

# WSBF-FM Clemson By-Laws



**Last Approved**

Date:

General Manager:

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## **Introduction**

The rules and procedures contained within this document are to serve as an operating protocol for WSBF-FM Clemson, the university's student-run radio station. By abiding to these By-Laws, it is ensured that WSBF is maintained according to a proper organizational structure, which is designed to be equitable for both senior staff and full staff members. 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.

## **Article I. Senior Staff Positions and Responsibilities**

Senior staff members are the student officers of WSBF, responsible for administrating, maintaining, promoting, and serving the organization; they are to act as the governing body of WSBF-FM Clemson. The following senior staff positions are hereby established:

**Section A. 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.

**Section B. 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.

**Section C. 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.

**Section D. 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.

**Section E. 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.

**Section F. 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.

**Section G. 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.

**Section H. 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.

**Section I. 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. They also have the responsibility of organizing WSBF affiliated social events. 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.

## **Article II. Junior Staff Positions and Responsibilities**

Junior staff members are considered members of full staff and assist senior staff members in performing certain day-to-day functions. All junior staff members are required to spend a minimum of 30 minutes with their reporting senior staff member every week. They have no voting rights in senior staff assemblies. The following junior staff positions are hereby established:

**Section A. The Social Media Director** is responsible for assisting in the acquisition and creation of social media content for WSBF-FM Clemson. With the discretion of the Promotions Director, they may also make posts on WSBF's social media accounts. The Social Media Director reports to the **Promotions Director**.

**Section B. The Genre Directors** are each responsible for helping to procure, maintain, and store music of their designated genre for WSBF. Genre Directors are responsible for communicating with music labels, promoters, and industry writers to help bring new music into the station. The Genre Directors report to the **Music Director**.

### **Section C. Establishing Junior Staff Positions**

Subsection 1. The amount and designation of Genre Directors will be agreed upon by senior staff prior to the beginning of the semester. If an agreement cannot be reached regarding a Genre Director, then a vote will be taken amongst senior staff. If the vote fails, the proposed Genre Director position is not established.

Subsection 2. Senior staff may also agree to establish new junior staff positions at any point during the semester, based on need. The junior staff member must report to a designated senior staff member. If an agreement cannot be reached regarding a junior staff position, then a vote will be taken amongst senior staff. If the vote fails, the proposed junior staff position is not established.

### **Article III. Full Staff Membership**

Each of the sections below describes a full staff membership type for WSBF. Any person associated with WSBF in one or more of the following ways is considered an “active member.” Membership is not restricted to any one of these categories; a person may be a part of each membership type. The following membership types are hereby established:

**Section A. DJ members** of WSBF are persons who have completed all of the following requirements: DJ handbook written test, sit-in hours, board hours, and on-air test. A DJ member must have a weekly show on WSBF-FM to be considered an active member. An exception is made for senior staff members, who may retain active status by fulfilling their role as a senior staff member, but are not required to have a weekly radio show. DJ members are the only WSBF members who may broadcast on-air, and are restricted to the rules of the WSBF handbook. Members of senior staff who have not completed intern trained (passed their on-air test) may not broadcast on-air.

**Section B. Production Team members** of WSBF are persons who aid the Production Director and Events Coordinator in the planning, organization, setup, and teardown of WSBF’s live production events. Production team members must participate in each live production event in some capacity, and are expected to be on-hand for physical setup and teardown procedures. Their membership is based on the discretion of the Production Director, and their production team status may be revoked if they do not regularly attend team meetings or adequately aid in production efforts.

**Section C. Promotion Team members** of WSBF are persons who aid in the creation and distribution of WSBF branded marketing material, apparel, and social media content. Promotion team members are expected to participate in at least one timeslot for each promo table event, and are expected to aid in graphic design efforts and social media content creation. Their membership is based on the discretion of the Promotions Director, and their promotion team status may be revoked if they do not regularly attend team meetings or adequately aid in promotion efforts.

## **Section D. Active Membership**

Subsection 1. Any person who does not maintain active membership will lose their privileges as a member of WSBF. These losses include, but are not limited to: weekly show time (DJ members), card access to the station, and WSBF community events.

Subsection 2. 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.

Subsection 3. New active membership types may be established by WSBF senior staff. To do so, a vote shall be called and at least two-thirds (67%) of the entire senior staff must vote in favor of the new membership type. If the vote fails, the membership type is not established.

## **Article IV. Voting Procedures**

### **Section A. Senior Staff Voting Procedures**

Subsection 1. A quorum of at least 75% of the entire senior staff must be present in order to hold a vote. Vacant offices are not included in this count.

Subsection 2. No proxy votes are allowed in senior staff votes.

Subsection 3. Unless otherwise stated, a general vote passes if 51% of the present senior staff votes in favor of the proposition.

### **Section B. Full staff Voting Procedures**

Subsection 1. Quorum is not needed to take a full staff vote. Majority is based on present members.

Subsection 2. Only DJs who are on-air during a full staff vote are allowed to send a proxy for the vote. No other proxy votes are allowed.

Subsection 3. Unless otherwise stated, a vote passes if 51% of the voting members present vote in favor of the proposition.

## **Article V. Election Procedures**

### **Section A. Senior Staff Elections**

Subsection 1. Applications for senior staff positions must be submitted to the Chief Announcer or posted in a designated area in the WSBF lounge at least one week before the scheduled election. Senior staff elections are secret ballot elections and are held at the final full staff meeting of each school year.

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 as a DJ member counts as a semester only if they passed their on-air 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.

Subsection 3. Elections shall be proctored by the Member-at-Large. If this person is unavailable, the elections shall be proctored by the General Manager. If none of the above people are available, the elections shall be proctored by a full staff member appointed by the Member-at-Large. 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. Each candidate may address full staff for a maximum of five minutes.

Subsection 6. A maximum of five minutes shall be allotted for full staff to pose questions to each candidate.

Subsection 7. After every candidate for all senior staff positions (except Member-at-Large) have spoken and answered questions, a secret ballot vote shall be taken.

Subsection 8. Ballots for the positions shall be counted by the Member-at-Large unless they are 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, the Member-at-Large will appoint a full staff member.



## **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.

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

Subsection 3. After all candidates have been nominated, each candidate shall have a maximum of five minutes in which to address full staff and five minutes to answer questions from the floor.

Subsection 4. After all candidates have spoken and answered questions, the candidates shall leave the room and a secret vote from the entire full staff will be conducted to determine the new Member-at-Large.

Subsection 5. 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. Junior Staff Elections**

Subsection 1. Junior staff candidates will declare their candidacy at the commencement of junior staff elections. Junior staff elections are held during the first full staff meeting of each school year.

Subsection 2. Elections for junior staff are secret elections. Since candidates are declared at the time of the election, the votes will be cast via a heads-down show of hands.

Subsection 3. Junior staff candidates will have one minute to address full staff, and one minute to field questions.

Subsection 4. Voting occurs at the conclusion of question time for all candidates of a single junior staff position. Elections are concluded when the final junior staff position election has occurred.

## **Article VI. Resignation and Removal of Officers**

### **Section A. Resignation**

Subsection 1. Any senior staff member wishing to resign their office at any time during the course of the school year must provide written notice to the General Manager at least one month prior to their departure.

Subsection 2. Any junior 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.

Subsection 3. Full staff will be notified by the General Manager of any impending senior staff or junior staff vacancies at the following full staff meeting.

### **Section B. 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 67% 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 two-thirds (67%) of all voting senior staff members.

## **Section C. Removal of Junior Staff Members**

Subsection 1. A proposal to remove a junior 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 junior 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 junior staff member will be removed. In the case of a removal for a junior staff member that reports to the General Manager, they have full authority in deciding to remove the junior staff member.

Subsection 2. A removed junior staff member may appeal their removal in the same way that a senior staff member appeals their removal, described above. Such a hearing would likewise occur in the second senior staff meeting following the removal. In this scenario, the removed junior 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 two-thirds (67%) of all voting senior staff members.

## **Section D. Vacancy of Office**

Subsection 1. In the event of a vacant senior staff office, the General Manager will have the option to call a special election. The General Manager must inform senior staff and full staff at least a month before the scheduled election. A special election may take place at any time during the school year, and follows the same rules as a senior staff election, described above.

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. 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 3. In the event of a vacant junior 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 junior staff election, described above.

Subsection 4. If the responsible senior staff member chooses not to hold a special election, the junior staff position will remain vacant. The responsible senior staff member must then take on the responsibilities of the vacated junior staff position(s).

Subsection 5. No person may be installed as a senior staff member or junior staff member except by election.

## **Article VII. Show Formats and General Broadcasting Requirements**

Contained below are the rules and requirements for broadcasting a radio show on WSBF-FM 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 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 never had a **Billboard Hot 100 Hit**, and have never had a **Gold Album**.
- 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.

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

## 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 two years, and have not had a **Gold Album** 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.

## 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 show times. 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 VIII. Amendments and Ratifications**

### **Section A. Amendments to These By-Laws**

Subsection 1. Proposed amendments to these By-Laws may be presented by a senior staff member at a senior staff meeting. The proposed amendment must be in written form and will be accompanied by an oral argument for its approval. Full staff members looking to submit an amendment to these By-Laws should submit their proposed amendment to the Member-at-Large.

Subsection 2. A proposed amendment must be approved by at least 75% of the entire senior staff. Once approved by the requisite number of senior staff members, the amendment is officially enacted. The faculty advisor must be informed of any approved amendments to these By-Laws.

Subsection 3. If an amendment is approved by less than 75% of the entirety senior staff, it is not enacted, and may not be proposed again for at least three months.

Subsection 4. Full staff must be informed of all approved amendments to these By-Laws within a week of the approval date.

Subsection 5. Full staff may veto an approved amendment to these 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, and the amendment will be rejected. The same amendment may not be proposed again for at least three months. The petition and signatures must be collected and submitted to the General Manager within three months of the amendment's approval date. Full staff members may inquire from the Chief Announcer the requisite number of signatures.

### **Section B. Ratification of New By-Laws**

Subsection 1. A proposed set of By-Laws may be presented by a senior staff member at a senior staff meeting. The proposed By-Laws must be in written form and will be accompanied by an oral argument for their approval. Full staff members may not attempt a re-write of these By-Laws.

Subsection 2. A proposed new set of By-Laws to replacing an existing set must be approved by at least 75% of the entire senior staff. Once approved by the requisite number of senior staff members, the proposed set of By-Laws is officially enacted. The faculty advisor must be informed of an approved set of By-Laws.

Subsection 3. If a new set of By-Laws is approved by less than 75% of the entirety senior staff, it is not enacted, and may not be proposed again for at least six months.

Subsection 4. Full staff must be informed of a new set of By-Laws within a week of the approval date.

Subsection 5. 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 By-Laws. Senior staff and full staff may each provide oral arguments for particular clauses of the newly approved By-Laws, with the hopes of reaching a compromise. If a compromise is not reached, the By-Laws are not enacted, and those same By-Laws 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 By-Law's approval date. Full staff members may inquire from the Chief Announcer the requisite number of signatures.