

National Student Television Association Constitution



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Section 1- Identity and Objectives

This rule establishes the name, purposes and powers of NaSTA as an unincorporated organisation.

1. Name and Identities

1.1.The name of the association shall be 'The National Student Television Association'.

1.2.The use of the acronym "NaSTA" to identify the association shall be deemed to be case sensitive.

1.3.Student Television Stations shall be defined as "A television station based at, or linked to, a place of Higher Education."

a)NaSTA does not stipulate that a station must be broadcasting by any particular means, nor producing any specified level of content, to be recognised as a student television station. The station can be active, may be inactive or even in the process of setting up.

1.4.NaSTA is committed to providing a strong brand image. To this end, NaSTA branding shall remain consistent at all times, and be audited and controlled by the Executive Marketing Officer.

a)The NaSTA logo, both in colour and form, shall remain constant, and may only be changed with a majority vote at an Annual General Meeting or by Referendum.

b)The Logo may be either displayed as pure black, pure white or 'NaSTA red' (specifically #A11A1D), upon a transparent background.

c)The Marketing Officer will be responsible for administering any changes mandated by an AGM or a Referendum to the logo.

d)All other aspects of branding shall be subject to policies laid out in the NaSTA Policy Document.

2. Aims and Objectives

2.1.The prime directive of the association is to promote the interests of student television stations across Scotland, England, Wales, Northern Ireland and Eire, as well as the British Overseas Territories, Crown Dependencies, Isle of Man, and the Channel Islands.

2.2.The objectives of NaSTA are:

a)Providing a recognised and representative channel of communication between NaSTA's affiliated membership and other third party organisations.

b)Enhancing, promoting and supporting social, cultural, intellectual and educational activity amongst its members.

- c) Helping in the provision of a broad range of services and facilities geared to anticipate and meet the needs of its members, thus enhancing the overall student television experience.
- d) Offering support and advice to new student television stations.
- e) Bringing together stations for an annual conference and awards ceremony.

2.3. In carrying out its aims NaSTA shall:

- a) Ensure that no member of NaSTA shall ever harass or discriminate against, or be subject to harassment or discrimination, on the grounds of their age, beliefs, physical status, race, sex, sexual orientation or any other characteristic, physical, mental or otherwise.
- b) Encourage student leadership throughout the organisation and its member stations.
- c) Ensure that all matters are handled in a transparent and democratic manner in accordance with the laws this constitution provides for.

3. Powers

3.1. In order to achieve any or all of its aims and objectives, but for no other purpose, NaSTA may, alone or with others, do any of the following:

- a) Receive contributions through an annual affiliation fee;
- b) Elect and appoint unpaid officers;
- c) Buy, rent or hire premises and equipment;
- d) Work in partnership with other organisations;
- e) Carry out anything else within the relevant laws of the United Kingdom and/or the Republic of Ireland necessary to undertake NaSTA's aims and objectives.

3.2. Neither NaSTA Officers nor General Meetings (including the Annual General Meeting) hold the power to affiliate the National Student Television Association as a member of any other external organisation (such as the National Union of Students) without previously holding a referendum of all affiliated members, which must vote in favour of affiliation.

Section 2- Constitutional Framework

This rule sets out definitions of membership and means to adjust the constitution.

1. Constitutional Precedence

1.1. This constitution shall supersede all previous constitutions of the National Student Television Association.

2. Membership

2.1. The membership of NaSTA shall be subject to affiliation by a student television station and shall be open to all student television stations in the UK and Ireland.

2.2. Only one television station is permitted to affiliate per academic institution.

a) In the event of two or more stations from a single academic institution attempting to affiliate, the Executive Officers shall set the criteria for allowing or refusing affiliation.

2.3. The National Executive Committee, having responsibility for organising the affiliation process, shall be obliged to accept viable station affiliation requests unless the station is found to owe monies to NaSTA from past academic years.

a) If the station pays their debts in full, or pays instead a lower settlement amount determined by the Executive Committee, then the National Executive Committee shall again be obliged to accept that station's affiliation request.

2.4. A station's membership shall last for twelve months from the date of receipt of their affiliation payment.

2.5. The National Executive Committee shall annually set the rate of any affiliation fee that they wish to charge.

a) All stations shall pay an equal fee.

2.6. Member stations may resign their membership at any time in writing to the NaSTA Chair.

a) The Chair is required in the event of a resignation to inform both the Returning Officer and the Executive Committee of the station's disaffiliation from the association.

b) A station who resigns their membership, shall not be required to pay fees to reaffiliate before their original year's membership expires.

c) Any station who resigns their membership will not be entitled to a refund of any affiliation fees.

2.7. All current student members of affiliated stations have the following rights:

- a) To attend the annual Conference and Awards Weekend.
- b) To propose amendments to association policies and operational documents.
- c) To propose changes to the NaSTA constitution.
- d) To attend any General Meeting of the association in a non-voting capacity.

2.8. By affiliating to the National Student Television Association, each station and its members are obliged to act in accordance with the NaSTA rules and by-laws.

3. Amending the Rules

3.1. All amendments to this Constitution shall be made by the following process:

- a) Any member of the association may make a proposal for constitutional change at a General Meeting or Referendum;
- b) The proposal shall be debated and will require a supermajority (two-thirds majority) of voting members to be passed;
- c) Where an amendment is made to the job description or existence of any elected officer, such amendments shall take effect from the date of the beginning of the next term of office of the role.

4. Dissolution

4.1. Dissolution of NaSTA shall be made by the following process:

- a) Details of a proposal for dissolution must receive a majority vote at a general meeting;
- b) The proposal shall then come to the next general meeting or be passed to a referendum. The proposal shall be debated and will require a two-thirds majority of voting members to be passed.

4.2. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the National Executive Committee may decide.

5. Collation of Association Policy

5.1. The Returning Officer and Association Chair shall maintain a formal policy document to accompany this constitution on behalf of the association.

- a) The purpose of the document shall be to collate documents related to decisions made regarding policy of the association that have no place in the association's constitution.

b)Any member of the association can submit a motion of policy to a General Meeting for consideration.

c)The proposal shall then come to the next General Meeting or be passed to a referendum. The proposal shall be debated and will require a simple majority of voting members to be passed.

5.2. Any General Meeting motion may specify that if passed, an explicitly given written entry is to be entered into the policy document.

a)Any General Meeting Motion may specify a change to be made to an existing item of policy.

b)Any General Meeting motion may specify that an item of policy be removed.

c)Any member of the Executive Committee, with the backing of a simple majority of the rest of the Executive Committee may compel the Returning Officer to enter an entry, remove an entry, or edit an entry at any time, and not necessarily as part of a General Meeting.

d)Any items of policy created by an Executive Committee member must be balloted on retention, amendment or removal at the next available General Meeting.

e)Items of policy shall be considered as binding, unless explicitly specified within the entry as guidance and not a binding resolution.

Section 3- Decision Making

This rule identifies and gives details about the powers and running of meetings within NaSTA.

1. Referendum

1.1. All member stations have the right to vote in a referendum.

a) This shall be administered on a "one station, one vote" basis.

b) An affiliated station's Station Manager, or another member of the station nominated to cast the vote in the absence of a Station Manager, shall be the only individuals permitted to vote in a Referendum.

1.2. A referendum may be called by a motion at a General Meeting, by a simple majority (50%) of the National Executive Committee, or by a petition presented to the Returning Officer signed by 50% of member stations.

1.3. The conduct and timing of a referendum shall be the duty of the Returning Officer.

a) The Returning Officer shall have the power to require members of the National Executive Committee or other Officers of NaSTA to assist them in the process of holding a referendum, such as requiring the Executive Marketing Officer to promote the referendum.

1.4. Resolutions from a referendum will be decided by simple majority unless the referendum regards dissolution of the association (See Rule 2, section 3.1) or amending the constitution (Rule 2, section 2.1).

1.5. Decisions of a Referendum will take precedence over those of other NaSTA meetings, except the Annual General Meeting.

1.6. Quorum of a referendum shall be half the number of member stations. If a quorum is not reached, then the status quo shall remain.

a) In the event a quorum is not reached, the Returning Officer, with consent of both the Association Chair and Deputy Returning Officer, shall have the power to extend the voting deadline by no more than five working days to allow more affiliated members to cast their vote.

1.7. No disciplinary actions or sanctions against individuals may be decided by referendum, with the exception of a vote of no confidence.

1.8. Voting in a referendum may either directly be to the Returning Officer of the association, or as a proxy vote, under the permitted rules of the association at the time.

a) Proxy Voting is defined and discussed in the Appendices.

2. General Meeting

2.1. All member stations have the right to vote at a General Meeting.

a) This shall be administered on a "one station, one vote" basis.

a) An affiliated station's Station Manager, or another member of the station nominated to cast the vote in the absence of a Station Manager, shall be the only individuals permitted to vote in a General Meeting.

2.2. A General Meeting may be called by a motion at another General Meeting, by a simple majority (50%) of the National Executive Committee, or by a petition presented to the Returning Officer signed by one third of member stations.

2.3. A General Meeting shall be held within 4 weeks of being called.

2.4. The conduct and timing of General Meetings shall be the duty of the Returning Officer.

a) The Returning Officer shall have the power to require members of the National Executive Committee or other Officers of NaSTA to assist them in the process of holding a General Meeting, such as requiring the Executive Marketing Officer to promote the meeting.

b) The list of Procedural Motions currently approved of by NaSTA are listed in Appendix III: Procedural Motions.

2.5. The following timetable shall apply for General Meetings:

a) Notice given to member stations for calling a general meeting is to be at least 14 days;

b) Reports and motions must be submitted at least 5 days before the meeting;

c) An agenda shall be published at least three days before the meeting, and after the deadline for the submission of reports and motions has passed.

2.6. Quorum for all general meetings shall be half the number of member stations, with the exception of the Annual General Meeting, which shall have no quorum. Stations who have submitted proxy votes for the meeting shall be included in this quoracy.

a) If a quorum is not reached within 15 minutes of the start of a meeting, then the NaSTA chair can decide whether to continue or stop the meeting.

b) If the meeting is continued, all decisions are considered unbinding, and will require to be passed to the next General Meeting, or a Referendum, for ratification.

c) The National Executive Committee of the association is mandated to remind each station of the Annual General Meeting two weeks in advance of the meeting, and to actively encourage stations to submit votes by proxy if they cannot attend in person.

2.7. The Annual General Meeting shall:

- a) Be convened by the Host Station over the weekend of the Annual Conference;
- b) Have its minutes ratified at the next General Meeting;
- c) Receive the Annual Accounts from the NaSTA Chair;
- d) Receive minutes of all meetings of the Executive Officers;
- e) Determine the new Host Station for the following year.

2.8. The Annual General Meeting and further detail on its requirements and agenda is discussed in Appendix V: The Annual General Meeting.

2.9. Voting in a General meeting may either be directly to the Returning Officer of the association, or as a proxy vote, under the permitted rules of the association at the time.

- a) Proxy Voting is defined and discussed in the Appendices.

2.10 The addition and/or removal of award categories shall be the responsibility of the Annual General Meeting, Referendum and/or General Meeting

Section 4- Executive Officership

NaSTA elects Executive Officers to lead different areas of work. This Rule defines their respective roles and duties.

1. National Executive Committee Officers

1.1. There shall be seven members of the National Executive Committee, elected as follows:

- a) Association Chair
- b) Industry Liaison Officer
- c) Training Officer
- d) Marketing Officer
- e) Technical Officer
- f) Communications Officer
- g) Secretary

1.2. Executive Officers shall hold office for one year starting on July 1st in the calendar year in which they were elected.

- a) Dates for the commencement of a term of office for officers elected in special elections, such as to replace an officer who wishes to step down, will be set by the Returning Officer as part of that election.
- b) If a position is vacant, the term of office will be considered to be from the date of the election results being confirmed by the Returning Officer.

1.3. No person can be a member of the National Executive Committee for more than two terms, either concurrent or split.

1.4. All members of the National Executive Committee shall be deemed to hold equal rights and authority as all other Executive Committee officers.

2. Generic Responsibilities of Executive Officers

2.1. The responsibilities of every Executive Officer are:

- a) To attend General and Executive Meetings.
- b) To present a report of achievement at every Annual General Meeting, and to communicate their activities clearly to the membership.
- c) To declare any Interest or Conflict of Interest to the membership.
- d) To represent NaSTA in a professional manner, and not to bring the name of the association into disrepute.

- e) To uphold the aims of NaSTA as set out in this constitution, and adhere to any policies of the association laid out in any documents.
- f) To assist the Host Station in their efforts to host the National Student Television Association Conference and Awards Weekend.
- g) To support the Non-Executive Officers of the association in their activities.
- h) To protect the association where there may be material/reputational risk to NaSTA, or at any other appropriate moment.
- i) To ensure that NaSTA does not undertake activities that puts the financial stability of the association (including that of the host station), member stations, or the association's reputation at risk.

3. Association Chair

3.1. The individual responsibilities of the Association Chair are:

- a) To be the spokesperson for NaSTA, taking overall responsibility for all press and publications issued by NaSTA with the Communications Officer.
- b) To support the other members of the Executive Committee.
- c) To be responsible for the organisation and chairing of Executive and General Meetings.
- d) To work with the secretary to maintain NaSTA's finances.
- e) To work alongside the other Officers to secure the viable long term future of NaSTA.
- f) To attend meetings with external organisations with the relevant officer to further the development of NaSTA and affiliated stations.

4. Industry Liaison Officer

4.1. The individual responsibilities of the Industry Liaison Officer are:

- a) To be responsible for communications between NaSTA and other organisations pertaining to the Media industry.
- b) To work with the Marketing Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.
- c) To investigate new ways in which NaSTA and membership stations can raise revenue through advertising, sponsorship, and donations.
- d) To have oversight of NaSTA's Patron system.
- e) To work with STAN to ensure alumni remain engaged with NaSTA.

- f) To secure and promote training opportunities from external companies to affiliated stations.

5. Training Officer

5.1. The individual responsibilities of the Training Officer are:

- a) To be responsible for updating and implementing an Annual Development Plan for NaSTA.
- b) To offer support and advice to new & existing stations on all aspects of broadcasting, production and training where requested.
- c) To produce and update training material and online resources of relevance to members.
- d) To act as a primary coordinator for the NaSTA Regional Development Officers.
- e) To implement solutions for national collaborative projects with the Technical Officer.
- f) To support affiliated station with dealing with organisations, such as Students' Unions.

6. Marketing Officer

6.1. The individual responsibilities of the Marketing Officer are:

- a) To be ultimately responsible for the direction of the NaSTA Brand.
- b) To create Marketing materials for NaSTA events, projects and elections.
- c) To maintain marketing and style of the NaSTA website with the Technical Officer.
- d) To support affiliated stations in marketing development.
- e) To work with the Industry Liaison Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.

7. Technical Officer

7.1. The individual responsibilities of the Technical Officer are:

- a) To maintain NaSTA web presence and facilitate the Host Station with the means and training to update the website with conference news.
- b) To facilitate and manage the provision of hosting services for the websites and such online resources as NaSTA undertakes to develop.
- c) To maintain, update and develop the NaSTA website and associated online resources under guidance from the Development Officer Skills.

- d) To facilitate the technical development of the Association's affiliated member stations.
- e) To support and develop affiliated stations, Freshers' TV and people's choice award with online hosting, broadcasting and web presence.

8. Communications Officer

8.1. The individual responsibilities of the Communications Officer are:

- a) To develop a strong two-way communication with members by welcoming and
- b) briefing new members, and continuing to build upon and maintain relationships
- c) with existing stations.
- d) To advise the Association Chair regarding press releases and publications released by the association.
- e) To work with the Returning Officer and Host Officer to ensure that member stations are aware of any elections or award submission deadlines.
- f) To compile regular updates to affiliated stations.

9. Secretary

9.1. The individual responsibilities of the Secretary are:

- a) To Maintain an up to date list of all affiliated member stations.
- b) To compile an agenda for, and ensure that minutes are recorded, of all NaSTA meetings including General Meetings and to distribute them to the Executive Committee, and made available through the website.
- c) To be responsible and accountable for NaSTA's Finances.
- d) To work with the Returning Officer to ensure that the constitution and policy document remains up to date.

Section 5- Non-Executive Officership

This Rule defines the respective roles and duties of NaSTA elected Officers outside of the Executive.

1. Non-Executive Officers

1.1. There shall be the following Non-Executive Officers:

- a) Returning Officer
- b) Deputy Returning Officer
- c) Host Station Officer
- d) Eight Regional Development Officers

1.2. The Non-Executive Officers are bound by the same general rules that apply to National Executive Committee Officers, except that they are not required to take a responsibility to attend Executive Meetings.

2. Returning Officer

2.1. The individual responsibilities of the Returning Officer are:

- a) To act as an independent person to oversee the conduct of all NaSTA elections, acting as a final arbiter in electoral concerns.
- b) To ensure that the election rules are reasonably interpreted and complied with and to impose sanctions where necessary on breaches of those rules.
- c) Organise and publicise upcoming NaSTA elections.
- d) To be responsible for, and oversee the count of, all NaSTA elections.
- e) To independently investigate complaints or any other issues, alongside any Executive investigation, raised from within NaSTA or made by external parties.
- f) To delegate any of these responsibilities to the Deputy Returning Officer as necessary.
- g) To appoint the Deputy Returning Officer as described under Elections (Rule 8).

3. Deputy Returning Officer

3.1. The individual responsibilities of the Deputy Returning Officer are:

- a) To take on one or more of the following responsibilities in the event of the inability of the Returning Officer to discharge their responsibilities.
- b) To act as an independent person to oversee the conduct of all NaSTA elections, acting as a final arbiter in electoral concerns.

- c) To ensure that the election rules are reasonably interpreted and complied with and to impose sanctions where necessary on breaches of those rules.
- d) Organise and publicise upcoming NaSTA elections.
- e) To be responsible for, and oversee the count of, all NaSTA elections.
- f) To independently investigate complaints or any other issues, alongside any Executive investigation, raised from within NaSTA or made by external parties.
- g) Additionally, the Deputy Returning Officer is empowered to undertake the following responsibilities as necessary;
- h) Investigate or adjudicate in the matter of any complaints made against the Returning Officer, where appropriate.
- i) Assist, consult, or act on behalf of the Returning Officer, in the making of any decision, process, or act that the Returning Officer may be required, and is empowered to make, where requested by the Returning Officer.

4. Host Station Officer

4.1. The individual responsibilities of the Host Station Officer are:

- a) To regularly report the activities of the Host Station to the Executive Officers.
- b) To facilitate communication between the Executive Committee and the Host Station.
- c) To take responsibility and accountability for delivering an appropriate awards ceremony and conference weekend for the association, as guided by the National Executive Committee.
- d) To promote and celebrate, through the Annual Conference and Awards Weekend, the work of student television across the countries represented by NaSTA on a local and national level.
- e) To work with the NaSTA Executive Committee in all aspects surrounding the planning and preparation of the annual Conference and Awards Weekend.
- f) To create and maintain a handover document catered to the ongoing needs and requirements of the events management role of the NaSTA Host Station.

5. Regional Development Officers

5.1. There shall be eight Regional Development Officers.

5.2. Regional Development Officers, and the regional structure, are laid out in the NaSTA Policy Document.

5.3. The individual responsibilities of the Regional Officers are:

- a) To promote development of stations within their region;

- b) To represent their region in NaSTA meetings;
- c) To promote social events between stations in their region;
- d) To coordinate any NaSTA official events (other than the Awards and Conference Weekend) within their region over the course of the academic year in conjunction with the National Executive Committee's scheduling.
- e) To actively seek opportunities from the industry for members within their region, and where appropriate, to work with the NaSTA Marketing Officer to promote these opportunities.

Section 6- Host Station and Awards

This rule explains arrangements for hosting the Annual Conference and Awards Weekend.

1. Host Station

1.1.A Host Station shall be elected at each Annual General Meeting to organise the Conference and Awards Weekend of the following year.

1.2.The Host Station shall have the following responsibilities:

- a)To provide a suitable venue for the Annual General Meeting to all affiliate stations, the date and time of which will be announced at least six weeks prior to the event.
- b)To secure appropriate judges for the awards.
- c)To determine the entry criteria for each category.
- d)To source, with the assistance of the Executive Marketing Officer, sponsorship and funding for the NaSTA Conference and Awards Weekend.
- e)To update the NaSTA website and forums with conference news and affiliate information.
- f) To carry out the aims and objectives of NaSTA as expressed in the Laws, the Rules and the Appendices.

1.3.A Host Station Officer shall be chosen from the members of the Host Station and nominated as part of the Host Station bid.

- a)Should the position of Host Officer fall vacant, the Station Manager of the Host Station should nominate someone to replace them as soon as possible.

2. Awards Categories and Rules

2.1.The Host Station may add or remove categories from any submitted for the award ceremony of the previous year.

2.2.Entries to the awards must conform to the rules and each entry's criteria as set by the host station, and those set in Appendix VII: Awards Governing Rules. This association stipulates that these rules should always include:

- a)The entries must be created by current student members of the affiliated station.
- b)The entries must have been created since previous year's awards submission deadline.

2.3.A list of all official Awards Categories can be found in Appendix VI: List of NaSTA Awards.

2.4.To make a change to the awards categories, the host station must submit their intended change as part of the bidding process for Host Station. As part of the bid, prospective stations must declare one or more of the following for the bid to be declared valid;

a)A Declaration that no awards categories will be changed.

b)An explanation for the reason to remove a specific award, and a declaration of the intention to remove that award.

c)A title and description of a new award to be added to the list of awards, and a declaration of the intention to add that award.

2.5.The Host Station's promises regarding awards categories changes shall be considered to be binding, and irreversible once elected as Host Station, except in the case where the Host Station chooses to forgo their intended changes, to instead make no change to the awards categories.

2.6.There shall be no more than 20 awards categories at any given time.

2.7.NaSTA shall provide technical standards for all awards submissions, which must be strictly adhered to.

a)These can be found in Appendix II: Technical Criteria

3. People's Choice Awards Rules

3.1 Stations are permitted to enter one award per category.

3.2 The Host Station and Executive must abide by this timeframe for showcasing and submissions of awards:

a) Announce PCA Host at NaSTA AGM

b) 2 weeks before PCA's – Submissions

c) 1 week before PCA's – Voting (close 48 hours before awards to count and verify votes)

3.3 Any affiliated station of NaSTA of that year is permitted to vote for any station in each category, including their own station. Only one member per station can vote.

3.4 Voting procedure:

a) Stations can choose up to 5 stations to award points to for each category.

The station they would like to give the most points to, will receive 5 points, and the least will get 1 point.

b) Points will be added up, and the station and submission with the most points will receive the award for that category.

Section 7- Finances

This rule sets out the use of NaSTA's finances and arrangements for expenses.

1. Finances

- 1.1. All monies raised by NaSTA shall be used to further the aims of the association.
- 1.2. A statement of accounts for the last financial year shall be submitted by the NaSTA Chair to the Annual General Meeting
- 1.3. NaSTA is permitted to open and hold bank accounts in its own name or in the names of its officers as necessary.

2. Expenses

- 2.1. Each member of The Executive may claim subsistence expenses per day spent on official NaSTA business. This shall be determined by the Executive Committee on an annual basis, in consultation with the membership, communicated by means of finance circulars and reported at the Annual General Meeting.
- 2.2. No two Officers may claim expenses for a trip undertaken where only one Officer was required.
- 2.3. Attendance at any meetings, conferences or events which are funded by NaSTA must be sufficiently reported back on to the Executive Committee and, where relevant, to the members.
- 2.4. In all cases, the Officer who incurs the expense must pay up front, complete a claims form (attaching all the relevant documentation) and then wait to be reimbursed.
- 2.5. All claims forms must be supported by relevant documentation (VAT receipts), and all the fields filled in correctly.
- 2.6. These guidelines apply to the entire Executive.
- 2.7. All expenditure claims made by the Executive should be reported at the Annual General Meeting.

Section 8- Elections

This rule sets out the procedure for all NaSTA elections including the Host Station for the annual Conference and Awards Weekend.

1. Procedure for Elections

1.1. All elections (in which the wider association is invited to elect the office-bearers) shall normally have the following stages:

- a) Notice given and invitation to nominate;
- b) Nominations received and accepted;
- c) Campaigning period (including hustings);
- d) Voting;
- e) The count and declaration of results.

1.2. All elections will be of one of the following styles:

- a) All station ballot – where voting is through ballot boxes and/ or electronically by all member stations;
- b) General Meeting – where voting takes place during a General Meeting where by all present or proxy voting member stations;
- c) Formal Meeting – where voting takes place during a meeting where selected officers can vote.

1.3. The Returning Officer shall create a by-law for specific elections denoting their timeframes and styles.

- a) NaSTA shall use the Single Transferable Vote (STV) mechanism for all officer elections.
- b) Should any STV ballot result in an outright tie between two or more candidates, a run-off ballot between these tied candidates, including RON, shall be balloted for.
- c) Campaigning Rules are discussed in Appendix IV: Campaigning Rules
- d) All elections where the wider membership is invited to elect a candidate must include a hustings. The rules for Hustings are included in Appendix IV: Campaigning Rules.

1.4. With the exception of the Returning Officer or Deputy Returning Officer, no NaSTA election or appointment can be made without both the position of Returning Officer and Deputy Returning Officer being filled.

1.5. An election to any office is only deemed valid once the Returning Officer or their Deputy formally ratifies the election result as having been carried out fairly. In the

case of the Executive Officers, this will be presented to the Annual General Meeting as the Returning Officer's Report.

1.6. NaSTA commits, in line with its commitment to fairness and equal opportunities to promote the merits of its individual members and to encourage all individuals to stand for positions based upon their strengths and skills, instead of adopting any policy of positive or negative discrimination in its elections.

a) The practice of positive or negative discrimination in elections shall be deemed to be unconstitutional due to their contravention of NaSTA's equal opportunities policies.

2. Electoral Qualifications

2.1. Only members of student television stations affiliated to NaSTA who have been an active student member of an affiliated station, or held an Executive Committee Position within the last 13 months may stand in NaSTA elections, subject only to the following limitations:

a) No person may hold more than one of the Executive or Non-Executive positions at the same time.

b) Students shall be eligible to hold only two Executive terms of office within NaSTA. Executive Officers shall be otherwise awarded equivalent rights of election as those given to other members of affiliated stations.

c) Only students currently residing within a region may stand in elections for the posts specific to that region.

d) Applicants and Appointees for the positions of Returning Officer, Deputy Returning Officer and Alumni Officer shall not be required to have been a NaSTA member in the last 13 months, and shall only require to have been at some point a member of a NaSTA affiliated Station.

2.2. All elections conducted by NaSTA shall contain "Re-open Nominations" (RON) on the ballot.

2.3. A candidate defeated by RON shall be eligible to re-stand in the subsequent by-election.

3. Timetable for Elections

3.1. The following positions shall be elected to take office on the 1st July by an all-station ballot:

a) Executive Officers

3.2. The following positions shall be elected to take office on the 1st July by a vote at the Annual General Meeting:

a) Alumni Officer

b) Returning Officer

3.3. The Regional Officer positions shall be elected to take office on 1st July by these rules:

- a) Regional Officer nominations will open at the close of the Annual General Meeting and run for a period of at least two weeks, no longer than four weeks.
- b) Regional Officer applications will be required to submit a manifesto of no more than 500 words.
- c) A Regional Officer applicant must have a proposer and a seconder, who must be members of two different stations from within their intended region.
- d) The candidate for a Regional Officer post need not ever have been a member of a station within that region.
- e) Within a week of the closing date for Regional Officer applications, the incoming executive committee must submit their votes for each position to the Returning Officer.
- f) After ratifying the votes, the Returning Officer or their Deputy will inform the applicants for the positions of the results.
- g) Should a Regional Development Officer position fall vacant for any reason, the post shall remain vacant until such a time as an applicant comes forward and is confirmed by a majority ballot of the National Executive Committee.

3.4. The post of Deputy Returning Officer shall be appointed by the Returning Officer to take office on 1st July by these rules:

- a) The Returning Officer shall, within one month of their election, appoint a Deputy Returning Officer.
- b) The Returning Officer can replace their Deputy at any time.
- c) The Returning Officer may not remove their Deputy from office without also nominating someone to take their place.
- d) Should the post of Deputy Returning Officer ever become vacant, the Returning Officer will be required to nominate a replacement within a maximum period of one month.
- e) To prevent the Returning Officer abusing this appointment process, all appointments or changes to the office-bearer of Deputy Returning Officer must be approved by the sitting members of the National Executive Committee.

4. By-Elections

4.1. Should a position become vacant, a by-election shall be held to fill the vacancy.

4.2. The by-election should be held at the next available opportunity.

4.3. The NaSTA Chair has the discretion to appoint a member of an affiliated station or any other NaSTA Officer to act in the capacity of the vacant role in the meantime.

A recalled Officer may not her/himself be appointed as the acting Officer. Such an acting Officer takes office from when appointed until the result of the election for the vacancy is declared. An acting Officer has no vote on any committee on which they sit.

4.4.If a position becomes vacant for any reason, including being recalled, between a year's January 1st and that year's Annual General Meeting, the National Executive Committee may petition the Returning Officer, at the Returning Officer's discretion, to leave the post vacant.

5. Ballot Boxes and Vote Counting

5.1.Where a ballot-box is necessary (physical or electronic), the Returning Officer is ultimately responsible for the security of the secret ballot. Either the Returning Officer or the Deputy Returning Officer must be present to protect the integrity of all physical ballot boxes and their associated papers during elections and ballot counts at all times.

5.2.Votes should only be recorded on official ballot papers.

5.3.The Returning Officer or their Deputy shall mark all issued ballot papers to validate them.

a)This mark should not carry with it the ability to identify the voter.

5.4.The Returning Officer of NaSTA shall be responsible for, and shall oversee the count of all NaSTA elections.

5.5.No Count shall begin until;

a)The Returning Officer or their appointed Deputy is present.

b)All outstanding issues regarding the election have been resolved to the satisfaction of the Returning Officer.

c)The voting has formally closed.

5.6.All candidates have the right to be present at the count.

5.7.Once the count is finished, the Returning Officer and the Deputy Returning Officer will ratify the results of the count.

a)At this point, candidates have the right to receive the information before it is published or announced to the wider association.

5.8.Once any candidates wishing to know the result of the count have been informed, the Returning Officer or their Deputy should announce the results of the ballot.

a)For Executive Elections, this should either be as part of the annual awards ceremony or as part of the Annual General Meeting.

5.9.Should RON win any election, the Returning Officer is empowered to set a new nominations and election period for the post.

6. Complaints and Appeals

- 6.1. All candidates and their campaign teams are required to abide by the letter and spirit of all election rules and procedures.
- 6.2. The Returning Officer will investigate all complaints or breaches which are drawn to their attention.
- 6.3. Following a formal complaint, the Returning Officer has the right to issue sanctions to candidates, disqualify candidates and nullify elections.

7. Host Station Election

- 7.1. The Host Station election shall run along the same timeframe as Executive Officer elections.
 - a) The ballot for the Host Station will not take place at the same time as the Executive elections, but instead at the Annual General Meeting
 - b) Any hustings, pitches or permitted presentations for the Host Station Bids will take place at the Annual General Meeting.
- 7.2. Should the Annual General Meeting fail to elect a Host Station, either through lack of candidates or a vote of re-open nominations, the following rules take effect:
 - a) The Returning Officer is empowered to reopen nominations for as long as they see fit to find a suitable candidate or candidates, which must be balloted by the association either by referendum or a General Meeting.
 - b) By consensus of the National Executive Committee, should no station come forward by January 1st to prepare a conference, the National Executive Committee is empowered to appoint a Host Officer from within the association to organise a Conference and Awards Weekend to be held at a suitable venue.
 - c) In the event that no suitable venue can be found to host the Conference and Awards Weekend, the Executive Committee is required to make arrangements to have the awards judged without a ceremony, and to find a venue for the Annual General Meeting to take place.

Section 9- Accountability and Discipline

This rule sets out the complaints procedure and the process of holding an Officer to account.

1. How to Complain

- 1.1. In the event of anyone having a complaint against NaSTA, it should in the first instance be directed to the Executive Officer responsible for that area of work.
- 1.2. That Executive Officer will investigate and take all necessary steps to resolve the problem in a timely fashion, keeping contact with the complainant, both for the individual/group and by making/proposing changes to ensure it does not arise again.
- 1.3. If the complainant is still dissatisfied, they should address their formal complaint directly to the Returning Officer, who will investigate the complaint.
- 1.4. Should the complaint be directed against the Returning Officer, it should be referred to the Association Chair, who will direct the Deputy Returning Officer to investigate the complaint.

2. Censure and Recall

- 2.1. An Officer may resign in writing directly to the Association Chair.
 - a) The Association Chair will present the resignation to the Returning Officer who will then take the necessary steps to fill the vacancy.
 - b) The Association Chair will then inform the National Executive Committee and the Non-Executive Officers of the association of the resignation.
- 2.2. A motion of censure against any NaSTA Officer may be proposed at any time during a General Meeting and passed by a simple majority.
- 2.3. Only one successful motion of Censure can be carried against any particular Officer during a General Meeting.
- 2.4. Should any Officer receive two motions of Censure against them within the space of two years, they shall be considered to have been recalled.
- 2.5. In their capacity to investigate a complaint, the Returning Officer may issue a censure against an officer of NaSTA as a sanction resulting from a disciplinary case. The officer censured has the right to appeal against this by requesting that the matter be brought before a General Meeting of the association. Should the Returning Officer's censure cause an officer to be recalled, then the censure must be brought before a General Meeting to be valid.
- 2.6. All NaSTA Officers can be recalled by a Vote of No Confidence at any General Meeting or Referendum, and in the case of General Meetings, provided that the No Confidence motion is submitted in advance of the meeting. No Vote of No

Confidence may take place unless declared as part of the agenda before the meeting commences.

2.7. In the event of an officer being recalled, the Returning Officer is mandated to take all steps necessary to fill the vacancy created.

a) If the vacancy arises between January 1st of a year and that year's Annual General Meeting, the National Executive Committee may petition the Returning Officer in writing to leave the post vacant until the next usual election for that post.

b) The Executive may not petition for the posts of Returning Officer and Deputy Returning Officer to remain vacant.

Appendix I- Proxy Voting Rules

This Appendix serves to set out the process of proxy voting.

1. Proxy Voting

- 1.1. NaSTA stations may vote in any General Meeting or Referendum either directly through the station manager, or by a proxy voting method.
- 1.2. There shall be two proxy voting methods, Voting by Representation or Voting by Registration.

2. Proxy Voting by Registration

- 2.1. Proxy voting by registration is the process by which a station manager can register their intended vote on one or more motions in advance of the meeting's occurrence.
- 2.2. Affiliated members of NaSTA who are permitted to vote on behalf of a station and who are unable to attend the meeting or vote in a referendum are permitted to register their votes in advance of the ballot.
- 2.3. Each proxy vote is counted as a whole vote when counted.
- 2.4. Where considered, the quorum will remain at 50% but will be counted in terms of countable votes, not stations in attendance.
- 2.5. Affiliated stations who wish to Proxy vote by Registration must inform the Association Chair that they intend to vote by registration, and then must submit their votes to the Returning Officer.
- 2.6. All Proxy Voting by Registration must cease before the meeting formally commences.

3. Proxy Voting by Representation

- 3.1. Proxy voting by representation is the process by which a Station Manager can nominate either another member of their station, or another member of any NaSTA affiliated station to vote on their behalf.
- 3.2. Affiliated members of NaSTA who are permitted to vote on behalf of a station may appoint a proxy.
- 3.3. Affiliated members of NaSTA attending the meeting can act as proxy for no more than one absent affiliated member of NaSTA at any given time.
- 3.4. No member can cast more than one vote in a ballot.
 - a) For example, a Station Manager could not vote for their own station and also vote in proxy for another station at the same meeting.

- 3.5. Each proxy vote is counted as a whole vote when counted.
- 3.6. Where considered, the quorum will remain at 50% but will be counted in terms of countable votes, not stations in attendance.
- 3.7. Affiliated stations who wish to Proxy vote by Registration must inform the Association Chair that they intend to vote by representation.
- 3.8. All notices of Proxy Voting by Registration must be submitted at least 24 hours in advance of the meeting, stating clearly by name which affiliated member of NaSTA they would like to grant their vote to.

Appendix II- Technical Criteria

This Appendix serves to set out the technical criteria for submitting entries to the NaSTA Awards.

1. Information on the Use of these Standards

1.1. All awards requiring a video submission must conform to one of three technical standards, to be chosen by the submitting station.

1.2. Any awards entry not conforming to these standards may face sanctions or be disqualified as a result of nonconformity.

1.3. To permit both 16:9 and 4:3 SD content to be submitted legally, Standard 3 (SD) is to have a width appropriate to the aspect ratio of the content. This should be declared as part of the entry.

Standard 1: 1080p HD

VIDEO:

Resolution: 1920x1080, square pixels

Progressive video, 25fps (keyframe interval to be 25 frames)

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1 with 2-pass VBR encoding

AUDIO:

AAC-LC audio, Stereo

48kHz or 44.1kHz sampling rate

You should aim for a 192kbps bitrate, but this is not compulsory.

BITRATE: You should aim for an overall bitrate target of 10 Mbps, with a max of 15 Mbps, however, this is not compulsory.

Standard 2: 720p HD

VIDEO:

Resolution: 1280x720, square pixels

Progressive video, 25fps (keyframe interval to be 25 frames)

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1 with 2-pass VBR encoding

AUDIO:

AAC-LC audio, Stereo

48kHz or 44.1kHz sampling rate

You should aim for a 192kbps bitrate, but this is not compulsory.

BITRATE: You should aim for an overall bitrate target of 5 Mbps, with a max of 10 Mbps, however, this is not compulsory.

Standard 3: 576p SD

VIDEO:

Resolution: (?)x576, square pixels.

Progressive video, 25fps (keyframe interval to be 25 frames)

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1 with 2-pass VBR encoding

AUDIO:

AAC-LC audio, Stereo

48kHz or 44.1kHz sampling rate

You should aim for a 192kbps bitrate, but this is not compulsory.

BITRATE: You should aim for an overall bitrate target of 3 Mbps, with a max of 5 Mbps, however, this is not compulsory.

2. Technical Specification Standards Rules

2.1. As described previously, all awards requiring a video submission must conform to one of three technical standards, to be chosen by the submitting station.

2.2. The rules governing the use of these standards will be as follows;

2.3. A station must declare which standard they have used as part of an awards submission.

2.4. A station must adhere strictly to the standard they have chosen.

2.5. Stations may choose to use a different standard for each entry should they so wish.

2.6. The Host Station reserves the right, with approval of the National Executive Committee, to transcode any entry into any one of the NaSTA standards for delivery to Judges.

2.7. The Host Station is permitted to use video file sharing sites, including but not limited to, Youtube, Vimeo and so on, to deliver content to Judges, even when these sites intend to transcode entries to other formats for delivery, as long as all entries are submitted to the same site, and all entries are delivered to judges via that site.

2.8. The Host Station is also empowered to transcode entries into the emergency format provided below to deliver content to Judges where the technical factors such as bandwidth limitations prevent Judges from viewing content in their intended format, where efforts have been made to first attempt to resolve the issues preventing the Judge from viewing the original content.

2.9. The NaSTA Technical Officer (or a member of the Executive nominated by the Returning Officer when the Technical Officer is either unable to discharge the duty or is a vacant post) shall have the right to;

- a) Amend any of the constitutional standard specifications with immediate effect.
- b) Suspend the use of a given standard with immediate effect.
- c) Suspend the requirement to conform to these technical specifications for all categories.
- d) Where appropriate, grant an extension to a station's awards submission for one or more categories based upon any issue conforming to these standards.
- e) Require that all stations use an alternative specification for that year.
- f) The following requirements must be met for any use of the Technical Officer's rights to be considered legitimate.
 - Any use of powers A –E that are listed above must be approved by a majority of the rest of the Executive Committee at the meeting to decide which stations face sanctions.
 - Fair notice of any changes must be given to all affiliated stations at the earliest possible opportunity.
 - Any changes to awards specifications made that year must be reported to the AGM

Emergency Transcoding Format: 480p

Note: This is not an official NaSTA submissions standard, and is only for Host Station use.

VIDEO:

Resolution: (854 or 640)x480, square pixels
Progressive video, 25fps (keyframe interval to be 25 frames)
H.264 Codec, MP4 container
PAL standard, High Profile, Level 4.1 with 2-pass VBR encoding

AUDIO:

AAC-LC audio, Stereo
48kHz or 44.1kHz sampling rate
You should aim for a 192kbps bitrate, but this is not compulsory.

BITRATE: You should aim for an overall bitrate target of 2 Mbps, with a max of 3 Mbps, however, this is not compulsory.

The width of the resolution is dependent on the aspect ratio of the content. Again note that this standard is not a permitted NaSTA submissions standard, and Standards HD 1 and 2, or SD 3 should be used for stations submitting content to the awards.

Appendix III- Procedural Motions

This Appendix serves to list the Procedural Motions for the use in General Meetings or other Association Events.

1. Procedural Motions

1.1. NaSTA currently approves the following list of Procedural Motions for use in General Meetings or other Association Events.

1.2. The Returning Officer or Chair reserve the right to amend this list of motions or to suspend their use for the duration of a single meeting to meet requirements.

A) To challenge the chair's ruling

If you believe that the chair has made an incorrect decision, then calling this motion will cause them to step down to a deputy and for all stations to vote on whether the ruling should be reversed.

B) To remove the chair for a specified time during the meeting

If you believe that the chair has a conflict of interest for an item of business, then calling this motion will cause them to step down to a deputy, and for all stations to vote on whether the deputy should remain for the rest of that relevant item(s).

C) To move to a vote

If you wish to skip debate of an item of business, calling this motion will cause the meeting to immediately move to a vote to decide whether or not the debate should continue. This ballot may also be requested to be a secret ballot.

D) To move to an informal discussion

Calling this will allow an item of business to move to an informal discussion for a set period of time.

E) To take the proposal in specific parts

This procedural motion allows you to separate out specific parts of a motion. To call this motion, you must specify which point(s) you wish to separate from the substantive motion. If this procedural motion passes, the chair will then decide the order for discussing the separate parts.

F) To refer the question or proposal to another meeting, body or person

If you believe that the current meeting is not the best place to discuss a matter, then you can nominate an alternative meeting, body or person, for that topic to be referred to. It must be clear where the matter is being referred before the chair can accept the procedural motion or pass to a vote.

G) To raise a point of information

This procedural motion should be called during a speech, when you have evidence contrary to a point being made. No opinion or argument should be stated, but just the simple fact that you believe is being contradicted. It is up to the discretion of the speaker as to whether they accept you to state your point of information.

H) To raise that a non-member be allowed to contribute

This procedural motion should be raised immediately before you wish to allow a non-member to speak as part of a discussion or debate.

Appendix IV- Campaigning Rules

This Appendix serves to set out the campaigning rules for all NaSTA elections, and detail the hustings process.

1. Campaigning

- 1.1. NaSTA currently mandates that all elections where campaigning is undertaken are to follow the following rules.
- 1.2. The Returning Officer reserves the right to append additional stipulations to this list of rules for the duration of a single election to meet requirements.

2. Rules of Campaigning

- 2.1. The Returning Officer, in conjunction with the Deputy Returning Officer, reserves the right to place unlimited sanctions on any candidate found to be in breach of the rules of campaigning during an election.
 - a) A candidate may not appeal against these sanctions.
- 2.2. Electoral campaigning online should not take place within any formal NaSTA web-spaces or as part of any NaSTA online presence, including, but not limited to;
 - a) Facebook groups operated by NaSTA or the Host Station
 - b) Social media presences operated by NaSTA or the Host Station
 - c) Email mailing lists operated by NaSTA or the Host Station
- 2.3. NaSTA Officers standing for election must not use official NaSTA communication tools for campaigning, including but not limited to;
 - a) Official NaSTA social media accounts
 - b) NaSTA email accounts
- 2.4. Posters and campaigning shall not be permitted in the voting area whilst voting is taking place.
 - a) Official voting areas and their associated boundaries should be declared to candidates as part of the election.
- 2.5. All NaSTA Officers not standing in the election are required to remain impartial at all times, and must not comment on electoral issues, instead referring these to the Returning Officer or the Deputy Returning Officer.
- 2.6. Escorting voters to the ballot box, assisting or influencing the voter in the ballot box area, or the operation of an unofficial mobile ballot box (such as carrying a tablet with access to any electronic ballot page), shall be deemed as illegal.

2.7. Any attempt to alter the results of a ballot count, such as ballot stuffing, removal of valid ballots, or attempting to gain access to ballots illegally shall result in immediate disqualification from the election.

3. Hustings

3.1. As part of the announcement of the election nominations opening period, the Returning Officer should announce the date of the Hustings.

3.2. Hustings shall not be held at the same time as any General Meeting, and must precede the opening of the ballot.

3.3. The Returning Officer, or any suitable Deputy they appoint, shall chair the hustings.

3.4. All Candidates shall be offered an equal amount of time to make a speech, between two and five minutes, as agreed by the Returning Officer.

a) Candidates shall speak in the order they are to appear upon the ballot.

3.5. The order of the hustings shall take place as follows;

a) Speeches from Candidates

b) Questions to All Candidates

c) Questions to Individual Candidates

3.6. The Chair of the hustings is empowered to accept or reject questions to ensure that no one candidate receives a disproportionate amount of questions.

Appendix V- Annual General Meeting

This Appendix serves to clarify the rules regarding the requirements of the Annual General Meeting.

1. The Annual General Meeting

1.1. The AGM shall be chaired by the following people in the following order of precedence.

- a) The Association Chair
- b) The Returning Officer
- c) The Deputy Returning Officer
- d) Any other elected officer of the association.

1.2. The AGM shall be minuted by the Secretary, who will act as the clerk of the meeting.

1.3. The AGM has no requirement of quorum. The Executive Committee is mandated to contact all affiliated members in advance of the meeting and confirm their attendance or invite them to enter a proxy vote.

- a) All voting is done on a "one-station, one-vote" basis.

1.4. All motions should be submitted no sooner than the deadline for publication of the Agenda, which shall be five days before the Annual General Meeting.

1.5. All motions submitted require a proposer and seconder.

1.6. The agenda must be released three days before the meeting.

2. Order of Business

2.1. The Order of Business at the AGM shall be as follows:

- a) Ratification of minutes of any previous meetings.
- b) Declarations of Interest
- c) Association Annual Report
- d) Executive Officer Annual Reports
- e) Non-Executive Officer Reports (presented by the Executive)
- f) Motions and Proposals
- g) Annual Accounts
- h) Open questions from members of NaSTA

- i) Returning Officer's Report
- j) Confirmation of Election Results
- k) AOB

2.2.The Chair Shall:

- a)Not cast either a vote in discussion or hold a casting vote.
- b)Ensure that the spirit of the association is upheld at all times during the meeting.
- c)Nor participate in the debate, but ensure that all remarks are relevant to the debate on the floor.
- d)Ensure that there is reasonable debate on all matters brought before the meeting.
- e)Have the authority to limit discussion.
- f) Have the authority to limit the number and length of speeches to the meeting.
- g)Ensure that as many different views as possible are heard.

3. Annual Reports and Accounts

3.1.The Annual Report shall consist as follows:

- a)An update from the Association Chair on the overall progress of the association towards its goals, objectives, and the work undertaken by the officers throughout the year.
- b)A discussion of the progress towards any strategic plans formulated by the National Executive Committee (either past or present).

3.2.The Executive Officer Annual Reports shall consist as follows:

- a)An update from each officer on their activities in pursuit of the goals of the association, any work undertaken by them, projects begun and completed etc.

3.3.The Non-Executive Officer Annual Reports shall consist as follows:

- a)A report, delivered and compiled by the Development Officer, on behalf of the Regional Development Officers regarding their work throughout the year.
- b)A report by the Alumni Officer about their work with the alumni of the association, and the progress made towards the goals of the association's work with the alumni and its records.

3.4.The Annual Accounts shall consist as follows:

- a)The brief discussion of the amount of money received by NaSTA, spent by NaSTA (broken down by area of expenditure), and a valuation given for the value of NaSTA's assets and savings.

b)The full accounts, budgets, and details of all expenditures of the association should be made available for all affiliated members on request from this point onwards.

3.5.The Returning Officer's Report shall consist as follows:

a)A discussion of the Returning Officer's work throughout the year, including details of any decisions and arbitrations made, except for disciplinary cases.

b)A confirmation of the smooth running of the elections, and the formal ratification of the results of these elections, except in cases where the elections have been found to be invalid.

Appendix VI- List of NaSTA Awards

This Appendix serves to formally list the awards currently offered by the National Student Television Association.

1. Award Descriptions

- 1.1. The formal descriptions for the awards are considered items of association policy and not constitutionally set like the categories themselves.

2. Categories Rules

- 2.1. Any amendment to the list of categories contained in this document must be made by the procedure listed earlier in this document as part of a Host Station bid.
- 2.2. Each category is to have a corresponding description in the Policy Document of the association.

3. List of Awards

- 3.1. The awards recognised by the National Student Television Association are:

Best Broadcaster

Jisc Award for Special Recognition Animation

Cinematography

Comedy

Documentary & Factual

Drama

Freshers' Coverage Ident

Light Entertainment

Live Broadcast

Station Marketing

The Mars Elkins El-Broggy Award for Multimedia Content

News and Current Affairs

Best Dramatic Performance

Best On-Screen Talent

Post Production

Sport

Technical Achievement & Development

Title Sequence

Animation

Writing

Appendix VII- Awards Governing Rules

This Appendix serves to formally define the rules for entering the National Student Television Association Awards.

1. Entry Rules of the National Student Television Association Awards

Rule 1

Stations affiliated to NaSTA may enter each category only once. Stations may choose not to enter any categories of their choosing.

Rule 2

Stations may repeat clips, but each entry must contain 90% unique footage that cannot then be repeated in any other category. However, this excludes:

- a) A Title Sequence entry, which may be taken from a programme that is then submitted for another category.
- b) A Best Writing entry, which may be taken from a programme that is then submitted for another category.
- c) Entries for Best Dramatic Performance and On-Screen Talent, Best Broadcaster, Best Cinematography, and Station Marketing, which may make use of clips from entries in other categories.
- d) A Best Live entry, which may contain content from a programme that is then submitted for another category. These entries should be fundamentally different and not the same edit submitted twice for two categories, however they may share the same content.
- e) The Mars El Brogy Award for Multimedia Content, which may be taken from a programme that is then submitted for another category.
- f) The Post Production entry, which may be taken from a programme that is then submitted for another category.

Rule 3

All entries must be original works produced for your student television station, by members of your student television station.

- a) This excludes entries to the Mars El Brogy Award for Multimedia content where entries are allowed to be collaborations between a NaSTA affiliated station and another media department within their Students' Union.

Rule 4

When submitting a programme that has been co-produced by two or more stations, the entry is subjected to the following rules:

A programme jointly produced by two, or more, stations can only be entered into ONE category, which all stations involved must agree on. All stations involved must

independently submit identical entries to this category, clearly stating that they wish the entry to be considered as a joint submission. No station may enter the co-produced programme into any category individually with the following exceptions:

The use of footage from the programme is permitted by any of the stations involved in any of the following categories: Best Broadcaster, Best On-Screen Male, Best On-Screen Female, and Station Marketing.

A single station may only individually submit the programme if the programme has not been co-produced, but another station's members has been involved in the production (for example provided crew members or equipment) or if the other station is not an affiliated member of NaSTA. This must be agreed by all stations involved.

Rule 5

No entries may have been written or produced as a part of any piece of assessed coursework.

Rule 6

The time and word limits for each category are the absolute maximums (excluding title slides and cover pages). If your entry exceeds the given time or word limit, the entry will be cut (working back from the end of the video or document) to fit the allowed limit, and no appeal will be permitted. Cut material will not be judged. Stations may submit an entry of less than the specified time or length.

Rule 7

All entries submitted must be accompanied by any additional entry information requested by the Host Station. Examples include, but are not limited to; metadata, video titles, entry descriptions, and other items of information pertaining to the entry.

Rule 8

All entries must have been comprised from content produced (i.e. finalised and completed for viewing) since last year's awards submissions deadline.

In this regard, 'completed for viewing' will be deemed to mean 'has been broadcast', either as a live programme, or as a piece of content delivered either through Video on Demand services or prerecorded content broadcast being broadcast live. The intention behind this is that all entries should be comprised from content delivered to viewers in some fashion within the last year.

The use of archive content will be permitted where that content does not comprise more than 10% of the programme, or where the Host Station or Executive Committee rules that the submitted awards entry would not work without the use of that archive content. In regard to any decisions made regarding 'fair use' of archive content, then the National Executive Committee's decision will be the final arbiter.

The use of content that your station is not entitled to, including, but not limited to, video footage from other stations or broadcasters, is strictly forbidden.

It is expected that stations should not submit the same entry to more than one year's awards. This will be assessed on a case by case basis by the Host Station or

National Executive Committee, and the judge may be informed, or depending on severity, the entry may be disqualified.

Rule 9

Submissions must conform to the upload and submissions process detailed in the submissions procedure document released by the Host Station. Stations who cannot meet these specifications must contact the Host Station and agree an alternative method of submission.

Rule 10

Entries must be submitted by the deadline set by the Host Station. Late submissions will strictly not be accepted unless the following criteria are met;

Your station contacted the host station immediately, and with plenty of notice, upon realising there was an issue with your ability to meet the submissions deadline.

The fault was through no fault of your own – such as power cuts to the building. Not leaving enough time for videos to encode or upload on time will strictly not be considered as a valid reason for extenuating circumstances. It is your responsibility to make sure that ample time is left for your videos to encode into the correct format and be uploaded on time.

The Host Station and National Executive Committee shall have the final decision regarding any decisions made about late entries.

Rule 11

All entries submitted which do not follow these rules risk not being entered into the awards.

The Host Station may set sanctions for any and all breaks to these rules at their discretion. The National Executive Committee will then decide whether or not to uphold these proposed sanctions or to amend the sanction proposed.

Rule 12

Entries must not breach NaSTA's equal opportunities policy.

NaSTA is mandated to ensure no member of NaSTA shall ever harass or discriminate against, or be subject to harassment or discrimination, on the grounds of their age, beliefs, physical status, race, sex, sexual orientation or any other characteristic, physical, mental or otherwise.

The Host Station retains the right not to display any content on their website that breaches their students' union or university's policy. The Host Station may add a disclaimer before any entry if it feels it is necessary in the interests of their duty of care to potential viewers and the interest of the high standards of professionalism NaSTA aims to promote.

2. Sanctions Against Entries

2.1. The Host Station should, where sanctions are considered, use one of the following sanctions;

- a) Informing the category judge of the terms of the rule break.
- b) Replacing sections of an entry that breach the rules with black frames, and for where the audio is in breach of the rules, silence. Alternatively, Host Stations may recommend replacing sections of an entry that breach the rules with SMPTE 100% Colour Bars and where the audio breaches the rules, 1kHz tone.
- c) Disqualification of the entry
- d) Any other suitable sanction that the Host Station or Executive imposes. This is intended only to be used where it can be demonstrated that the other available sanctions are unsuitable.

3. Rulebreaks and Appeals

- 3.1. Upon completion of the submissions deadlines, the Host Station should review and assess the entries submitted for the year for rulebreaks.
- 3.2. The Host Station will have their own entries assessed by the Returning Officer or Deputy Returning Officer to avoid any conflict of interest.
- 3.3. If a rule break is suspected, the Host Station (or Returning Officer), will recommend a list of rulebreaks and proposed sanctions to the National Executive Committee at the conclusion of the review process.
- 3.4. The National Executive Committee will then meet and review the sanctions within 5 working days of the list being offered to them, and decide which sanctions stand and which are amended or overturned. The Returning Officer shall chair this meeting.
- 3.5. Any station who's entry faces sanctions shall be permitted to appeal this decision within 5 working days of their being notified of any sanctions to the Returning Officer, who will invite the station to present their case to the National Executive Committee.
 - a) Stations cannot appeal against a decision to cut down an entry if they have exceeded the limits. They will be notified of the decision to cut the entry down.
 - b) Any station who does not contact the executive to appeal, or who's appeal is overruled, shall face the sanctions proposed.
 - c) Any station who's appeal is successful shall have the right to have the sanctions removed from their entry.
- 3.6. No category shall be sent to the relevant judge until the conclusion of the appeals process for that category. For example, if there is a sanction facing an entry in Best On-Screen Male, all other categories can be sent to the appropriate judges, but Best On-Screen Male cannot.
- 3.7. The Host Station retains the right to transcode any entry not submitted in accordance with the NaSTA awards technical specifications into one of the approved formats.

a) Any station whose entry is being transcoded should be notified of this.

4. Timescale for Awards Entries

In order to provide ample time for entries to be judged, trophies to be engraved, and appeals to take place, the following timescale should be adhered to;

- 4.1. Awards submissions must close no less than six weeks before the awards night.
- 4.2. The entry review and assessment process, and any proposed sanctions, must be submitted to the executive no less than five weeks before the awards night.
- 4.3. The Executive must have made their decision regarding any rulebreaks no less than four weeks before the awards night.
- 4.4. The appeals process must be completed no less than three weeks before the awards night.