



## **Policies and Procedures**

Approved December 2015

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# I. Purpose

## A. Mission Statement

Vulcan Video Productions showcases students creative and artistic ideas through professional and original video content.

***“Videos by students for students”***

## B. Vision Statement

1. VVP will strive to:
  - a) Promote a hands-on learning experience in video production and audio/visual media.
  - b) Strengthen campus unity among the student body, student organizations, faculty, members, and administration.
  - c) Provide programming of interest to the student population as well as serve as an efficient medium of communication
  - d) Maintain professionalism in operations
  - e) Reach out to the community at large

## C. Freedom

1. Insofar as VVP produce content consistent with responsibilities listed below. VVP qualifies under law as a First Amendment forum. This status means that the UH Hilo and the BOMB recognize and acknowledge the value of an independent video platform that functions -- without prior restraint within legal and traditional guidelines -- as a public forum for art, news, or opinions.

## **D. Responsibilities**

1. VVP operates in accordance to city, county, state and federal laws as well as UH Hilo rules and regulations.
2. VVP will function as a medium to inform, educate, and entertain the entire campus community by maintaining a timely, comprehensive , and diverse flow of information, ideas and criticism.
3. While VVP strives to maintain a professional appearance, VVP still reserves the rights to express their opinions in an appropriate way at all times.

## **II. Members**

### **A. All Members**

1. All positions are voluntary and are on an at-will basis: any volunteer can leave at any time
2. The General Manager can terminate any volunteers services within the limitations set forth in the Policies and Procedures
3. All members will work together to produce content and will be accountable to the General Manager
4. Members will fill out a weekly Accountability Log
5. Should have training and/or experience needed in the positions they are selected for.
6. Must be UH Hilo student in good academic standing, maintaining a minimum GPA of 2.0
7. Attend all Member Meetings
8. Fulfill required hours pertaining to position.

### **B. General Manager**

1. Selects VVP members no later than 6 weeks after beginning their term of office.
2. Provide members with their current position descriptions as well as any training needed to fulfill those descriptions.
3. Oversee and manage the day to day operations of VVP
4. Ensure VVP and its members are operating in accordance to the Policies and Procedures, including disciplinary action for infractions

5. Attend the BOMB meetings or send a representative to report on VVP
6. Oversee any VVP events
7. Administer members progress reports each semester
8. Represent VVP in all matters, including CSO Forum and CSO Summit.
9. Responsible for all other duties or policies assigned by the BOMB.

### **C. Production Manager**

1. Responsible for production of videos made in the number, frequency, and quality stipulated in each year's budget
2. Creates and maintains Production Schedule
3. Schedule and participate in a training session each semester
4. Manages production requests, schedules consultation meetings, and schedules productions

### **D. Lead Editor**

1. Responsible for post-production
2. Responsible for quality of videos created
3. Trains members on video editing
4. Approves videos to be uploaded (needs GM approval for own videos)
5. Adhere to production schedule
6. Consults with clients in regards to editing.

### **E. Lead Videographer**

1. Responsible for quality of footage
2. Trains members on filming
3. May be required to attend events to monitor recording and help assist members
4. Adhere to production schedule
5. Must attend consultation meetings

### **F. Promotions Manager**

1. Manage VVP's social media, website, and on campus displays
2. Create advertisements for all VVP events and distribute them in a timely manner
3. Approve all video descriptions and annotations.
4. Maintain activity online through sharing of videos or updating statuses to keep the public updated on VVP
5. Responsible for digital library and uploading all VVP videos.

## **G. Technical Manager**

1. Maintain and organize equipment
2. Check out equipment
3. Trains members on using the equipment
4. May be asked to attend events to monitor equipment and help assist members in using the equipment
5. Maintaining an inventory list as well as VVP's physical library

## **III. General Crew**

- A. Attend training at least once a year
- B. Attend members meetings
- C. Assist in the areas of pre-production, production, and post-production.
- D. Must be UH Hilo student in good academic standing, maintaining a minimum GPA of 2.0.
- E. Accountable to VVP members
- F. Minimum of 5 office/field hours a week

## **IV. Volunteers**

- A. May be HawCC students, high school students, or community members. Priority for all projects will always be on the students of UH Hilo.
- B. May use equipment to produce content which abides by VVP Policies and Procedures.
- C. Assist in the areas of pre-production, production, and post-production.
- D. Attend training at least once a year.
- E. Encouraged to attend events hosted by VVP, URH, or the BOMB
- F. Accountable to the VVP members

## **V. Stipends**

- A. Stipend are at the discretion of the General Manager and may be changed each semester
- B. Students appointed to positions are not considered employees of either VVP or UH Hilo, rather volunteers of VVP and/or the University

- C. Stipend levels will be set to reflect the degree of participation in regards to the specific position duties set by the Policies & Procedures, the General Manager, and the BOMB.
- D. Members
  - 1. In order for members to receive their stipend, they must be able to keep up with their duties and responsibilities and complete their required office/field hours each semester

## **VI. Project Policies**

### **A. Pre-Production**

- 1. Production Request Form must be submitted at least 2 weeks prior to scheduled filming. VVP reserves the right to deny requests. Exceptions may be made by Production Manager

### **B. Production**

- 1. Refer to Production Request Form (PRF) for details and outlines of what is to be filmed.
- 2. Only responsible for filming what is listed in the PRF

### **C. Post Production**

- 1. Editor should edit in a timely manner and in consideration of the production schedule.
- 2. Should maintain the final production meets the PRF

### **D. Content**

- 1. VVP I.D.
  - a) The VVP logo is to be placed on every video and advertisement produced with VVP's equipment.
- 2. Expressed Opinions

- a) Should someone wish to express an opinion that could be seen as controversial, it is important to put a disclaimer at the beginning of the video which states:

**“THE VIEWS AND OPINIONS EXPRESSED ON THIS PROGRAM ARE NOT NECESSARILY THOSE OF THE UNIVERSITY OF HAWAII, NOR OF THE STAFF, MANAGEMENT, OR SPONSORS OF VULCAN VIDEO PRODUCTIONS. PLEASE DIRECT ANY CONCERNS TO THE GENERAL MANAGER”**

3. Censorship

- a) Material containing explicit content will not be aired. If the GM feels such material must be aired, a disclaimer warning viewers of the possible inappropriateness of the material must be shown at the beginning of the video. It should read:

**“AS WITH ALL MEDIA, SOME MATERIAL MAY NOT BE SUITABLE FOR YOUNG CHILDREN. PARENTAL DISCRETION IS ADVISED”**

4. Criticism

- a) VVP strives to continually improve its organization. The VVP office door is always open to comments, suggestions, and constructive criticism. Any conflicts with members, management, and/or programming should be taken up with the General Manager and/or the BOMB

## **VII. General Policies**

### **A. Members Meetings**

1. Weekly Mandatory meeting for members and crew
2. Notice given 24 hours in advance
3. If unable to attend, 24 hour notice to the General Manager is required
4. More than two unexcused absences will result in penalty

### **B. FCC Rules and Regulations**

1. Although the FCC does not govern online media, VVP does attempt to keep accordance with FCC rules for all content posted

### **C. Smoking, Drugs, and Alcohol**

1. In conjunction with state law, as well as UH Hilo Student Code of Conduct, these items are prohibited within any part of VVP's facilities, events, and/or the UH Hilo Campus. Anyone who is considered "under-the-influence" is not allowed within any of the facilities or events and may be terminated

### **D. VVP Property**

1. No equipment, property or supplies are to be removed from the premises, unless part of a VVP function and with prior approval by the Technical Manager. Anyone caught removing equipment, property, or supplies without permission will be charged and prosecuted for theft.

### **E. Orientation**

1. VVP crew must attend an orientation by the members.
2. members and volunteers will sign a statement acknowledging they understand and abide by the VVP Policies and Procedures set forth in the latest version by VVP and the BOMB

### **F. Broken Equipment**

1. If equipment breaks at any time, contact the Technical Manager. Please be specific regarding the exact piece of gear that was broken, how it happened, and the time and day it took place or that it was noticed.

## **VIII. Failure to Perform**

- A. The following violations will result in consequences such as, but are not limited to suspension, stipend penalization, or termination.

1. Carelessness with equipment
2. Taking out equipment without permission
3. Missing three or more scheduled appointments or events
4. Leaving non-VVP Crew or volunteers alone in the office



5. Violating the UH Hilo Student Code of Conduct
6. Neglecting office hours

B. Failure to comply with Policies and Procedures will be subject but not limited to the repercussions as listed. The BOMB and General Manager reserve the right to apply discretion, depending on the severity of offense.

1. First Offense: Written warning with Performance Improvement Plan
2. Second Offense: Stipend penalization with Performance Improvement Plan
3. Third Offense: Termination from VVP