



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

WRUR 88.5

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish WRUR 88.5 of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

WRUR is a student-run radio & tv station built with the purpose of

1. *Stimulating and engaging our audience by providing a channel for individuals, groups, issues and music that have been overlooked, or under-represented by other media.*
2. *Enriching the university academic experience of its member through experiential learning in radio, video, sound, business, and engineering*
3. *Providing accessible multimedia services in entertainment, education, information, and public affairs to the University of Rochester and the Greater Rochester Community.*

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An Active Member of WRUR attends a weekly station meeting at least four times each semester. These are the only station members who are eligible to vote in elections, or on station decisions. Active Members do not need to belong to a specific department. Members who are involved in Departments but do not come to four weekly station meetings (without acceptable excuse) are not considered Active Members.
 - a. **Department Membership** - Department Membership is given to any member in a WRUR department. Access to the Station for any department member is only guaranteed between the hours 8am-8pm. People who may

have this membership include, CD reviewers, DJs, Production Members, etc. Those who are Department members but do not come to four station meetings/semester are not eligible for Active Membership or station voting rights.

- b. **Engineering Membership:** Engineering membership is defined as anyone who is a member of the Engineering Department. An active Engineering member is one who regularly assists with Engineering projects and is under the direction of the Chief Engineer. Engineering members will be given 24 hour access to the Station after signing a contract with the Chief Engineer.
 - c. **Production Department Membership:** Any member who is active within the Productions department, completed necessary training, and has signed a contract with the Productions Director, is eligible for 24 hour station access and productions closet membership.
 - d. **Executive Board Membership** – An Executive Board Member is defined as anyone who has been elected by WRUR board members. They are under the supervision of the WRUR Advisory Board & SA who is responsible for their actions. An Active Executive Board Member will have 24 hour access to the station and is required to attend weekly executive board meetings. Students who are studying abroad are not eligible to be an executive board member during the time they are abroad. Internal elections will be held with the executive board to fill the position when someone goes abroad. Additionally, to run for an executive board position, one must have been an Active Member (has been to four station meetings within a semester).
 - e. **Active Affiliate Member** – An Active Affiliate Member is anyone who has attended at least four affiliate meetings in the past semester. Active Affiliate Members who are not also Active Members can only vote in affiliate chair elections.
- C. **Definition of associate member** - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization. An Associate Member must participate in one or more of the above Membership activities. Associate Members cannot vote and are not allowed to participate in the Executive Board.
- a. **Alumni Committee Member** – This committee is designated by station adviser in cooperation with Alumni Relations. This committee is composed of station alumni who wish to help the current student board. They are intended for guidance purposes rather than disciplinary. Alumni Committee Members perform duties like career workshops, and assistance in negotiations with WXXI and the U of R administration. Alumni Committee Members shall meet with the GM(s) once per semester.
 - b. Card swipe access for any type of member shall be determined by their department head and the General Managers.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. An executive board meeting shall be valid if a quorum is present. Quorum is defined as ½ of the executive board membership plus one officer.
- B. A vote at a station meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of Active Members, plus one officer is present.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All active members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The Internal General Manager shall only vote to break a tie.
- D. All votes shall be announced a week in advance.
- E. Elections for affiliate chairs may be held at affiliate meetings instead of Station Meetings.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. General Manager(s)
- B. Business Manager
- C. FM Programming Director
- D. Sting Programming
- E. Music Department Director
- F. Production Director
- G. TV Department Chair
- H. Chief Engineer
- I. Webmaster/IT Director
- J. Creative Director
- K. Alumni Coordinator

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The General Manager(s) shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above, keep an accurate list of organization members and take and maintain meeting minutes. The General Manager(s) shall also be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. The General Manager(s) shall meet bi-weekly with the faculty adviser. This position may be assumed by one person, if they have accepted the responsibility and duties for both parts of the position.

- a. Internal GM Responsibilities include: Conflict management, ensuring eboard duties are accurately completed, take roll call at all meetings, tally votes
 - b. External GM Responsibilities include: booking live events, communication with University and Greater Rochester community, Primary Contact for CCC.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions, as well as submit purchase requests to the SAAC. The business manager is responsible for maintaining and creating an inventory of SA equipment with relevant e-board help.
- G. The Sting Programming Director shall ensure the maintenance of quality programming for "The Sting." They shall be granted the power to issue reprimands to DJ's who have failed to follow departmental policies, FCC regulations, or University policies. They shall also be required to maintain a steady source of new DJ's, which shall include a guarantee of training quality. The Sting Director will help train all new DJs and ensure quality programming across the board. They will also be responsible for running quality checks monthly on all Sting Shows. To be eligible to run for this position, a member must have Sting DJ experience.
- H. The FM Programming Director shall ensure the maintenance of quality programming for WRUR 88.5 FM Rochester. They shall be granted the power to issue reprimands to DJ's who have failed to follow departmental policies, FCC Regulations, or University policies. They shall also be required to maintain a steady source of new DJ's, which shall include a guarantee of training quality. 88.5FM Director will be responsible for managing our FM DJs and interacting with WXXI. The FM Director will be responsible for assisting new FM DJs with recording their demos, working with WXXI to ensure shows are of FM quality, and ensuring a fair treatment and position of WRUR in terms of relations to WXXI. To be eligible to run for this position, a member must have FM DJ experience.
- I. The Music Director shall guarantee the quality of music available to DJs and shall ensure the fact that music complies with FCC, audio quality standards, or University Policy where relevant. They are responsible for logging and barcoding all incoming music, managing the music department, ensuring that new music is reviewed in proper format and available to DJs, keep contacts with promotions companies. They are responsible for sending out tracking information to relevant promoters. They are responsible for the upkeep of the physical library, as well as keeping an "A" bin of CD's that FM DJs should be playing each week. Proper review format includes album and artist name, label name, Month and Year of Release, Related Artists, labeling of FCC banned tracks, and recommendations for songs to play.
- J. The Production Director shall ensure functionality of the recording studio and guarantee that all users are fully trained under said Director. They should have some expertise in recording or microphone technologies and should provide this knowledge to any other areas that require it within WRUR. They will be in charge of the production department, which will deal with the management of Meat Locker Studios and setup/breakdown of live events. All members of the Productions department will be trained by the Productions Director, and it is the production

director's responsibility to assign members and manage equipment at all live events. The Production Manager will also oversee recording in the Meat Locker studios.

- K. The TV Department Chair shall ensure the upkeep and functionality of WRUR TV Studios. Primary responsibilities are balanced between maintaining the space and ensuring continual creation and completion of video content on WRUR and ensuring content on Channel 3.2. All members of the WRUR TV Department will be trained by the director or other qualified department members. It is also the director's role to assign members to different events and organize logistics surrounding said events. The WRUR TV Director will also oversee requests to record videos for events or for video series'.
- L. The Chief Engineer is responsible for ensuring the station is on the air 24/7/365. Specifically, they are fully responsible for TheSting's functionality and improvements and for working with WXXI to ensure WRUR-FM is on the air. Additionally, they are the head of Station Security, being responsible for the Alarm System, Security Cameras and Access Control. They are responsible for working with facilities to ensure the station is a safe environment. Finally, they are responsible for working with the Webmaster and IT Director to ensure the functionality of, monitor and improve the IT systems of the station. In order to fully uphold these responsibilities, they shall be on call 24/7. The Chief Engineer is also in charge of running the Engineering department, which assists the Chief Engineer in their duties and designs and implements new systems to improve the station. They are responsible for approving all projects as well as ensuring projects that require approval receive that approval at an appropriate point in the development process. The Chief Engineer shall have had experience in the Engineering Department prior to taking on the position. The Chief Engineer is also responsible for outreach to U of R's engineering community to promote WRUR as a place for hands-on experience.
- M. Optional Position: The Webmaster and IT director is responsible for ensuring the functionality of all IT systems and aiding the Chief Engineer in ensuring the station is on the air 24/7/365. In doing so, they will also be on call 24/7 as a backup to the Chief Engineer. Specifically, they are responsible for managing, maintaining and upgrading the website, network, computers, inventory and monitoring systems and other systems. The IT director will be responsible for working with University IT as necessary and all IT related projects. They will collaborate with the Chief Engineer in running the Engineering Department, with a focus on the IT related projects. The Webmaster and IT director will also be responsible for ensuring the training of station members who interact with their systems, such as the website and inventory system. (They do NOT have to personally provide this training, only ensure that it happens)
- N. The Creative Director shall strive to increase the visibility of WRUR both on and offline. Creative Director shall ensure that new content is being produced and published weekly on all WRUR web platforms and social media accounts. The Creative Director is also responsible for planning and promoting WRUR, recruiting DJs and listeners, planning events and helping individual DJs promote their shows. They also will be responsible for the overall image of WRUR. The Director will

oversee the Creative Department, whose members will take on "betterment" projects for WRUR. The projects include designing merchandise for WRUR, cleaning and organizing public spaces in the station, and decorating the station.

- O. The Alumni Coordinator is responsible for maintaining and encouraging open communication between the station and the alumni advisory committee. They will work closely with the Alumni & Advancement Center and the chair of the advisory committee to facilitate workshops, webinars, committee calls, station events, and general communication. They will act as the main point of contact between alumni and students, and will work to maintain and update any coordinating social media pages. Additionally, they will take charge of assembling and managing the semesterly station newsletter.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Nominations are made on the basis of qualification, and are open to all qualifying members. Due to the demanding nature of the Executive Board positions, it is important that any nominated member of the station be proficient, engaged, and actively involved in their department. Members are only eligible for nomination starting in second term of their first year. All voting is to be done in person.
- B. **Term of Office** - All officer positions will be held for a maximum of two semesters following their election date. The transition process will take place over the seasonal break following the election, with new officers starting their duties at the start of the subsequent semester.
- C. **Timing of Elections** - Yearly elections are held two weeks before the final station meeting of the Spring semester to allow for enough time for transitions. Offices can be held by a particular member for multiple years so long as they run for re-election during the yearly elections.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. WRUR 88.5 of the University of Rochester will abide their Resource Agreement.


ARTICLE VII - HAZING POLICY


Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by WRUR 88.5. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing,

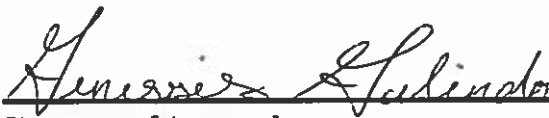
repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

WRUR 88.5 abides by the nondiscrimination policy of the University of Rochester.

 2/12/2020
Signature of Confirmation Date
John Pinto
External General Manager, WRUR 88.5

 02/12/2020
Signature of Confirmation Date
Molly Robins
Internal General Manager, WRUR 88.5

 2/11/2020
Signature of Approval Date
Genessis Galindo
Chair, Student Organization Administration & Review Committee

