

# **Constitution and By-Laws**

## **KSLU RADIO**

*(Updated October 2008)*

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### **PART ONE: Constitution**

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#### **I. NAME**

This organization shall consist of radio station KSLU. The St. Lawrence University Administration considers KSLU as a non-commercial, educational station. It is currently located in iTunes under the "College Radio" section and streams via the Internet.

#### **II. PURPOSES**

The purpose of the above stated organization is to provide a laboratory wherein the students of St. Lawrence University may learn, through training and practical experience, the elements of the field of broadcasting. Intrinsic in its effort to fulfill this purpose is the object to provide radio entertainment, service, and education for residents of St. Lawrence University, its alumni, and the surrounding area.

### III. STATION ORGANIZATION

#### A. Board Members

The Board of Directors shall consist of the following:

- Station Manager
- Program Manager
- Music Director
- Treasurer
- Engineering Director
- Office Manager
- Sales Manager
- Director of Remote services
- News and Sports Director
- Senior Advisor

#### B. Advisors

The Support Staff shall consist of the following:

- KSLU Radio has two faculty advisors. They are Ron Mace and Michael Alzo.

#### C. Eligibility for DJ Membership

Any person who is enrolled as a full-time student at St. Lawrence University or who is employed by St. Lawrence University as a faculty or administrator is eligible to be a KSLU RADIO DJ. Anyone who does not fit these prerequisites may not be a DJ without the consent of the Programming Manager.

#### D. Eligibility for Board Membership

To be eligible for a position on the Board of Directors or as an assistant to a Board Member, a candidate must be a KSLU Radio DJ in good standing. A member in good standing shall be defined as one who has participated in station activities for a period of not less than the previous 60 days prior to the election.

Any eligible Board Member may hold more than one position simultaneously, if necessary during any one term.

#### E. Elections

1. Candidates for positions on the incoming staff shall be self-nominated. The outgoing Board of Directors shall elect the incoming Board of Directors. The Board of Directors reserve the right to veto any nominations they feel would be unfit to lead KSLU Radio.

2. Elections shall be held at the next-to last meeting of the Board of Directors for the Spring semester. Officer transition shall occur at the last Board of Directors meeting for the Spring semester.

4. Procedure for nomination and election for all positions on the staff shall be governed by the Board of Directors. They shall conduct the elections by verbally discussing each candidate, and holding a meeting in which the candidates will present their plans and goals for their desired position, then the KSLU group will vote at the meeting. Any current Board Member applying for a position shall not participate in the verbal discussion for the position for which they have applied.

#### F. Duties of the Board

1. The Board of Directors shall formulate all policy concerning the daily operation of the station. Station policy shall be included in the Constitution, posted in the station, and distributed to all DJ's.

2. All Board Members are required to submit to the Treasurer a list of expenditures at the time they are made with appropriate receipts. At the appropriate time, all Board members shall submit a budget to the Treasurer for the coming academic year.

#### G. Duties of Individual Board Members

1. **The Station Manager** shall be responsible for all phases of station operations.

He/she shall call and preside over all DJ, Staff and Board of Directors' meetings, sign all papers concerning station policy, appoint committees with the approval of the Board, and act as a member ex-officio of all departments and committees. The Station Manager shall have the authority to enforce the rules and By-Laws and to make necessary decisions concerning their enforcement. However, he/she must inform the Board of Directors of such decisions at the next regular meeting of that body.

2. **The Program Manager** shall be responsible for all programming in conjunction with the News Director and Sports Director. The Program Manager is responsible for designating time slots, creating the schedule, and formatting the individual programs for each semester. He/she is also responsible for checking for rules violations and keeping track of infractions. The Program Manager will also be the point of contact for anyone who cannot do his or her show.

3. **The Treasurer** shall be responsible for the handling of all financial matters concerning the station, make out the yearly budget of the station with the aid and approval of the Board of Directors, see that all staff members stay within their budgets, and present a statement of financial standing when requested. He/she must be informed in advance of all expenditures to be made by staff members.

4. **The Music Director** shall have the responsibility of procuring albums, as well as maintenance of the album libraries in a consistent, efficient and functional manner. He/she shall also be responsible for all related correspondence to record companies and music magazines.

5. **The Engineering Director** shall be responsible for all technical matters, (e.g. repairs, building) in the station. Any job that is beyond the capabilities of the Student Engineer should be brought up at a Board of Directors' meeting and contracted out. The Student Engineer is also responsible for training all DJs to use equipment. It is also his/her duty to work with on-the-air staff members in conjunction with the Program Director. It is also the duty of the Engineering Director to make sure all DJs are fully trained before their first broadcast.

6. **The Office Manager** shall be responsible for keeping a stock of all office supplies, keeping a record of minutes of all Board meetings, and completing any office work that needs to be done for any other department of the station. The Office Manager will furthermore be responsible for picking up and distributing all mail in a timely fashion.

7. **The Sales Manager** is responsible for the procurement and billing of underwriting for programs on KSLU RADIO. The Sales Manager shall also be responsible for all station publicity. In addition, he/she shall direct and keep track of all giveaways, whether for underwriting or general publicity, including station

T-shirts, bumper stickers, etc.

8. **The Director of Remote Services** is in charge of the remote equipment KSLU RADIO owns for the use of parties and dances. All arrangements for use of the equipment must be made through the Director of Remote Services. The Director of Remote Services will arrange to have signed contracts submitted to the Officer of Finance prior to any remote services job. It is then the responsibility of the Director of Remote Services to find DJ's willing to do the remote. Board members are preferred to carry out the remotes. Any DJ who wants to do a remote must submit an application through the Director of Remote Services and must be voted on by the board.

9. **The News and Sports Directors** shall be responsible for all scheduled news broadcasts in conjunction with the Program Director. He/she shall be responsible for the organization of all special news, sports and commentary programs.

10. **The Senior Advisor(s)** shall be elected for the first and/ or second semester of his/her last year at St. Lawrence only. He/she shall be responsible for advising the new staff and helping them to get adjusted. He/she shall be available for special projects as assigned by the board.

#### H. Addition of Members to the Staff

By a three-fourths vote, the Board of Directors may expand or reduce the number of staff by the creation of a new position to relieve a present staff member of part of his/her constitutional duties. The new position may be created only with the approval of the present staff member whose duty is being cut. The Constitution of the station shall apply in full to all new staff positions.

#### I. Removal of Members from the Staff

Any member of the staff may be removed from office by a three-fourths vote of those members present at a regularly scheduled Board of Directors meeting, using the method of secret balloting. A resolution for impeachment shall be made one week prior to removal proceedings. When cases of impeachment or vacancy for any other reason arises, the Board of Directors shall immediately appoint an interim Director for the position.

#### J. Attendance at Staff Meetings

1. Members of the Board are required to attend all regularly scheduled meetings. Advisors are expected to attend all regularly scheduled meetings. 2. An unexcused absence shall be determined at the discretion of the Board of

Directors. 3. Two unexcused absences for Board Members will result in a warning by the Board to the delinquent member. A third unexcused absence will result in an automatic movement for impeachment, to be introduced by the Station Manager at the next regularly scheduled Board of Directors meeting.

#### K. Board of Review

In the event than any punitive action has been taken against any DJ or staff member of KSLU RADIO, that person may appeal to the Board of Review. The Board of Review shall consist of a quorum consisting of two-thirds of the members of the Board of Directors. The Board of Review shall be chaired by the Station Manager as a non-voting member, and will meet at the call of the Station Manager. When the circumstances warrant it, a member or members of the Administration of St. Lawrence University may be called in, at the request of the Station Manager or the person making the appeal, to sit on the Board of Review in an advisory capacity. All decisions made by the Board of Review are final.

#### IV. BOARD MEETINGS

Meetings of the Board of Directors and Staff shall be held as determined by the Station Manager. All meetings shall be open to all station members.

#### V. AMENDMENTS

This Constitution shall be amended or revised at a meeting of the Board of Directors called for this purpose. Two weeks notice shall be given for this meeting. Contemplated changes shall be posted at the beginning of the two-week period. A vote of three-fourths of the entire Board of Directors shall be required for any changes to the Constitution.

#### VI. RATIFICATION

This constitution shall be considered in effect on October 12<sup>th</sup> 2008.

## PART TWO: By-Laws

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### I. STUDIOS

#### A. Substance Policy

There is to be NO smoking, illegal substances, or alcoholic beverages on KSLU premises at any time. The presence and/or use of alcohol or drugs in any KSLU facility is strictly prohibited and will not be tolerated. Violation of this rule will result in disciplinary action from not only KSLU, but also from the Office of Security and Safety and/or the administration of St. Lawrence University at the discretion of the Board of Directors. Members of the Board of Directors shall have the authority and obligation to remove from the premises all persons who violate this rule. Furthermore, anyone under the influence of alcohol or illegal drugs shall be removed, as per the instructions above, and face disciplinary

action from the Board of Directors.

## B. Cleanliness

The studio is to be kept clean at all times. This includes but is not limited to: glass, aluminum, and paper properly recycled, records and CD's put away in their proper place, garbage thrown out, and all logs neatly and properly filled-out. All food and drink should be kept to a minimum and not brought near any equipment.

## C. Maintenance

Any damaged or malfunctioning equipment must be immediately reported to the Engineering Director. No one is to participate in console engineering, programming or announcing without the approval of the Engineering Director and the Program Director. No persons except those authorized by the Engineering Director shall attempt to correct malfunctions in the equipment.

## II. PRODUCTION

1. No one shall use the production equipment, including the production studio, without the approval of the Engineering Director.
2. DJ's in training must first be instructed how to use the equipment in the broadcast studio by the Engineering Director before they may use any equipment on their own. After receiving that instruction, they will be considered KSLU DJ's. DJ's may request to be trained to use the production studio equipment only after fulfilling all requirements to be a KSLU DJ.
3. The Board of Directors reserves the right to "bump" anyone who has signed up, if the production studio is needed for station business.
4. The broadcast and production studios and their respective equipment are for use by KSLU-trained DJ's only and may not be used by non-KSLU-trained DJ's without the express written consent of the KSLU Station Manager and Engineering Director. (e.g. A DJ may not bring non-KSLU-trained DJ's to use the studio while the DJ is doing their show.)

### III. OFFICE

#### A. Supplies

All KSLU office supplies are to be used exclusively for station business solely by KSLU DJ's and staff.

#### B. Keys

Only Board Members may hold keys to any KSLU space.

#### C. Admittance

Non-Board Members are not permitted in any KSLU office unless accompanied by a board member.

### IV. SHOWS

#### A. Eligibility

Both the Engineering Director and the Program Director must clear everyone who plans to broadcast.

#### B. Responsibility

1. A DJ is responsible for all shows selected by that DJ.
2. DJs must reapply for a show each semester. Any DJ in poor standing with KSLU must be approved by the Board of Directors before they are to be given a show.
2. A DJ is solely responsible for finding a replacement if that DJ is unable to do a show they either selected or agreed to serve as a replacement for. Only KSLU DJ's in good standing may be used as replacements.
3. If a DJ is unable to find a replacement, that DJ must notify the Program Director at least 12 hours prior to the scheduled show and inform the Program Director of all efforts made to find a substitute. If the Program Director is

unavailable, the DJ must then notify the Station Manager. The Program Director and/or Station Manager shall then assist the DJ in finding a substitute, although the responsibility for finding a substitute shall still be that of the regularly scheduled DJ. If both the Station Manager and Program Director determine that the DJ has not made a reasonable effort to find a substitute, that DJ will be required to find a substitute without their assistance. Failure to notify either the Program Director or Station Manager before missing a regularly scheduled show shall be considered an unexcused absence.

### C. Air Rules

1. All DJ's must be at the station at least 5 minutes prior to the start of their scheduled show.
2. Permission must be obtained from the Program Director to alter regularly scheduled broadcasting hours.
3. There are to be no more than four persons in the broadcast studio at any given time, including the DJ on duty. Exceptions may be made only with permission from the KSLU Board of Directors.
4. The last person to leave the station is additionally responsible for 'sleeping' the computer, turning off the lights, closing all doors, and locking the main door.
5. The program log must be signed at the exact time when a DJ begins their show, and at the exact time when a DJ ends their show. (i.e. Logs may not be pre- signed). Forgetting to fill out the program log will count as an unexcused absence.
6. All records, tapes, and CD's must be returned to their proper locations. Unauthorized removal of recordings from the station premises is prohibited. Disciplinary action for these offenses is at the discretion of the Music Director and/or Station Manager.
10. All extraneous material (e.g. beverages, food) must be kept off of and far away from all equipment at all times.
11. Non-KSLU-trained DJ's are strictly prohibited from operating either the studio, or its respective equipment, under any circumstances.
12. The console is never to be left unattended by the scheduled DJ.
  - a. Non-trained people may not run the board.
  - b. DJ's who have not been cleared by the Engineering Director may not run the board.

c. An exception may be made in the event of an emergency. (e.g. a fire alarm) If the DJ is able to return shortly, that DJ may play a non-indecnt CD on 'repeat' in the interim.

#### D. Harassment

1. If a DJ receives a harassing and/or threatening phone call or message, that DJ is to regard the call or message as a serious threat. That DJ shall then immediately lock the station door and not open the door for any reason. That DJ is to immediately notify the Station Manager and Security, who will then unlock the door when they arrive. That DJ should also note the exact time of the call.

2. Whenever a personal opinion is stated, the DJ must state that the views expressed by that DJ are not those of KSLU or of its Board of Directors.

3. Verbal degradation on the air of KSLU, its policies, or its Board of Directors will not be tolerated, as it serves no useful purpose. The Board of Directors volunteers its time and receives no compensation, so any of the above on-air infractions are subject to punitive actions as seen fit by the KSLU Board of Directors. Any and all complaints or criticisms are to be voiced to the Board of Directors and/or the faculty advisor of KSLU.

### V. GENERAL

Refer to Section VI of this document for discipline action to be taken in the result of infractions for the following policies.

#### A. Morality

1. KSLU has strict rules governing against the use of obscenities on the air (by the DJ's themselves and the music they play). The DJ may NEVER use obscene or indecent language at ANY TIME. Obscenity and indecency guidelines are posted in the studio at all times. If the DJ is unsure about the indecency or obscenity status of certain materials, they should first consult a member of the Board of Directors or simply not air the material in question.

2. If a DJ accidentally plays a song containing indecent material that DJ is required to immediately take the offending song off of the air, and then to issue

an on-air apology to the listeners of KSLU immediately.

3. Vandalism or theft will not only be dealt with by KSLU, but also by the university disciplinary system and the local police.

#### B. Show Format

1. A station ID must be given twice every hour. A station ID must include both the call sign (i.e. KSLU) and the community of the license (i.e. St. Lawrence). Announcing anything else is optional, but strongly encouraged. The station ID must be spoken or played off the computer/ ID CD by the DJ, and may not feature any promotional material. Example of a station ID:

“KSLU St. Lawrence University”

2. Two PSAs and one additional commercial must be played every hour.

4. The Station Manager in conjunction with the Sales Manager and Programming Director reserve the right to require all DJ’s to broadcast selected underwriting or promotional announcements.

5. The Programming Director reserves the right to exempt certain shows (e.g. specialty shows) from the above requirements, if the exemption is seen as in the best interest of the station.

## VI. DISCIPLINE

#### A. Substance Policy

Any DJ who violates the substance policy of KSLU will immediately lose their show, and forfeits the privilege of being a DJ for KSLU. The DJ may not be reinstated. Anyone found in violation of the substance policy of KSLU shall be referred to the office of Public Safety and/or the administration of St. Lawrence University, at the discretion of the Board of Directors.

## B. Morality/By-Laws

Failure to follow the above moral standards set by KSLU or the By-Laws of KSLU will result in action depending upon the severity of the offense. A general guideline is as follows:

1. First offense: Written warning.
2. Second offense: Loss of show for the semester.
  - Depending upon the severity of the violation, the KSLU Board of Directors reserves the right to deviate from these guidelines if deemed necessary or appropriate by a majority vote of the Board of Directors. Penalties may range from a written warning to expulsion from the radio station, or even legal action.

## C. No-Show

Failure to do an assigned show or to find a replacement will result in the following:

1. First offense: Written warning.
2. Second offense: Loss of show for the semester.

## D. Negligence

Gross negligence by any member of the station in carrying out their duties shall result in a suspension for a period of time as determined by the Board of Directors.

## E. Loss of DJ Privileges

Anyone who has lost the privilege of being a KSLU DJ, whether by suspension or by expulsion, may not appear on the premises of KSLU at any time. Failure to adhere to this policy shall be referred to Security. A DJ who has lost their DJ privileges may apply for reinstatement. If the KSLU Board of Directors grants reinstatement, that DJ must proceed through DJ training and again successfully fulfill all requirements expected of a new DJ. Upon completion of said requirements, that DJ must then pass a majority vote of approval by the KSLU Board of Directors before being declared a KSLU DJ and granted airtime.

## F. Board Members

In recognizing the fact that members of the KSLU Board of Directors are the ones who must set the example for other DJ's to follow, any member of the KSLU Board of Directors who violates the By-Laws of KSLU such that they lose their show for a semester shall be brought up at the next regularly scheduled meeting of the Board of Directors by the Station Manager for removal from the Board of Directors.

Removal procedure shall follow Section V, Article I of the KSLU Constitution. Any DJ indefinitely suspended by the Station Manager shall also be brought up for removal from the Board of Directors at their next regularly scheduled meeting.

## VII. KSLU POLICY

This Constitution is a binding document and in any case of uncertainty, it is to be consulted as the supreme authority.

The Station Manager is charged with the "authority to enforce the rules and By-Laws and to make necessary decisions concerning their enforcement". In the case of any uncertainty concerning the meaning of the By-laws or rules, the Station Manager is to be consulted.