

I. Name

The name of this radio station/organization shall be WRCU-FM HAMILTON, hereby referred to as WRCU.

II. Purpose

The purpose of WRCU shall be threefold:

1. To provide interesting, entertaining, and informative radio programming for the Colgate community and all others in the station's listening area, over 120,000 people.
2. To provide an interesting, entertaining, and educational extracurricular activity for all interested members of the Colgate community.
3. To provide a safe, welcoming, and inclusive social community for all WRCU members.

III. Membership

A) Types

1. There shall be three types of membership in WRCU: Board, Board Staff, and Non-Board.
2. Board Membership shall allow an individual to participate in all aspects of station operation and Management.
3. Board Staff Membership shall allow an individual to assist the Board in some aspects of station operation and management as determined by the Board Member holding the respective position.
4. Non-Board Membership shall allow an individual to participate in normal station activities, but not in management or policy decisions. These members are also referred to as Station Members to include both DJs, Podcasters, and Board Staff members.
 - 1) Non-Board Membership for DJs is composed of Veteran DJs (DJs with one or more semesters of experience at WRCU, especially returning faculty and community member DJs) and New DJs (no prior experience at WRCU). Veteran DJs who hosted a radio show the previous semester are involved in the Early Application process. This allows for the Programming Director to build a strong framework for the programming schedule. Regular applications will be made available to the general public after Early Applications close.
5. The combination of Board and Non-Board Members shall be the Full Station Membership.
6. Guest DJs are defined as any temporary DJs who may appear on a show no more than 3 times. Guest DJs are not a part of the Full Station Membership, and thus will not have Gatecard Access to the radio station. All guest DJs must sign a DJ contract but are not required to attend DJ training. Permanent guests do not exist; if a guest wishes to appear on a show more than 3 times, they must apply as a co-host for the desired show and attend a full DJ training session. WRCU Members are responsible for their guest's behavior, so show hosts are expected to inform their guests of the rules and regulations found in the contract.
7. Podcasters, although defined by a separate broadcasting contract and thus not held responsible for the same form of membership as DJs, are considered Non-Board Membership of WRCU. Podcasters have access to the same resources and privileges as DJs with the exception of entering the broadcasting booth to conduct on-air broadcasts. If a podcaster would like to broadcast their show on air, then they will be required to sign the DJ contract and complete DJ training in addition to the Podcasting contract and training required for online publication.

8. Guests are defined as any Colgate student, faculty member, community member, or non-DJ who might be physically present for a show without speaking on air. Because they are entering the Broadcasting Booth for an extended period of time without the supervision of a Board Member or Advisory Group Member, they are required to sign a DJ Contract.

B) Eligibility for Membership

1. All Colgate students paying the Student Activities fee are eligible to become Full Station Members.
2. Any Non-Board Member shall be eligible to become a member of the Board Staff. Each Board Member is entitled to determine the makeup of their staff as outlined in section IV.B.
3. Any Non-Board Member shall be eligible to become a member of the Board as determined by the election process and their completion of the appropriate prerequisites. Non-Board Members who would like to join the WRCU Board of Directors are strongly encouraged to work alongside the Board Member holding their desired position. These Board Trainees will be considered during the election process based on the following criteria:
 - a. Prior experience in WRCU.
 - b. Prior experience in radio, broadcasting, audio technology and computers, design, leadership, etc. depending on the position.
 - c. Having served as an active member of the Board Staff for at least one semester. An Active Board Staff Member can be defined as someone who takes on the weekly responsibilities delegated by their respective Board Member.
 - d. Board Member applicants should have attended at least 6 board meetings prior to applying for their desired position.
 - e. In the exceptional circumstance whereby none of the applicants have fulfilled these prerequisites, the Board Member who holds the position they are applying for will maintain their position for 1/3 of the following semester's programming weeks (generally 4 weeks) or until they see fit for the successful transition of a new Board Member.
 - f. Non-Board Members who have been barred from Board Member eligibility by the results of a DJ/Podcaster Review Meeting (a consequence of violating the DJ or podcasting contracts or of Colgate Student Conduct) are excepted from the above rules and may not join the Board of Directors.
4. All Colgate Staff and Faculty and Alumni are eligible to become full station members at the discretion of the Board of Directors. However, they are precluded from becoming Board members.
5. WRCU upholds Colgate University's policies of conduct and maintains zero tolerance for violations of these policies. All members must adhere to the university's policies for student conduct, as well as all standards of conduct described in the DJ contract or these bylaws. Violations include but are not limited to: behavior which inflicts physical or emotional harm on others or the community at large; the creation of circumstances which result in physical or emotional harm; and bullying. Members must also refrain from behavior which seriously compromises the integrity of WRCU as an organization or creates significant barriers to entry for interested students, and must not otherwise prevent the station from accomplishing its missions as detailed in Article II.

IV. Organization

A) Board of Directors

The governing body of WRCU shall be a Board of Directors, consisting of eight (8) Executive Officers: the General Manager, the Program Director, the Technical Director, the Music Director, the Publicity Director, the Production Director, the Communications Director, and the Archive Director, as well as any position that has been created by Board of Directors in either a temporary or permanent position to perform a service that was felt needed.

1. **Board Powers:** The Board shall have the power to act in accordance with the duties mentioned in the various sections of this document. It shall also exercise the following:
 - a. The power to legislate station policy, including editorial policy.
 - b. The power to overhaul decisions of any officer by a simple majority vote of all Board members.
 - c. The power to remove from office any officer by a two-thirds (2/3) vote of all Board members. Any officer so removed must be replaced within two weeks, in accordance with the procedure set forth.
 - d. The power to deny, revoke, or suspend membership, if the DJ Contract has been violated.
 - e. The sole power to interpret this document.
 - f. The power to set its own rules of procedure.
2. **Voting:** Each member of the board shall have one vote in all matters of station policy, including editorial policy. In the case of a board position being shared by two members, each member will receive one half (1/2 vote). In the case of a tie, the proposal at hand shall be considered defeated. In order for a proposal to become official station policy it must receive a majority vote of the Board members present and voting. A quorum for Board meetings shall be two-thirds (2/3) of the Board of Directors. If any board members cannot attend a meeting a vote can still be rendered valid if a quorum of the total (if everyone were present) can be reached. If a quorum is not reached but has the capability of doing so with the absent members present, then another vote will be held with all in attendance. In the case of a shared position, if one director is not present, the other director will have their full vote. Meetings of the Board of Directors shall be chaired by the General Manager.
3. **Member Removal:** Board Members can be removed in the following situations:
 - a. Theft or destruction of station equipment.
 - b. Rank negligence pertaining to one's duties as an officer.
 - c. Multiple unexcused absences to Board Meetings. The Board shall define the term "unexcused".
 - d. Inappropriate behavior as determined by the Board.
4. **Review Meetings:** These meetings may take place as the result of one or more DJ/Podcaster Contract violations, or, upon petition of the board by the station community, of alleged violations of the conduct policies of the university or WRCU as detailed in the bylaws.
 - a. **Procedure:** In accordance with the power of the General Manager and Programming Director, all Members have the right to a Review Meeting before DJ/Podcaster privileges are revoked. Many minor violations will receive one warning before a Review Meeting is called. At a Review Meeting the Station Member is informed of their contract violation(s) and given the opportunity to speak on their behalf. The results of this Review Meeting will determine if DJ/Podcaster privileges will be revoked. The removal of these privileges will then be voted on by the full Board of Directors where a majority vote is needed to pass the motion. If a DJ fails to attend or reschedule the Review Meeting, the right to a

Review Meeting will be waived and the violation will be considered without the DJ's input.

The only exceptions to this rule are violations considered extraordinarily severe and thus bypass the need for a Review Meeting. The two violations that may strip privileges without a Review Meeting are:

- i. Violations which are deemed directly threatening to WRCU personnel (e.g. violations of DJ Contract Article I Section VII -- Threatening Well-Being). Violations of this kind will be immediately referred to university officials.
 - ii. Violations which are deemed directly threatening to station equipment (e.g. notable on-air intoxication, spilling a drink on the control console, etc.)
 - b. WRCU takes the safety and comfort of our community and DJ population very seriously. Non-board member DJs or podcasters may petition the board to hold a Review Meeting for a member of the community whom the petitioning members believe to present a significant obstacle to WRCU's mission as detailed in Article II. The petition must be approved by at least 20 station members, or, if there are fewer than 80 members, 25% of station membership. The petition should include a detailed description of the alleged violations, which will be presented to the accused at the Review Meeting. The description of violations must be a fair and accurate representation of the information. In addition, the petition must also include brief statements of intent from all signing petitioners describing the reason for their signing and providing any further information on the topic to which the signer has access. Unless otherwise requested by the petitioners, the identities of the petitioners, as well as all individual statements of intent, will be kept anonymous by the board to all non-board member station personnel. The identity of the accused will also be kept anonymous. The board may take further disciplinary action in accordance with the bylaws' stated procedures at its discretion following the Review Meeting.
 - i. In order to ensure the privacy and safety of all parties, board members may not publicly discuss the details of a petition or resulting disciplinary meeting, including but not limited to the names of the defendant, petitioner, or signers.
 - c. Possible Restrictions: The following restrictions may be imposed depending on the severity of the violations:
 - i. Temporary or extended suspension from on-air activities (this allows for remote pre-recording of shows)
 - ii. Loss of current access to the station (i.e. Gatecard access)
 - iii. Loss of eligibility for Board Membership
 - iv. Temporary or permanent loss of Veteran DJ status (i.e. loss of Early Application privilege, required to retake full DJ training)
 - v. Temporary or permanent removal from the air staff (this includes any and all ability to broadcast content or publish it online via the WRCU website)
5. Absence of the General Manager: In case of the GM's absence, the GM is able to appoint any person on the board to serve as chair in their absence. The Board shall meet at least twice a month. It shall also meet whenever requested to do so by the General Manager. The dates, times, and places of these meetings shall be at the discretion of the General Manager, in consultation with the rest of the Board. The General Manager shall be required to call a meeting whenever petitioned to do so by any two (2) Board members.

B) Executive Offices

1. General Manager - The Chief Officer of WRCU shall be the General Manager. They shall be responsible for the overall operation of the station. They shall coordinate activities for the various departments; execute station policy as approved by the Board of Directors; propose station policy that does not come under the jurisdiction of other officers, and submit all such proposals to the Board of Directors for approval. They shall exercise the following:
 - a. The power to take such action as may be necessary to ensure that the station operate in accordance with the regulations of the Federal Communications Commission.
 - b. The power to overrule the action of any officer or staff member if they find such action to conflict with station policy. This power shall be subject to review by the Board of Directors.
 - c. The power to direct an officer or staff member to act in accordance with station policy.
 - d. The power to resolve conflicts between officers, officers and staff members, or staff members, in matters involving station activities.
 - e. The power to convene meetings of officers for the purpose of coordinating activities.
 - f. The sole power to convene meetings of the Board of Directors.
 - g. The responsibility for the solicitation and administration of promotional grants as denoted in the yearly budget.
 - h. The power to administer the station budget after its approval by the CLSI and the BAC; the disbursement of funds for station activities shall be at their discretion.
 - i. The power to approve an expenditure not provided for in the station budget, or to disapprove the same. They may deny funds for such expenditures would not be in accordance with sound financial policy.
 - j. The power to call a Review Meeting with DJs who have violated the DJ contract before any restrictive action is decided. Every DJ has the right to state a defense in a Review Meeting with the General Manager and Programming Director along with any other relevant Board Members.
 - k. The power to delegate their authority, as they deem necessary.
2. Program Director - The Program Director shall have sole responsibility for the production and execution of all programming whose content is not primarily informational, educational, or instructional. They shall propose station policy regarding such programming and submit all such proposals to the Board of Directors for final approval. They shall also be responsible for the execution of policies so approved. They shall also exercise the following:
 - a. The power to recruit, train, and supervise a staff and to take such action as may be necessary to ensure the proper functioning of this department.
 - b. The responsibility to train and supervise all elected producers (Board Staff).
 - c. The power to determine the portion of the broadcast day to be allocated to music programming and the power to allocate such times as they see fit.
 - d. The responsibility of the daily schedule.
 - e. The responsibility for the development and maintenance of an efficient and equitable evaluation program for the selection and scheduling of Full Members into broadcasting time slots.
 - f. The power to contact and deal with any and all program sources. No binding documents may be signed without the proper consent of the Board of Directors.
 - g. The power to call a Review Meeting with DJs who have violated the DJ contract before any restrictive action is decided. Every DJ has the right to state a defense in a Review Meeting with the General Manager and Programming Director along with any other relevant Board Members.
 - h. The power to delegate their authority as they see fit.

3. Technical Director - The Technical Director shall be responsible for the development and maintenance of station facilities. They shall propose station policy in this regard, and shall submit all such proposals to the Board of Directors for approval. They shall also exercise the following:
 - a. The power to recruit, train, and supervise a technical staff, and to take such action as may be necessary to ensure the proper functioning of this department.
 - b. The power to take action necessary to ensure that station equipment operate in accordance with the regulations of the Federal Communications Commission.
 - c. The power to approve or disapprove all equipment purchases. This power is subject to review by the General Manager, and the Board of Directors.
 - d. The power to delegate their authority as they see fit.
4. Music Director - The Music Director shall be responsible for determining the music policy for the station, and shall also exercise the following:
 - a. The power to recruit, train, and supervise a music staff and to take such action as may be necessary to ensure the proper functioning of this department.
 - b. The authoritative power to contact and deal with music sources, including but not limited to, record companies, distributors, and promoters.
 - c. The power to organize and curate all station rotations as seen fit for current station genre interests.
 - d. The power to delegate their authority as they see fit.
5. Publicity Director - The Publicity Director shall be responsible for the development and maintenance of a proper station publicity and advertisement department and shall also exercise the following:
 - a. The power to recruit, train, and supervise a publicity staff, and to take such action as may be necessary to ensure the proper functioning of this department.
 - b. The power to determine and implement, in conjunction with the General Manager and Board of Directors, a proper station publicity and advertising policy.
 - c. The responsibility to supervise and direct the production of at least one program guide per semester, the completion of which shall be no later than four weeks after the start of programming.
 - d. Direct oversight of the station website and social media accounts.
 - e. The power to delegate their authority as they see fit.
6. Production Director – The Production Director shall be responsible for maintaining the FCC-required audio segments (PSAs and Legal IDs) built into each show as outlined in the DJ contracts and shall also exercise the following:
 - a. The power to recruit, train, and supervise a production staff, and to take such action as may be necessary to ensure the proper functioning of this department.
 - b. The power to upload, in conjunction with the General Manager and Board of Directors, PSAs and Legal IDs that reflect our station’s interests.
 - c. The power to delegate their authority as they see fit.
7. Communications Director – The Communications Director shall be responsible for maintaining the podcasting staff. This includes ensuring the quality of the content produced for online publication and overseeing podcasters’ commitment to the podcasting contract. This director shall also exercise the following:
 - a. The power to recruit, train, and supervise a podcasting staff, and to take such action as may be necessary to ensure the proper functioning of this department.

- b. The responsibility for the development and maintenance of an efficient and equitable evaluation program for the selection of podcasts to be accessed via our website.
 - c. The responsibility to assist, encourage, and motivate podcasters to submit material for publication in a timely manner.
 - d. The power to delegate their authority as they see fit.
8. Archive Director – The Archive Director shall be responsible for maintaining the physical library, including care and upkeep of both CDs, Vinyls, and all other physical music material deemed necessary. This director shall also exercise the following:
- a. The power to recruit, train, and supervise a library staff and to take such action as may be necessary to ensure the proper functioning of this department
 - b. The responsibility of the proper maintenance of the physical library, including but not limited to, the cleaning, organizing, and upload of materials.
 - c. The power to delegate their authority as they see fit.
9. Advisor(s) - Historically the WRCU advisor position has varied with regards to who occupied it and the nature of the board. We recognize this and hope to create a structure that will enable collaboration and continuity through the presence of faculty, staff and/or administrators. Because the board changes on a yearly basis, the advisor will oversee long term planning regarding the station that surpasses the ~4 years Colgate students spend here. There may be more than one advisor at any given time; however, in order to be an advisor, the board must have a consensus on who the person is, this does not necessarily need to be voted on; however, a vote may be pushed by any member of the board.

The advisor(s) is the faculty member and/or administrator which the Board appoints to advise the board regarding all aspects of station policy. The Advisor is permitted two broadly-defined responsibilities: to advise and to serve as a representative on behalf of the station when appropriate. “Appropriate” is to be defined by the board following discussion.

- a. There may be as many as 2 advisors at any given time. These advisors are permitted to attend board meetings and speak given the permission of the General Manager. They are not permitted to vote.
 - b. If an advisor is also an administrator and has access to funding outside of the operating budget, they are permitted to make purchases with said outside funds for WRCU.
 - c. The advisor is permitted to advise on long-term planning and budgeting for large technological upgrades/replacements; however, in order to said upgrades/replacements to take place, the General Manager must be consulted.
10. Advisory Group – The Advisory Group is made up of the Advisors as well as any other faculty or community member DJs who demonstrate a furthered interest in developing WRCU. Given their extensive experience in radio, their role is to maintain consistency in a station that is constantly changing DJs, Board Members, etc. The Advisory Group exists as a resource to the Board of Directors and may be called upon to host DJ training seminars and workshops or advise the Board of Directors in decisions that may affect WRCU in the long-term. They do not hold any voting power.

V. General Meetings

General Meetings are all WRCU member meetings. There are few occasions for this:

1. The General Manager may call a General Meeting for a purpose they see fit.
2. The General Manager must call a general meeting whenever petitioned to do so by at least one-sixth of the Full station membership or twenty-five (25) Full Station members.
3. A quorum shall be one-sixth of the Full station membership or 25 members whichever is larger.
4. The General Manager shall make every effort to inform all staff members of every upcoming general meeting.

VI. Selection of Officers

A) Procedure

- a. Officers shall be selected in the following manner: No later than the end of the fall semester, the General Manager shall post notice of the offices to be filled, listing the duties of each. The elections will be complete no later than December 31st. They shall accept the applications from all members who wish to be considered. The format of applications shall be at the discretion of the General Manager. Application shall be closed at least one day prior to the date of the elections. Every member of the Board of Directors shall read every application prior to the voting meeting. Each candidate for each office shall be permitted to present their qualifications for the office in person if they wish. The Board shall determine the format of such presentations, and each candidate shall be informed of the format prior to their appearance before the Board. The format of the presentation for each office shall be the same for each candidate for the office. If any member of the Board desires to apply for a position the following year, that individual is excluded from the selection process for that position only. No one may hold more than one elective office, except in the summer period. The board is permitted, at the discretion of the GM, to have a closed conversation before the vote.
- b. The candidate that will be chosen to become a full officer for the designated period shall be selected by a simple majority vote of current Board members. Candidates are selected on the basis of a Board of Directors vote, as outlined in Section IV.A.2.
- c. In exceptional circumstances whereby the Board of Directors is unable or unprepared to transition to a new office of Board Members (e.g. global pandemic, loss of physical access to the radio station for training purposes, etc.), the election may be postponed by majority vote of the Board of Directors.

B) Responsibilities

- a. Board Members are responsible for overseeing the training and transition of respective incoming Board Members before and after election. This involves recruiting Board Trainees and delegating responsibilities to them so that they are prepared to meet the prerequisites for election by the Board of Directors as well as carrying out the position after the election.
- b. Board Members are all responsible for facilitating semesterly training events for the Full Station Membership (or airstaff plus podcasters). Each Board Member will be in charge of managing, guiding, and informing the discussions and/or info sessions that make up DJ training. Podcasting training will fall under the responsibility of the Communications Director, General Manager, and Programming Director. DJ training is intended to be flexible and fluid to accommodate the changing circumstances of college radio under the FCC, Colgate University, and WRCU. The framework for DJ training will be decided by

the Board of Directors and may include the assistance of the Advisors and/or full Advisory Group.

- c. The Board of Directors will also be responsible for planning and developing a mandatory Board Member leadership training session. This initiative is intended to foster community and trust between Board Members as well as improve communication between leaders. The Board of Directors will use their discretion to decide on the format of this leadership training, though professional development should be its primary focus.

C) Terms

- a. Terms shall commence the first meeting of the second semester, although former board members will serve as advisors for the following two meetings to allow for a smooth transition.
- b. If a Board Member is elected, and they will only be on campus for one of the two regular semesters (fall and spring), the following will be observed: If the officer is elected for the fall only, then their term will run from May 1 until the end of the fall semester and elections are to be held to fill the spring vacancy. If the officer is elected for the spring only, then their term will run from December 1 until the end of the spring semester and elections are to be held to fill the fall vacancy. Officers elected by the provisions of this section shall be considered full, not acting, officers, and shall have all the duties and responsibilities of an officer elected for the full year, including a vote on the Board of Directors.
- c. At the start of each new term, if willing, the WRCU Constitution will be overhauled to prepare the new office with an organizational framework that enables them to accomplish their new initiatives and agendas.

D) Vacancies During Semesters

If any officer is unable to discharge their duties for a period of up to one (1) month due to absence or illness, they shall, in consultation with the General Manager, appoint a temporary director to serve in their place. Such appointments shall require the approval of a simple majority of Board members present and voting. Any temporary director so appointed shall have all the responsibilities and powers of the full director. If an officer is absent from office for longer than one month, they shall be replaced immediately.

E) Special Circumstances - Summer Break

If there are willing parties to conduct programming during the summer, then they may be appointed by the Board of Directors to fill that role. The only essential positions for the summer are Program Director and General Manager. The Board shall consider all those who express an interest in filling a position and nominate an individual who shall become an acting officer upon receiving the approval of a majority of all Board members. Officers elected for the summer will be expected to follow existing station policy and are ultimately responsible to the officer they are replacing.

VII. Rules

All persons affiliated with WRCU must follow the rules of the DJ handbook, the DJ contract, and Colgate University's Honor Code.

VIII. The Status of this Document

This document is meant to be changed as the character of WRCU changes. The General Manager reserves the right to edit this document when the board has expressed a need to do so. The revised constitution is to be voted into place by a 2/3 majority vote. In order for this voting to take place the General Manager must alert the board that the constitution is under review, and once complete

the GM is to send a copy of the previous constitution and the edited version to all board members. Once everyone has reviewed the changes, there may be a vote. All board members are welcome to give input on this document, however any constitutional changes must be made by the GM and voted in place as specified.

The document should reflect the working order of the station and should be updated as needed. This constitution represents the current constitution of WRCU as of the 2022-2023 Academic Year; it is current so long as the board recognizes it as so.