

WSBF Constitution



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Article I – Introduction

The rules and procedures contained within this document are to serve as an operating protocol for WSBF Clemson, the university's student-run radio station. By abiding by this constitution, it is ensured that WSBF is maintained according to a proper organizational structure, which is designed to be equitable for the members of WSBF. The articles contained below are not meant to be a comprehensive list of station policies, but rather to establish positions of authority, membership responsibilities, and general broadcasting requirements

Section A – Name

The name of the organization shall be WSBF. For the purposes of FCC, WSBF-FM and WSBF-FM Clemson are acceptable. Colloquially, those familiar with the station refer to us as “Wizz-Biff”. WSBF stands for “We Should Be Friends”.

Section B – Mission Statement

We strive to foster a strong community of alternative music fans and educate our community and the wider population about current alternative music.

Article II – Membership

Each of the sections below describes a full staff membership type for WSBF. Membership is exclusive and members must fit into one of the following membership categories.

Section A – Active Members

Subsection 1. *Eligibility:* Any students in good standing with the university are eligible to become an active member of the organization. If a student is not in good standing they shall be considered an inactive member until they are in good standing again.

Subsection 2. *Gaining Status:* All students wishing to join the organization must complete the written handbook test. After completing the handbook test they must choose to be a part of at least one standing ‘committee,’ as outlined in Article VI, Section A. The exceptions to this are DJ members as outlined in Article II, Section A, Subsection 4 and any intermediate or senior staff members per Article IV and Article V.

Subsection 3. *Maintaining Status:* To maintain their active member status students must remain on a committee or continue to have a show. Lapses in activity on a committee or failure to continue their show will result in membership status changing to Inactive Member, as per Article II Section B.

Subsection 4. *DJ Members:* Persons who have completed all of the following requirements: DJ handbook written test, sit-in hours, board hours, and on-air test. DJ members must have a weekly show on WSBF to be considered an active member.

Section B – Inactive Members

Subsection 1. *Eligibility:* To be considered inactive persons must have completed at least one semester as an active member.

Subsection 2. *Regaining Active Status:* Persons may be inactive members for a semester and then regain active status again the following semester. For DJ members, if they have completed the entirety of their intern training (passed their on-air test), they may resume active DJ member status the following semester. If a DJ member has not completed the entirety of their intern training, they will need to start over the following semester, according to the rules found in the WSBF DJ handbook.

Section C – Suspension

Suspensions may be enacted under the direction of the Faculty Advisor. Behaviors including, but not limited to ignoring “Plugola” and “Payola” guidelines continually, criminal behavior, and behaving disrespectfully to other members of the organization or the facilities the organization is housed in, can be grounds for suspension. Prior to suspension not under the direction of the faculty advisor, the senior staff must thoroughly investigate the conduct of the student in question and must come to a majority vote of 66% (6/9 members).

Section D – Lifetime Ban

Lifetime bans may be enacted under the discretion of the General Manager or the Faculty Advisor. Behaviors including, but not limited to ignoring “Plugola” and “Payola” guidelines continually, criminal behavior, and behaving disrespectfully to other members of the organization or the facilities the organization is housed in, can be grounds for a lifetime ban. A lifetime ban can only be enacted after a thorough investigation conducted by members of the senior staff and must be kept on file.

Article III – Dues

Dues shall be twenty-five dollars (\$25.00) paid once to the organization. After the dues are paid membership is for life unless the member is formally banned from the organization as per Article II, Section D.

Article IV – Senior Staff

Section A – Eligibility

Senior Staff members must have been an active member of WSBF for at least two prior semesters, the semester in which the election is taking place may count for one of these. They must also have good standing with the university.

Section B – Term of Office

The term of office shall be for two semesters with the following exceptions: graduation, resignation, removal of office, or transfer of power.

Section C – Resignation

If any Senior Staff member wishes to resign they must at least two (2) weeks prior provide an in-writing notice to the General Manager. If the General Manager wishes to resign they must at least two (2) weeks prior provide an in-writing notice to the Member-at-Large. Full staff will be notified by the General Manager of any impending senior staff vacancies at the following full staff meeting. Full staff will be notified by the Member-at-Large at the next meeting in the case of the General Manager resigning.

Section D – Succession

Should for any reason a senior staff member be impeached or unable to continue with their duties, their responsibilities shall fall to the General Manager until a special election can be held as per Article VII, Section A, Subsection 1. If the General Manager is impeached or unable to continue with their duties, their responsibilities shall fall to the Member-at-Large. If neither is available the remaining senior staff members shall hold a secret-ballot vote to determine who is responsible for the organization until a special election can be held.

Section E – Positions

These are the senior staff positions. Their responsibilities are listed, but are not limited to:

Subsection 1. *The General Manager* is the chief senior staff member for WSBF. The General Manager oversees all functions and operations of the station, including staffing, budgeting, broadcast content, and other duties as necessary; they also hold final authority in all content, business, and event matters concerning the organization. They are responsible for overseeing and evaluating all elected and appointed positions. The General Manager is also responsible for scheduling all full staff meetings as well as running senior staff meetings. They are responsible for monitoring the station's finances, applying station spending to the yearly budget, making purchases, and the creation of the following year's budget. Finally, the General Manager represents WSBF to the Media Advisory Board, Clemson University, and the general public.

Subsection 2. *The Chief Announcer* is responsible for managing and scheduling all DJ member interns. The Chief Announcer also monitors the on-air performance of all DJs and dispenses disciplinary action in accordance with the DJ handbook for violations of station or FCC policy. They review the content and style of individual shows with the intention of helping DJs improve their on-air sound quality. They also provide recommendations of DJ competence to the General Manager in order to assist in making programming decisions for the station. The Chief Announcer is solely responsible for vetting and selecting specialty shows.

Subsection 3. *The Events Coordinator* is responsible for the planning, managing, and fundraising for each WSBF production event – on or off campus. It is the responsibility of the Events Coordinator to ensure contractual agreements made are in compliance with Clemson University requirements and that the General Manager is adequately informed of contract negotiations and offers. The Events Coordinator will work closely with the Production Director in the organization and setup of live shows.

Subsection 4. *The Promotions Director* is responsible for raising the visibility of WSBF, marketing merchandise and live events, and the maintenance of all social media accounts. They will also be the lead graphic designer for all promotional material. It is the responsibility of the Promotions Director to oversee and train all promotion team members of WSBF. The Promotions Director is in charge of invoicing all merchandise.

Subsection 5. *The Chief Engineer* is responsible for maintaining and improving WSBF's broadcast and live production facilities. All technical activities that require advanced knowledge of electronics are within the jurisdiction of the Chief Engineer. These activities include the maintenance of crucial equipment and equipment repairs. The Chief Engineer works in conjunction with the General Manager to make major equipment purchases, and is responsible for maintaining an inventory of production and broadcasting equipment. The Chief Engineer must also provide technical knowledge to a verified FCC member or a Clemson University authority.

Subsection 6. *The Production Director* is responsible for the training, organization, and involvement of all WSBF production team members. They are also responsible for manufacturing all legal IDs, sweeps, PSAs, pre-recorded shows, live sessions, other recorded announcements, and programs for airing on WSBF. The Production Director is responsible for working with the Events Coordinator to help setup WSBF live events. Finally, the Production Director works closely with the Chief Engineer in the creation of on-air broadcasts and the acquisition and maintenance of production room equipment.

Subsection 7. *The Computer Engineer* is responsible for maintaining all computer systems and computer equipment for WSBF. This includes, but is not limited to, management of all network systems, frequent updating of the WSBF website, and the electronic mailing list. The Computer Engineer is responsible for training and assisting senior staff and full staff members on issues regarding WSBF sites and software. They are also responsible, in conjunction with the chief engineer, for troubleshooting technical issues in broadcasting.

Subsection 8. *The Music Director* is responsible for procuring, maintaining, and storing all music that comes into WSBF. They are also responsible for organizing the CD rotation drawers, in order to keep rotation music fresh. The Music Director is WSBF's point of contact for music labels, promoters, and industry writers. Lastly, the Music Director makes recommendations to the General Manager concerning the musical content of WSBF's library and its physical and digital storage capacities.

Subsection 9. *The Member-at-Large* is the representative of WSBF full staff on senior staff. The Member-at-Large votes according to the desires of full staff and resolves any problems that come up between full staff and senior staff. The Member-at-Large is also responsible for keeping staff members informed of important WSBF announcements and events, and keeps track of full staff meeting attendance. The Member-at-Large is additionally responsible for managing the teams and the Team Leaders. This includes assisting with Team Leader elections.

Article V – Intermediate Staff

Section A – Eligibility

Intermediate Staff members must already be or able to become an active member by the end of the semester in which they are appointed. They must also have good standing with the university.

Section B – Term of Office

Intermediate Staff members are appointed for one (1) semester.

Section C – Procedure for Filling Vacated Offices

Intermediate Staff members are to be appointed by their respective designated senior staff members. The selection process shall be open to all active members. If there is more than one candidate interested in the position all interested candidates shall submit an application of the respective senior staff member's design. The exception to this are Team Leaders as outlined in Article V, Section G.

Section D – Resignation

Any Intermediate Staff member wishing to resign their post at any time during the course of the term must provide written notice to their responsible senior staff member as well as the General Manager at least two weeks prior to their departure. Full staff will be notified by the responsible senior staff member of any impending intermediate staff vacancies at the following full staff meeting.

Section E – Accountability

Intermediate staff members may become privy to sensitive information throughout their tenure. It is expected that this information be confidential unless asked by law enforcement, the faculty advisor, or any university official. Intermediate staff members in violation of this or found to be unsuitable for the position may be removed from office at any time by their designated senior staff member or by the General Manager.

Section F – Positions

Subsection 1 – General Manager: *The Treasurer* is responsible for assisting the General Manager in the financial matters of running the organization. These duties include

helping manage purchase requests, balancing the budget and financial books. These duties may be expanded upon under the discretion of the General Manager. They do not have purchasing power and must differ to the General Manager when disclosing information to any staff member.

Subsection 2 – General Manager: *The Underwriting Director* is responsible for generating revenue for WSBF. This includes, but is not limited to, soliciting businesses and organizations for underwriting, drawing up underwriting contracts, scheduling underwriting announcements, and coordinating the production of announcements with the Production Director. It is the Underwriting Director's responsibility to ensure that all underwriting aired on WSBF is in compliance with FCC regulations. They may also be asked to assist with generating revenue from the recording studio or helping furnish Public Service Announcements.

Subsection 3 – General Manager: *The Secretary* is responsible for taking minutes at senior staff and full staff meetings. These minutes shall be available to any senior staff member or the academic advisor per request. They are nominated by the General Manager and after which they must be voted in by a majority senior staff vote. They must get authorization from the General Manager to disclose information to any staff member.

Subsection 4 – Chief Announcer: *The Deputy Announcer* is responsible for assisting the Chief Announcer with recruiting new members and the subsequent training thereof. They are not responsible for maintaining any legal documents, however may be asked to help organize and maintain any other documents that accumulate as a part of the training process.

Subsection 5 – Chief Announcer: *The Historian* is responsible for assisting the Chief Announcer in communicating with WSBF Alumni. They are responsible for directly and indirectly communicating with alumni and working with the rest of staff to facilitate events for alumni and students to attend. They are also responsible for maintaining and building historical records regarding WSBF. They should work with the Computer Engineer on the historical aspects of the WSBF website.

Subsection 6 – The Events Coordinator: *The Fundraising Events Coordinator* is responsible for organizing fundraisers for WSBF and coordinating with other members and organizations. This includes but is not limited to working with the Underwriting Manager, Promotions Intermediate Staff, and House Leaders; coordinating student labor; and utilizing other university resources. They must seek approval from the General Manager and Events Coordinator before officially organizing events.

Subsection 7 – Promotions Director: *The Social Media Director* is responsible for assisting the promotions director in managing the social media accounts. This includes generating content, responding to messages, and managing content release deadlines. They must seek approval from the promotions director before posting any content.

Subsection 8 – Promotions Director: *The Merchandise Director* is responsible for assisting the promotions director in the creation, selling, and distribution of any and all WSBF merchandise. They are responsible for ensuring that design deadlines are met and help meet purchasers needs. They must seek approval from the promotions director before selling or purchasing merchandise.

Subsection 9 – Chief Engineer: *The Equipment Engineer* is responsible for assisting the chief engineer in the maintenance and upkeep of the station. They must seek approval from the chief engineer before making any changes to the station.

Subsection 10 – Production Director: *The Assistant Production Coordinator* is responsible for assisting the production director before, during, and after events in the recording studio and live events. This includes but is not limited to setting up, mixing the performance, and breaking the set down.

Subsection 11 – Computer Engineer: *The Assistant Computer Engineer* is responsible for helping the computer engineer maintain and update the software the station uses. They must seek approval from the computer engineer before making any changes to the station.

Subsection 12 – Music Director: *The Archivist* is responsible for assisting the music director maintain and update the music archive. This includes but is not limited to organizing physical copies of music, digital copies of music, and interfacing with those who wish to use the archive.

Subsection 13 – Music Director: *The Collector* is responsible for assisting the music director in updating the current selection of music in rotation. This includes but is not limited to uploading new music into the system, removing music from the system, and finding new artists to consider. They must seek approval from the music director before making any changes to rotation.

Subsection 14 – Member-at-Large: *House Leaders* are responsible for managing the four different teams that full staff is divided into. These teams are as follows: Green Monkeys, Purple Parrots, Red Jaguars, and Blue Barracudas. This includes but is not limited to organizing events and helping mediate between teams and team members. They should prioritize events that provide service or collaboration with the community or fundraising.

Subsection 15 – Member-at-Large: *The Outreach Coordinator* is responsible for assisting the General Manager in facilitating philanthropic opportunities for the organization. These duties include working with other organizations, finding new philanthropic opportunities, and organizing logistics for said opportunities.

Section G – House Leader Elections

The Team Leaders must be appointed out of their respective teams. The position cannot be held concurrently as a senior staff position. Team Leaders must be voted in by a majority (51%) of their respective teams under the supervision of the Member-at-Large.

Article VI – Committees

Contained below are the rules and regulations concerning the operation of committees:

Section A – Standing Committees

Subsection 1 – Definition: Standing Committees are teams working on recurring projects every semester. They are “bound” to a single senior staff member who is in charge of monitoring their process and activity. The exception to this is the “Engineering Committee” listed in subsection 3, which is “bound” by the Chief Engineer and Computer Engineer.

Subsection 2 – Creation and Dissolution: New Standing Committees must be proposed as an amendment to this constitution and thereby are subject to the regulations outlined in Article X, Section 1. Dissolution of current committees is also considered an amendment to this constitution and is also subject to Article X, Section 1.

Subsection 3 – List of Standing Committees:

- General Manager: Station Management
- Promotions Director: Promotions Committee
- Events Coordinator: Events Committee
- Chief Engineer & Computer Engineer: Engineering Committee
- Production Director: Production Committee
- Music Director: Music Committee

Section B – Temporary Committees

Subsection 1 – Definition: Temporary Committees are teams working on non-recurring projects or for unique annual events. Temporary Committees have a single Committee Leader, which may be any active member of the organization.

Subsection 2 – Creation: To create a Temporary Committee the member wishing to lead the project must submit a proposal to the senior staff, with a brief explanation of the intention of the committee, in addition to a deadline for when the project would be finished. After the committee creation is discussed one senior staff member must move to create the committee. After which at least half of the senior staff must agree to second the motion for it to be considered passed.

Subsection 3 – Dissolution: After the deadline for a Temporary Committee has passed, the Committee Leader shall present either a review of the project or appeal for an extension. If the review is seconded without objections then the committee is automatically dissolved. If the review is not approved then the senior staff must present feedback to the Committee Leader. If the feedback cannot be acted upon then the committee is automatically dissolved. Otherwise the Committee Leader must apply for an extension, as in Article VI, Section B, Subsection 4.

Subsection 4 – Extension: If the Committee Leader determines that an extension is needed they may request one. The Committee Leader shall submit a review, detailing the proposed extension and current progress. A senior staff member must move to grant the extension, one other senior staff member must second the motion, then a vote is taken by the Senior Staff and at least half (5/9) members agree the motion is passed.

Article VII – Removal of Officers

Section A – Removal of Senior Staff Members

Subsection 1. A proposal to remove a senior staff member must be raised by another senior staff member. If the proposal for removal is for a senior staff member who is not the General Manager, it be given in written form to the General Manager, otherwise it will be given to the Chief Announcer. The faculty advisor must also be informed of the proposal.

Subsection 2. If the proposal is not directed at the General Manager, they determine the validity of the proposal. If the proposal is directed towards the General Manager, then the Chief Announcer will determine the validity of the proposal. If the General Manager/Chief Announcer is in agreement with the proposal, the remaining members of senior staff may then vote to remove the proposed member. The vote passes if at least 75% (6/8 of senior staff) of the remaining members of senior staff vote in favor of removal. Otherwise, the proposal will be set aside, and may be referenced if another proposal is made towards the same senior staff member.

Subsection 3. The removed senior staff member may appeal their removal to the full senior staff. The member in question must file a written request for appeal. Appellate hearings will be held on the second senior staff meeting after the removal. The removed senior staff member and the General Manager/Chief Announcer may present support documentation and oral arguments to senior staff. Reinstatement to office shall require a vote of at least 62.5% (5/8 of senior staff) of all voting senior staff members.

Section B – Removal of Intermediate Staff Members

Subsection 1. A proposal to remove an intermediate staff member must be raised by a senior staff member. The proposal will be given in written form to the General Manager and the senior staff member responsible for the intermediate staff position. The General Manager will then meet with the responsible senior staff member and if they are both in agreement with the proposal, the

intermediate staff member will be removed. In the case of a removal for an intermediate staff member that reports to the General Manager, they have full authority in deciding to remove the intermediate staff member.

Subsection 2. A removed intermediate staff member may appeal their removal in the same way that a senior staff member appeals their removal, described above in Article VII, Section A, Subsection 3. Such a hearing would likewise occur in the second senior staff meeting following the removal. In this scenario, the removed Intermediate Staff member, the responsible senior staff member, and/or the General Manager may present support documentation and oral arguments to senior staff. Reinstatement to office shall require a vote of at least 67% (6/9) of all voting senior staff members.

Section C – Vacancy of Senior Staff Office

Subsection 1. In the event of a vacant senior staff office, the General Manager will have the option to call a special election, as per Article VIII, Section C.

Subsection 2. If the General Manager chooses not to hold a special election for a senior staff position, the responsibilities of the vacant senior staff position will become those of the General Manager. Otherwise the General Manager may allow another senior staff member to hold the position temporarily. They are not granted any additional voting power and the General Manager is still subject to Article VII, Section C, Subsection 3.

Subsection 3. So that the General Manager may not hold excessive power in WSBF operations, in the occurrence of a senior staff vacancy, the remaining senior staff members may vote to overrule the General Manager. For this to occur, the required quorum is 75% of the remaining senior staff members (excluding the vacant position(s) and the General Manager), and the vote required is at least 51% of voting senior staff members. If the vote carries, a special election will be held at the next full staff meeting that is further than a month in advance, and full staff will be immediately notified.

Subsection 4. No person may be installed as a senior staff member except by election.

Section D – Vacancy of Intermediate Staff Office

Subsection 1. In the event of a vacant intermediate staff office, the responsible senior staff member may choose to hold a special election at the next full staff meeting. Full staff must be notified at least one week in advance. This special election has the same rules as a normal Intermediate Staff election, described above.

Subsection 2. If the responsible senior staff member chooses not to hold a special election, the Intermediate Staff position will remain vacant. The responsible senior staff member must then take on the responsibilities of the vacated Intermediate Staff position(s).

Subsection 3. No person may be installed as a senior staff member and an intermediate staff member.

Article VIII – Election Procedures

Section A – Senior Staff Elections

All senior staff elections shall be held in accordance with the following, with the exception of the Member-at-Large elections, which shall be held in accordance with Article VIII, Section B.

Subsection 1. Applications for senior positions must be submitted to the Proctor in writing at least one week prior to the scheduled election. Senior staff elections are secret ballot elections and are held at the final full staff meeting of each school year or at a later date at the discretion of the current Senior Staff, but must occur within a year of the last election.

Subsection 2. Applicants for senior staff positions must have been an active member of WSBF for at least two semesters. The semester in which an applicant interned and became an active member counts as a semester only if they passed their handbook test that semester. The semester in which an applicant is running for senior staff may also count as a semester. The applicant is required to be a DJ member only if they are running for Chief Announcer or General Manager or Music Director.

Subsection 3. Elections shall be proctored by the Member-at-Large and for the purposes of elections be considered the Proctor. If this person is unavailable, the role of Proctor will be filled by the General Manager. If neither is available, the Proctor shall be voted on by the remaining Senior Staff members and may be a candidate from the full staff. It is recommended that the faculty advisor is in attendance as well, if possible.

Subsection 4. Voting full staff members must be present to hear all candidates for a position to vote on that position. Current senior staff members may vote in senior staff elections, if present.

Subsection 5. If there are only two or less candidates, each candidate may address full staff for a maximum of five minutes. In the event that there are more than two (2) candidates for a position the allotted time is shortened to two and a half (2 ½) minutes per candidate.

Subsection 6. If there are two or less candidates, the full staff will be allotted a maximum of five minutes to pose questions to each candidate. While one candidate is answering questions the other candidate must leave the room. In the event there are more than two candidates this section shall be a timed debate. It will be at the discretion of the Proctor, to determine how long the debate will be.

Subsection 7. Once an election meeting has ended, all senior staff positions that have spoken in their entirety will be voted upon using a secret ballot.

Subsection 8. Ballots for the positions shall be counted by the Proctor, unless the Proctor is a candidate for that position, in which case ballots shall be counted by a senior staff member who is not a candidate for the position. If there are none, a lottery will be held by the Faculty Advisor consisting of all current graduating seniors to determine who will count the vote.

Subsection 9. After a minimum of 90 minutes has elapsed from the beginning of the first speech, the Proctor can call an adjournment or an intermission.

Subsection 10. An adjournment or intermission cannot be called in between candidates from the same position.

Subsection 11. If adjournment is called the next meeting must be announced at the current meeting and cannot be more than 8 days from the last.

Subsection 12. An intermission can be called if the election is within ten minutes of reaching the 90 minute mark and will reasonably exceed this measure during the next round of the elections. The intermission shall be for 15 minutes.

Subsection 13. The General Manager may also call a special election to fill a vacant senior staff position. This election would follow the procedures outlined in Article III, Section D.

Section B – Member-at-Large Elections

Subsection 1. Elections for Member-at-Large shall be held immediately following the elections for the rest of senior staff, but before General Manager elections.

Subsection 2. Candidates for Member-at-Large must be nominated by at least two full staff members within a week of the Member-at-Large election.

Subsection 3. If the Proctor is a candidate for the Member-at-Large the Proctor will be reselected in accordance with Section A, Subsection 3 for purposes of the Member-at-Large election.

Subsection 4. If there are less than or equal to two candidates, each candidate may address full staff for a maximum of five minutes. In the event that there are more than two (2) candidates for a position the allotted time is shortened to two and a half (2 ½) minutes per candidate.

Subsection 5. If there are only two candidates, the full staff will be allotted a maximum of five minutes to pose questions to each candidate. While one candidate is answering questions the other candidate must leave the room. In the event there are more than two candidates this section shall

be a timed debate. It will be at the discretion of the current Member-at-Large to determine how long the debate will be.

Subsection 6. After all candidates have spoken and answered questions, a secret vote from the entire full staff will be conducted to determine the new Member-at-Large.

Subsection 7. The General Manager may also call a special election to fill a vacant Member-at-Large position. This election would follow the same rules as a Member-at-Large election, described above.

Section C – General Manager

Subsection 1. Elections for General Manager shall be held immediately following the elections for the rest of senior staff.

Subsection 2. The General Manager elections may run in accordance with Section A, if the Proctor deems necessary.

Subsection 3. If the Proctor is a candidate for the General Manager the Proctor will be reselected in accordance with Section A, Subsection 3 for purposes of the General Manager election.

Subsection 4. General Manager elections shall allow for all candidates to speak for five minutes and allow for the formal debate to five minutes times the number of candidates.

Subsection 5. After all candidates have spoken and answered questions, a secret vote from the entire full staff will be conducted to determine the new Member-at-Large.

Subsection 6. The Member at Large may also call a special election to fill a vacant General Manager position. This election would follow the procedures outlined in Article VIII, Section D.

Section D – Special Elections

Subsection 1. The Proctor, as chosen from Article VIII, Section A, Subsection 3, must inform senior staff and full staff at least two weeks before the scheduled election. A special election may take place at any time during the school year, and follows the same rules as, described in Article VIII.

Subsection 2. No person may be installed as a senior staff member except by election.

Article IX – Advisor and Advising Boards

Section A – Student Media Advisor

As a Delegated Student Organization, WSBF is required to have an advisor hired by and reporting to the Chair of the Department of Communication. The current advisor is Wanda Johnson, Director of Student Media. The advisor will serve as a resource person and provide advisory support for the Senior Staff. The advisor is expected to provide professional advice and legal assistance when confronted with editorial and operational questions. The advisor is not expected to attend The WSBF's regularly scheduled meetings, though is invited to attend at any time. The advisor will not censor or require advance approval of content published by WSBF.

Section B – Clemson Student Media Advisory Board

As a Recognized Student Media organization within the Department of Communication, WSBF is a voting member of the Clemson Student Media Advisory Board. The Board will assist student media in the effective and professional conduct of their operations and to advocate for their interests and well-being. WSBF will provide the Board with current copies of all relevant governing documents. The Board will not censor or require advance approval of content published by WSBF.

Article X – Show Formats and General Broadcasting Requirements

Contained below are the rules and requirements for broadcasting a radio show on WSBF Clemson:

Section A – Rotation Shows

Subsection 1. DJs will play 75% of their show from the rotation provided to them by the Music Director. The 75% is measured in the number of songs, not the amount of time in the show.

Subsection 2. The remaining 25% of their show can be from music of their own collection, or from music found in the CD library and the automation library. Songs played from a personal collection are referred to as "optional tracks." All optional tracks must meet these requirements: music must be from artists that have not had a Billboard Hot 100 Hit in the last ten years, and have not had an album go RIAA Gold or Platinum in the last five years; any broadcasted track may not use any of the 7 dirty words, and may not contain sexually explicit language.

Subsection 3. Once per hour, DJs can play two tracks from the same band, but they must be back-to-back.

Subsection 4. No artist can be played on two consecutive shows.

Subsection 5. DJs must play at least two public service announcements (PSAs) per hour and at least one underwriting per show when available (Senior Staff will notify DJ's).

Subsection 6. Jazz rotation music counts as an optional track.

Subsection 7. New DJs may opt to have an immediate Talk/Sport Show upon becoming a member at the discretion of Senior Staff. This would only be for the purposes of Community Outreach / Education.

Subsection 8. New DJs may be allowed to have a Speciality show after only one completed rotation show if their expected graduation date is within two semesters of completion of their intern training. This is at the discretion of Senior Staff and they must submit proof of their transcript.

Section B – Specialty Shows

Subsection 1. DJs are allowed to play any mix of their own records and rotation if they choose, although they are not required to play any rotation music. Specialty shows may consist entirely of optional tracks.

Subsection 2. All optional tracks must meet these requirements: music must be from artists that have not had a Billboard Hot 100 Hit in the last five years, and have not had an album go RIAAGold or Platinum in the last two years; Any broadcasted track may not use any of the 7 dirty words, and may not contain sexually explicit language.

Subsection 3. Once an hour, DJs can play two tracks from the same band, but they must be back-to-back.

Subsection 4. No artist can be played on two consecutive shows.

Subsection 5. DJs must play at least two public service announcements (PSAs) per hour and at least one underwriting per show when available (Senior Staff will notify DJ's).

Section C – Jazz and Sports/Talk Shows

Subsection 1. For jazz shows, DJs may play music from their personal jazz collection or from the jazz rotation bin, although they are not required to play music from the jazz rotation bin. Jazz shows may have an unlimited number of optional tracks.

Subsection 2. Sports/Talk shows generally consist of interviews, guest speakers, call-in listeners, and informative news articles. Music may be played between talking segments, and is subject to rotation show rules.

Subsection 3. Sports/Talk shows are meant to inform and educate listeners. These shows may not contain any content that negatively reflects WSBF, Clemson University, or any other affiliated organization.

Subsection 4. Any tracks or audio clips played during a jazz or talk show may not use any of the 7 dirty words, and may not contain sexually explicit language. See the WSBF DJ Handbook for more requirements and specific information regarding broadcasting requirements.

Section D – Show Time Selections

Subsection 1. Show time selections will be made during the first full staff meeting of the year.

Subsection 2. The General Manager will have the first selection of a show time. Each senior staff member will then concurrently select a show time. If there is a conflict between senior staff members, they must come to a mutual agreement. If necessary, a coin toss or other similarly random event will be used to settle disagreements in showtimes. Each senior staff DJ member is automatically given a specialty show, if desired; senior staff members do not need to submit specialty show applications.

Subsection 3. Once all senior staff members have selected show times, the Chief Announcer will assign specialty show times, after having evaluated each specialty show application.

Subsection 4. Jazz and sports/talk shows are given the next priority in selecting show times. Any person wishing to do a jazz or sports/talk show must submit their intention and show format to the Chief Announcer at least one week prior to the first full staff meeting of the semester.

Subsection 5. All remaining full staff DJ members that wish to have a rotation show will select their show time during the first full staff meeting of the semester. The selection order is based on the fishbowl points system, in which DJ members earn points for participating in WSBF events and helping with WSBF production or promotion efforts. A ranking of each DJ member's point values will be compiled by senior staff in a meeting preceding the first full staff meeting of the year. Full staff DJ members will then be given a chance to select a show time based on their ranking in terms of fishbowl points during the first full staff meeting of the semester.

See the WSBF DJ Handbook for more specific information regarding fishbowl points.

Article XI – Constitutional Revisions

Section A – Amendments

Subsection 1. *Definition:* In order for a change to be considered an amendment it must pertain to only one article. Modifications that require changes to more than one article must be proposed as

a consequential amendment for each article affected. If the proposed modifications pertain to more than half (½) of the articles present then it is recommended that the modifications are proposed as a singular Replacement.

Subsection 2. *Proposal:* Amendments may be proposed by any member of senior staff during a senior staff meeting. An amendment proposal must include line-by-line modifications and a brief summary of the amendment. Following the formal amendment proposal there must be a period of one week minimum before the senior staff can vote on the amendment. Minor changes may be made up to 24 hours prior to the vote and must be presented to the Senior Staff at least 24 hours before the vote.

Subsection 3. *Vote:* For the amendment to pass, a super majority of sixty six percent (66%, 6/9) of Senior Staff must vote in favor of the amendment as a whole. Voting may be done in-person according to the quorum defined in Article XI, Section C or electronically.

Section B – Replacement

Subsection 1. *Definition:* For the purposes of modifying WSBF’s Constitution, a replacement is defined as follows: a large change or addition that modifies more than one article.

Subsection 2. *Proposal:* Replacements to this constitution may only be proposed by members of senior staff during a senior staff Meeting. A replacement proposal must include either the line-by-line modifications or a new copy of the Constitution as a whole, along with a brief explanation of the replacement. Following the replacement proposal, two weeks must pass before the Senior Staff may vote on the amendment. Changes may be made up to one (1) week prior to the vote, and such changes must be presented to the senior staff at least one (1) week before the vote.

Subsection 3. *Vote:* For the replacement to pass, a supermajority of sixty six percent (66%, 6/9) of Senior Staff must vote in favor of the replacement as a whole. Voting may be done in-person according to the quorum defined in Article XI, Section C or electronically.

Section C – Quorum

For any Constitutional Revisions defined in Article XI, a quorum of the entire Senior Staff is required for both the proposal and vote. If a vote is being held electronically, the entirety of the Senior Staff must participate for the vote to be considered valid.

Section D – Full Staff Involvement and Ratification

Full staff may call an assembly for an approved set of By-Laws via a petition. The petition must be in written form and have signatures from at least 51% of all active full staff

members of WSBF. If a petition gains the requisite number of signatures, it is to be submitted to the General Manager. The General Manager will then schedule a special full staff meeting dedicated to discussion regarding the new Constitution. Senior staff and full staff may each provide oral arguments for particular clauses of the newly approved Constitution, with the hopes of reaching a compromise. If a compromise is not reached, the Constitution is not enacted, and those same Constitution may not be proposed again for at least six months. The petition and signatures must be collected and submitted to the General Manager within six months of the Constitution's approval date. Full staff members may inquire about the requisite number of signatures from the Chief Announcer

Article XII – Constitutional Review

Section A – Frequency

This article establishes that WSBF's Constitution is intended to be a living document. As such, the General Manager, in consultation with the Senior Staff, will review the Constitution at the beginning of each semester. During this consultation, the Senior Staff will vote to determine if they are content with the Constitution as it currently exists. If there are any "nays" the senior staff members are expected to submit a proposal, per Article X, Section A or Article X Section B, at the current meeting or the next. If no proposal is submitted in this time frame then the requirement is considered met.

Section B – Accessibility

The General Manager must ensure that WSBF's Constitution is accessible to all members of Senior Staff and anyone who requests to view them. Print or digital copies must be furnished by the General Manager by request. A current copy of the Constitution must be uploaded to TigerQuest within one (1) week of changes being made. A copy will be provided to the Advisor and Clemson Student Media Board within one (1) week of changes being made. Copies of the Constitution will be kept by the General Manager, Chief Announcer, and Member-at-Large. A copy must be printed and accessible within WSBF's lounge.

Article XIII – Clemson University Non-Discrimination and Anti-Harassment Policy

1. Purpose

1.1. This policy of Non-Discrimination is intended to meet Clemson University's responsibilities under Titles VI and VII of the Civil Rights Act 1964, the Pregnancy Discrimination Act of 1978, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act

of 2008, the Violence Against Women Act, the SC Pregnancy Accommodations Act and applicable provisions of the South Carolina Human Affairs Law.

2. Scope

2.1. This policy applies to all University students, employees, affiliates, and visitors.

3. Policy Statement

3.1. Clemson prohibits discrimination, including harassment, of any employee, student, guest or visitor because of race, color, religion, sex, sexual orientation, gender, gender identity, pregnancy (including childbirth, or related medical condition), national origin, age, disability, veteran's status, genetic information, or any other personal characteristic protected under applicable federal or state law.

3.2. Clemson University will respond promptly to all complaints of discrimination, harassment, or retaliation.

3.2.1. Any person, regardless of position or title, who is determined to have engaged in discrimination, harassment or retaliation as prohibited by this policy will be subject to prompt and appropriate corrective action, up to and including dismissal or termination from the University, or in the case of visitors, exclusion from University property and/or programs.

3.3. Clemson also prohibits retaliation against any person because the person filed a complaint of discrimination or because the person participated in any manner in the investigation and resolution of a complaint of discrimination or harassment.

4. Definitions

4.1. *Discrimination:* treating a person or group of persons less advantageously than another person or group of persons because of one or more of the protected characteristics listed above. Discrimination can manifest itself in many forms, including denying or excluding a person or a group of persons from participation in or receiving the benefits of any program or activity of the University, including employment decisions, because of one or more of the protected characteristics specified above.

4.2. *Harassment:* in general, is unwelcome verbal or physical conduct directed toward a person or group of persons motivated by a protected characteristic that is so severe, pervasive, or persistent that it unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Possible examples may include, but are not limited to, epithets, slurs, and jokes.

4.3. *Sexual harassment:* is a particular type of harassment including unwelcome verbal or physical conduct of a sexual nature and as further defined in the Policy and Procedures Related to Sexual Harassment and Sexual Violence. Possible examples may include, but are not limited to, sexual advances, requests for sexual favors, touching, jokes, comments, and sexual violence.

4.4. Speech or conduct alone protected under state or federal law will not be the basis for disciplinary action.

5. Additional Resources

- 5.1. [Reporting and Inquiry Contact Information](#)
- 5.2. [Policy and Procedures Related to Sexual Harassment and Sexual Violence](#)
- 5.3. [Procedures for Resolution of Discrimination/Harassment/Retaliation Complaints Against Employees \(PDF\)](#).
- 5.4. [Student Code of Conduct](#)
- 5.5. [Employee Incident Reporting Form](#)

6. Responsible Department

5404 - Office Of Access & Equity, Office of Access and Equity, 864-656-3181

7. Approval & Revision History

- 7.1. President Approval: 08/15/2022
- 7.2. Last Date of Revision: 04/19/2023
- 7.3. Originally Issued: 12/17/2018