

Radio Broadcasting Club Constitution

Revised: April, 2000 by:
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Radio Broadcasting Club Constitution

MISSION STATEMENT

The Radio Broadcasting Club (RBC) will broadcast diverse and high quality programming to its listening audience and operate in accordance with the rules of the Federal Communication Commission (FCC).

PREAMBLE

WBUQ is a 600 watt non-commercial, educational radio station operating at FM 91.1 MHz. Ownership of the FCC license is held by the Council of Trustees of Bloomsburg University of Pennsylvania who have fiduciary duties and bear legal responsibility for the programs aired over the station.

Executive management of the station is provided by the Media Advisory Council and chaired by the Director of Television/Radio Services. The council is appointed by, and reports to, the Provost through the Director of Television/Radio Services. The Media Advisory Council is responsible for establishing, enforcing and amending station policies. The Media Advisory Council will also serve as the official liaison to both internal and external constituencies and will report regularly to the Provost on station related matters.

The Director of Television/Radio Services provides day to day operational management of the station and its facilities. The director is also the primary liaison between the Media Advisory Council and users of the facility. The Electronic Systems Technician (Chief Broadcast Engineer) will coordinate technical compliance and maintenance under the supervision of the Director of Television/Radio Services.

The student staff, in conjunction with the faculty advisor, Director of Television/Radio Services, and the Media Advisory Council shall develop operating procedures for the daily operation of the station.

The freedom of the student manager and staff entails responsibilities to be governed by the canons of responsible broadcasting, such as the avoidance of libel, slander, indecency, attacks on personal integrity and harassment.

We, the members of the Radio Broadcasting Club, do establish the club as a student organization and do adopt for its government this Constitution and its by-laws.

ARTICLE I NAME

The name of this organization shall be the Radio Broadcasting Club, hereafter referred to as "RBC."

ARTICLE II PURPOSE

The purpose of this organization shall be to provide a means of student training and experience in radio broadcasting, to provide a means of entertainment and information for the student body and community, to serve the public interest, and to be an instrument of expression for student, faculty and community opinion, in accordance with the rules of the Federal Communications Commission (FCC).

ARTICLE III MEMBERSHIP

Section 1. Every student/faculty member of Bloomsburg University who is not on academic and/or social probation, as maintained by the standards of the university, shall be eligible to be a disc jockey and/or Executive Staff member of the RBC. All members must follow the rules and training procedures of the RBC, Bloomsburg University, and the FCC.

Section 2. Status of membership in any particular department of the station may be suspended permanently or temporarily by the station General Manager for reasons including, but not limited to: (a) resignation, (b) violation of station policy.

Section 3. The party dismissed may appeal the decision of his department head to the Executive Staff, at which point a two-thirds of the Executive Staff must agree to readmit the dismissed member.

Section 4. The RBC and Bloomsburg University of Pennsylvania are committed to providing equal educational and employment opportunities for all persons without regard to race, color, religion, sex, age, national origin, ancestry, life style, sexual orientation, disabilities, Vietnam era veteran status, or union membership. The RBC and university are additionally committed to affirmative action and will take positive steps to provide such educational and employment opportunities.

ARTICLE IV ADVISOR

Section 1. A new advisor may be chosen by the RBC Executive Staff in the event of the vacant position. The approval of the university administration is then needed, should release time be required, before a faculty or staff member can become an advisor.

Section 2. The advisor shall oversee the operations of the RBC and shall guide students in broadcasting technique and ethics.

Section 3. The advisor shall not have a vote in Executive Staff meetings except in the event of a tie, or when deemed necessary by the station General Manager.

Section 4. After a two-thirds vote of the Executive Staff, a request will be submitted to university administration to remove the advisor. The advisor may be removed temporarily or permanently from his or her advisement position after consultation with and the approval of the Director of Student Activities, Provost, and the Director of Television/Radio Services. (See Article IV, Section I).

ARTICLE V **EXECUTIVE STAFF**

Section 1. Executive authority of the RBC shall be vested in an Executive Staff as designated in the by-laws. All student officers shall have one vote. The purpose of the Executive Staff shall be to administer the affairs of the club. Also included on the Executive Staff, as a non-voting member, is any station advisor chosen by the Executive Staff (i.e. Director of Television/Radio Services, Television/Radio Services Engineer, Faculty Advisor, Vice President for Student Life, etc.)

Section 2. At the request of the current student officers, former student officers may serve as student advisors to the RBC, with the same voting rights as a station advisor (**see section 1**).

Section 3. The Executive Staff shall be the executive body of the club and is responsible to the club membership. In addition, the Executive Staff shall function as a judiciary council in the hearings of appeals regarding disciplinary action taken by the General Manager, or any of the other Executive Staff members.

Section 4. Major decisions of the Executive Staff must be announced at station meetings, and Executive Staff minutes must be made available at the request of any member of the club.

ARTICLE VI **APPOINTMENT OF OFFICERS**

Section 1. Persons interested in serving on the Executive Staff of the RBC shall submit a request in writing to the present Executive Staff listing their qualifications. The Executive Staff may then request interviews with candidates. Candidates may apply for more than one position on the Executive Staff.

Section 2. All officers are chosen upon recommendation of the current Executive Staff and advisor.

Section 3. Executive Staff positions shall be for one academic year. By the second Executive Staff meeting in April, elections are to have been held, but may be held earlier if deemed necessary by the General Manager. All current Executive Staff members must reapply if they intend to run for the same position for the following year.

Section 4. All vacant positions must be announced and are open to all Bloomsburg University students, as per Article III. The newly appointed Executive Staff shall be announced and posted before the close of the academic school year. The offices shall take effect no later than one month after their election, immediately following the Executive Staff meeting.

Section 5. Appointment of officers must be by a simple majority of the Executive Staff, the advisor voting only in the case of a tie, as per Article IV.

Section 6. A candidate may hold more than one position on the Executive Staff, either temporarily or permanently, if the Executive Staff determines by a two-thirds majority that the holding of more than one position will not jeopardize the duties and responsibilities of any of the candidate's other positions.

SECTION VII FINANCES

Section 1. Finances of the Stations shall be by allocation from the treasury of the Community Government Association and fund raising projects, including underwriting and remote contracts.

Section 2. Expenditures will be made in accordance with the general budget approved by the Executive Staff and Community Government Association, along with the CGA Finance Committee, CGA Treasurer, and the Comptroller of Community Activities.

Section 3. An audit of the book keeping records of the RBC may be conducted by the Community Government Association of Bloomsburg University.

Section 4. All decisions on financing must be approved by the General Manager and subsequently by the RBC advisor.

ARTICLE VIII GENERAL STAFF MEETINGS

Section 1. Full staff meetings, including the disc jockeys (DJs), will be held at least twice a semester during the academic school year to educate DJs and to discuss station policies.

Section 2. The Executive Staff of WBUQ shall meet formally as deemed necessary by the General Manager during the academic year to discuss programming, policies, and ideas, and to vote on current issues affecting the station.

Section 3. Attendance at meetings is compulsory. Failure to attend the meeting without a valid excuse given to the General Manager or Program Director shall result in a written warning. A subsequent written warning shall terminate the DJ's position.

Section 4. Meetings shall not be scheduled over the recognized University breaks or during Finals Week, as per *The Pilot*.

Section 5. In the event of a university closing due to inclement weather or otherwise, the RBC will not broadcast that day, and likewise, no scheduled meetings, Executive Staff or otherwise, will be held.

Section 6. The meetings shall be run in a parliamentary fashion.

ARTICLE IX REMOVAL OF OFFICERS/DJs

Section 1. Any member of WBUQ Executive Staff may institute recall proceedings against any officer of the station by submitting to the Executive Staff a recall petition signed by one-third of the total Executive Staff. An officer shall be considered recalled when at an Executive Staff meeting of which due notice of recall proceedings has been given to the members at least one week in advance, two-thirds of the Executive Staff upholds the petition. For any officer to be recalled, it must be shown that the officer willfully violated the station constitution and/or jeopardized the FCC license of the station. The Executive Staff shall make the decision of such a violation by a two-thirds majority vote.

Section 2. An Executive Staff member shall be removed after a second infraction has occurred. For the first infraction of station policy, a written warning will be issued, unless the infraction greatly jeopardizes the station or its FCC license, as determined by the General Manager; in which case, the Executive Staff member will be removed immediately.

Section 3. If an Executive Staff member does not show up to open up the station on their designated weekend day, they shall receive a written warning. The second infraction shall remove them from the Executive Staff.

Section 4. A removed Executive Staff member may appeal the decision to the Appeals Board, consisting of the Director of Television/Radio Services, the chairperson of the Mass Communications department and the RBC General Manager. A majority vote must be achieved to keep the removed member on the staff.

Section 5. A removed Executive Staff member may still serve as a DJ, as long as he/she upholds their responsibilities as such.

Section 6. Any DJ shall be removed after receiving a second written warning in the same semester from the Executive Staff. DJs may also be removed immediately if the infraction greatly jeopardizes the station or its FCC license, as determined by the General Manager. Appeals may be made to the Appeals Board (**see Section 4**) at which a majority vote must be achieved to keep the DJs on the staff. A removed DJ may reapply for a position the following and any subsequent semesters.

ARTICLE X
AMENDMENTS/REVISIONS

Section 1. This Constitution may be amended or updated by a two-thirds majority vote of the RBC Executive Staff.

Section 2. All Amendments and/or revisions are subject to approval by the Community Government Association Committee on Student Organizations.

WBUQ BY-LAWS

ARTICLE I—DUTIES OF THE EXECUTIVE STAFF

Section 1. General Manager - The General Manager is responsible for coordinating all station operations, financial and physical conditions and the security of the RBC, as well as keeping the station's files current.

A. The General Manager is the primary link between the advisor, administration, Executive Staff and the DJs. He/she is responsible for seeing that station policy is carried out and he/she has direct supervision over the entire station operation. He/she presides over all of the other Executive Staff and appoints, in conjunction with the Program Director, personnel to fill various positions.

B. The General Manager is the official representative of the station to all outside concerns.

C. To ensure efficient operations of the radio station, the General Manager may remove any Executive Staff member or DJ from his/her duties if he/she feels that there is due cause.

D. The General Manager shall have the right and responsibility to make decisions which require immediate action and cannot await Executive Staff action. This includes, but is not limited to, emergency expenditures and changes in personnel. The General Manager must notify the Executive Staff of the actions at the next Executive Staff Meeting.

E. The General Manager can overturn any Executive Staff decision if he/she feels it is in the best interest of the station to do so. A two-thirds vote by the Executive Staff is necessary to overturn the General Manager's decisions, unless reversal would cause a violation of FCC regulations or obviously threaten the station's relationship with the university or community, as determined by the advisor.

Section 2. Program Director - The primary responsibility of the Program Director is to create a schedule of programs which is consistent with the programming philosophy of the radio station, as determined by the Executive Staff.

A. He/she should strive to continually to improve programming by frequent air-checks.

B. He/she is in charge of the staff necessary to perform his/her duties. The Program Director can make temporary placement of staff on the air in times of emergency without the prior approval of the Executive Staff.

C. He/she has the responsibility for all on-the-air material. He/she is responsible to the Executive Staff and consults with them on major issues concerning programming.

D. He/she is responsible for any format changes and for determining the RBC's hours of operation. Both must be approved (two-thirds majority) by the Executive Staff.

E. The Program Director is responsible for filling out and returning program affidavits and proof of performance sheets to program suppliers on time when requested.

F. He/she is in charge of an accurate membership list of all station members. His/her duties include properly training all applicants, scheduling and conducting their board tests. He/she must listen to shows and suggest ideas for improvements to the DJs.

G. He/she reports directly to the General Manager.

H. He/she will coordinate any mass communication with the DJs and schedule any general DJ meetings.

Section 3. News Director - The News Director is in charge of all newscasts airing on the station.

A. He/she is responsible for producing current newscasts within the guidelines of FCC regulations concerning editorials and support of political candidates. He/she is in charge of all scripts that impart news material.

B. The News Director is responsible for all outside news sources and is immediately answerable to the Program Director for content of all programs originating from his/her department.

C. He/she is responsible for the training of the news staff.

D. Particular emphasis shall be given to news that has a relationship to our listeners.

Section 4. Chief Engineer - The Chief Engineer is responsible for the maintenance and repair of station equipment. He/she shall be responsible for the technical efficiency of the station. In addition, the Chief Engineer has the responsibility to keep the station's broadcast consistent with FCC guidelines and regulations.

A. He/she makes routine checks of equipment to see that it is functioning satisfactorily and check the studios to insure that the equipment and rooms are neat and orderly.

B. He/she records and files malfunction reports to the Program Director.

C. He/she checks the operating log daily for proper entries and signatures.

D. He/she maintains a list of studio and remote equipment.

E. He/she sets up a system of routine preventive maintenance and instructs others in the proper use of equipment.

F. He/she suggests improvements of operations and provides input on the purchase of new equipment.

G. He/she maintains contact with the professional station engineer.

Section 5. Music Directors - The Music Directors are in charge of all music owned by the RBC. They will keep in constant contact with all record companies and suppliers. The Music Directors will obtain music, produce playlists every week, preview content of each album and be responsible for their safekeeping. The Music Directors are also responsible for reporting and distributing their genre's playlists. Other duties include:

A. Maintenance and cataloging of music.

B. Coordination of the purchasing/programming of music with the main music philosophy and direction of the Executive Staff, as determined by the General Manager.

C. Each Music Director is to be held responsible for the on-air conduct of the DJs from their respective genre of music. Any misconduct or other difficulty is to be reported directly to the Program Director, which is then subsequently reported to the General Manager.

Section 6. Production/Traffic Director - The Production Director is responsible for the activities that take place in the production room and for RBC-produced taped material presented on the air, and the training of his/her staff. Routine duties include:

A. Creating Public Service Announcements, promotional announcements and station identification material.

B. Maintain the sound effects library.

C. Rules of good taste must be followed for all aired production work, as determined in conjunction with the Program Director.

D. He/she is responsible for preparing daily logs for DJ use based on the programming schedules of the Program, News, and Production Departments.

E. He/she must assure logs are properly filled out and filed.

F. He/she is responsible to the Program Director.

Section 7. Public Affairs Director - The Public Affairs Director is responsible for the upkeep and scheduling of the Community Notebook and all live on-air public interest announcements and station promotional announcements. Routine duties include:

- A. Establishing and maintaining contacts within the university and community and must maintain a file of all announcements aired.
- B. He/she must constantly update the community notebook.
- C. Creating and distributing press releases consistent with the station's philosophy, as determined by the Executive Staff.

Section 8. Marketing Director

- A. Underwriting- In charge of arranging and writing sponsorships of RBC programs. He/she shall arrange and distribute a rate card and sell underwriting time to businesses to generate funds for the radio stations in accordance with the policies of Bloomsburg University and the FCC.
- B. Advertising -He/she is also in charge of ad content in other outside media (e.g. magazine, newspaper and television ads).
- C. He/she shall work on such promotional items as T-shirts, stickers, buttons and other station promotional items.
- D. He/she shall be responsible for any fundraising activities of the RBC, following the regulations of Bloomsburg University.

Section 9. Remote Director - The Remote Director is responsible for all remote broadcasts, dances, athletics, etc. Other routine duties include:

- A. He/she is responsible for upkeep and storage of remote equipment, for transportation, setup, and breakdown.
- B. Coordinate with the music, engineering, and production departments.
- C. Preparing a schedule of events for review by the Executive Staff.
- D. Assignment of competent personnel (as determined by the Executive Staff) to DJ-contracted events.
- E. Aid in the coordination of any concerts sponsored or cosponsored by the RBC.

Section 10. Business Director –

- A. Responsible for maintaining records of the RBC's finances.
- B. Aids the General Manager in budget requests.
- C. Fills out requests for purchases and deposits any money earned to the Husky Fund.
- D. He/she is directly responsible to the General Manager.

Section 11. Webmaster – The Webmaster shall be responsible for the web content of the RBC. His/her responsibilities include the creation, modification and maintenance of any and all online content as well as the coordination and training of any necessary staff to perform his/her duties.

Section 12. Contributing Executive Member – The Contributing Executive Staff member shall serve only as an advisor to the Executive Staff, and shall not have any voting privileges. The Contributing Executive Member has the same right/responsibilities as student advisors and may, but are not required to, attend Executive Staff meetings for discussion purposes only (**see Article V, Section 2**). The Contributing Executive Staff member need only be voted in by a majority of the Executive Staff, rather than a letter of intent and an interview process.

ARTICLE II—Executive Staff Meetings

Section 1. Executive Staff Meetings shall be called by the General Manager as deemed necessary by the him/her with at least 24 hours notice given to the other station members. Emergency meetings may be called by the General Manager or by a petition of one-third of the full membership. Twenty-four hours is again necessary.

Section 2. The General Manager shall act as president at the station meetings.

Section 3. The recording of minutes shall be rotated within the Executive Staff each meeting, not including the Program Director and General Manager, to allow them to properly run the meetings.

Section 4. In the case of the absence of the General Manager, the Program Director shall serve as the chairman of the meeting, followed by the Chief Engineer respectively. The music directors shall then serve as chairman of the meeting, beginning with seniority on the Executive Staff.

Section 5. Executive Staff members must give a valid excuse to the Program Director or General Manager prior to the meeting time if they are unable to attend.

Section 6. Any Executive Staff member who misses two meetings throughout the academic year without excuse shall be immediately terminated. Their position will immediately be open for election.

ARTICLE III
REVISIONS

The by-laws may be updated with a two-thirds majority vote from the Executive staff.