

MMTV Membership Policy

1. **Conditions for Membership**

MMTV is a non-discriminatory membership organization: membership is open to all who meet certain requirements.

- A. All individuals joining MMTV must reside in the City of Melrose.
- B. All new members must sign the "Agreement with Policies" statement.
- C. All new members must fill out the proper membership forms and pay the appropriate membership fee and must prove residency or in writing request for scholarship assistance.
- D. All organizations (profit and non profit) wishing to join MMTV must be based in Melrose.

2. **Membership Privileges, Categories and Cost**

Membership includes the following:

- . Access to all MMTV equipment and facilities, as available
- . Free enrollment in all MMTV training courses
- . The loan of new or used media, in limited quantity, for use in cable Productions.
- . The right to attend MMTV meetings, with voting privileges at the Annual Meeting;
 - Students/ Senior Citizens..... \$15.00
 - Individual..... \$25.00
 - Family..... \$40.00
- . Organizational members will be limited to two (2) voting privileges at the Annual Meeting;
 - Organization.....\$100.00
- . An organization is any non-profit or for-profit group that wishes to have Access to MMTV television equipment and/or facilities.
- . An Organizational Membership allows any number of the group's Members to participate in public access television, but only on behalf of The institution or organization they represent.
- . The right to choose to volunteer at MMTV in lieu of paying membership Fees, a \$1.00 reduction in fees for one hour of volunteer time.
- . Membership is for one year, with fees assessed on your joining date.

3. Training

Part of MMTV's mission is to train Melrose residents in all aspect of television production; in fact, no member may use any MMTV equipment before demonstrating proficiency. Accordingly, the Executive Director* will provide a series of training classes in various aspects of equipment use and television production. The purpose of training is twofold:

- A. Members borrowing MMTV equipment must know how to use and care for it responsibly.
- B. Members should be trained with the goal of producing good quality and technically acceptable programming.

4. Access to Equipment

MMTV provides access to its production facilities.

- A. Anyone requesting use of MMTV equipment must be a member in good standing of MMTV.
- B. All members must agree to cablecast their finished product on MMTV initially.
- C. All members who wish to use MMTV equipment/facilities must take the appropriate training course(s) or demonstrates competence in equipment use to the Executive Director*.
- D. All members must agree to observe all MMTV scheduling timetables.
- E. The executive Director will settle all disputes over access to equipment/facilities.
- F. The Executive Director may allow the rental of MMTV equipment/facilities for certain non-cable casting or for profit purposes, according to the established rate schedule.
- G. There is no inherent "right" to use MMTV equipment for either cablecasting or private purposes. All decisions about use of MMTV equipment rest with the Executive Director.
- H. All MMTV members may be accountable for the full cost of repair or replacement of MMTV equipment in the event of damage, improper use, theft or loss.
- I. MMTV may insure its equipment.
- J. This, however, does not obviate the user's responsibility to reimburse MMTV for repair or replacement cost, whether or not the member was negligent while the equipment was in his/her custody.

*Any reference to Executive Director means, in fact, the Executive Director or his/her designated assistant

- K. All members must agree to observe certain standards and practices.
Members will submit a proposed list of the equipment/facilities they require and timetable of use.

5. Access to Equipment by Political Candidates

During national, state and local political campaigns, MMTV will maintain a policy which provides an opportunity for the fair and equal discussion of issues and candidates that affect Melrose by encouraging the citizens of Melrose to join MMTV and use its equipment, facilities, and air time.

A. MMTV's Guidelines for Political Programming:

1. MMTV's goal for political programming is to promote awareness and understanding of campaign candidates and issues for the citizens of Melrose.
2. Public access provides that all residents of the city will have a fair and equal access to MMTV's equipment, facilities, and air time, once they have complied with MMTV membership requirements.
3. Political groups are subject to the same policies and regulations as other users of MMTV's community channel.
4. Accordingly, any political group or individual candidate may join and be certified in use of equipment. Such groups or candidates must be residents of Melrose or be involved in an election that affects Melrose.
5. MMTV offers a full range of classes and video production facilities.
6. MMTV also maintains a list of qualified producers and editors who may be willing to assist with a production, but MMTV is under no obligation to provide such services. All arrangements will remain strictly among the members involved.
7. If candidate or referendum group has produced a political program elsewhere, an MMTV member may request local cable casting. MMTV will then provide fair and equal access to air time.
8. MMTV will make every effort to schedule political cablecasts on a fair and equal basis. We request that scheduling be discussed with MMTV's Executive Director two to four weeks in advance of the desired air date. Request for re-runs of programs will depend on the availability of channel Time.

B. Community Bulletin Board:

1. The Community Bulletin Board will provide one page (one full television screen) per week for each candidate or advocacy group for a nominal fee of \$10.00 per week.

C. Disputes

1. If a dispute arises between the candidate or advocacy group and the Executive Director of MMTV, then the matter will come before MMTV's President and full program Committee for resolution.
2. Should this not be possible, then the president will convene an emergency meeting of the MMTV Board of Directors to resolve the issue.
3. The Board of Directors, with a quorum present, shall be the final authority in any disputes.

D. MMTV's Definition of terms

. **Protected Period:** The 24 hours, including election day in which MMTV will remove cablecast any advocacy programming.

6. Use of Equipment

MMTV exists, in part, to provide high quality television production equipment and facilities for the citizens of Melrose so that they may produce programming of interest to their fellow citizens. MMTV expects that use of its equipment/facilities will result in programming for MMTV. At time, MMTV may also produce its own programming as a benefit to the entire community.

- A. Equipment will be available on a non discriminatory basis, in cases of multiple use requests; the Executive Director's decision will be final.
- B. Members must pick up their reserved equipment on time: if they are more 30 minutes late without notification, they may forfeit the reservation.
- C. Members may make one (1) copy of their programs additional copies at \$20.00 per copy.

7. Studio Use

The MMTV studio will be available for use by access producers and their crews but the Executive Director* is responsible for all scheduling.

- A. The Executive Director* will supervise all studio productions.
- B. Production crew assignments are the responsibility of the access producer.
- C. All crew members must be certified or approved by the Executive Director*.
- D. Producers and their crews must consult with the Executive Director* before changing any wiring or connections or bringing in any accessories.
- E. Members must respect any area the Executive Director* post as “off limits”.

8. Location Productions

All producers and crew members will observe all MMTV rules when on location, even though they may not be under the direct supervision of the Executive Director*.

- A. A normal booking is 24 hours use of equipment.
- B. The producer will work with the Executive Director* to determine the amount of equipment appropriate for the booking.
- C. Equipment must be picked up at the MMTV studio by the certified member who reserved it, unless alternate arrangements have been made with the Executive Director*.
- D. The member who signs out the equipment is ultimately responsible for any loss or damage.
- E. Borrowers are responsible for notifying the Executive Director* in Writing of any equipment problems.
- F. Members may not borrow additional equipment until all previously borrowed items are returned in good working order or their replacements paid for, at the discretion of the Executive Director*.

9. Ownership of Programs

While all MMTV productions remain the property of the access producer. MMTV retains the right to keep a copy of each program and to re-cablecast any programs shown on MMTV.

- A. Producers may cablecast their program at least once on MMTV.
- B. MMTV may re-cablecast any program shown on its channels an unlimited number of times.
- C. MMTV may use any program for promotional purposes, with the permission of the producer.
- D. MMTV has the right to use any program in its possession to seek sponsorship support, with the written permission of the producer.

10. Programming

The goal of all MMTV efforts is the cable casting of shows on MMTV channels.

- A. MMTV is solely responsible for the programming of the access channel.
- B. MMTV encourages producers to create shows that are 30 or 60 minutes in length.
- C. MMTV forbids use of trademark or copyright that violates local, state or federal law and the use of any material which constitutes libel, slander, invasion of privacy or publicity rights.
- D. Producers must prepare tapes properly:
 - 1. Tapes must be labeled with name of program.
 - 2. Tapes must indicate the exact length of program in minutes and seconds.
 - 3. All programs using any MMTV equipment must credit MMTV.
 - 4. All programs to be cablecast should meet certain minimum technical standards as judged by the Executive Director*.
- E. MMTV prohibits all commercial advertising, but businesses, Organizations, or grantors providing monetary support or in-kind assistance may be included in the program credits.

- F. While producers may seek business or institutional sponsorships, They must first consult the Executive Director*
- G. MMTV will attempt to help publicize programs to be aired on its Channel. A two (2) week's notice is necessary for local newspaper coverage.
- H. All programming decisions rest solely with the Executive Director*, Within the boundaries of the US and Massachusetts constitutions and other applicable law.

11. Volunteers and Interns

- A. MMTV relies heavily on the services of volunteers and interns.
- B. MMTV members are encouraged to volunteer in area other than their own productions; volunteers are needed to assist other producers and to perform a variety of MMTV clerical functions.
- C. Non-residents who are not MMTV members may volunteer with the approval of the Executive Director*; they must observe all MMTV policies and rules.

12. Facility Upkeep

- A. All members are expected to clean up each time they use MMTV's equipment/facilities.
- B. No animals are allowed in the building except for animals helping people of differing abilities or as part of a production.
- C. Eating and drinking are allowed only in designated areas.
- D. Smoking is allowed nowhere in the building.
- E. MMTV may provide some props and supplies for sets.
- F. MMTV office equipment and supplies may not be used without staff permission.
- G. Members may store props on the premises for a total of 48 hours before and 24 hours after a production, or at the discretion of the Executive Director*.
- H. Use of alcohol is only allowed at MMTV sanctioned functions.

13. Right to refuse use of equipment/facilities

MMTV reserves the right to refuse the use of its equipment/facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.

14. Indemnification

Users of the access channels shall indemnify MMTV, INC., cable provider and the city of Melrsoe and its employees against any and all liabilities arising out of any use of facilities and resources or out of breach of the operating procedures. The Access Corporation shall indemnify and hold harmless the Licensee and shall, in its rules for public access, require every access user to indemnify both Licensee and the Access Corporation and hold each of them harmless against any claims arising out of any program or program material produced and/or cablecast, including but not limited to claims in the nature of libel, slander, invasion of privacy or publicity rights, Non-compliance with applicable laws, license fees and unauthorized use of Copyrighted material.

15. Violations

In order to ensure enforcement of these policies and procedures and to keep operations running smoothly, MMTV maintains a penalty system for Violations, both major and minor. Only the Executive Director or his/her Designee may issue warnings and/or suspensions. All violations will be reported to the President of the Board of Directors and the Chairperson of the Membership Committee.

A. Major violations will result in an immediate suspension of membership.

Major violations not listed here may be added at the discretion of the Executive Director.

1. Using MMTV equipment/facilities for profit, unless the equipment Is rented.
2. Misrepresenting a member's affiliation with MMTV.
3. Falsifying forms.
4. Taking or reserving equipment without staff permission.
5. Abusing equipment, including attempted repair.
6. Changing the wiring or connections or adding accessories without staff authorization.
7. Tampering with programming schedules.

B. Minor violations may result in a series of actions within one year, beginning with the first violation.

1. Failing to cancel a reservation
2. Picking up or returning equipment late, without prior arrangements.
3. Mishandling equipment.
4. Abusing MMTV staff or other members.
5. Eating or drinking in prohibited areas.
6. Failing to clean up after using facilities.
7. Handling off-limits equipment or being in off-limits areas.

C. Members should try to resolve all difficulties in consultation with the Executive Director. Any member wishing to appeal a decision of the executive Director may request a hearing with the Board of Directors. The full Board may elect to designate a committee to hear the request.

16. Amendments

The Board of Directors reserves the right to amend these policies on an ad hoc basis and notify members of any changes through posting at the MMTV office.