

# Constitution of WMTS Student Radio Middle Tennessee State University

*Update September 2015*

## ARTICLE I – Name

The name of this organization shall be **WMTS Student Radio** and shall operate as a student co-curricular activity of the MTSU Department of Radio-Television/Photography.

## ARTICLE II – Purpose

The purpose of the station shall be to provide to the fullest extent of its finances and personnel:

1. A training ground for those who wish to take advantage of its opportunities and facilities
2. Programs of entertainment and education to the student body, faculty and staff of Middle Tennessee State University.

## ARTICLE III – Membership

Any MTSU student or alumni may become a member of WMTS Student Radio and, after completing the internship process may become a full member of the organization with all the rights and privileges accorded thereto.

## ARTICLE IV – Officers

The authority granted to WMTS Student Radio by MTSU shall be vested in two governing bodies:

- A. an Advisory Board who shall be responsible for review and approval of station policy, programming, and personnel
- B. an Executive Board who shall be the policy making body of the station and as such shall be responsible for its actions to the Advisory Board.

## ARTICLE V – Meetings

Regularly scheduled meetings of the membership of the organization shall be held monthly during each semester; at a regular scheduled basis or as necessary of the Executive Board; as necessary the Advisory Board.

## ARTICLE VI – Faculty Advisor

An elected representative of the Radio-Television/Photography faculty by a two-thirds majority vote of the Executive Board shall act as advisor-consultant to the organization. The duties of the Faculty Advisor shall be as follows:

- A. to aid, train and counsel with officers and members of the station to assist them in their development and as radio station personnel; and
- B. to serve as liaison between radio station personnel and university administration.

## ARTICLE VII – Standards and Policies of the Station

The radio station shall meet all the requirements and standards as outlined in the Statement of Principles of the National Association of Broadcasters. This document shall be made available to all members of the station and its policies and standards shall be upheld by the Executive Board and the Advisory Board of the Station.

The station shall operate in accord with the guidelines set forth in this constitution, the station policy manual, the decisions established by the Executive Board of WMTS Student Radio, and the decisions established by the Advisory Board.

## ARTICLE VIII – Station Business & Grievance Procedure

Station business is not allowed to be discussed at anytime on the air. Discussing station business on-air will result in immediate dismissal. Members of the organization MUST use the following grievance procedure to solve their problems with the Executive Board off-air rather than on-air: □ □

- A) Make an appointment to meet with the director of the division under which his/her issue/complaint falls. The divisions are as follows:
  - 1. Programming
  - 2. Music
  - 3. Promotions
  - 4. Technical
  - 5. Business
  - 6. Production
- B) Following implementation of (A), if the issue/complaint remains unresolved, the member may make a motion for a hearing with the Station Manager and the director of the division from (A).
- C) Following implementation of (B), if the issue/complaint remains unresolved, the member may make a motion for a hearing with the Faculty Advisor and the Executive Board. The decision rendered by the Faculty Advisor is final.
- D) Officers of the Executive Board may use (B) through (C) for their grievances.

# ARTICLE IX – Professional Membership

WMTS Student Radio shall operate as a campus station for members of the MTSU community and as such shall abide by the policies of the Intercollegiate Broadcasting System for membership.

# ARTICLE X – Recall of Officers of the Executive Board

Any full member of WMTS Student Radio may institute recall proceedings against an officer of the Executive Board by submitting to the Chairman of the Advisory Board a recall petition signed by two-thirds of the full members of the station. An officer shall be recalled when at a regular meeting, or special meeting of the Executive Board (of which due notice of recall proceedings has been given to the members at least one week in advance) two-thirds of the members shall uphold the petition.

# ARTICLE XI – Amendments

Amendments to the Constitution may be submitted at any regular meeting of the station, and when they have been approved by a two-thirds majority of those members voting at a regular meeting of the station shall be made a part of the Constitution. At such a meeting the quorum shall be the majority of the full membership of the station.

# ARTICLE XII – By-Laws

The by-laws of the Constitution shall contain the rules and laws of WMTS Student Radio and shall be amended by a vote of two-thirds of those voting at a regular meeting of the station. At such a meeting the quorum shall be the majority of the full membership of the station.

## Article I – Membership

### Section 1 – Internship

- A) The applicant for Internship must be a student in good standing at MTSU with at least a 2.0 GPA
- B) The applicant must successfully complete training as established by the Executive Board and the station policy manual prior to full membership status;
- C) The applicant proves him/herself of satisfactory ability to the Executive Board;
- D) The applicant attends such training sessions, meetings, and classes as specified by the Executive Board of the station;
- E) The applicant serves for a period of no less than one semester as an Intern;
- F) Interns are not eligible to vote nor run for an office on the Executive Board;
- G) The Intern may apply for full membership and voting status within the organization after completion of workshop and training sessions as designated by the Executive Board.

# ARTICLE XII – By-Laws (Continued)

## Section 2 – Full Membership

Full Membership status requires and allows that:

- A) The applicant for Full Membership status meet all the requirements for Internship as outlined in the Constitution, by-laws, and policy manual of WMTS Student Radio;
- B) The Full Member be an active member by currently holding and performing duties of a defined position as specified by the Executive Board, such as DJ, Officer, or Volunteer, or any other position deemed necessary by the Executive Board for the operation of WMTS;
- C) The Full Member be subject to the rules and regulations of the station as stated in the Constitution, by-laws, policy manual and established by the Executive Board and the Advisory Board;
- D) The Full Member have all voting rights and privileges of the organization and be eligible to serve as officer on the Executive Board as long as they meet those criteria; and
- E) The Full Member will pay dues, as determined by the Executive Board, to be an active member of the organization.

## Section 3 – Alumni Membership

Alumni Membership requires and allows that:

- A) The applicant for Alumni Membership status meet all the requirements for Internship and Full Membership as outlined in the Constitution, by-laws, and policy manual of WMTS Student Radio;
- B) The Alumni Member is applicable to vote on station business; and
- C) Alumni Members are eligible to serve on the Executive Board for a maximum term of two years
- D) A maximum of two Alumni Members can serve on the Executive Board at a time.
- E) Alumni Members are not eligible to serve on the Executive Board as the Station Manager at any time.

## Article II – Meetings

- A) Notification of all regularly scheduled meetings of the organization shall be made to all concerned parties one week in advance of the session. Specially called meetings of the Boards and Membership may be held with no less than 24 hours notice to all parties involved.
- B) Only Full and Alumni Members may be present at the monthly station meetings.
- C) A record of all decisions taken at Board and Membership meetings will be made available to the membership of the station by request.
- D) The current Business Manager will serve as recorder at meetings.
- E) All meetings shall be conducted in accord with accepted parliamentary procedure as outlined by Robert’s Rules of Order.

# ARTICLE XII – By-Laws (Continued)

## Article III – Officers

### Section 1 – Advisory Board

- A) The Advisory Board shall be responsible for final approval of all station policy, programming and personnel and shall take such action as is necessary to ensure that the station enforce the rules and regulations of the Constitution of the organization and the rules and regulations of MTSU.
- B) The Advisory Board shall consist of the Chairman of the Department of Radio-Television/Photography, the Faculty Advisor of WMTS, one administrative representative from WMOT and the Station Manager of WMTS. The Faculty Advisor of WMTS will serve as Chairman of the Advisory Board.
- C) The Advisory Board shall have the authority to address, at its discretion, all issues and/or complaints concerning the operation of the station as presented by representatives of the Full Membership, the Executive Board and/or members of the University community.
- D) The Faculty Advisor shall approve the candidates for Station Manager of WMTS based on an analysis of a portfolio from the candidates that shall include:
  - 1. a resume of qualifications
  - 2. a summary of work performance at the radio station
  - 3. a record of academic achievement at the university

### Section 2 – Executive Board

- A) The Executive Board shall be the policy-making body of the station and as such shall adopt, implement and enforce station policy; review and/or revise the activities of any department; evaluate personnel; purchase materials and supplies; and admit members to Internship and Full Membership status.
- B) The Executive Board shall consist of the Station Manager and the officers of the six divisions of the organization who shall represent their departments on the Executive Board:
  - 1. Business Manager
  - 2. Program Director
  - 3. Music Director
  - 4. Director of Public Relations & Promotions
  - 5. Technical Director
  - 6. Production Director

# ARTICLE XII – By-Laws (Continued)

## Section 2 – Executive Board (Continued)

- C) Duties of the Executive Officers of the radio station shall include the following job descriptions with full job responsibilities outlined in the policies manual:
1. Station Manager shall coordinate and direct all the activities of the station; preside at all business meetings of the Executive Board and membership; represent the station on the Advisory Board; conduct regular meetings of production personnel wherein all recent broadcast programmatic decisions are discussed and determined; and assist the various officers in the training and supervision of staff.
  2. Business Manager shall coordinate and supervise the finances of the station; train, direct and supervise the sales personnel of the station; and conduct regular meetings with his/her staff to review performance to determine business policy, procedures and schedules.
  3. Program Director shall supervise the compilation of program schedules; coordinate the work of production continuity and music areas of the station; act as special events director; and supervise all programming. The Program Director shall serve as Assistant Station Manager and, as such, shall serve as Station Manager in the absence of the elected Station Manager. The Program Director shall train, direct and supervise all on-the-air personnel; review on-the-air performance of staff.
  4. Music Director shall be responsible for the WMTS music library including acquisition, maintenance and organization of the music library. The Music Director will act as liaison between WMTS and the music industry. He/she can appoint staff as needed to assist in music review. The Music Director will be responsible for enforcing policies on inappropriate music selections.
  5. Director of Public Relations & Promotions shall coordinate the gathering, writing and editing of all public information announcements for the station; train, direct and supervise the promotional staff in the writing, publishing and circulation of news releases, program guides, information bulletins; conduct awareness campaigns on behalf of the station; conduct listener surveys; and meet regularly with his/her staff to review performance and to assign duties related to the office.
  6. Technical Director shall assist the production quality of the equipment. Determine repair and/or replacement needs of equipment. Train, direct and supervise staff and review performance of staff on a technical level on a regular basis each semester.
  7. Production Director oversees all media produced for broadcast. He/she is in charge of the creation of all promos, PSAs, legal IDs, stabs, liners, and underwriting ads.
- D) If a position of the executive board is left vacant the responsibilities of that position are given to the station manger.
- E) All Executive Officers must post contact info and be available at least two hours per week for administrative duties.
- F) Members of the Executive Board shall serve a term of one year unless removed sooner by action of the Executive Board, the Advisory Board, and/or by the recall process.

# ARTICLE XII – By-Laws (Continued)

## Section 2 – Executive Board (Continued)

- G) Nominees for the executive board will be nominated at a regular monthly meeting of the membership of the station. Nominees for Executive Board positions will provide the following at least two weeks prior to the general election (the portfolios will be available for inspection by the membership in WMTS station):
  - 1. A Resume of qualifications
  - 2. a statement of program intentions or objectives for the department that the candidate wishes to direct
- H) Nominees for the Executive Board are required to have met all criteria for Full Membership Status. Newly elected officers must be approved by a plurality of those voting at the Elections Meeting in March. At such meeting the quorum shall be a majority of the Full Members of the station. The newly elected officers will shadow incumbent officers for the remainder of the Spring semester. All officers will begin serving in their elected position at the beginning of the Summer semester.
- I) Executive Officers to serve during the Summer in the absence of elected officials of the Executive Board will be determined by the Executive Board.
- J) In case of an Officer's resignation or removal, the Executive Board may appoint an interim officer and must schedule an election for that position no later than a month after the position is vacated.
- K) Decisions of the Executive Board shall represent the approval of a two-thirds majority of the Executive Board members.
- L) Additional offices on the Executive Board may be created by the Executive Board as needed. The holders of these offices will be appointed by the Executive Board.
- M) A Full Member may, at any general meeting, make a proposal to defeat any decision of the Executive Board; that, if approved by a two-thirds majority, shall supersede the decision of the Executive Board.