

ratified 2/16/69

I. Name

This organization shall consist of Radio Stations WVBU and WVBU-FM.

II. Purposes

The purpose of the above stated organization is to provide a laboratory wherein the students of Bucknell 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 Bucknell University and the surrounding area.

III. Station Organization

A. The Board of Directors shall consist of the following:

1. Station Manager
2. FM Program Director
3. AM Program Director
4. Business Manager
5. News Director
6. Chief Engineer/Announcer
7. Production Manager
8. Technical Director
9. Music Director
10. Sports Director
11. Public Relations Director

B. Eligibility for Membership on the Board of Directors

1. To be eligible for a position on the Board of Directors a candidate must be a member in good standing of WVBU.

2. To be eligible for the position of Station Manager a candidate, in addition to compliance with section III, B,1, of this constitution, must be either a junior or a senior at Bucknell University with a cumulative grade point average of 2.3 on a 4.0 system and have had a minimum of two semesters previous membership in good standing..
3. Any eligible staff member may hold more than one board position simultaneously, if necessary; during any one term, however, all board responsibilities must be assigned.

C. Nomination and Election of Candidates to the Board of Directors

1. Candidates for positions on the incoming Board of Directors shall be nominated and elected by the outgoing Board of Directors.
2. Nominations shall be submitted at the next-to-last board meeting of the first semester.
3. Elections shall be held at the last board meeting of the first semester. Offices shall become effective immediately.
4. Procedure for nomination and election for all positions on the Board of Directors shall be governed by Roberts Rules of Order. The secret ballot shall be used at all times where multiple candidates for a position occur.
5. A list of all nominated candidates for board positions shall be sent to the Dean of Student Affairs prior to the election.

D. Duties of the Board of Directors

1. The Board of Directors shall formulate all policy concerning the daily operation of the station if not included in this constitution and such policies shall be posted immediately.

2. All outgoing Board Members are required to submit to the Business Manager a list of expenditures for the preceeding year. Early in the second semester all incoming Board Members shall submit a budget for the coming year.

E. Duties of the Members of the Board of Directors

1. The Station Manager shall be responsible for all phases of station operation. He shall preside over all general meetings and Board of Directors meetings, sign all papers concerning station policy, appoint committees with the approval of the Board of Directors, and act as a member ex-officio of all departments and committees, and appoint a secretary to the Board of Directors. The Station Manager shall have the authority to enforce the rules and by-laws and to make necessary decisions concerning their enforcement. However, he must inform the Board of Directors of such decisions at the next regular meeting of that body when said decisions may be over-ruled or sustained.
- 2.,3. The Program Directors shall be responsible for all regular programming, and in conjunction with the News Director and the Sports Director, all regularly scheduled newscasts and sportscasts.
4. The Business Manager 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 Station Manager, see that all Directors stay within their budgets, and present a statement of financial standing at the first Board of Directors meeting of every month. He shall sign all contracts for the station or authorize

in writing responsible persons to do, and organize and maintain an office staff.

5. The News Director shall be responsible for all regularly scheduled news broadcasts in conjunction with the Program Directors and the Sports Directors. He shall be responsible for the organization of all special news and commentary programs in conjunction with the Program Directors. He shall be responsible for the maintenance of all news facilities.
6. The Chief Engineer/Announcer is responsible for the training of perspective on the air staff members. It is also his duty to work with on the air staff members in conjunction with the respective program directors.

Audition tapes approved by the Chief Announcer must be approved by the respective program director before the staff member is permitted on the air.
7. The Production Manager is in charge of his arrangements and production of all taped announcements as assigned to him by department heads. All taped announcements produced by the production staff must be approved by both the production manager and program directors prior to air-time. All tapes and production equipment are under the direction of the production manager.
8. The Technical Director shall be responsible for all technical operations of the station, including the procurement of equipment and the maintenance of station facilities. The technical staff is also responsible for the maintenance and set-up of remote operations, as well as the training of remote personnel. It is the responsibility of the department con-

cerned with a given remote operation to establish engineering personnel for the said remote broadcast.

9. The Music Director shall have the responsibility of procuring records, as well as maintenance of the library in a consistent efficient and functional manner. The Music Director shall also be responsible for the limitation and or emphasis of record programming according to air time suitability.
10. The Sports Director shall be responsible for all regularly scheduled sports broadcasts, in conjunction with the Program Directors and the News Director. He shall be responsible for the organization of all special sports broadcasts including correspondence with college publicity directors and provisions for transportation and communication in conjunction with all sports broadcasts.
11. The Public Relations Director shall be responsible for all station publicity, for the procurement of prospective new members to the station, and for the furthering of good relations between this station and all outside organizations.

F. Organization of the staffs of the Board of Directors

All members of the Board of Directors shall be responsible for the organization and maintenance of a staff for the purpose of carrying out the duties of each of their respective departments.

G. Removal of Members of the Board of Directors

Any member of the Board of Directors may be removed from office by 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 that position (s).

H. Additions to the Board of Directors

By a three fourths vote, the Board of Directors may extend or reduce the number of Directorships by the creation of a new position to relieve a present Director(s) of a part of constitutional duties. The new Directorship may be created only with the approval of the present Director.

The constitution of the station shall apply in full to all new Directorships.

IV. Meetings

Meetings of the Board of Directors shall be held as determined by the Board of Directors. Two thirds of the Board of Directors shall constitute a quorum. All meetings shall be open to all staff 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 amendment to the constitution.

VI. This constitution shall be considered in effect February 10, 1969.

BY-LAWS

I. Attendance of Meetings of Board of Directors

A. Members of the Board of Directors are expected to attend all regularly scheduled meetings.

- B. Unexcused absences from these meetings shall consist of failure to notify the Station Manager of anticipated absences from a regularly scheduled meeting.
- C. Unexcused absences in excess of three shall result in automatic suspension for two weeks from all phases of station operation.
- D. Violation of the above suspension shall result in that member's name being taken before a Board of Directors meeting for appropriate action.

II. No one is to participate in an engineering, programming, or announcing position unless he has had approval of the Chief Engineer/Announcer and or Programming Directors.

III. General Station Policy and Regulations Concerning Programming and Engineering.

1. There are to be no more than three (3) persons in any studio at any one time. Exceptions may be made for Directors and off-campus visitors.
2. Everyone who plans to broadcast - even temporarily - must be cleared by the Program Director and the Chief Engineer/Announcer.
3. An excess of three latenesses for a broadcast shall result in suspension from the air. (All suspensions must be carried out at the discretion of the Program Director involved.)
4. Permission must be obtained from the Program Director involved to alter the program schedule in any manner.
5. Permission must be obtained from the Program Director to alter broadcasting hours except in the event of technical difficulties.
6. The Program Director must be notified 24 hours in advance if you are going to miss your program. Repeated violations of this rule will result in disciplinary action. Members are

responsible for their own shows; however, only members in good standing may be used as substitutes for those unable to do their shows. Program Directors must be notified before air time.

7. The station must be kept clean and it is the responsibility of all program personnel to be sure that the station is in order before leaving the station.
8. The logs must be filled out correctly by each engineer.
9. All records must be returned to their proper locations.
Unauthorized removal of records from station premises is prohibited. Disciplinary action for these offenses is at the discretion of the Music Director.
10. No persons except those authorized by the Technical Director shall attempt to correct malfunctions in the equipment. If problems arise, call the Technical Director at once.
11. No one shall use any production equipment, including the production studio, without the approval of the Production Manager.
12. The Technical Director shall handle all matters dealing with FCC and will have complete control of the extended operations system.
13. No alcoholic beverages may be possessed or consumed on the premises of WVBU. No person considered under the influence of alcoholic beverages may have any connection with live broadcasts and any board member shall have the right and responsibility to remove such persons from the air.