

The Constitution  
of  
WXPL 91.3 FM

## **Article I: Name and Purpose**

### *Section 1: Name*

The name of this organization is WXPL, the student-run radio station of Fitchburg State University.

### *Section 2: Mission*

WXPL will educate, inform, entertain, and engage both the University and local community.

### *Section 3: Vision*

WXPL will strive for high quality programs, both on and off the air, will increase presence and listenership, and be an open organization for students.

## **Article II: Membership**

### *Section 1: Requirements for Membership*

Membership is open to all interested students, with the understanding that they adhere to the constitution and by-laws, read and sign the DJ handbook, and undergo supervised training by a member of the WXPL board before beginning broadcast.

### *Section 2: Membership Responsibilities and Privileges*

Members of WXPL are expected to read and sign the DJ Handbook, which stipulates that they will attend general meetings, attend weekly check-ins in the office with a board member, and run their show every week without violating FCC/WXPL regulations (profanity, obscenity, dead air, etc.) WXPL has a two strike policy, and if found to have violated policies a student will be off the air and ineligible to vote for the remainder of the semester the offense occurred in.

## **Article III: Officers**

Officers must be Fitchburg State University students with at least a 2.5 GPA upon their election and throughout their term of service.

### *Section 1: Executive Board*

The executive board consists of the General Manager, Assistant General Manager, Business Manager (Treasurer), Secretary, and Program Director. They are elected by majority vote by the current members of the station in the semester that elections are held.

### *Section 2: Duties of the Executive Board*

#### General Manager

- ensure full compliance with WXPL's constitution, by-laws, and FCC regulations
- work with the business manager to ensure that all station monies are spent wisely
- oversee all board members to assist and promote successful forward progress
- preside over all station and board meetings
- work with the FCC to ensure regulation broadcasting

### Assistant General Manager

- ensure the smooth internal operations of WXPL (board duties)
- attend all Club Senate meetings
- assume the position of General Manager in the event of an end of service between elections
- initiate all disciplinary actions taken against station members
- assist General Manager in board oversight and/or assistance if requested

### Business Manager

- assume responsibility for all financial transactions
- assist General Manager in formulating station budgets
- ensure WXPL's monies are spent and accounted for in accordance with SGA procedures
- keep accurate records of the station's finances
- assist in coordination of all fundraisers with the Events Coordinator and Public Relations Director

### Secretary

- ensure that all station-operating logs are up to date
- maintain an inventory of office supplies and order when necessary, with approval of Business Manager.
- record notes at all board and station meetings
- send weekly email updates to DJs, and email the board meeting minutes to the board

### Program Director

- Regulate all on-air activity.
- Ensure that all program logs are completed correctly.
- *Work to establish programming that is informative and entertaining to WXPL's listening audience.*
- *Ensure a well-rounded schedule of balanced programs.*
- Approve all recorded material to be aired.
- Ensure that all programming aired is current and relevant.
- Work with the DJs to help them improve the overall quality of their on-air performances.

### *Section 3: Operations Board*

The Operations Board consists of the Public Relations, Music Director, Technical Director, Equipment Manager, and Events Coordinator. After filling out an application and interviewing with the newly elected board, they are elected by the executive board through a majority vote.

### *Section 4: Duties of the Operations Board*

#### Public Relations Director

- Be responsible for promoting WXPL in the public eye, and increase student/general listenership using methods such as, but not limited to:
  - a. create posters for the station
  - b. create posters for station sponsored/co-sponsored events
  - c. work with local businesses to include the community and promote the station.
  - d. use of alternative methods of promotion/advertising (sunglasses, shirts, etc.)
- Gather and respond to public comments about various WXPL related subjects.
- Maintain and utilize the WXPL website and new mediums (Facebook, Twitter, Tumblr, etc.)

#### Technical Director

- oversee the daily technical matters relating to the uninterrupted broadcast schedule of WXPL
- order parts and repair broadcast equipment when needed
- maintain and keep on file all of the specifications, usage instructions, maintenance dates, and schematic diagram information for all station equipment.
- keep the Chief Engineer up to date on changes in the station, and contact the Chief Engineer about problems with the station.
- Assume responsibilities for all security of items in and pertaining to WXPL and the station itself

#### Music Director

- Coordinate WXPL's music programming with the Program Director.
- Contact record labels and local/unsigned artists to acquire new music for the station music library.
- Assume responsibility for security and content of the music library.
- Be available to station members to discuss the acquisition of music that the music library does not contain.
- Familiarize him/herself with current releases in the music library.

#### Equipment Manager

- Be responsible for making sure the entire station is secured following nightly programming.
- Take inventory of all station articles and investigate any missing items pertaining to WXPL.
- Assume responsibility for all equipment within the station and sign for all new equipment.
- Manages set up, control, and break down PA system when used at events.
- Work with events coordinator to schedule equipment usage and availability.

#### Events Coordinator

- Coordinate and book space/personnel for WXPL sponsored/hosted events
- Be in charge of contacting/booking and managing acts performing at events
- Keep station members aware of upcoming events, working with PR to promote events around campus and announce at the general meetings.
- Oversee events to ensure they run smoothly and successfully.

#### *Section 5: Impeachment Process*

Any elected member is subject to recall by a 3/4s vote of the board members of WXPL. Such proceedings must take place only at a board meeting. The member in question must be notified a week in advance prior to the meeting where the recall is to be discussed and voted on.

### **Article IV: Elections**

#### *Section 1: Qualifications*

Any student member of WXPL who has been a member for more than one semester is eligible to run for an Executive Board or Operations Board position, provided that they are in good academic standing at the time of election, and are expected to maintain that standing throughout their term of office.

No student can run for more than one Executive Board or Operations Board position.

#### *Section 2: Time Frame*

Elections for the executive board shall be held and reported to SGA within 14 calendar days of the Student Government Association elections.

#### *Section 3: Nomination Process*

Anyone interested in an executive board or operations board position will submit their name to the Secretary at the first meeting of April. Executive Board candidates will be expected to prepare a campaign speech to be presented in front of the rest of the station members at the next meeting.

*Section 4: Voting*

All votes will be submitted by private ballot, these ballots will be supplied by the radio station board members on the day of elections.

After all speeches have been made voting will occur at the general meeting, the time until the next board meeting will be allowed for any absentee ballots allowed to be cast via email to the station. The person who wins will be the candidate with the majority vote. As soon as all votes are counted the winners will be announced at the next general meeting and via email sent by the current Secretary.

*Section 5: Vacancies and Impeachment*

In the event that a vacancy occurs in an executive board position, mid-term elections will be held as soon as reasonably possible, or during the normal election season at the end of the school year. The Assistant General Manager will immediately take the position of General Manager should they vacate their position.

Any elected member is subject to recall by a 3/4 majority vote of the station membership. Such proceedings must take place only at a general station meeting. The member in question must be notified a week in advance prior to the meeting where the recall is to be discussed and voted on. A simple majority vote is needed to recall an elected station member.

*Section 6: Term of Office*

All executive board members will serve for one academic year, and may run for re-election during election time. Operations board members will also serve for one academic year, but if re-selected by the executive board, they will need to re-submit their application.

**Article V: Advisory Committee/Chief Engineer***Section 1: Advisor*

The advisers shall:

- Be members of the Fitchburg State University Faculty
- Serve as a representative of WXPL to the Student Development Office.
- Meet with the General Manager once a week.

*Section 2: Advisor Selection Process*

- chosen yearly by a majority vote of the executive and operations board.

*Section 3: Advisor Term of Service/Impeachment Process*

- chosen yearly by the board, and removed by a majority vote by the board and selecting a new adviser at beginning of the next year.

*Section 4: Chief Engineer*

- The Chief Engineer is required by the FCC and paid for by WXPL and Fitchburg State University. As an employee and radio expert, the Chief Engineer is available at specified times at the school and can also be contacted by station members with questions by phone or electronic mail. This information will be kept both in the station and in the public file. (Go over with Hank)

**Article VI: Rules and Procedures**

*Section 1: Board Meetings*

Weekly Board meetings occur at a pre-agreed upon time and location, with both the Executive board and Operations Board present. They start promptly, and if a member will be late or absent, they must notify the rest of the board at least 24 hours in advance via email, including any updates that would have been brought up at the meeting.

An agenda should be arranged by the General Manager and Assistant General Manager at least an hour before the meeting, with the meeting being led by the GM, (Assistant GM in the case of an absence.)

*Section 2: General Meetings*

General meetings are held at a consistent time and place, with the full Board and all members of WXPL in attendance. Should a member not be able to make the meeting every week due to work or other extraneous commitment, this must be brought to the board's attention upon joining, so that special arrangements can be made.

Quorum: the quorum for a general meeting is at least 2/3s of the station membership, and the General Manager present. Quorum is necessary when elections are held to appoint board members.

Attendance Policy: Attendance is mandatory, and two absences that the board is not notified in advance by at least an hour will result two strikes and suspension from broadcast from the remainder of the semester.

**Article VII: Finances***Section 1: Funded or Non-Funded / Dues*

This is a funded organization, and there are no dues for members to pay.

*Section 2: Alternative Funding*

Additional funds are generated from providing sound for events on campus, with a stable rate of \$50, provided we are merely presenting a service, and not a predetermined collaboration or specific charity events.

*Section 3: Distribution of Finances*

- No part of the net earnings of this organization shall insure the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set in Article II hereof.
- Financial Services must be used exclusively for all club and organization finances.

**Article VIII: Amendments and By-Laws***Section I: Provisions for amending the constitution*

This constitution will be presented to Student Government following an update three to five years later.

*Section II: Provisions for by-laws (by-laws may or may not be required by your group, depending on the complexity of your structure)*

The operations and procedures of the Council are governed by the Bylaws.

The Bylaws are subject to written modification and/or amendment by a two-thirds (2/3) vote of the council members that are eligible to vote.