



**c/o Municipal Complex  
350 Hudson Avenue, Township of Washington, NJ 07676**

**WASHINGTON COMMUNITY TELEVISION  
BY LAWS  
Updated August 2015**

**I. Name and Location**

The name of the organization shall be Washington Community Television, referred to as “WCTV,” and located in the Township Municipal Complex, 350 Hudson Ave., Township of Washington, Bergen County, N.J.

**II. Purpose**

This organization will maintain and operate, on a not-for-profit basis, a volunteer, citizen-access local government telecommunications system for the citizens of the Township of Washington, in Bergen County, N.J, and other broadcast areas provided by corporate telecommunication partners. This system shall serve the citizens by:

- 1) Providing non-partisan, public-interest programming which does not promote any for-profit or political entity,
- 2) Providing area residents a means of active participation in local, not-for-profit, television production,
- 3) Developing regular programming for broadcasting or other media distribution
- 4) Promoting local community-access television to benefit the residents of the Township of Washington.
- 5) Providing a fair-play, equal-access forum for political discussion.
- 6) Bringing into the homes of persons with disabilities or shut-ins numerous town and area activities so that this audience may have access to programming and information not carried by traditional broadcast and print media.

WCTV in conjunction with its corporate partners comprise a telecommunications system. This system, through individual programmers, will provide programming on subjects useful to individuals and beneficial to the community. It will also perform acts incidental to the operation and development of said not-for-profit telecommunications system.

### **III. Board of Directors**

#### **Section 1: Definitions and Duties**

All directors will serve as officers of the organization and will be appointed by membership on the basis of their demonstrated expertise, experience or interest in the areas of community-based public, educational and government access (“PEG access”) television. A non-voting representative of the Township of Washington administration shall sit on the board.

Directors are volunteers and shall not receive payment or compensation for their services, however, they may be reimbursed for out-of-pocket expenses incurred on behalf of WCTV.

Directors will oversee programming, operations, publicity and training of new members as well as providing a digital community bulletin board to keep the public aware of local events and announcements. The directors will be responsible for updating equipment as necessary to adapt to new technology.

The board of directors will oversee the annual budget along with the Township Administrator or Treasurer, who will allocate funds as necessary for the acquisition, update or repair of equipment and/or facilities. The annual budget is determined by the allocation of franchise fees with the amount determined by the Township Council.

#### **Section 2: Powers of the Board**

In addition to duties mentioned above, the board shall be empowered to act on behalf of the membership as follows:

A. Based on a complaint by a member of WCTV, after investigation, take disciplinary action against a producer/programmer or other member of the group by a two-thirds vote. Such action may include suspension leading to expulsion. Disciplinary action of the board may be overturned by a two-thirds vote of the members voting and present at an official general meeting.

B. Securing necessary insurance to cover the equipment and operation of WCTV. (Note that equipment owned by the township may be covered by existing policies.)

C. Appropriate funds on an annual basis in a budget for acquisition of equipment and facilities. This budget is subject to ratification by a two-thirds vote of the members voting and present at an official general meeting.

D. May perform other duties and powers that may be necessary to carry out the purposes of WCTV.

E. WCTV reserves the right to reject inappropriate announcements or programming across all its platforms.

### **IV: Scope of Operations**

A. A goal of community access television is to provide all the residents of the Township of Washington a way to access to equipment, training, technical assistance and broadcast time. These are to be provided on a continuing and nondiscriminatory basis to qualified members of WCTV.

WCTV will act to purchase township-owned equipment for member use by utilizing monies from the franchise fees and supplementary fees awarded to the Township of Washington by their corporate media partners. In addition, members will have access to facilities and equipment provided by the corporate partners in accordance with reasonable regulations established by those companies. These regulations will comply with guidelines established by the franchise agreements and supplementary agreements between the Township of Washington and the corporate partners.

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B. WCTV will seek the advice, representation, participation and membership of all residents, organizations and groups within the community.

C. WCTV will coordinate usage of equipment it operates per regulations and directives established by its Board of Directors.

D. WCTV may seek grants and agreements with public and private agencies to support operations and to acquire additional equipment and facilities.

E. WCTV assures all persons seeking to produce programming usage of equipment and facilities consistent with the following:

- 1) Constitutional guarantees of freedom of speech
- 2) Membership requirements
- 3) Compliance with federal, state and local regulations regarding broadcasting and copyright protection.
- 4) Reasonable regulations regarding scheduling and equipment use adopted to assure the security of the equipment and fair usage.
- 5) Producers must hold WCTV harmless in regard to any action that may result from a production.

F. Unless explicitly stated herein, WCTV shall exercise only such powers as are in furtherance of the exempt purpose of the organizations set forth in Section 501(c) (3) of the Internal Revenue Code of 1954 and the regulations thereunder.

**Electronic Billboard:** WCTV will maintain and update a Digital Bulletin Board as a tool for the airing of public announcements which are non-commercial and deemed to be informational to residents. The messages announce coming meetings and events sponsored by governmental, educational, social services or non-profit community groups.

**V. Meetings**

There shall be one general membership meeting to be held on the 2<sup>nd</sup> Monday of each month unless the date is changed by the membership.

The Board of Directors shall meet once a month at a time and place established by the board. Any member of WCTV may attend a board meeting.

A majority of the board is empowered to call special meetings when necessary.

Whenever the board meets in special session to take formal action, the general membership must be given adequate prior notice.

A quorum for a general meeting will be 25% of the voting membership. A board meeting requires a 50% quorum.

**VI. Membership**

A. Members are classified as follows:

- Full Members
- Associate Members
- Members-in-training

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B. All full members shall be residents of the Township of Washington, 13 years of age and older who profess an interest in public access communications.

C. Full membership is afforded to individuals as follows:

- 1) Attended 50% of all scheduled shows over the prior 6 months.
- 2) Completed an approved training course.

D. People seeking membership who have not completed the requirements of Section VI shall be deemed members-in-training.

E. Only full members are entitled to vote in elections and official business meetings. All members may participate in meetings and special activities. Only full members will be entitled to hold office.

F. Associate members may be from other communities and are expected to be in harmony with the public-access goals and activities of WCTV.

**VII. Restrictions on Use of Equipment and Facilities**

A. At the first board meeting of the year, the board shall establish policies governing the use of WCTV-operated equipment.

B. Said equipment should be scheduled on a “first come first serve” basis, with priority given to WCTV service programming.

C. Members must provide for their own recording media for use on non-WCTV service programming.

D. The studio and its equipment may only be used for WCTV productions.

**VIII. Modification of By Laws**

These By Laws can be amended, altered or repealed by a two-third majority of the voting members of WCTV at any general or special meeting duly convened after notice to the members of the purpose of said meeting.

**IX. Dissolution clause**

If the board dissolves the organization, or if there are no members and no board, WCTV's equipment and facilities shall become the property of the Township of Washington.