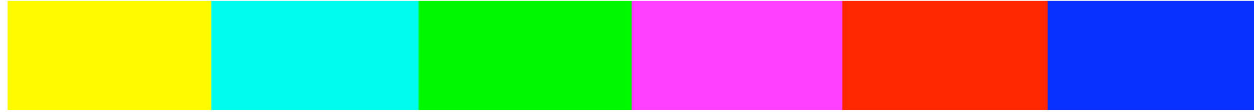


BEDFORD TV



Bedford Community Access Television

Rules And Regulations

(Updated May 22, 2017)

TABLE OF CONTENTS

Financial Operations.....	3
Membership.....	3
Use of Access Facilities.....	6
Equipment and Services by Authorized Users.....	6
Training Requirements.....	6
Outreach.....	6
Frequency and Scheduling of Programming.....	6
Producer/Presenter Program Release.....	7

Bedford Community Access Television Rules and Regulations

Financial Operations

Non- Capital Purchasing:

An authorized party, either the Administrator, Executive Director, or Board of Directors, must approve non-Capital purchasing. All receipts are to be filed with a note regarding what budget category they should be filed under and the nature of the purchase. These receipts will be kept on premises at the BCAT studio.

Capital Acquisition:

1. Equipment may be purchased by BCAT using a portion of the quarterly support funding paid to it by the Town. BCAT shall obtain the approval of the Town before making purchases of equipment in the amount of \$5,000 or more, except in cases of a genuine emergency that threatens fundamental operation of the PEG Access Channel(s).

2. BCAT will prepare an annual equipment purchasing plan and equipment request list as part of its Annual Plan and Budget-see Section 11.5 -that is submitted to the Town. See Exhibit 3, Capital Equipment Purchase Requests, for a sample worksheet to be used when making capital equipment requests and for the criteria that the Town will follow when considering such requests.

3. At the Town's choosing, approved equipment purchases will be carried out directly by the Town or by BCAT. Should the Town elect that an approved equipment purchase be carried out directly by BCAT, the necessary funds will be incorporated in the annual PEG access budget-see Section 11.5, Annual Plan and Budget.

4. BCAT will within 14 days after purchases of capital equipment, convey to the Town a record of the purchase provided by the equipment vendor. Should BCAT not complete a funded capital equipment purchase within the annual budget period, BCAT will return the funded amount to the Town prior to the end of the annual budget period. Substitutions of previously approved equipment purchases are not allowed without the prior approval of the Town.

5. Equipment or capital purchasing/disposition that is accomplished by BCAT must be done in accordance with the Massachusetts Uniform Procurement Act (M.G.L. Chapter 30B).

Membership

1. Identity

This Corporation shall be a Membership Corporation.

2. General Members

There shall be one voting class of Members, known as General Members, as prescribed by the Articles of Organization and these By-laws. From time to time the Board of Directors may create other, non-voting, classes of Members as they shall determine.

3. Eligibility for General Membership

All residents of the Town of Bedford and organizations that maintain offices in the Town are eligible for General Membership in the Corporation.

4. Qualifications for General Membership

Residents or organizations who are eligible for General Membership under Section 3 and who wish to become General Members must demonstrate their interest in the affairs of the Corporation by: a. Completing and returning to the Corporation an Access Membership Enrollment Form which shall be provided by the Corporation, and; b. Paying the prescribed membership dues, if any, by category, as they may from time to time be established by the Board of Directors.

5. Good Standing

General Members shall be considered in Good Standing so long as they meet all the qualifications for General Membership prescribed herein, including:

- 1. They are current residents of the Town of Bedford, or are an organization which currently maintains an office within the Town;
- 2. They have paid their prescribed membership dues, if any, up to date.

6. Removal of Members

Persons or Organizations may be removed from membership for the following reasons:

- 1. They have been declared to be not in Good Standing for a contiguous period of one year without having made remedy, or;
- 2. They have been determined by the Board of Directors to have engaged in activity detrimental to the Town of Bedford, to the delivery of Cable Television service to the Town of Bedford, or to the Corporation.

Persons or Organizations who are eligible for Removal as prescribed herein may be removed from the membership roles of the Corporation by either a simple majority vote of the Board of Directors, or by a simple majority vote of the General Members of the Corporation present and voting at an Annual or Special meeting, a Quorum being present.

7. Annual Meeting of Members

The Annual Meeting of Members shall be held in the Town of Bedford during the second calendar quarter of each year, at such time and place as the Board of Directors agree, for the purpose of hearing an Annual Report from the Board of Directors and of transacting such business as may properly come before the meeting.

8. Special Meetings of Members

Special Meetings of Members shall be called by the President upon request of the Board of Directors or upon written request thereof submitted to the Corporation by not less than one-tenth of all General Members entitled to vote at such a meeting.

9. Notice of Meetings

A written notice of every Annual Meeting of the Corporation, stating the place, date, hour, and purpose of the meeting, shall be given not less than thirty (30) nor more than sixty

(60) days before the date of the meeting to each member entitled to vote at such meeting at his or her postal address or e-mail address as it appears upon the records of the Corporation. A written notice of every Special Meeting of the Corporation, stating the place, date, hour, and purpose of the meeting, shall be given not less than seven (7) nor more than thirty (30) days before the date of the meeting to each member entitled to vote at such meeting at his or her postal address or e-mail address as it appears upon the records of the Corporation. Notice of each Annual or Special Meeting shall be displayed several times, in varying day parts, on at least one cable television channel managed by the Corporation during the notice period described above.

10. Quorum of Members

The lesser of ten percent (10%) of the total General Membership of the Corporation or five General Members eligible to vote at said meeting, present at a duly noticed meeting, shall constitute a quorum at any annual or special meeting of the General Membership. General Members present and in Good Standing may vote at such meeting in person. Absentee or proxy or other nonpresent voting is expressly prohibited and shall not be counted towards the establishment of a Quorum.

If a Quorum shall fail to attend, a majority of those voting members present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a Quorum is present in person. At such adjourned meeting at which a Quorum is present, any business may be transacted that might have been transacted at the meeting as originally notified.

11. Procedure for Voting

General Members shall be entitled to vote at a duly noticed meeting and to count towards the Quorum at such a meeting, if and only if:

They are members in Good Standing as described herein, and;

They have been General Members of the Corporation for at least sixty (60) days prior to said duly noticed meeting.

General Members shall be entitled to vote on matters submitted to the Members for approval at meetings of the Members and subject to the Board of Directors having the authority to vote on all corporate matters. Those eligible to vote on a question may vote in person. Absentee or proxy or other non-present voting is expressly prohibited. In the case of a conflict between a vote of the General Members and Directors, the vote of the Board of Directors shall prevail.

Organization General Members in Good Standing shall have one vote, which vote may be cast by a duly appointed representative of said organization.

Use of Access Facilities

Access Facilities are available for use by all those who live, work, attend school or belong to organizations in Bedford on a non-discriminatory basis using the provided facilities and equipment and BCAT's staff and other resources as BCAT deems necessary to fulfill community access television needs. Access facilities are to be made available on a first come, first served basis.

Equipment and Services by Authorized Users

Authorized Users of access equipment and facilities shall be those who live, work, attend school, or belong to an organization in Bedford. After successfully completing required training, Authorized Users are able to use access equipment and facilities as well as submit programs for cablecast on a first come, first served basis.

In order to remain in good standing and continue to use access facilities and equipment Authorized Users must return equipment at the time determined by BCAT staff. This time shall be no less than 24 hours after the agreed upon pick up time.

Training Requirements

Training shall be required before access users use BCAT equipment. Training shall be made available by BCAT staff for all equipment available to authorized users. At the discretion of BCAT staff, BCAT reserves the right to require additional training to individuals who do not show necessary proficiency on equipment.

Outreach

BCAT will maintain an active outreach program, designed to inform town residents and organizations about the availability and use of the cable television PEG Access channels, media, services, and programming and to encourage their use with the goal of increasing volunteer membership and participation as well as building interest in our programming and encouraging participation in our classes and trainings.

Frequency and Scheduling of Programming

Producers of programming shall be required to submit a Producer/Presenter Program Release {Attached} for each show/series that they produce.

All programs submitted to BCAT shall be played a minimum of two times, as long as programming is consistent with federal, state, and local ordinances regarding content and technical quality. Additional showings will be made available when time is available and BCAT staff shall determine the number of additional showings in a non-discriminatory way based on viewer feedback, local-centricity, and available time.

BCAT maintains a log of all programs that are cablecast on the three channels. The logs are stored locally on the server as well as separately on hard drives. These logs are available to the public upon request.

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Producer/Presenter Program Release

Name of Program: _____

Producer of Program: _____

Description of Program: _____

I, _____, agree that the scheduling of this program is at the discretion of Bedford Community Access Television Inc. (BCAT Inc.). Program scheduling will be determined by the producer/presenter and BCAT, Inc. staff according to availability, submission frequency and in accordance with BCAT, Inc.'s Rules and Regulations.

I give permission for BCAT, Inc. to display my name at the beginning and/or end of the program as its producer/presenter. I give BCAT, Inc. the right to duplicate this program for distribution, if requested to do so, without any copyright liability whatsoever, and to cablecast on Bedford's access channels. As producer/presenter of this program, I state that the program contains no advertising, obscene material, lottery information, copyright infringement, invasion of privacy or libelous/slandorous material. I agree that I am solely responsible for the content of this program and do not hold BCAT, Inc., its Board of Directors, employees, or members of the Town of Bedford responsible for its content in any way.

Signature of producer/presenter: _____

Address: _____

Phone #: _____ Date: _____

Check here if you are interested in volunteer opportunities at Bedford TV.

Check if you give BCAT Inc., permission to distribute this program on Youtube.

If under 18 years of age, parent/guardian must sign to accept full responsibility of being the producer/presenter of this show and agree to the above conditions.

Parent/Guardian: _____ Date: _____

Address: _____

Phone number: _____

Parent/Guardian Signature: _____