

# National Student Television Association Policy Document



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# Item I- List of Awards Descriptions

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This item establishes the officially sanctioned descriptions of NaSTA awards categories.

- 1) Best Broadcaster
  - A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written document, with details of the operation of the station and contributions made which may not necessarily appear on screen. Written accompaniments will be accepted in .pdf or plain text format.
- 2) Tim Marshall award for Special Recognition
  - This award goes to a station worthy of special recognition for outstanding achievement, especially with respect to the station's commitment to overcoming challenging circumstances and achievement through innovation in the past year.
- 3) Best On-Screen Female
  - A showreel to show the skills, styles and techniques of a particular female presenter or actor.
- 4) Best On-Screen Male
  - A showreel to show the skills, styles and techniques of a particular male presenter or actor.
- 5) Station Marketing
  - A video submission demonstrating the achievements of your station's marketing across your campus and online, incorporating special events, advertising and on-air branding.
- 6) Technical Achievement
  - A report which gives an account of any technical achievement(s) and/or developed to support your station's output.
- 7) Freshers' Coverage
  - This award recognises the quality and diversity of a station's covering of their campus' Freshers' week(s) activities.
- 8) Ident
  - A single, complete video representing or establishing your station's identity. This entry must be a complete video not a cut down video or an edited highlights reel.
- 9) Open
  - A feature, single programme (or a shortened edit from an episode or series) of any type, which has been produced by your station.
- 10) Animation
  - A single animation programme (or a shortened edit from an episode or series), or an original piece of animation of any type, which has been produced by your station.
- 11) Music Programming
  - A feature, single programme (or a shortened edit from an episode or series) that's central focus is live or recorded music, and/or airs views on music. Please note this is not a video piece set or edited to music.
- 12) News and Current Affairs
  - A single programme (or a shortened edit from an episode or series) reporting or commenting on news or current affairs.

- 13) The Mars El Brogy Award for Multimedia Content
  - A showreel demonstrating effective, innovative and strong use of multimedia content with an accompanying document.
- 14) Writing
  - A script in any genre or format, for any kind of show produced by the station. This can include, but is not limited to, fictional teleplays, factual links and features, documentary scripts, live scripts, news piece, etc.
- 15) Live Broadcast
  - A programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this award must not have had any audio or video processing applied after transmission. Footage entered for this award can be entered for any other award category.
- 16) Cinematography
  - The award for Best Cinematography is an opportunity for filmmakers to showcase their best work. The winning entry will display a knowledge of appropriate lighting, camera moves and other associated techniques of the craft, and how well these things are implemented in film or television.
- 17) Light Entertainment
  - A single feature, programme (or a shortened edit from an episode or series) intended as light entertainment.
- 18) Title Sequence
  - The introductory sequence to one of your station's programmes. The very beginning of an exemplar programme may be included. This entry must be a complete video not a cut down video or an edited highlights reel.
- 19) Factual
  - A single programme (or a shortened edit from an episode or series) featuring factual material, presented in any format.
- 20) Comedy
  - A single comedy programme/sketch (or a shortened edit from an episode or series).
- 21) Drama
  - An original, scripted dramatic production, which is either self-contained, an episode, or a shortened edit from an episode or series.
- 22) Documentary
  - A self-contained programme (or a shortened edit from an episode or series) with the aim to inform viewers about a specific subject.
- 23) Sport
  - Coverage of a sporting event or a single programme (or a shortened edit from an episode or series) which features live or recorded sport, and/or comments on sport or sports facilities.
- 24) Post Production Award
  - A showreel or video demonstrating excellent post production and editing skills

The constitution allows for a maximum of 24 categories at any given time. Any change to these awards categories must be declared as part of a successful Host Station bid.

The categories themselves are protected by the constitution, only changes to the descriptions themselves are considered items of association policy.

## Item II- Association Web Presence

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This item relates to the web presence of NaSTA (previously a constitutional requirement).

### 1. Website

- 1.1. NaSTA commits to maintaining a website that shall be the primary means of providing information to persons and organisations outside of NaSTA.
- 1.2. All internet domain names, web hosting contracts and associated online resources that NaSTA own and manage should be kept up to date.
- 1.3. NaSTA mandates the Executive Technical Officer to take responsibility for the continued operation and maintenance of the website.

### 2. Web Services

- 2.1. NaSTA commits to operating a wiki as part of it's web service for the cataloguing of the Association's history and achievements.
- 2.2. NaSTA commits to providing a Frequently Asked Questions (FAQ) page as part of the website, where interested parties may obtain key information about the association and its operations.
- 2.3. All Officers of NaSTA shall have a NaSTA specific email address, for use on association business, administrated by the Executive Technical Officer.
- 2.4. The National Executive Committee shall make decisions regarding the hosting of the website and any additional online resources that the association undertakes to develop.
- 2.5. The National Executive Committee shall take responsibility for working with the Host Station to provide them with a webspace for the advertisement and administration of the Annual Conference and Awards Weekend.
- 2.6. The Technical Officer is considered to be the highest authority within the NaSTA officership on technical matters, and as such, retains the right to make decisions relating to the provision of the website and other technical service independently of the executive where required to maintain a good level of service uptime.

# Item III- Logo and Branding

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## 1. Marketing Policies

- 1.1. At the current time, NaSTA does not have a formal branding policy. Until such a time as a Marketing Officer can pass a modified branding scheme through a General Meeting or Referendum, the Marketing Officer is mandated to maintain the “status quo” regarding colour schemes, use of the NaSTA Logo, and typefaces, until this item can be replaced by a formally agreed branding policy.

More information about NaSTA branding is detailed in the NaSTA Constitution (Section 1-Identity and Objectives, 1.4).

# Item IV: Alumni of the Association

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## 1. Organisation

- 1.1. NaSTA commits to bringing together the alumni of the association in order to further the aims of the association, and to provide a channel for the alumni to network with one another, feed back advice and opportunities for the benefit of the current students of the association, and to provide social and cultural entertainment opportunities for it's members.
- 1.2. PaSTA shall be organised and facilitated primarily by the Alumni Officer of the association.
  - a) The Alumni Officer should utilise the resources of PaSTA to achieve his/her goals and responsibilities of the office of Alumni Officer.

## 2. Identity

- 2.1. The NaSTA Alumni Association shall be known as "PaSTA".
- 2.2. Like NaSTA, "PaSTA" shall be deemed to be case sensitive.
- 2.3. The logo, branding, and other marketing restrictions placed upon the use of the NaSTA logo do not apply to that of PaSTA.
  - a) Any decisions made regarding the promotion of PaSTA events shall remain under the authority of the Alumni Officer
  - b) Any decisions made regarding the branding and design of PaSTA documents shall remain editorially with the Marketing Officer.
  - c) As always, the Chair shall retain their responsibility for all NaSTA publications, and the association commits to working with the Alumni Officer to support their publications where necessary.

## 3. Membership

- 3.1. PaSTA membership shall be free to all ex-members of NaSTA affiliated stations.
- 3.2. Ex-members of NaSTA affiliated stations shall be deemed to be individuals who were at any given time in their life, a member of a student television station, during any time in which it was affiliated to NaSTA.
- 3.3. PaSTA members shall enjoy the following rights;
  - a) To attend the annual Conference and Awards Weekend.
  - b) To propose amendments to the NaSTA constitution.
  - c) To propose amendments to the policies of the association and it's operational documents.
  - d) To attend any General Meeting of the association in a non-voting capacity.

# Item V: Equal Opportunities Policy

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NaSTA is committed to providing its members the services of the association in a non-discriminatory, safe environment.

## 1. Equal Opportunities Policy

- 1.1. NaSTA is committed to promoting and developing equality of opportunity for all NaSTA member stations and officers of the association by prohibiting all forms of discrimination, harassment, and incitement to discriminate or harass. NaSTA aims to foster an environment whereby all affiliated parties and representatives of the association are treated fairly and equally.
- 1.2. This policy shall apply to all members of NaSTA, including all officers of the association.
- 1.3. No Person will be discriminated against on grounds of any of the following:
  - i. Age
  - ii. Disability
  - iii. Gender Reassignment
  - iv. HIV/AIDS Status
  - v. Marriage/Civil Partnership status
  - vi. Nationality
  - vii. Parental Status
  - viii. Political Opinion
  - ix. Pregnancy and Maternity/Paternity
  - x. Race
  - xi. Religion or Belief
  - xii. Sex
  - xiii. Sexual Orientation
  - xiv. Socio-economic background
  - xv. Any other irrelevant distinction between individuals or groups of people as judged by the Returning Officer and/or Deputy Returning Officer where necessary.
- 1.2. It shall be the responsibility of all NaSTA officers to adhere to this policy, behave in a non-discriminatory manner, and to help change practices and procedures that deny or limit equality of opportunity or treatment.
- 1.3. NaSTA commits to monitoring and reassessing its own practices and procedures to ensure that they are in no way discriminatory to or exclusive against any particular group.



# Item VI: Regional Officer Structure

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## 1. Regional Structure

1.1. There are to be eight regions of NaSTA, as defined below, each with their own Regional Development Officer;

- a) Scotland
- b) North-East England
- c) North England
- d) East Midlands
- e) West Midlands
- f) Wales
- g) London
- h) Southern England

1.2. Should two or more stations affiliate from Eire or Northern Ireland, the appointment of an additional Irish regional officer may be made at the National Executive Committee's request.

- a) This post will only run for a single year and is intended to allow for an officer to exist until a formal, permanent position can be created by amending this policy.

1.3. Stations are permitted to request which region they are part of. The NaSTA Executive shall retain the right to approve or refuse these requests.

- a) This is intended to prevent stations from example, Scotland, attempting to join South England.
- b) Any refusal may be appealed to the Returning Officer, who will act as final arbiter in the circumstances.

## 2. Regional Development Officers

2.1. The formal office titles of the NaSTA Regional Development Officers shall be deemed to be;

- a) Regional Development Officer for Scotland
- b) Regional Development Officer for North England
- c) Regional Development Officer for North-East England
- d) Regional Development Officer for East Midlands
- e) Regional Development Officer for West Midlands
- f) Regional Development Officer for London
- g) Regional Development Officer for Southern England
- h) Regional Development Officer for Wales

2.2. The individual responsibilities of Regional Development Officers are described in the constitution of NaSTA

## Item VII: NaSTA Patron Policy

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- 1.1 NaSTA has enjoyed the support of a lot of industry partners, benefactors and alumni over the course of the last 40 years to help achieve its goal of supporting the growth and development of student television in the UK and Eire.
- 1.2 In order to facilitate the growth & development of strong links with these partners and benefactors NaSTA will introduce the idea of 'NaSTA Patrons' in recognition of this work which supports and enhances the mission statement of the association, demonstrating the associations formal recognition of this support by awarding patronage to NaSTA.
- 1.3 The appointment of patrons (no more than 3 per student television year) will follow the model adopted by Universities in the annual nomination and appointment of honorary fellows/honourary degree recipients.
- 1.4 The NaSTA Exec (Chair/Marketing Officer) will announce a period of nominations at the commencement of term 2, which will remain open for 4 weeks to ensure that the association has a promotional asset to ensure presence in a traditional quiet period which is of value and relevance to NaSTA.
- 1.5 Nominations do not require a proposer/seconded but do require a written submission justifying the nomination and how it ties into the work of NaSTA and student television. Any station nomination without a written submission will be classed as invalid and will not qualify for consideration.
- 1.6 The NaSTA Executive committee will (at its discretion) draft its own nominations for NaSTA patronage, which will include a written submission per candidate.
- 1.7 All nominations will be submitted to the AGM for discussion and ratification.
- 1.8 In the event of more than 3 nominations being submitted, the patronage nominations will be subject to an AGM debate and vote to finalise the patrons for that year.
- 1.9 The NaSTA Exec will announce the patrons for that year (post conference) on [www.nasta.tv](http://www.nasta.tv) and all supporting social media channels.
- 1.10 Posthumous NaSTA patronage will be awarded under exceptional circumstances at the discretion of the NaSTA Exec. This will be submitted to the NaSTA AGM for final ratification.
- 1.11 All NaSTA patrons will be placed on formal record and be recognised by NaSTA for their service towards the association and supporting the work of NaSTA as such.

2.1 NaSTA Patronage has been issued to the following after AGM ratification:

Tim Marshall (2011)

Ore Oduba (2011)

Shoshana Wilson (2011)

Jonathan Abrahams (2012)

Paul Ryan (2012)

## Item VIII: Re-open Nominations

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- 1.1 The democratic process within the National Student Television Association requires complete & transparent understanding from all members to ensure they are fully able and equipped to exercise their right to vote in any NaSTA election.
- 1.2 The NaSTA Executive elections are pivotal to the representation of membership in the direction and leadership of the association. It is agreed that in the instances where positions in NaSTA Executive elections are uncontested that it is important to, without prejudice or personal bias, promote RON openly and fairly to ensure all members are aware of the role of RON in this context.
- 1.3 The Returning Officer is responsible for the running of all democratic elections and procedures within the association.
- 1.4 The Returning Officer will be responsible for the creation and promotion of a RON (Re-open nominations) campaign to promote to members the democratic purpose and function of RON within the democratic process for all NaSTA Elections, referendums and applicable circumstances requiring a membership ballot.