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### **ARTICLE I - Nature of Organization**

#### **SECTION 1: Names**

The official name of this organization shall be UCLA Radio. The names UCLA Radio, UCLA Radio.com, and KLA 91.9 FM shall be considered synonymous with UCLA Radio.

#### **SECTION 2: Location**

The location of the principal office of UCLA Radio shall be 308 Westwood Plaza, Kerckhoff Hall 118, Los Angeles CA, 90024 on the campus of the University of California, Los Angeles.

#### **SECTION 3: Type, Powers and Limitations of Corporation.**

UCLA Radio is owned by the Associated Students of UCLA (ASUCLA) Communications Board.

#### **SECTION 4: Purpose and Mission Statement**

UCLA Radio is the official radio station of the University of California, Los Angeles. UCLA Radio is a non-commercial, student-run, online-only radio station dedicated to delivering original and diverse programming to our local and global audience.

### **ARTICLE II - Membership**

#### **SECTION 1: Eligibility**

In order to be eligible to participate in UCLA Radio, one must be a current UCLA Student, Faculty member, or Staff member. An individual may participate in UCLA Radio during the quarter immediately following their last quarter enrolled in courses.

#### **SECTION 2: Membership Definitions**

##### **2a. Intern**

An Intern is an individual accepted into the intern process who follows the Code of Conduct, accepts responsibility for fulfilling intern process requirements, and pays dues.

##### **2b. Departmental Intern**

i) A Departmental Intern is an individual who has completed the intern process and has selected a department to intern in for one (1) quarter. During this quarter a Departmental Intern must complete requisite work for their department, and obtain a passing number of staffing points.

ii) A Departmental Intern has all the rights of a Participating Member.



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### 2c. Participating Member

A Participating Member is either a Departmental Member or a passing Non-Departmental Member. All Participating Members are required to adhere to the Code of Conduct, pay dues, and attend mandatory All Station Meetings.

### 2d. Departmental Member

A Departmental Member is a Participating Member selected by a Department Manager to join their department and complete requisite departmental work.

### 2e. Non-Departmental Member

A Non-Departmental Member is a Participating Member unaffiliated with a department. A Non-Departmental Member must work to complete a passing staffing point requirement in lieu of departmental work.

### 2f. Management

UCLA Radio Management shall consist of three (3) distinct categories, including:

#### i) One (1) General Manager (GM):

The General Manager (GM) will serve as a liaison between UCLA Radio, outside organizations, and ASUCLA and similar UCLA bodies, including but not limited to Student Media and the ASUCLA Communications Board. The General Manager's duties include but are not limited to: conducting weekly Manager Meetings, communicating with the aforementioned UCLA bodies, calling and conducting All Station Meetings, holding Department Managers to their responsibilities, and removing Code of Conduct violators (with oversight from the Board of Directors that is yet to be determined).

#### ii) One (1) Assistant General Manager (AGM):

The Assistant General Manager (AGM) must be a participating member, and may be a current Department Manager. Assistant General Manager will provide auxiliary assistance to the General Manager. They shall perform the duties of the General Manager at the request of, or in the absence of, the General Manager.

#### iii) Department Managers:

Department Managers must be participating members, and shall be responsible for running their respective departments and attending weekly Manager Meetings. Managers' duties include but are not limited to: conducting department meetings, assigning responsibilities to Department Members, and aiding in the continual betterment of the station.

### 2g. Advisory Positions

Two (2) positions shall be filled to advise management and the Board of Directors (see Article V). These positions shall include:

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### i) One (1) Treasurer:

The Treasurer must be a participating member or department manager and shall have been in UCLA Radio for at least 3 quarters. They will hold said position through the entirety of the academic year. The duties of the Treasurer include but are not limited to: accounting for available funds and operational expenses, tracking expenses and revenues, advising the Board of Directors, Department Managers and The GM and AGM at weekly meetings and publishing a quarterly financial report.

### ii) One (1) Operations Officer:

The Operations Officer will serve as the lead representative for issues regarding the technical maintenance of the Radio Station. The Operations Officer (OO from here forward) should be able to fix or provide expert guidance on all technical issues within the station and communicate effectively to the GM the proper steps necessary to reach a solution. In the event that an issue occurs within the station when the OO is not available, it is the responsibility of the OO to respond within a reasonable amount of time and delegate tasks as needed to the Productions team or appropriate personnel as needed. Explicit duties shall include.

- a) Daily tasks should include: stream testing, sound board level testing, headphone testing, audio routing and a general equipment check.
- b) OO will create the Inventory checklist and provide the audit of equipment inventory to GM.
- c) The Operations Officer is obligated to facilitate weekly office hours, at which they can be reached in the station to discuss and explain a technical issue or demonstrate best practices to radio members.
- d) For times when the OO is not available to troubleshoot technical issues, the OO should provide a digital step-by-step guide for all members to access. The guide will encompass troubleshooting methods to fix basic issues within the station.
- e) A weekly report on equipment status is to be delivered to GM, AGM, and BOD.
- f) Find and train a candidate to assume the position of OO upon departure from UCLA Radio. The OO should work with the productions team and develop interested members of the Productions team to learn the technical aspects of how the station operates.

## **ARTICLE III - Nature of Organization**



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### **SECTION 1: Leadership Hierarchy**

All managers and staff will report to the General Manager. The General Manager will consult the Board of Directors (see Article V) in relevant matters outlined below.

### **SECTION 2: Procedures For Filling Offices**

#### **2a. GM**

i) ASUCLA will release the application for General Manager before the end of Winter Quarter. All interested applicants shall inform the current General Manager of their interest in applying for the General Manager position. Any continuing member of the station can apply to be General Manager after they have served as a Manager at UCLA Radio for a minimum of three quarters. In the event that there are no candidates who have been managers for longer than three quarters, the application may be opened to any manager who has been a Manager for at least one quarter. A current General Manager can apply to be General Manager for the following year, if they will still be attending UCLA as a student. Only if a candidate will be enrolled for the entirety of the upcoming school year (i.e. both Fall and Winter) may they apply for the position.

ii) Applications must be submitted to ASUCLA within the first week of spring quarter (date to be set by ASUCLA in consultation with the Communications Board). Candidates should also email a copy of their application to the current General Manager, who will then forward it to the Managers and Board of Directors. Managers will formulate questions for the candidates during the presentations of potential candidates at Manager Meeting Week 2 of Spring Quarter.

iii) During Manager Meeting Week 1 of Spring Quarter, an Election Board will be formed to oversee the election process in Manager Meeting Week 2 of Spring Quarter and All Station 1 of Spring Quarter. The panel will be formed by four (4) managers, and will be a volunteer position. If more than four managers volunteer, there will be a simple majority vote by all managers (besides the GM candidates) in which the top four will be placed on the panel. They will be impartial, therefore they can vote in the initial Manager Meeting nomination but cannot vote during the All Station vote. Mainly they will act as moderator for both the manager nomination and All Station endorsement proceedings and will prepare questions for All Station - these questions will be written by them, Managers, and submitted by email from DJs.

iv) Potential candidates will present for a maximum of 10 minutes during Manager Meeting of Week 2 of Spring Quarter, after which, the Department Managers will be allowed 20 minutes for a Q&A session. The Election Board will act as the moderator and timekeeper for the presentations. Candidates for the GM position must leave the room for the entirety of opponent presentations and voting. The two candidates with the most votes will proceed to an endorsement hearing at All Station of Week 2. The two candidates nominated will then publicize their platform and experience as well as their application to the station.

v) An endorsement hearing will occur during the first All Station Meeting of Spring Quarter in order to determine which candidate will receive UCLA Radio's endorsement for the position of General Manager. Both candidates will give 5 minute speeches followed by questions prepared

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and asked by the Election Board, then the first round of voting will take place - with a candidate needing 55% for an endorsement. If a 55% majority vote is not received by a candidate, candidates will then have a 5 minute debate round of questions asked by the Election Board followed by a second round of voting with 55% necessary for a majority. Voting will be overseen by the Election Board in a closed ballot voting system. Votes will be collected and counted immediately after voting is completed by the Election Board. Interns hired for that Spring Quarter cannot vote.

vi) The candidate who receives 55% or more of the votes will be endorsed by UCLA Radio for the position of General Manager. In the event that 55% of the votes do not favor any one candidate after the 2 rounds of voting, the Election Board will hold a closed manager vote. Only a simple majority of managers will be necessary for an endorsement. If in the event a simple manager majority is not reached, the Election Board will come to an agreement on who to endorse based off of the two staff votes.

vii) Participating members and managers who are excused from All Station due to class may submit their candidate choice to the Election Board.

viii) It should be noted that while the endorsement does not officially confirm the selection of one candidate as General Manager, it carries great weight with the Communications Board. It is possible that the staff can send all candidates to the Communications Board with no endorsement, but only if this is the consensus of the Election Board.

ix) After the endorsement hearing, the two candidates attend a Communications Board meeting where they are interviewed. One candidate will be selected to be the next General Manager by the Communications Board. The Communications Board considers all candidates, regardless of the staff endorsement. Candidates who did not receive the staff endorsement during the endorsement hearing may withdraw his or her application before the Communications Board hearing.

x) Once confirmed by the Communications Board, the rising General Manager then undergoes training provided by the presiding General Manager.

### **2b. AGM**

i) Applications for the position of Assistant General Manager will open following the first All Station of Spring Quarter. Only Managers and Department Members with two (2) quarters in the station are allowed to run for the position of Assistant General Manager. Being a candidate for the General Manager position does not disqualify a prospective Assistant General Manager candidate from applying to the position of Assistant General Manager.

ii) The rising General Manager and Board of Directors will interview all applications for the Assistant General Manager position, and the rising GM will select one (1) candidate to be his or her AGM for the entirety of the upcoming school year.

iii) Once the decision has been made by the rising GM, those Board of Directors members will be asked to confirm the appointment of AGM. A vote of simple majority in favor will be needed to confirm the appointment.

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iv) If simple majority in favor is not reached by those Board of Directors members, there will be a second round of interviews and the process will be repeated.

### 2c. Department Managers

i) All applications for available manager positions will open to the UCLA Radio community immediately after the announcement of an available Department Manager position. Applications will be due at a set date, no earlier than one (1) week and no later than two (2) weeks after the application is released.

ii) Applications will be reviewed by the Board of Directors promptly and interviews will be held no later than one (1) week after the application is due. One (1) Manager Rep, one (1) DJ Rep, and the AGM or GM must be present for interviews. In the case that a Manager Rep is interviewing for their replacement, they will fulfill the requirement for a Manager Rep representation at the interview. Additionally the next year's Communications-Board approved GM and AGM may be allowed to participate in interviews for manager replacements for the coming school year. A decision will be made and passed on to the interviewees no later than one (1) week after the interview occurs.

iii) A Voluntarily Removed Department Manager may act as a full voting member of the Board of Directors in the filling of their vacated position.

iv) The elected member will immediately fulfill the role of Department Manager.

v) Department Managers who are deemed unfit for their manager position and subsequently removed from office may apply again the following quarter.

vi) If a Department Manager is involuntarily removed from office, the impeachment process is initiated immediately for their position in Board of Directors.

### 2d. Advisory Positions:

i) The GM will release an application to the staff of UCLA Radio before the last all-station in spring Quarter. All participating members and managers who have served in Radio at least three (3) quarters shall be eligible to apply.

ii) The GM and AGM shall conduct interviews before the last all-station spring quarter, and select the top two (2) candidates as an endorsed candidate.

iii) The following week, the candidates will be presented at Managers' meeting and a closed election will be held. Each Manager shall have one vote, including the GM and AGM, and a simple majority is necessary to appoint an Advisory Officer.

iv) In the event of a vacancy, another application will be immediately released to the populus with the Managers' meeting vote within two weeks.



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### **SECTION 3: Procedures For Vacating Offices**

#### **3a. GM**

- i) In the event that the GM resigns or is removed from their position, the AGM will immediately step in to fill the vacant GM position. The GM pro tempore will open an AGM application within one (1) week of the announcement of GM resignation/removal, and the process of filling the AGM position will be completed as described above. In this case, however, the candidates will have one (1) full week to complete the application, and the interview will occur within ten (10) days of the release of the application. This process will be repeated if the AGM resigns or is removed.
- ii) The GM pro tempore is responsible for initiating the replacement process for their vacated Department Manager position.
- iii) The rising GM is responsible for initiating the application process to fill their vacated department position after the Communications Board confirmation hearing. The GM may not retain their Department Manager position after their confirmation.

#### **3b. AGM**

- i) In the event that the AGM resigns or is removed from their position, the GM will open an AGM application within one (1) week of the announcement of GM resignation/removal, and the process of filling the AGM position will be completed as described above. In this case, however, the candidates will have one (1) full week to complete the application, and the interview will occur within ten (10) days of the release of the application. This process will be repeated if the AGM resigns or is removed.

#### **3c. Department Managers**

- i) Any Department Manager may volunteer to open their position for application if they are unable or unwilling to continue their managerial role. This vacation must be announced at the first All Station meeting of the quarter prior to their departure, barring unusual circumstances.

### **SECTION 4: Removal from Office**

#### **4a. GM and AGM**

- i) The GM or AGM may be removed from office and UCLA Radio for a violation of the Code of Conduct, as with any other station members. The process for removal from UCLA Radio and consequently the position of General Manager will occur with oversight from the Board of Directors that is yet to be determined.
- ii) If the Code of Conduct has not been violated, a vote must be called within the managers to begin the impeachment process of the GM or AGM. If two thirds of managers and Board of Directors decide that the impeachment process should begin, there will be a hearing wherein managers present their grievances one at a time. The GM or AGM will be given adequate time to respond to each grievance. Notes of grievances and responses will be taken and distributed to the managers after the hearing.

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iii) Managers will reconvene one (1) week later and vote on whether or not to forcibly remove the GM or AGM from office. If at this time two thirds of managers and Board of Directors vote to remove the GM or AGM, the staff will be notified as soon as possible and the position will be opened for filling as per otherwise stated guidelines.

#### **4b. Involuntary Department Manager Removal**

i) The GM and AGM will meet with each Departmental Manager or managerial team individually to discuss quarterly goals for their department. These meetings will take place Week 1 of each quarter. These meetings will be repeated Week 8 of each quarter, and during this time the GM and AGM will evaluate the Department Managers and the work the Department Managers have done. If at the end of the Week 8 review the GM and the AGM have decided that the Manager is unfit for service, then an impeachment process will be enacted as follows:

ii) The impeachment process will begin with a hearing wherein the AGM and GM present grievances one at a time to the Board of Directors. The named Department Manager will be given adequate time to respond to each grievance. If at this time two thirds of the Board of Directors vote to remove the named Department Manager, the staff will be notified as soon as possible and the position will be opened for filling as per otherwise stated guidelines.

iii) If a member of the Board of Directors is brought forward for impeachment they must abstain from voting.

#### **4c. Removal of Advisory Officers**

i) An Advisory Officer may be removed from office for a breach of the Code of Conduct by GM, as per Article II, Section 2.

ii) In the event of gross negligence of duties, the following processes will occur.

- a) The Management (including GM and AGM) and/or BOD may call for the impeachment of an Advisory Officer by submitting a petition with a majority of the submitting body's signatures to the other body.
- b) The Advisory Officer shall be brought before the judicial body to answer questions at the next meeting of said body. The indicting body may also present and answer questions.
- c) A two-thirds ( $\frac{2}{3}$ ) vote shall be sufficient to remove the Advisory Officer.

### **Article IV - General and Special Meetings**

#### **SECTION 1: All Station Meetings**

The All Station Meeting is held twice per quarter save summer quarter. It is called and ran by the General Manager who must give at least ten (10) days' notice to all participants. Participants in the meeting are all managers, all current members, and interns. Guest speakers may be invited to attend and/or present by management. At the first meeting dues are collected by management. At the second meeting, dues + 50% of dues is collected from those who have yet to pay. Those that have not paid dues after the second all station meeting are subject to having their show cancelled for the following quarter. The first meeting must happen in the first four weeks of the quarter and the





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second must happen in the last three weeks of the quarter. Consequences for not attending are determined by the GM and AGM and can be determined case by case.

### **SECTION 2: Department Meetings**

Department meetings are called and ran by the department's manager(s). Requirements for each meeting are determined by each department manager. Department meetings are open to department members, non-department members, and interns.

### **SECTION 3: Manager Meetings**

Manager Meetings are held once a week and are called and ran by the General Manager. Should the General Manager not be available, the AGM will run the meetings. These meetings are closed to anyone who is not a manager unless they are a department member selected by the manager to represent their department. Each department is only allowed two meetings without representation.

### **SECTION 4: Board of Directors Meeting**

Board of Directors (BoD) Meetings are to be called and run by the AGM. BoD Meetings will be run by the GM in the case of AGM absence. These meetings are closed to non-BoD members. For further BoD conduct, refer to Article V of this document.

### **SECTION 5: Special Meetings**

Special Meetings may be called by the GM for time-sensitive material or possible emergencies.

## **Article V - Board Of Directors**

### **SECTION 1: Mission Statement**

The Board of Directors was founded in 2014 by Lauren Uba, Ian Webb, Julie Edwards, Zach Seidl, Monica Heidt, Jeffrey Brownell, Joe Ackerman, Lauren Fay, Darryn Albert and Sheehan Parker with the mission to:

- i) formally transcribe UCLA Radio's oral tradition into a formal constitution
- ii) modify and supplement the existing bylaws to address the needs of UCLA Radio; and
- ii) establish standards for organization, fairness, and excellence in the station's foreseeable future.

### **SECTION 2: Number/Selection**

2a. The Board of Directors consists of twelve members: eight voting members and four non-voting members. Four (4) seats on the Board of Directors shall be set aside as non-voting seats, occupied by the current General Manager, Assistant General Manager, Treasurer, and Operations Officer. The General Manager and Assistant General Manager must maintain concurrent membership in the Board of Directors for the duration of their respective terms.



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2b. The Board of Directors shall consist of:

- i) four (4) department managers,
- ii) four (4) non-manager participating members
- iii) two (2) advisory officers
- iv) Assistant General Manager
- v) General Manager.

### SECTION 3: Qualification

3a. All participating staff members (see Article 2, Sections 1-5) are qualified to apply for Board of Director seats.

3b. Potential candidates must declare availability and commitment to the Board of Directors for a minimum of three (3) quarters of service.

### SECTION 4: Procedures For Filling/Vacating Seats

4a. Filling seats:

Voting for positions on the Board of Directors occurs during the first All-Station Meeting in Fall Quarter.

i) Non-Manager Participating Member Seats: Non-Manager Participating Members can declare their candidacy before candidate presentations. There will be one (1) voting round for each of the four (4) seats. All staff members present at the All-Station Meeting, including nominees but excluding the General Manager and Assistant General Manager, must vote each round. The candidate who receives the most votes in each round shall fill the respective Non-Manager Participating Member Seat in the Board of Directors.

ii) Department Manager Seats: Managers must declare their candidacy in writing to the General Manager at least the night before the date of the Department Manager Seat election. The four (4) candidates who receive the most votes in the election will fill the Department Manager Seats in the Board of Directors.

iii) Runoffs: In the case of a tie between two candidates a runoff election will immediately occur.

4b. If a Board seat is vacated between All-Station meetings, an impromptu voting event will be promptly called, with 48 hours notice, by the General Manager. The Board of Directors may function for no more than one meeting with an empty seat.

4c. Vacating seats:

i) Voluntary and involuntary vacation from status as General Manager, Assistant General Manager, participating staff member, or Department Manager signifies immediate retirement from the Board of Directors. However, one can retire from the Board of Directors without retiring from their alternate staff or manager position.



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ii) If any Board member fails to attend fifty percent of Board meetings when quorum has been reached, or is responsible for a similar gross negligence of duties, the Board member may be subject to immediate removal from the Board of Directors. In this instance, a nomination and a second will call the Board to begin the impeachment process. Should the impeachment process begin, there will be a hearing wherein Board members present their grievances one at a time. The named Board member will be given adequate time to respond to each grievance. At the end of the hearing, a vote will be called by the General Manager, and if  $\frac{2}{3}$  of present Board members are in accordance, the named Board member will be involuntarily removed from their position on the Board of Directors.

### Section V: Quorum and Voting Procedures

#### 5a. Quorum

i) A quorum for the Board of Directors shall consist of  $\frac{3}{4}$  of the elected voting members. Without a quorum, members may meet but no formal voting shall take place.

#### 5b. Voting

- i) All voting directives require a motion and a second.
- ii) Members can vote to table a discussion with a simple majority vote.
- iii) Members can vote to adjourn the current meeting with a simple majority vote.

### Article VI- Amendments

#### SECTION 1: Amendment Process

1a. Amendments to these bylaws may be proposed by any two participating staff members. The proposed Amendment must be written in formal language and ready to be voted upon. The proposed Amendment shall be brought to Manager Meeting and discussed. Managers will then vote on this proposed Amendment; the Amendment must receive a  $\frac{2}{3}$  majority of present votes in order to be passed.

1b. If the proposed Amendment receives a  $\frac{2}{3}$  majority vote in the Manager's Meeting, the proposed Amendment will go to the Board of Directors. The Board of Directors will vote on the proposed Amendment and if  $\frac{2}{3}$  vote in favor of the proposed Amendment, it will be passed to a vote at an All Station Meeting.

1c. At the All Station Meeting, all members, including interns, may speak for or against the proposed Amendment. However, only participating members may vote. The proposed Amendment must receive a  $\frac{2}{3}$  majority of votes in order to be passed.

#### SECTION 2: WARNING

All amendments must be in accordance with the UCLA Radio Code of Conduct.