

AirTV Constitution

1. Name

The name of the society shall be "AirTV", hereafter referred to as 'the institution'.

2. Aims

The aims of the Institution shall be:

- To provide the students of The University of Stirling with an established media service composed primarily of student-generated video, which is broadcast through regular distribution platforms to established schedules.
- To provide a distribution medium through which the work of members can be shown to as large an audience as possible.
- To provide our members access to audio/visual production equipment and to familiarise students with film and television production, furthering their development and assisting towards careers within the media production industries.
- To seek outside companies and organisations in order to raise funds for the institution.
- To encourage members to undertake productions, both factual and fictional, in order to provide a diverse range of varied programmes to be shown.
- Where possible, to organise practical workshops and outside speakers.
- To continually pursue the development, growth and progression of the society and its operations.

3. Membership

Membership shall be open to all registered students, members of staff, and non-students.

The standard membership fee shall be at the discretion of the committee.

Only registered members can hold a committee position and have voting rights. However, only registered students may hold committee positions.

4. The Committee

(1) Station Manager

The Station Manager shall be responsible for overall leadership of the institution (succeeded in times of their absence by the Deputy Station Manager). It is the job of the Station Manager to accept overall responsibility for the actions and operations of the institution, and to ensure the smooth coordination of the work of the committee and membership. They shall pursue the continual development and consistent output from the institution as a whole, encouraging and directing the actions of their committee and members. They must ensure the delivery of a competent, entertaining, and informative quality media service, and maintain an enduring, enjoyable society for members.

(2) Deputy Station Manager

The Deputy Station Manager shall act as the second-in-command to the Station Manager, with a focus on supporting and enforcing their directives, and ensuring the smooth operations of the society. After the Station Manager, the Deputy Station Manager takes responsibility for leadership and direction of the institution, taking a direct share in the direction of operations to a degree almost equal to the Station Manager. The Deputy Station Manager is successively accountable for overall leadership and responsibility of the society in times of the absence of the Station Manager.

(3) Secretary

The Secretary shall be responsible for ensuring the smooth communications within and made by the institution. It is the responsibility of the Secretary to collect significant information for both the committee and members and to ensure it is communicated (e.g., such as sending minutes of the committee meetings to the committee). The Secretary is responsible for dealing with all general enquiries made to the institution, and where necessary, redirecting enquiries to the relevant persons or committee members.

(4) Treasurer

The Treasurer shall be responsible for overseeing the financial operations of the institution, including expenses claims made by members of the institution and having a key interest in the fund-raising activities of the society. The Treasurer shall be responsible for overseeing the memberships of the institution, ensuring the society maintains a healthy financial balance.

(5) Head of Drama

The Heads of Drama (x2) is responsible for the commissioning and creation of all scripted creative content for the institution (i.e. serials, short films, sketch shows etc). This would involve overseeing production groups, working with the Head of Events for the creation of drama-based events (e.g. 48 hour, lock-ins), as well as the overseeing and encouraging of member's personal projects. Head of Drama would also work closely with Head of Technical and Head of Development to oversee said creative content to completion.

(6) Head of Features

The Head of Features (x2) is responsible for the commissioning and creation of factual/feature-based content for the institution and the Union (i.e. presenter based programming, live events, news, music and sport etc). This would involve working with members at the grassroots of production regarding the pre-production and green-lighting stages of group projects as well as the overseeing and encouraging of member's personal projects. Head of Features would also work closely with the Media Ambassador and the Bleed Green Ambassador to oversee said features content to completion.

(7) Head of Casting

The Head of Casting is responsible for assisting filmmakers within the institution in finding actors for their productions. The main way this will be achieved is through maintaining a good relationship with the Stirling University Drama Society (SUDS) and contacting them with casting opportunities. However, actors may be found elsewhere if desired by the Head of Casting

(8) Bleed Green Ambassador

The Bleed Green Ambassador is responsible for the organisation of Bleed Green, the Institution's collaboration with the sports union. This consists of organising at least one collaboration video per semester. They will work alongside the Head of Features and the Media Ambassador.

(9) Head of Publicity

The Head of Publicity shall be responsible for raising and maintaining the profile of the institution, both internally throughout the University of Stirling community on and off-campus, and externally to the wider public. The Publicity Officer should oversee the majority of the publicity printed and maintained by the group and shall have a key role in the creative direction of the look and presentation in the graphic design and development of promotional documents such as posters, flyers, logos, etc. in collaboration with the relevant organisers of the event.

(10) Head of Events

The Events Officer shall be responsible for taking charge of and assisting in organising events for the institution (eg. awards ceremonies, public screenings and internal events, pub quizzes, social evenings, etc.), aimed at the development and maintaining of the morale of members within the institution.

(11) Head of Tech and Equipment

The Head of Tech and Equipment (x2) takes responsibility for maintaining the inventory of the equipment used by the institution; maintaining the condition of the equipment; recording any faulty developments of the equipment; and, where possible, replacing or fixing it. The Head of Tech and Equipment must ensure the smooth and fair operation of equipment use by the members of the institution, overseeing equipment bookings and editing suite hire times on a fair and equal basis, and ensuring there are no scheduling clashes of these bookings. They also take responsibility for ensuring the upkeep of the technical standards of the institution. They shall also be responsible for advancing new technologies available to the institution for audio/visual content.

(12) Head of Website Development

The Head of Web shall be responsible for developing and maintaining the online operations of the institution. They will oversee the correction of any faults that develop, and work to continue developing, expanding, and improving these facilities.

(13) Head of Social Media

The Head of Social Media will be responsible for the online promotion of the institution's activities and content on twitter, Facebook, and other relevant platforms. They will maintain an online presence for the institution and update the relevant social media platforms.

(14) Wellbeing Officer

The Wellbeing Officer (x2) is responsible for ensuring the welfare and comfort of the members of the institution. They are to be welcoming to all new members and provide support to members who are struggling within the institution. They are to provide mediation when necessary; listen to complaints about other members while remaining at the complainant's preferred level of anonymity; resolve any issues between members; and when dealing with serious issues (open to the officer's interpretation of 'serious'), the officer must inform the station manager (in the case of the station manager being the accused, the deputy station manager must be informed) and must inform the union, allowing the union

to take the appropriate course of action. It is preferred but not necessary that one of the wellbeing officers is male presenting and the other female presenting.

At the discretion of the committee, and where elected by members of the institution at society elections (and with the obvious exception of the Station Manager and Deputy Station Manager roles), it shall also be possible each of these committee roles to have a "Deputy" appointed, who would assist as Deputy to the specified committee role and take secondary responsibility for the running of that position. If a committee member wishes to appoint a deputy, the necessity of the deputy must be voted on by the rest of the committee. **Committee roles where there are 2 people in a role are not eligible for a deputy.**

Members who hold committee positions are free to step down from these positions at any time. To do so the member must notify the institution's elected Secretary who will then note the resignation.

Committee for successive academic years should be elected at the AGM. However, in the event of positions still being available or becoming available throughout a semester, elections may be held at regular membership meetings with the exception of the roles of Station Manager, Deputy Station Manager, Secretary and Treasurer which must be elected on the day. Committee are to be elected by the membership through a simple majority vote. This may be by a simple show of hands or through a secret ballot.

5. Committee Meetings

The committee shall meet regularly, at least once a week unless stated otherwise. Where matters of debate and vote are held within committee, the Station Manager (or in their absence, the Deputy Station Manager) shall have, in the case of a tied vote on issues by committee, the deciding vote.

6. General Meetings

These shall be held at least once each semester and shall be convened by the Station Manager or, in their absence, the Deputy Station Manager. An EGM shall be called upon the receipt of a request signed by ten persons, or at least 10 percent of the membership (whichever figure is the least).

7. Annual General Meeting (AGM)

This shall be held at least four weeks before the end of the spring semester in an academic year of the institution. The successive committee for the following academic year shall be elected from existing institution members.

8. Affiliation

The institution may be affiliated to the University of Stirling Students' Union and such other organisations as a committee majority deem desirable (e.g. NaSTA), as decided by a simple show of hands at a meeting of the committee, unless receiving written disapproval from the University of Stirling Students' Union.

9. Conduct & Disciplinary Procedures

The membership and committee of the institution shall be bound by the following Conduct & Disciplinary Procedures.

(a). Where a committee member misses three of the committee meetings in a single semester without apologies, they shall forfeit their committee position. This position will then re-open for election as per

the standard committee election procedures at a General Meeting of the society. The person who has forfeited their position remains eligible to re-run for their position but must do so through the standard committee election procedures.

(b). With agreement made by a committee majority vote, the committee of the institution may elect to take relevant disciplinary procedures when dealing with either society members or other committee members on matters of discipline or conduct.

(b.) (i.) In this event, a formal Disciplinary Meeting will be held where the member will be asked to formally discuss their conduct. After this a discussion is made by the committee regarding a suitable disciplinary procedure, then voted on by the committee (which may be made by a secret ballot). The member will then be informed of this decision and the disciplinary procedure will be enforced.

(ii.) In the event of a committee member being subjected to this procedure, they will be unable to take part in the vote regarding disciplinary measures for themselves.

(iii.) Procedures may include, but are not limited to; verbal warning, formal written warning, banning from use of society equipment, a suspension period, loss of a committee position, or in extreme circumstances, expulsion from the institution.

(iv.) In the event of a member not turning up for their Disciplinary Meeting, or refusing to agree to attending one, a decision regarding relevant disciplinary procedures may still be made by the committee by following the above committee discussion and voting processes. However, in the event a member is unable to attend an arranged Disciplinary Meeting, at least two more opportunities to arrange an agreed time should be made and formally documented.

(c). In the event of an individual being expelled from the institution, the expulsion period will be valid up until the end of a single academic year. No refund for membership fee will be granted. A record of any expulsion will be held by the institution.

10. Equipment

An annual inventory shall be submitted to the Club Development Officer and the Chief Executive of the Students Union, and those items listed must be made available for inspection at the request of these officers. The Inventory shall be submitted 2 weeks after the beginning of the autumn semester, and 2 weeks before the end of the Spring Semester. New equipment investments shall be researched, discussed and purchased between the Treasurer and the Heads of Tech and Equipment. The whole committee will agree on proposed equipment purchases prior to ordering. All new equipment must be added to the inventory stored in the Students Union Office and with the Club Development Officer. All equipment must be insured through the Union's policy. Members are welcome and encouraged to use/lend their own personal equipment, but the institution is not liable for any loss/damage inflicted.

11. Changes to the Constitution

For a constitutional change to be binding, it shall have to be passed by a simple majority vote (which may be held by a secret ballot) at a General Meeting of the society, and have then been approved by Community, Events and Development Committee of The University of Stirling Students' Union.

Typed: 2nd June 2023

Approved by AirTV Committee: 5th June 2023

Approved by AirTV Membership: 5th June 2023

Approved by Student Activities Committee: