

RPI TV Equipment Policy

Approved by RPI TV Membership September 29, 2009

Article 1. Purpose

- 1.1. Members are encouraged to take advantage of the various equipment resources possessed by RPI TV. However, certain requirements must be satisfied before such equipment may be utilized. The purpose of this document is to describe these requirements which ensure the proper, safe, and ethical use of RPI TV equipment and facilities.
- 1.2. This document (1) defines the Equipment Access Levels which govern how members may use equipment, (2) defines the guidelines which govern the proper use of RPI TV equipment and facilities.

Article 2. Definitions

- 1.3. "RPI TV Equipment" is any item that is considered the property of the RPI TV club, and will further be referred to as "Equipment."
- 1.4. An "RPI TV Facility" is any space officially designated by the Rensselaer Union or the Executive Committee of RPI TV for RPI TV use and will further be referred to as "facilities."
- 1.5. "Written Communication" refers to both handwritten and electronically written communication.
- 1.6. "User" refers to the person in direct control of a piece of equipment.
- 1.7. "Time Sensitive Production" refers to an unplanned production that arises suddenly, and/or contains subject matter that may only be available for a brief period of time. Examples of such productions include, but are not limited to, news reports and impromptu concerts.

Article 3. Equipment Access

- 1.8. Individuals may not handle RPI TV Equipment unless:
 - 1.8.1. They do so in an exploratory capacity under the direct supervision of an Equipment Supervisor, who takes responsibility as the User of the Equipment,
 - 1.8.2. They are a member in the process of being trained under the direct supervision of an Equipment Supervisor, who takes responsibility as the User of the Equipment, or
 - 1.8.3. They have been granted further privileges by achieving an Equipment Access Level as Defined in Section 3.2, and have been trained on the equipment they are to use.
- 1.9. There are three Equipment Access Levels that a member can achieve: Equipment Operator, Senior Equipment Operator, and Equipment Supervisor.
 - 1.9.1. Equipment Operators are Members who are granted the privilege of using equipment in the presence Equipment Supervisor.
 - 1.9.1.1. To become an Equipment Operator, a member must be trained on basic RPI TV equipment. Training must be administered by one or more Equipment Supervisors in a manner approved by the Vice President of Operations.
 - 1.9.1.2. If the Equipment Supervisor believes that the member in training has demonstrated ample proficiency in equipment knowledge to be designated an Equipment Operator,

the member in training will become an Equipment Operator after signing an Equipment Policy Affidavit.

- 1.9.2. Senior Equipment Operators are members who may use equipment without supervision.
 - 1.9.2.1. To become a Senior Equipment Operator, a member must be an Equipment Operator, and be approved by a 2/3 vote of the Executive Committee.
 - 1.9.2.2. An Equipment Operator may request promotion to Senior Equipment Operator by expressing his or her interest through verbal or written communication with a member of the Executive Committee.
 - 1.9.2.3. Equipment Operators are subject to questioning by the executive committee before promotion is approved.
- 1.9.3. Equipment Supervisors are members who may supervise and delegate the use of equipment.
 - 1.9.3.1. To become a Supervisor, a member must be a Senior Equipment Operator, must be approved by a 2/3 vote of the Executive Committee, and must have completed a minimum of one semester of membership in RPI TV.
 - 1.9.3.2. An Equipment Operator must request promotion to Equipment Supervisor by expressing his or her interest through verbal or written communication with a member of the Executive Committee.
 - 1.9.3.3. Senior Equipment Operators are subject to questioning by the Executive Committee before promotion is approved.
- 1.10. Any member may have their Equipment Access Level reduced or revoked by a 2/3 vote of the executive committee if he or she is found to have violated any of the stipulations presented in this policy or the Equipment Policy Affidavit.

Article 4. Equipment Use

- 1.11. When a Production is approved by the Executive Committee as per the Job Policy, all equipment required is automatically approved to be used for that production.
- 1.12. Any scheduling conflicts regarding the use and/or allocation of equipment shall be resolved with a majority vote of the Executive Committee.
- 1.13. The use of equipment for a non-RPI TV production must be approved by a 2/3 vote of the Executive Committee.
- 1.14. In the event of a Time Sensitive Production
 - 1.14.1. The use of equipment must be approved by at least two members who are Officers or Equipment Supervisors.
 - 1.14.2. The Executive Committee must be notified, through verbal or written communication, of all equipment use prior to the equipment's removal from an RPI TV facility.
- 1.15. All equipment must be returned within a time frame specified by the executive committee.
 - 1.15.1. The return of equipment must be verified by a member of the Executive Committee.
 - 1.15.2. In the event that equipment is not returned within 15 business days past the specified time frame for return, the President of RPI TV or his/her designee may bring a case before the Judicial Board on behalf of the club.
- 1.16. Equipment must never be left unattended unless it is stored in a secured RPI TV facility. Inappropriate storage locations include, but are not limited to, automobiles, dorm rooms, and lockers.

- 1.17. Equipment may not be removed from campus without a 2/3 vote of approval from the Executive Committee and any necessary Rensselaer Union approvals.
- 1.18. When equipment is removed from a facility, a written record must be kept to ensure that all equipment is accounted for while it is in use.
 - 1.18.1. The station manager or his/her designee shall have the authority to set additional procedures for signing out and returning equipment.
- 1.19. When Equipment is being transported in a vehicle, a Senior Equipment Operator or an Equipment Supervisor must be present in the vehicle.

Article 5. Damage and Loss of Equipment

- 1.20. All equipment should be inspected for damage prior to removal from a facility, and upon return to a facility.
- 1.21. Any damage or loss of Equipment must be immediately reported to the Executive Committee.
- 1.22. The Operations Committee must review all cases of equipment damage or equipment loss.
 - 1.22.1. Financial sanctions may be imposed upon an individual deemed responsible for the damage or loss of equipment.
 - 1.22.2. Financial sanctions will not be imposed if the operations committee determines the damage was a result of an accident or "Act of God."
 - 1.22.3. In the event that equipment is damaged and must be replaced, both the repair cost and replacement cost must be considered, with the least expensive option being undertaken.
 - 1.22.4. In the event that payment by a member for lost or damaged equipment is not made within 15 business days of the specified date of payment, the President of RPI TV or his/her designee may bring a case before the Judicial Board on behalf of the club.

Article 6. Use of RPI TV facilities

- 1.23. Members of the executive committee shall be key holders of RPI TV facilities.
- 1.24. Members who are not Officers may be granted key privileges by a 2/3 vote of the Executive Committee.
- 1.25. Acceptable use of RPI TV facilities is left to the discretion of the executive committee.

Article 7. Equipment Policy Affidavit

- 1.26. The Equipment Policy Affidavit must include a statement certifying that the member has read and understood the Equipment Policy.
- 1.27. The secretary or his/her designee is responsible for maintaining a file of both active and expired Affidavits.
- 1.28. All Affidavits expire at the start of the fall semester, regardless of when signed. All trained members must sign an Affidavit at the beginning of each fall semester in order to retain their access level.
- 1.29. An Equipment Affidavit is not valid unless signed by both the member and a witness.

Article 8. Miscellaneous

- 1.30. This policy may be amended by a 2/3 vote of the voting membership of RPI TV.
- 1.31. This policy is superseded by all policies of Rensselaer Polytechnic Institute and the Rensselaer Student Union.