

Article 1: Purpose

- 1.1. This document shall be the official policy of RPI TV concerning the selection of jobs and subsequent compensation for services rendered.
- 1.2. The policies defined herein shall be applied to all RPI TV Productions.
 - 1.2.1. An RPI TV Production is defined, for the purposes of this document, as any media produced using RPI TV equipment or involving a member of RPI TV acting under the name of the club.

Article 2: Job Selection, Use, and Rights

- 2.1. To be considered for RPI TV services, the interested party must submit a completed Service Request Form to an Officer of RPI TV or through the RPI TV website and agree to the terms of this policy.
- 2.2. Service Requests shall be made available by the Secretary for completion and submission both online and on paper.
- 2.3. RPI TV may request additional information from the event organizer before considering provision of services.
- 2.4. Failure to fully and truthfully complete the Service Request or comply with any of the provisions of this Policy is grounds for immediate denial of service.
- 2.5. The submission of a Service Request does not guarantee the services of RPI TV.
- 2.6. The Executive Committee shall classify each Request according to the following criteria:
 - 2.6.1. RPI TV Sponsored Productions are services requested by or approved by the RPI TV Executive Committee;
 - 2.6.2. General Interest Productions shall include athletics and productions deemed by the Executive Committee to be of interest to a wide audience, and therefore appropriate for broadcast to campus;
 - 2.6.3. Community Productions include any video services that are not considered General Interest Production rendered to RPI affiliated individuals, campus organizations, departments, or any other organizations as approved by the Executive Committee.
- 2.7. The Executive Committee shall determine the priority of productions in the event of conflict. Potential income shall not be a factor when conflicting requests are considered.
- 2.8. A time sensitive production is defined as a production, occurring because of unpredictable circumstances, where the time required to obtain Executive Committee approval would significantly affect the opportunity for that production to occur (e.g. news). A majority of Executive Committee members may call for immediate cancellation of time-sensitive productions.
- 2.9. All jobs and events, except time-sensitive productions, as defined by other RPI TV policies, not specified explicitly by the RPI TV budget shall be approved by a majority vote of the Executive Committee, but may be vetoed by the President.
 - 2.9.1. The Executive Committee may override a veto with a $\frac{2}{3}$ majority vote.
- 2.10. Productions previously considered by the Executive Committee and not approved may not be considered "time-sensitive."
- 2.11. Any member found using RPI TV equipment to render unapproved services shall lose all rights and privileges of membership and be removed from RPI TV according to the procedure outlined in the RPI TV Constitution.

- 2.12. RPI TV reserves the right to broadcast and distribute any RPI TV production through any medium at any time.
 - 2.12.1. The submission of an RPI TV Service Request shall constitute a release of the aforementioned right from the requesting organization.
 - 2.12.2. Distribution and broadcast by RPI TV shall be performed in accordance with its Editorial Policy.
 - 2.12.3. RPI TV retains copyright to, and reserves all rights relating to and recordings produced in the creation of any RPI TV Production.

Article 3: Fees

- 3.1. RPI TV shall maintain a Fee Schedule detailing all services provided; media used to record, archive, advertise, or retail; and any other additional production related costs to be approved by the Executive Committee and the start of each semester.
 - 3.1.1. The approved fee schedule may be adjusted at times other than the start of each semester by a $\frac{2}{3}$ vote of the Executive Committee.
- 3.2. Physical and digital copies of any RPI TV Production, including past productions archived in RPI TV's media library, shall be available for purchase by any individual or organization.
- 3.3. Productions not considered General Interest Productions or RPI TV Sponsored Productions should be filmed at cost to the organization or individual requesting services.
 - 3.3.1. RPI TV shall provide the requesting organization with an itemized price quotation at least five business days in advance of the event date, provided that the event request was received at least two weeks prior to the event date.
 - 3.3.2. The final cost charged to the organization for RPI TV services shall not exceed the final quotation provided prior to the event, except in situations where the services required differ from expectations formed from the Service Request and subsequent communications.
 - 3.3.2.1. If an event requires services not outlined in the agreed upon price quotation, including but not limited to additional audio, video, lighting, or recording equipment and accompanying services, RPI TV may provide the required equipment and services at additional cost to the requesting party.
 - 3.3.2.2. In the case that RPI TV services are required for a longer time than expected, due to delays in event start or the event exceeding the predicted duration, overtime fees will be assessed.
 - 3.3.2.3. RPI TV must provide notice of any differences between the most recent price quotation and the final cost in a timely manner following the event.
 - 3.3.3. When RPI TV services are not requested at least 5 days prior to the event, or are not requested prior to the RPI TV business meeting immediately preceding the event, RPI TV reserves the right to impose a surcharge rate.
 - 3.3.4. For hourly charges, RPI TV shall charge in 15-minute blocks.

Article 4: Ratification and Amendments

- 4.1. This policy shall be effective immediately upon ratification by a $\frac{2}{3}$ majority of the voting membership.
 - 4.1.1. All service requests and quotations made prior to the adoption of this policy remain effective and shall be subject to the policies set forth in the prior version of this Job Policy.
- 4.2. If it becomes necessary for any part of this policy to be changed, or for additions to be made, the Executive Committee may introduce a set of changes to be approved by a $\frac{2}{3}$ majority vote of the voting membership.