: The Treasurer has signing rights, and must be approved by Student Council's current Treasurer.

Bylaw 205: Duties of the Technical Director:

Sec. 1: The Technical Director is responsible for having knowledge of all equipment and other materials used by crew members or borrowed by students to be used for the production of shows.

Sec. 2: The Technical Director is responsible for assisting crew members or students working on their shows when necessary.

Bylaw 206: Duties of the Webmaster:

Sec. 1: The Webmaster is responsible for maintaining the group's website and updating movie schedules in a timely fashion.

Bylaw 207: Duties of the Chief Editor:

Sec. 1: The Chief Editor is responsible for having knowledge of CCN's current editing software (e.g. Final Cut Pro) and doing most of the editing for CCN shows.

Sec. 2: The Chief Editor should be able to assist others who have a desire to learn editing skills when available.

Bylaw 208: Duties of the Advisor:

Sec. 1: The Advisor is responsible for communicating with the Station Manager at least two (2) times a semester regarding the current status of the group and its programming.

Sec. 2: The Advisor is responsible for assisting the group in the planning of any campus events in any way he or she is able, if his or her assistance is requested.

Article IV: Meetings

Bylaw 301:

All meetings are public unless the meeting necessitates that only Executive Board (Eboard) members may attend. In this case, the actions of the meeting may or may not be kept private at the discretion of the Eboard.

All meeting's actions are public unless they concern private matters, such as impeachment. The time and location of all public meetings should be promoted and are set at the beginning of each new semester. Meetings are run informally by the Station Manager in a matter agreed upon by the consensus of the Executive Board.
A minimum of two members must be present. Emails will be sent out following the weekly meetings to inform those not in attendance, as well as provide a source to refer to for future meetings and events.

Article V: Elections

Bylaw 401:

There shall be two separate elections to determine the composition of the Executive Board for the following year: one for Station Manager and one for the remainder of the Eboard. Nominations for Station Manager are due by the end of February, and the election must take place by March 15. Active members may nominate themselves for this position, as well as other open E-board positions. Candidates may vote for themselves. Voting and voting results must be public record. Voting may, by a majority vote of those present, may be anonymous. A minimum of five CCN members must vote in an election for it to be considered valid. Newly elected Eboard members will assume their positions at a time agreed upon by the original Eboard.

Article VI: Impeachment Procedures

Bylaw 501:

Impeachment proceedings are considered to be closed meetings, limited to Executive Board members, the person or persons being impeached, and any pertinent witnesses deemed necessary to the proceedings are allowed to be present for their testimony only. Arguments will be heard for and against the impeachment, at which point the Eboard will discuss the matter. The Eboard can render a decision to impeach but it also has the right to render a lesser sanction at this special meeting. A majority vote is necessary for any sanctions, including impeachment, to be official.

Article VII: Amendments

Bylaw 601:

If changes need to be enacted in the Constitution, Charter & Bylaws prior to the annual revision, amendments can be introduced at any point in time. They must be proposed during Executive Board meetings and will be passed by a majority vote. For the remainder of that academic year they shall exist in the Constitution as an amendment. Amendments can be incorporated into the Constitution during the annual revision process, or they can continue to exist as Amendments.

Article VIII: Student Council Judiciary Committee Clause

Bylaw 701: Judicial Approval

Sec. 1: The Clark University Undergraduate Student Council Judiciary Committee must approve any changes or amendments to this charter.

<p style="text-align: center;">Student Council Use Only</p> <p>UR: _____ SCR: _____</p> <p>2 Semester Completion Date: _____</p>
