

# **Contents**

<b>Section ONE</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>3</b>
<b>Section TWO</b> .....	<b>4</b>
<b>Purpose</b> .....	<b>4</b>
<b>Section THREE</b> .....	<b>4</b>
<b>Members</b> .....	<b>4</b>
<b>Associate Members</b> .....	<b>5</b>
<b>Annual Membership Meeting</b> .....	<b>6</b>
ARTICLE I: DIRECTORS .....	<b>6</b>
ARTICLE II: OFFICERS.....	<b>7</b>
ARTICLE III: AMENDMENTS TO THE BY-LAWS .....	<b>9</b>
ARTICLE IV: CONFLICT OF INTEREST .....	<b>9</b>
ARTICLE V: PARLIAMENTARY AUTHORITY .....	<b>9</b>
ARTICLE VI: MISCELLANEOUS.....	<b>9</b>
ARTICLE VII: ELECTIONS .....	<b>10</b>
ARTICLE VIII: CODE OF CONDUCT FOR PRODUCERS OF ICAM PROGRAMS.....	<b>11</b>
<b>Section FOUR</b> .....	<b>12</b>
<b>Programming</b> .....	<b>12</b>
ARTICLE I: POLICY STATEMENT ON FREEDOM OF SPEECH .....	<b>12</b>
ARTICLE II. PROGRAM CONTENT.....	<b>12</b>
ARTICLE III: PROGRAM SOURCES .....	<b>13</b>
<b>Section FIVE</b> .....	<b>13</b>
<b>Facility Use and Guidelines</b> .....	<b>13</b>
<b>Section SIX</b> .....	<b>16</b>

<b>Scheduling and Publicizing Your Show</b> .....	<b>16</b>
ARTICLE I. SCHEDULING YOUR PROGRAM .....	16
<b>Section Seven</b> .....	<b>18</b>
<b>Dubs of ICAM Programs</b> .....	<b>18</b>

## **Section ONE**

### ***Introduction***

ICAM, Ipswich Community Access Media, is a local Public, Education, and Government (PEG) access media center by and for the Ipswich community. It has been characterized as an electronic extension of the First Amendment and provides an opportunity for residents and organizations to entertain, educate, and/or inform the community.

In 2007 Comcast and in 2006 Verizon were awarded the contracts to provide cable service to the town of Ipswich. As a contractual requirement, Comcast and Verizon give funding for a nonprofit ICAM to administer funding to oversee and operate a local PEG access facility. Ipswich Community Access Media (ICAM) was formed for this purpose.

ICAM is managed by a volunteer, seven-to-nine member, Board of Directors. Two to four officers are chosen by and from the ICAM membership. Any resident of Ipswich is eligible to become a member. It is important to note that ICAM is not an extension of Comcast, Verizon or the Town. It is an independent entity.

The primary source of funding for Ipswich Community Access Media (ICAM) is directly from the cable television subscribers in Ipswich. As part of that contract, ICAM receives a percentage of the gross revenue that Comcast and Verizon realize in Ipswich each year. This funding is used to support community programming by purchasing equipment, supplies, and production expenses for community programmers. ICAM also provides professional staff to support and assist volunteer producers.

ICAM provides staff to manage the facility, provides training to the residents, and coordinates the use of the equipment and facility. Our Access facility in Ipswich is not a production house.

ICAM and the staff are here to support and train. Members of ICAM are individuals who have an interest in helping access grow in Ipswich. Very often members are also community programmers and producers. The programming on ICAM relies on volunteers like you to take advantage of the equipment and support provided by ICAM in order to televise your message.

This book is designed to offer the background, guidelines, and reference materials necessary for any resident or community member to become a community programmer.

## **Section TWO**

### ***Purpose***

A. Ipswich Community Access Media, hereafter referred to as ICAM, shall be responsible for the promotion of Local Origination programming in the Town of Ipswich in accordance with the Final Licenses issued to Comcast and Verizon. ICAM shall have all the responsibilities set forth in said Licenses and shall assume any additional responsibilities as set forth in these By-Laws and to include any future changes to the By-Laws.

B. The Primary goal of ICAM is to educate and inform the community of Ipswich in the structure, use, and benefits of Local Access Television in the community. Other duties include the promotion of participating and managing the distribution of the local origination funds.

C. ICAM activities shall include, but are not limited to the following:

1. To develop training, outreach, and public relations policies to promote awareness of the concept, facilities, and goals of ICAM.
2. To encourage the utilization of the Ipswich community access channels and production facilities.
3. To administer the local origination programming funds in accordance with the licensing agreements between the Town of Ipswich and Comcast and Verizon.

## **Section THREE**

### ***Members***

A. Members shall be residents or work full-time or be full-time students in the Town of Ipswich who have reached the age of eighteen years. Membership shall not be restricted on the basis of race, sex, religion, creed, or place of national origin. There shall be no compensation for members, officers, or Directors of ICAM. Annual membership dues shall be established by the ICAM Board of Directors and be reviewed from time to time.

B. The Board of Directors shall prescribe by resolutions duly adopted or by rules and regulations, the manner of admission into membership in ICAM. Such resolutions or rules and regulations adopted by the Board of Directors may prescribe, with respect to all

members, the rights, liabilities, and other incidents of membership, provided, however, no rental fees, assessments, fines and/or other penalties shall be assessed to members.

C. The right or interest of a member shall terminate upon resignation if no longer a resident of Ipswich or missing two consecutive Annual General Membership Meetings. This excludes any special meetings called throughout the year. The Board can make exceptions to this rule based upon that member's current participation in the organization.

D. The Board of Directors shall accept and vote on new membership applications at every board meeting.

E. The application form includes Name, Address, and Telephone Number of the applicant. Candidates for membership must bring this form to a regular scheduled Board of Directors Meeting along with one form of identification and proof of residency, workplace, or school. These forms are available through the Executive Director of ICAM. All applicants must meet the requirements established in the general By-laws of Ipswich Community Access, Inc. Membership becomes effective immediately following the vote of the Board of Directors.

F. No new applications shall be voted on within 60 days of the annual meeting and elections.

G. A revised membership list (excluding telephone) shall be posted after each board meeting reflecting the addition of new members.

H. Each new member shall receive a congratulatory letter of acceptance along with a current copy of the ICAM Membership Handbook.

I. In accordance with procedures set forth in this handbook, members shall have the following powers:

1. To elect and remove Directors and Officers (that were not appointed by the Board of Selectmen or School Committee).
2. To call special meetings of the membership.
3. To take action in the name of ICAM, including initiating and adopting resolutions to further the purposes of ICAM, amending resolutions by the Directors and rescinding resolutions adopted by the Directors.

## ***Associate Members***

Residents of Ipswich not yet eighteen years of age are eligible for "Associate Membership" in ICAM. Said "Associate Membership" shall not include the right to vote.

## ***Annual Membership Meeting***

The annual membership meeting of ICAM shall be held during the month of May. The meeting's location, date and time is determined by the Board of Directors. Notice of the annual meeting shall be made to its members at least 30 days in advance.

### **ARTICLE I: DIRECTORS**

A. Seven to Nine Directors shall serve on the Board of Directors of ICAM. Terms are staggered three-year terms. Two to four board members are elected by the ICAM Members. Two Directors are appointed by the Ipswich Board of Selectmen, two are appointed by the incumbent ICAM Board of Directors, and one is appointed by the Ipswich School Committee. Said Directors are to be elected at the Annual Meeting. In the event of a vacancy, the ICAM Board of Directors shall vote upon from the Membership a Director to fill the Vacancy until the next Annual Meeting, at which time, the Membership shall elect a Director to fill the Vacancy for the remainder of the term of the vacated Director.

B. The following regulations shall govern the eligibility, nomination and election of Directors:

1. Members of ICAM are eligible to serve on the Board of Directors with the exception of employees of the Licensee and ICAM.
2. Members shall be notified by the Secretary at least 30 days prior to the Annual Meeting of the number and terms of Director positions to be filled.
3. Any member may be nominated for the position of Director by:
  - a. Notifying the Secretary of intent to seek election at least one week prior to Annual Meeting;
  - b. Nomination by a nominating Committee;
  - c. Nomination by a member at the Annual Meeting.
4. No member shall cast more than one vote for each vacant position.

C. The Membership or the Board of Directors shall remove any Director who:

1. No longer meets the qualifications for holding that office;
2. Exhibits conduct contradictory to the operation of Ipswich Community Access Media;

3. Misses three consecutive regularly scheduled meetings.

D. The powers and duties of Directors shall include:

1. To propose By-Law amendments and resolutions to the members;
2. To call special meetings of the membership;
3. To call and conduct meetings of the board;
4. To establish and abolish committees not mandated in these By-Laws;
5. To establish the budget and disperse funds;
6. To remove members who no longer meet the qualifications;
7. To establish fair and equitable election procedures for the membership and Directors meeting;
8. To determine the Corporate Fiscal Year;
9. To determine the size of committees and the procedure for selecting committee members;
10. To take action in the name of ICAM, to enter into contracts, hold and convey property, and otherwise conduct the affairs of ICAM.
11. To appoint a director or officer to a vacant seat until the next Annual Membership Meeting.

E. The Board of Directors shall meet quarterly, at a minimum. A quorum of Board of Directors' meetings shall be four Directors.

## **ARTICLE II: OFFICERS**

A. There shall be the following Officers: President, Vice President, Treasurer, and Secretary. Directors may serve as Officers. Terms of office shall expire at the next election of officers during the annual meeting.

B. Officers shall be elected by the membership at the annual meeting. All candidates must meet membership requirements and be members of ICAM. The Board of Directors shall fill a vacant officer's position until the next annual meeting.

C. All officers have the right to vote except for the President who will only vote in the event of a tie of the members present.

D. The Membership or the Board of Directors shall remove any Officer who:

1. No longer meets the qualifications for holding that office;
2. Exhibits conduct contradictory to the operation of ICAM;
3. Misses three consecutive regularly scheduled meetings.

E. The powers and duties of officers are:

1. The PRESIDENT is the principal officer and presides at all meetings of the members and the Board of Directors. The President is empowered to call special meetings of the Board of Directors; to implement the policies of the members and the Directors; to execute contracts; to report to members and the Directors on the conduct and management of the affairs of ICAM; to co-sign checks with the treasurer; to have such other powers and duties as may be determined by the members or Directors.
2. The VICE PRESIDENT shall preside at all meetings in the absence of the President. The Vice President may have other powers and duties as determined by the President or the Directors.
3. The TREASURER shall be responsible for receipt and custody of all funds. The treasurer is empowered to co-sign checks with the President or other such officers as may be designated by the Directors; to keep accurate accounts of received and paid out; to prepare, issue, and make public a financial statement and annual report; to have custody of all financial records, and shall have other powers as may be determined by the President or the Directors. At all meetings, an accurate and up to date financial statement shall be posted and a report shall be given either in writing or verbally to the members present.
4. The SECRETARY shall be responsible for issuing notices of all meetings to the members and the Board of Directors, for compiling and keeping accurate records and minutes of meetings of ICAM; and shall have other such powers and duties as may be determined by the President or Directors. At all meetings members present shall be given a copy of said minutes of the previous meeting.



### **ARTICLE III: AMENDMENTS TO THE BY-LAWS**

A. These By-Laws may be amended by a two-thirds majority vote of those present and eligible to vote at any meeting of the members provided that the proposed amendment shall have been included in the notice of the meeting.

B. Amendments may be proposed and placed on the agenda by:

1. A majority vote of the Directors;
2. A petition of at least ten members;
3. A petition of at least three officers.

C. Petitions to amend the By-Laws must be received at least six weeks prior to the meeting. The meeting notice, with proposed amendment(s) shall be sent to all members at least 30 days prior to the meeting.

### **ARTICLE IV: CONFLICT OF INTEREST**

Directors, Officers and Members shall not vote on issues which they or their immediate families have any financial interest, either direct or indirect.

### **ARTICLE V: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern ICAM in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order ICAM may adopt.

### **ARTICLE VI: MISCELLANEOUS**

A. There shall be posted at all meetings a complete list of members, directors, and officers of ICAM to be supplied by Secretary.

B. Any and all resolutions, rules, and regulations adopted by the Directors, Officers and members shall be distributed to all members.

C. Any resident of Ipswich who is not a member of ICAM, may attend meetings as a non-voting observer.

## **ARTICLE VII: ELECTIONS**

A. An election committee shall be appointed by the Members present at the current Annual Membership meeting. The committee shall consist of 3 members who are not candidates.

B. The Agenda for the Annual Meeting shall be as follows:

1. Call to Order at 7:30pm
2. By-Law Amendments
3. Elections – chaired by Election Committee Chairperson
4. Adjourn

C. Notification of meeting 30 days prior shall be made via:

1. Public notice posted on Bulletin Board at ICAM Office/Facilities.
2. Electronic mail to each member.
3. Bulletin board message on the local public channel.

D. Notification shall consist of:

1. Date and time of meeting.
2. List of available positions and terms of office.
3. Any amendment changes to by-laws. (Bulletin Board is not required to list exact by-law changes but must reference Articles to be amended)

E. Each member will be given a ballot by the Election Committee Chairperson after verifying member's eligibility to vote. The ballot will consist of the positions available and terms of office and any amendment changes.

F. The meeting will be turned over to the Election Committee Chairperson to open the nominations for the election. Candidates may make their intentions known prior to the

meeting or be nominated from the floor by themselves or a supporter with no second required.

G. All candidates names will be written on a public viewing board under the position desired, from which the membership shall choose and mark their ballot and return it to the Election Committee Chairperson.

H. Ballots will be counted and results announced that night.

I. The tally count must be agreed upon by the members of the election committee. Illegible ballots will be discarded.

J. A transition period from the time of the election to no later than June 1st is established to enable the outgoing board to complete their record keeping and allow the incoming board to review and acclimate themselves to their new positions.

K. The outgoing officers shall announce final plans for an installation night for the new officers and Board of Directors to take place no later than June 1<sup>st</sup>.

## **ARTICLE VIII: CODE OF CONDUCT FOR PRODUCERS OF ICAM PROGRAMS**

A. Producers and other access volunteers shall maintain an appreciative and helpful attitude towards guests, staff and producers during and after shows.

B. Management exercises its own first amendment rights to remind producers that they should not cablecast obscene and indecent programming and should not cablecast defamatory speech or name calling, vulgar language and the like. ICAM management reminds producers that law prohibits obscene programming. ICAM management reserves its rights, subject to applicable law, to adopt such further guidelines as may be necessary and lawful regarding scheduling and handling of obscene, indecent and defamatory programming.

C. In connection with the foregoing, producers should understand the basic principle that individual producers are personally responsible for their programs, and producers are required to sign a Statement of Compliance Form acknowledging their responsibility for their programs, for example for liabilities arising from defamation, copyright violations, obscenity, invasion of privacy or from any wrongful conduct. Producers need to understand their responsibility for their programs particularly in light of the fact that the ICAM and the studio management cannot and do not exercise editorial control over regular access programming except in extraordinary circumstances if deemed legally necessary.

D. Refrain from deliberate antagonizing of guests, phone callers, or other producers/directors.

E. Attempt to promote feelings of teamwork, community and good will.

F. Producers and other access volunteers should check with management for technical assistance before using materials that are considered to be of disputed ownership or with respect to material that may result in copyright or other legal controversy. Management's role is not to censor programming, but management may be able to provide technical assistance with respect to controversies, if any, involving copyright or certain other legal issues.

## **Section FOUR**

### ***Programming***

#### **ARTICLE I: POLICY STATEMENT ON FREEDOM OF SPEECH**

Local Access Television is a medium for community expression, provided by the cable operator and managed by Ipswich Community Access Media. It is hoped that Ipswich residents will perceive this as a means to produce a wide variety of programs about their personal experiences, concerns and interests. We, therefore, strongly uphold every individual's and organization's rights to free speech. No individual will be denied access to any public access facility on the basis of race, sex, age, physical disability, religious or political belief.

#### **ARTICLE II. PROGRAM CONTENT**

A. Ipswich Community Access Media has designed its policies and facilities to encourage quality and creative programming. The Statement of Compliance requires the access user to accept the responsibility for the program content.

B. Although ICAM supports the right to free speech, certain legal and community considerations have been incorporated into the rules regarding program content. Therefore, presentation of the following materials is prohibited on Ipswich's Local Access channels:

1. Any commercial advertising;
2. Any material which constitutes libel, slander, pornography, or invasion of privacy;
3. Any unauthorized use of copyrighted material;

4. Any works violating local, state, or federal laws;
5. Any work presenting lottery information.

### **ARTICLE III: PROGRAM SOURCES**

A. Pre-Produced Video Productions: Programming shown on the Ipswich Access channels can be produced outside of the Ipswich facility, but must still adhere to any and all guidelines regarding program content and scheduling procedures. All programs must be sponsored by an individual residing in Ipswich.

B. In-House Produced Programming - Programming can be produced for the access channels using the ICAM facilities. Any type of program can be produced locally, from original dramas, talk shows and musicals, to local coverage of sporting events, school activities, and community happenings. To produce in-house, a community producer must become a certified user or produce using certified volunteer crews. Becoming a certified user enables you to check in/out equipment and reserve studio and editing facilities. The training is free to any eligible ICAM member.

## **Section FIVE**

### ***Facility Use and Guidelines***

A. Eligibility - The privilege of using the ICAM facilities will be given to those persons meeting the following qualifications:

1. Must be a resident of Ipswich, or employee of organizations and agencies that are in the town of Ipswich, or enrolled in an ICAM internship program, or a member of ICAM in good standing.
2. User must have attended an ICAM Orientation and be certified in the facility's equipment being requested.
3. Must have read and signed Access User's Statement of Compliance.
4. Eligible users under 18 years of age who wish to borrow portable equipment must present a release form signed by a parent/guardian stating that the adult accepts full responsibility for the equipment and the actions of the minor.

5. Use of facility is for the sole purpose of producing local programming to be shown on ICAM.

B. Equipment and facility use is granted on a first come-first serve basis.

C. User must take initiative to identify him/herself to persons involved in productions as an access user, not as an employee or representative of ICAM or Comcast and Verizon.

D. Users are responsible for enlisting adequate certified crew for any given production.

E. Users are responsible for any damage or loss to any piece of equipment or property due to negligence or abuse.

F. Users are responsible for reporting any shortage or equipment failure in writing immediately following facility use.

G. Eating and drinking are allowed in designated areas and are strictly prohibited from the edit suites, control room, playback room and studio. Smoking is not allowed anywhere on the property.

H. Facilities Reservation Policies - In order to better serve all of the volunteers sharing our facilities, all producers are asked to use the following guidelines. The paperwork is not extensive and is not meant to be a roadblock to producers. It is in place so that producers can adequately plan around facility use, staff time, and other producers. In addition, the staff can more easily monitor usage to better coordinate scheduling and equipment maintenance.

1. Check to be sure that the equipment/facilities being requested are available.
2. Fill out the proper form, Portable Equipment or Studio/Control Room or Editing Request, at the ICAM Office or completely on ICAM's website [icamipswich.org](http://icamipswich.org). Be sure to include full name, telephone number(s), and email.
3. We understand that some activities cannot be planned or anticipated and as always staff will be as accommodating as possible, but two weeks notice is strongly recommended.
4. You will receive confirmation of your request via email within 72 hours or you may contact the office.
5. All equipment and facilities shall be returned in the same clean, organized condition in which it was received. The studio and facilities should be free from extraneous set pieces and trash.
6. Report any malfunctions of equipment, cables, or accessories by filling out an equipment trouble report. Also, mark the suspected gear with a note if possible. Staff will insure that malfunctioning equipment will not be reissued or used until serviced. Even if the problem seems minor, please assist staff in maintenance of equipment by reporting suspected problems.

7. Repeated "no shows" for facilities use, late pick up or drop off equipment, or violation of any other above policies may result in the loss of use of any of the facilities including but not limited to portable equipment, editing and studio facilities, and playback.

I. Cancellation of Reservation

1. Out of courtesy and respect, cancellation should occur as soon as possible.
2. Except in emergency situations, 24 hours is the minimum for cancellation of facility reservations. Repeated offenses will result in the loss of, or suspension of, access privileges.

J. The Board of Directors of ICAM reserves the right to restrict weekly/monthly time allotments in order to ensure fair and equal Access to all users.

K. The Executive Director of ICAM may waive certain equipment and facility rules at his/her discretion.

L. Individuals using the facilities shall not change wiring or components, nor shall he/she open, repair, or otherwise alter any component or equipment. Any damage caused in this manner will be charged to the user. A loss of privileges will result from such equipment abuse.

M. User privileges may be rescinded for non-compliance with any operating rules and procedures, behavior that is detrimental to community television, abuse or negligence in handling equipment, or for commercial or unauthorized use of facilities or equipment.

N. The Executive Director will handle minor violations in the following manner:

1. Verbal Warning
2. Written Warning
3. Suspension of use of facilities requiring an appearance

O. Major violations, such as blatant disrespect for equipment, may call for immediate suspension.

## **Section SIX**

### ***Scheduling and Publicizing Your Show***

#### **ARTICLE I. SCHEDULING YOUR PROGRAM**

A. Fill out a Playback Request Form - Producers who have completed production of a program or have a pre-produced program must submit a completed Playback Request Form. All information must be complete and producers must sign a Statement of Compliance Form.

B. Information on the playback request form:

1. Show Title

2. Each episode should have unique information for specific show, for example:

Title: *Boys Varsity Basketball: Ipswich vs Georgetown, 12/6/10*

or

Title: *COA Today: Living Smart, Living Well*

Episode: *Tax Returns and Shoveling Snow*

3. Producer

4. Date Produced - should be date of event if applicable

5. Length - exact length HH:MM:SS

6. General Description - short description of series

7. Episode Description more detailed description of specific episode, for example:

General Description: This show is produced and hosted by Jane Smith. Each week she records in the studio with a different guest making various crafts.

Episode Description: Join host Jane Smith with her guest Abby Johnson. They will show you how to make Evergreen Wreaths.

9. Requested Date and Time

10. Special playback instructions or restrictions



### C. Scheduling priorities

1. First come, first served basis
2. Series scheduling is at the discretion of the Executive Director.
3. Original Ipswich Programming productions are given priority over out-of-town produced programming.
4. Certain live events may take precedence over prescheduled programming.

### D. Programming Requirements

1. Label - Before cablecast, all DVDs or videotapes must be clearly labeled with the following information:
  - a. Title
  - b. Episode (if applicable)
  - c. Producer
  - d. Date Produced
  - e. Length - exact length HH:MM:SS
2. The beginning and end of all ICAM productions must have a minimum of 10 seconds of black.
3. Ipswich Community Access Media, Inc. Credit - All programs produced at the ICAM facility must contain the following credit at the end of the program: *Produced at facilities provided by Ipswich Community Access Media, Inc.*
4. Ipswich Community Access Media, Inc. Disclaimer - All programs produced at the Ipswich Facility must contain the following disclaimer at the end of the program: *Ipswich Community Access Media Inc. and their employees and elected Directors are not responsible for the content of the previous program. Individual volunteer producers create and edit programming for the Access Channels in Ipswich.*
5. Program quality standards - All programs submitted are subject to evaluation according to the following criteria:
  - a. Technical standards - The ICAM staff may screen the submitted tape to see whether it meets minimum quality standards for cablecast. For example, the video signal must be stable, the audio is at a clear, clean and appropriate level or the DVD must be compatible with the ICAM Playback System.

b. Audio quality of all programs will be constant and of sufficient level to permit adequate reproduction on ICAM, Comcast and Verizon transmission equipment.

E. Publicizing a program

1. Is the responsibility of the individual Producer and Production team.
2. Weekly programming listings and periodical press releases are sent out by the staff at ICAM. To insure inclusion in these listings, producers shall complete a Playback Request Form and notify the Executive Director two weeks in advance.
3. Some pages on the Community Bulletin Board are allocated for promotion of Access Programming. Information for the Community Bulletins can be sent via email.
4. Producers may post flyers and display messages on businesses' bulletin boards.
5. Producers are always invited to submit articles for ICAM's Website.

## **Section Seven**

### ***Dubs of ICAM Programs***

- A. Producers of Programs may receive one producer copy and one guest copy per episode.
- B. Copies of Programs produced at ICAM may be requested directly from the facility at a nominal price. This fee covers the cost of materials, staff, and equipment maintenance incurred by ICAM and any sales tax liability.



---

Ipswich Community Access Media

Ipswich, MA 01938

978-356-0353

[icamipswich.org](http://icamipswich.org)