

Broadcast Education Association
Festival Committee Mission and Bylaws

Approved by the Board of Directors
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CONTENTS

	Mission Statement	Page 2
Article I	Introduction	Page 2
Article II	Festival Management	Page 4
Article III	Festival Committee	Page 5
Article IV	Duties of the Festival Chair	Page 7
Article V	Duties of the Competition Chair	Page 8
Article VI	Duties of the Festival Producer	Page 9
Article VII	Duties of the Festival Creative Director	Page 9
Article VIII	Annual Reports	Page 9
Article IX	Financial Policies	Page 9
Article X	Ethical Standards	Page 10
Article XI	Festival Governance and Standards	Page 10

Mission Statement

The BEA Festival of Media Arts provides an international refereed exhibition of faculty creative activities and a national showcase for student work. The Festival provides a venue for exhibition of winning submissions, including recognition of project authors, through showcase and awards sessions held in conjunction with the annual BEA Convention. The Festival seeks to enhance and extend creative activities, teaching, and professional standards in broadcasting and other forms of electronically mediated communication.

Festival Committee Bylaws

Article I: Introduction

The BEA Festival of Media Arts is an activity of the Broadcast Education Association and operates under the direction of the BEA Board of Directors and the operational oversight of the BEA Festival Committee. These bylaws govern the operation of the BEA Festival and facilitate the execution of duties of the Broadcast Education Association's Board of Directors, Executive Director, and the Festival Committee.

Section 1: Definitions

1. Broadcast Education Association (herein referred to as BEA or the Association): An international academic organization that focuses on the electronic media, providing a forum for issues and topics of mutual concern to educators and practitioners, thus to facilitate interaction between academicians and leaders in the industry.
2. BEA Board of Directors (herein referred to as "Board"): The Board of Directors has the power to manage, operate, and direct the affairs of the Association and reports its activities to the Association at the annual convention. The Executive Committee of the Board consists of the BEA President, Vice President for Academic Relations, Vice President for Industry Relations, Secretary-Treasurer, and the Immediate Past-President.
3. BEA President: The BEA President is elected by the Board as the chairperson of the board of directors of the Association.
4. BEA Executive Director: The Executive Director is appointed by the BEA President, with the approval of the Board of Directors. The Executive Director reports to the Executive Committee of the Board of Directors and serves as an ex-officio member of the Festival Committee.
5. BEA Festival of Media Arts (herein referred to as "Festival"): The Festival is an international exhibition of award-winning faculty and student works chosen in the following competitions: audio, documentary, interactive multimedia, news, scriptwriting, two-year/small colleges, and video. Winners receive recognition and exhibition of their works at the BEA's annual convention.
6. BEA Festival Committee (herein referred to as "Festival Committee"): The Festival Committee acts on behalf of the BEA Board of Directors organizing each year's Festival of Media Arts competition and Festival sessions held in conjunction with the annual BEA convention.
7. BEA Festival Committee Chair (herein referred to as "Festival Chair"): An appointed member of the Festival Committee who serves as the chief administrator of the Festival, represents the Board

at all Festival meetings and functions, and is an ex-officio member of the BEA Board of Directors.

8. BEA Festival Competition Chair (herein referred to as “Competition Chair”): Appointed members of the Festival Committee who work within Festival policy and Committee guidelines to manage individual competitions.
9. BEA Festival Committee Members-at-Large: Appointed members of the Festival Committee with no specific festival assignment. Members-at-large act as special advisors to the Festival Committee and include the Immediate Past-Chair of the Festival as well as experienced professionals and media educators.
10. BEA Best of Festival Awards Ceremony: An annual event held during the BEA convention to honor up to fifteen Best of Festival winners selected from among the faculty and student competitions.
11. BEA Festival Producer: The Festival Producer manages the production of the BEA Best of Festival Awards Ceremony, ensuring that it represents high aesthetic and content standards, and reflects well on the Association and its sponsors.
12. BEA Festival Creative Director: The Festival Creative Director produces and edits the video/audio presentation for the BEA Best of Festival Awards Ceremony, ensuring that it represents high aesthetic standards and reflects well on the Association and its sponsors.

Section 2: Professional Standards

Regardless of their form, BEA Festival exhibitions and awards are expected to adhere to the highest standards of the academy and the profession. Each exhibited work should meet the extent and depth of expectations of recognized professionals, and broadcast and media educators. The Festival is directed to the Association’s membership and other academic and professional practitioners in the field. Activities are organized in accordance with the mission statement to serve faculty, students, and the discipline.

Section 3: Competition Review Standards

The integrity and reputation of the Festival depends on maintaining timely distribution of Festival entries for judging, their judicious review, feedback to entrants, presentation of awards, and exhibition of winning entries. BEA members and Festival entrants must be assured that Festival competitions will be adjudicated fairly, delivered as scheduled, and executed with the highest of professional standards.

The review of faculty and student entries focuses on the following criteria: professionalism, the use of aesthetic and/or creative elements, sense of structure and timing, production values, technical merit and the overall contribution to the discipline in both form and substance.

The Festival Committee targets an overall acceptance rate of twenty-percent within each of the full-time faculty competitions.

Entries submitted to the Festival shall undergo a blind review whenever possible. Every reasonable effort shall be made to ensure anonymity of entrants and reviewers.

Only in cases where entries are clearly inappropriate for the competition categories or of substandard quality shall Competition Chairs act independently in refusing an entry.

In cases where entries are clearly misdirected, the Competition Chair may re-direct them to the appropriate competition.

Faculty entries shall normally be judged by a panel with no fewer than three peer-reviewers. Similarly, student entries shall normally be judged by a panel with no fewer than three judges. Entrants shall receive copies or summaries of reviewer/judges comments in addition to the Competition Chair's letter conveying acceptance or rejection.

Individual competitions are to be managed at a level, not to exceed, seventy-five to one hundred entries for one category. As growth continues, categories are to be subdivided to assure balance and equity for all Competition Chairs and their supporting institutions.

Section 4: Exhibition

Winning authors are recognized and selected works exhibited at BEA's annual convention. Each Competition Chair will assist in programming a Festival awards, exhibition and/or showcase session for their respective competition. Competition Chairs are in charge of moderating or co-moderating their session. Best of Festival honorees are recognized at the BEA Best of Festival Awards Ceremony where their works are screened before a large audience. The Festival Producer and the Festival Creative Director are responsible for producing the event and coordinating the exhibition of Best of Festival entries.

The faculty competitions are intended to serve as a peer-reviewed outlet for professional creative activities and as a top-tier venue for exhibition with a proven reputation among media educators, academic administrators, and professionals in the field. Consequently, the quality of accepted works must rise to the highest professional standards and entrants must provide evidence of original authorship, copyrights, releases etc. Current and future professors, scholars and students, who see these works, must be able to verify the quality, precision and accuracy of what is exhibited and should never be given cause to question the legitimacy of winning faculty submissions. Faculty works recognized with Best of Festival, Award of Excellence, or Best of Competition honors are charged as top-tier exhibitions.

Article II: Festival Management

Section 1: Key Organizers

The Festival Chair, Competition Chairs, Festival Producer, and Festival Creative Director are the primary organizers of the Festival and are charged with meeting yearly goals and deadlines. The Festival Chair oversees all operational activities of the Festival and works directly with the Competition Chairs throughout the year to communicate goals, progress and deadlines. The Competition Chairs oversee the review and adjudication of Festival entries. The Festival Producer and the Festival Creative Director are responsible for the production of the BEA Best of Festival Awards ceremony. This production is the highlight of the Festival, exhibiting the top awards of the year. The BEA Web Manager posts all Festival information and updates, including an up-to-date listing of the Festival Committee members.

Section 2: The Call for Entries, Rules, and Submission Guidelines

The Festival Chair is responsible for updating the Festival 'call for entries,' competition rules, and submission guidelines on the Festival website no later than two months following the convention. Competition Chairs are responsible for updating the entry form no later than two months following the convention. Competition Chairs may include division-specific rules or guidelines on the competition entry form. A majority vote of the Festival Committee is required in order to change or amend the Festival competition rules or submission guidelines.

Section 3: Festival Promotion

The Festival Chair and the Competition Chairs will work during the summer and early fall months to publicize individual competitions utilizing the web and other methods as deemed appropriate, always referencing the Festival web documents in any publicity. Publicity may include placement of the call in Division Newsletters and in the newsletters of other organizations, such as AEJMC, NCA, Alpha Epsilon Rho, etc. The Festival Committee sends direct mailings, posters, etc. to BEA Member Institutions. E-mail blasts augment publicity efforts. Competition Chairs and committee members should forward names of specific organizations, schools, departments or individuals with e-mail addresses that should be added to the blast list. These addresses should be sent to the Web Manager.

Article III: Festival Committee

Section 1: Festival Committee Mission

The Festival Committee is a standing committee of the BEA Board of Directors. It serves the membership by overseeing the operation, quality and integrity of all Festival activities sponsored by the Association.

Section 2: Festival Committee Structure

The Festival Committee is comprised of the Festival Chair, the Immediate Past-Chair, the Festival Producer, the Festival Creative Director, the Competition Chairs, and members-at-large.

The BEA executive director is an ex-officio member of the Festival Committee.

Appointees to the Festival Committee must be individual members of BEA.

In making Festival Committee appointments, particular emphasis shall be placed on the member's experience in, and appreciation for, the use of creative activities, their role in the academy, and their importance to the field.

Festival Committee appointments are normally for a three-year term. In the case of a resignation from the Festival Committee, the succeeding appointee serves out the remainder of that term. Regardless of when his or her term expired, an outgoing or former member may be appointed to serve out an unfinished term of one year or less.

If the remainder of an unfulfilled term is less than two (2) years, a new member appointed to complete that term shall be eligible for appointment to two (2) subsequent three-year terms. If the unfulfilled term is two (2) years or longer, the individual appointed shall be eligible for appointment to one (1) subsequent three-year term.

Section 3: Selection and Appointment of the Festival Chair

The Festival Chair is appointed by the BEA President to a three-year term and is eligible for reappointment to a second term upon the recommendation of the BEA President.

The Festival Chair is a voting member of the Festival Committee.

A successor is appointed effective upon completion of the outgoing chair's three-year term.

If a Festival Chair is selected to complete an unfulfilled term, the three-year term of the successor commences with his or her appointment.

The Festival Chair is normally selected from among the current members of the Festival Committee in order to capitalize on experience in working with BEA Festival procedures and familiarity with goals and problems that fall within the Festival Committee's responsibility.

Section 4: Selection and Appointment of the Festival Producer

The Festival Producer is appointed by the BEA President to a three-year term upon the recommendation of the Festival Chair.

The Festival Producer must have strong organizational, writing and communication skills. The Festival Producer must be able to communicate effectively both internally and externally. The Festival Producer must also be able to operate under pressure and meet deadlines.

Section 5: Selection and Appointment of the Festival Creative Director

The Festival Creative Director is appointed by the BEA President to a three-year term upon the recommendation of the Festival Chair.

The Festival Creative Director must be proficient with graphics, audio and video editing and compositing software, and production workflows. A strong aesthetic and technical background is helpful. The Festival Creative Director must be able to communicate effectively both internally and externally. The Festival Creative Director must also be able to operate under pressure and meet deadlines. Because of the logistical demands of the Festival production, it is strongly recommended that the Festival Creative Director and the Festival Producer be affiliated with the same institution, and/or have the ability to work within close proximity of one another.

Section 6: Selection and Appointment of Competition Chairs

The Interest Division nominates candidates for Competition Chair. The Festival Committee shall be active in encouraging the selection of qualified nominees. Nominations for Competition Chairs are directed to the Festival Chair for processing and approval. After nominations are received and approved by the Festival Chair, they are forwarded to the BEA President for appointment.

Competition Chairs are limited to a three-year term with no consecutive reappointment. However, the Festival Chair, with approval of the BEA President, may extend the appointment of a standing Competition Chair for one additional year.

Competition Chairs shall act in accordance with all Festival rules, policies and procedures as stated in the Festival bylaws and related operational materials (Festival call, Festival rules, competition entry form, etc.).

Section 7: Selection and Appointment of Members-At-Large

Members-at-large are appointed by the BEA President upon the recommendation of the Festival Chair. Appointments for members-at-large are made to staggered three-year terms. Members-at-large are eligible for reappointment to a second term upon the recommendation of the Festival Chair.

Members-at-large carry no competition responsibilities, but serve in an advisory capacity. Members-at-large are eligible to serve on Festival sub-committees as appointed by the Festival Chair. The immediate past-chair of the Festival may serve as a member-at-large of the Festival Committee for one non-renewable three-year term following the end of their tenure as Festival Chair.

Members-at-large provide overall advice for Festival planning and for input on issues and policies pertaining to the Festival, including Festival programs and activities, operational strategies, integrity of

the review process, academic and professional standards, and critical evaluation of the quality of winning submissions.

Section 8: Festival Committee Meetings

The Festival Committee convenes once a year, usually in the spring and one day prior to the opening of the BEA convention.

The Festival Chair and Competition Chairs will report on their activities at the annual Festival Committee meeting. Proposals and recommendations pertaining to Festival are reviewed and acted upon at this time. When a situation requires action that cannot be deferred until the spring meeting, the Festival Committee may communicate via conference telephone call or other electronic means in order to forward an informed recommendation in a timely manner to the Board. The Festival Committee will review and provide recommendations to the Board, on any changes (proposed or enacted) in institutional policy that could directly impact the operation and mission of the Festival and its constituencies.

All members of the Festival Committee are expected to attend the annual spring meeting. The Festival Chair, Competition Chairs, Producer, and Creative Director are also expected to attend a post-convention Festival meeting usually held on the last day of the BEA convention. The exact dates and times of Festival meetings will be announced to members shortly after the Fall Board meeting through e-mail, the BEA website, and/or the online convention program.

Article IV: Duties of the Festival Chair

Section 1: Overview

The Festival Chair acts as the chief administrator of the Festival, represents the Board at all Festival meetings and functions, and is an ex-officio member of the BEA Board of Directors. The Festival Chair supervises the overall promotion, budgeting, planning, and execution of the Festival. The Festival Chair works with the Convention Program Chair on the scheduling of all Festival sessions within the master convention program. S/he assumes responsibility and leadership in maintaining and improving the quality and service of the Festival. S/he assists the Festival Producer in planning and programming the BEA Best of the Festival Awards Ceremony. The Festival Chair also identifies means by which the Festival can be improved and proposes changes in policies pertaining to the Festival that enable it to maintain the highest possible academic and professional standards while staying abreast of the many changes in the professional and academic aspects of the field.

Section 2: General Duties and Responsibilities

The Festival Chair presides over meetings of the Festival Committee and oversees the general operation of all Festival activities.

The Festival Chair acts as liaison between the Festival Committee and the Board and reports on activities of the Festival Committee at each regularly scheduled Board meeting. S/he also serves as liaison between the Festival Committee and the Competition Chairs.

The Festival Chair sits as an ex-officio member on the Board to present Festival Committee recommendations, facilitates clarification in Festival-related policies, and relays decisions of the Board to the Festival Committee.

The Festival Chair reports to the Board and the BEA President on all matters relating to Festival operations, administration, and accounting.

The Festival Chair is responsible for immediately forewarning the BEA executive director and the Conference Program Chair when any delay in Festival activities is known or anticipated.

In addition, the Festival Chair receives reports from Competition Chairs and monitors their budgetary activities; coordinates nominations for Festival Committee appointments for the BEA President; represents the concerns and interests of the BEA Board to the Festival Committee and vice versa; works closely with the Executive Director in monitoring Festival budgets and program deadlines; advises the BEA executive director and executive committee on behalf of the Festival Committee during sponsor negotiation of contracts pertaining to BEA Festival activities; updates and proofreads the convention program sections containing Festival-related sessions and content; conducts calls for submissions; and coordinates advertising, posters, e-mail blasts, and other promotional efforts.

Article V: Duties of the Competition Chair

Section 1: Overview

Competition Chairs are expected to participate in Festival meetings and convention program sessions relevant to their position and responsibilities.

Each faculty and student competition is headed by a competition chair. Competition Chairs act on behalf of the Festival Committee to supervise the competitions. This process generally includes 1) communicating with entrants and processing of Festival submissions; 2) communicating with reviewers and overseeing the adjudication process; 3) determining the winners and designated award levels; 4) programming and moderating the awards session; 5) facilitating the exhibition of winning entries; and 6) participating in approved Festival activities as required.

Section 2: General Duties and Responsibilities

The duties of the Competition Chair include the following: 1) up-date competition calls immediately following the convention; 2) promote the Festival competition to the Interest Division membership and to external constituencies; 3) solicit qualified and appropriate judges to review submissions; 4) assure a fair and credible adjudication process for all entrants; 5) coordinate a blind review of all entries by at least three reviewers whenever possible; 6) organize and moderate the student and faculty awards sessions during the annual convention; 7) submit requests for Festival sessions to the Festival Chair for scheduling by the Convention Program Chair; 8) submit audio-visual requests to the Convention Program Chair as required; 9) provide the Festival Chair with detailed reports on the competition entries and final results; 10) meet deadlines set by BEA and/or the Festival Committee; 11) provide notification and feedback to faculty and student entrants as required throughout the review and post-review process; 12) participate in all scheduled Festival Committee meetings and post-convention sessions; and 13) serves as liaison between the Festival Committee and the Interest Division.

The Competition Chair maintains close communication with the Festival Chair on matters pertaining to Festival competition rules and entry guidelines, the adjudication process, judging deadlines, Best of the Festival Award designations, and financial matters.

Article VI: Duties of the Festival Producer

The Festival Producer is responsible for the presentational aspects of persons involved in the Best of Festival Awards Ceremony and for other duties as described in the producer handbook. The Festival Producer works with the Festival Chair and Competition Chairs to produce a physical presentation that represents high aesthetic and content standards, and that reflects well on the Association and its sponsors.

Article VII: Duties of the Festival Creative Director

The Festival Creative Director is responsible for the creation and exhibition of the annual awards reel shown at the Best of Festival awards ceremony and for other duties as described in the producer handbook. The Festival Creative Director works with the Festival Chair and Competition Chairs to produce a video/audio presentation that represents high aesthetic standards and reflects well on the Association and its sponsors.

Article VIII: Annual Reports

The Festival Chair reports to the Board at its fall and spring meetings. Timely competition reports allow sufficient time to incorporate accurate information in the printed convention program, trophy and plaque citations, the BEA and Festival websites, the BEA Best of Festival Awards Ceremony program and video tribute reel, and the Festival Chair's spring report to the Board.

The Fall Festival Committee Report, drafted by the Festival Chair, should cover Festival activities from February through August, including acceptance rates for each faculty competition. Any changes in Guidelines or procedural matters are also reported in the fall meeting.

Article IX: Financial Policies

Section 1: Procedures

The Festival shall comply with the Association's financial procedures as set forth by the Executive Director and/or Board of Directors.

Section 2: Authority to Enter Into Financial Agreements

The BEA Executive Director executes all contracts with authorization of the Executive Committee of the Board.

With the exception of the Executive Director, members of the Festival Committee are not authorized to enter into agreements, or sign contracts with any entities on behalf of BEA or for any purpose pertaining to BEA or the Festival.

Section 3: Financial Support of Competitions

Financial support for operating competitions (postage and handling costs, duplication, etc.), and any other allocations in support of competition activities are subject to approval by the Executive Director, as authorized by the Executive Committee of the Board.

Section 4: Stipends

Stipends are established by the Board and are subject to change at any time. Annual stipends are provided for the Festival Chair, the Festival Producer and the Festival Creative Director.

BEA provides a travel stipend to Festival committee members for attending the pre-convention Festival Committee meeting.

Because convention attendance is seen as integral to the professional development of its members, BEA does not fund conference registration or other normal costs associated with attending the annual convention, Festival programs, or meetings.

Article X: Ethical Standards

All competition entries submitted to the Festival are expected to 1) be original works that credit all key creators, producers, writers, directors etc.; 2) acknowledge sources, supporting materials, and financial underwriting and/or sponsors; 3) identify previous exhibition, festival and presentation of the entry in an earlier form; and 4) clearly distinguish between faculty work, student work and joint productions.

Article XI: Festival Governance and Standards

Section 1: Changes or additions to the Festival Bylaws

Changes or additions to the Festival bylaws may originate from either the Board or Festival Committee. The Festival Committee will review its proposals for additions, amendments, and revisions to the Festival bylaws. A majority vote of the Festival Committee is required in order for a bylaws recommendation to be forwarded to the Board for approval.

The current version of this document shall be made publically available on the BEA website.