

# **WODU Radio Constitution**

Old Dominion University

Norfolk, Virginia

March 2, 2004

## **PREAMBLE**

We, the members of WODU Radio at Old Dominion University, do establish and maintain this radio station as a campus organization and adopt this constitution.

### **Article 1: Name**

The official name of this organization shall be “WODU Radio” referred to hereafter as “WODU.”

### **Article 2: Purpose**

WODU has three primary purposes:

- To provide training and experience in all areas of radio broadcasting and its related fields
- To provide quality on-air programming for Old Dominion University and the Hampton Roads area
- To serve the Old Dominion campus and the surrounding Hampton Roads community through activities, programs, special events, and community service.

### **Article 3: Structure**

WODU shall operate a radio station in compliance with Federal Communications Commission (F.C.C.) and Old Dominion University regulations. WODU shall establish and maintain a cooperative relationship with the University Administration, students, surrounding community, and broadcasting industry. WODU shall broadcast through the best means legally and financially available at the time. This can, and should include AM or FM airwaves, the Internet, and the Monarch Cable Vision Network. Funding for WODU shall be obtained through any acceptable means available to campus organizations and non-commercial radio stations.

### **Article 4: Governance**

#### 4.1 Executive Board

WODU shall be governed by an Executive Board. The Executive Board shall uphold the Constitution and execute all provisions set forth by it; is responsible and accountable for maintaining proper operations, maintenance, and conduct of WODU Radio broadcasts and its members.

#### 4.2 Bylaws

The Executive Board has the power to make all rules and regulations not specifically outlined by the Constitution, and shall create and update a set of Bylaws that reflects the aforementioned rules, in and only if in accordance with the Constitution. Bylaws shall be used to govern the General Staff, as the Executive Board deems necessary for the Board’s appointed term of governance. Bylaws may be implemented, repealed or altered by a 2/3-quorum vote of the Executive Board. Bylaws must be reviewed annually with each newly elected Executive Board.

### **Article 5: Membership**

WODU offers three types of membership: Regular, Associate, and Honorary.

#### 5.1 Regular membership

Regular membership is available to all students enrolled at Old Dominion University. Membership must be renewed each school year. The Board reserves the right to review any regular member’s application and determine the status of that member. An individual becomes a regular member after filling out an application and all dues are paid.

Regular members are not required to be disc jockeys. Those regular members who desire to have an on-air show must complete the WODU training process as defined by the Executive Board. Each member must follow all rules of conduct and maintain all standards of a regular member as outlined by the Executive Board. Regular members are entitled to full participation and voting privileges in all issues and recommendations submitted by the Executive Board for General Staff approval.

#### 5.2 Associate membership

Associate membership is available to persons who are not students at Old Dominion University. Membership must be renewed each school year. All associate members must complete an application, and must be approved by the Executive Board before membership is granted. Upon approval, associate members must pay dues, may not host a time slot outside of normal business hours, and may hold an Extended Executive Board position, but are unable to

serve on the Executive Board. Associate members must follow all WODU and Old Dominion University rules of conduct while in the station.

### 5.3 Honorary membership

Honorary membership is available to persons who have contributed to the betterment of WODU. Prospective honorary members may be nominated by any member and submitted to the Executive Board as a recommendation. The Executive Board shall have the power to approve or veto any nomination. Honorary members shall not have voting privileges, be unable to serve on the Executive Board, and the Board shall determine their term of membership.

### 5.4 Violation of membership

Violation of WODU or ODU rules and policies, or violation of state or federal laws, is grounds for disciplinary action. This may include revocation of membership, referral to the judicial affairs office, or criminal prosecution. The Executive Board may revoke a person's membership by a majority vote of the Board members. Revocation is subject to appeal, by the member in question, to the WODU advisor in the Office of Student Activities and Leadership within one week of such action.

## **Article 6: The Executive Board**

6.1 List of officers: The Executive Board shall consist of General Manager, Program Director, Promotions Director, Operations Manager, Business Manager, Chief Engineer, and Music Director.

### 6.2 Duties of each Officer:

6.21 General Manager shall act as the official representative of WODU in relations with ODU students, the University Administration, and the community; and act as chairman of the Executive Board. The General Manager shall preside over all personnel and grievance procedures; direct, advise, and coordinate all activities and departments of the station; and preside at all meetings. The General Manager shall preside over all election matters as it pertains to the election of the Executive Board. The General Manager shall ensure that all Executive Board members and departmental directors fulfill the responsibilities entailed in their position. This Constitution grants full authority to and only to the General Manager.

6.22 Program Director shall act as General Manager in the absence of the General Manager; and shall head the Programming Department. The Program Director is responsible for the quality of all WODU programming, station format, time slot scheduling, and special programming, subject to review by the Executive Board. This officer shall coordinate the activities of all Departments in concordance with programming and shall appoint directors to these departments, subject to the approval of the Executive Board. The Program Director shall develop and carry out the WODU disc jockey training process, subject to the guidelines set forth by the Executive Board; shall review all membership applications and contact those applicants for training and orientation; and is responsible and accountable for ensuring that the WODU staff adheres to FCC and WODU guidelines.

6.23 Business Manager shall act as General Manager in the absence of the General Manager and the Program Director; and shall head the Business Department. This officer shall supervise all monetary affairs, monitor and approve all of WODU's revenues and expenditures; shall develop and supervise the structure and handling of underwriting rates and contracts. The Business Manager shall submit a yearly budget to the Student Senate, subject to the approval of the Executive Board; and shall appoint additional business staff as needed, subject to review by the Executive Board. The Business Manager shall also assist the General Manager in performing his or her duties, and shall perform the duties of the Operations Manager should that position become vacant.

6.24 Operations Manager shall act as General Manager in the absence of the General Manager, the Program Director, and the Business Manager; shall be responsible for the daily operation, maintenance, and appearance of WODU; and shall complete any administrative tasks as needed. This officer's duties include maintaining adequate office supplies, keeping information on station members and meetings, and preparing all materials necessary for members to adequately complete scheduled and assigned time slots. The Operations Manager shall also assist the General Manager in performing his or her duties, and shall perform the duties of the Operations Manager should that position become vacant.

6.25 Promotions Director shall act as General Manager in the absence of the General Manager, the Program Director, the Business Manager, and the Operations Manager; and shall head the Promotions Department. This officer is responsible for the image of WODU and for all publicity and promotions concerning the regular and special activities of WODU; and shall coordinate and supervise all WODU promotions and events. The Promotions Director shall be in charge of designing and printing any and all advertisements and promotional materials for WODU; shall establish and oversee giveaways and contests both on and off-air; and shall ensure that the web site remains operational and up to date.

6.26 Chief Engineer shall act as General Manager in the absence of the General Manager, the Program Director, the Business Manager, the Operations Manager, and the Promotions Director; and shall head the Engineering Department. This officer shall supervise the construction, maintenance, and repair of all equipment; shall be an advisor on all technical matters; shall make recommendations to the Executive Board for new equipment purchases; and is responsible for the supervision of the technical aspects of any event involving the use of WODU broadcasting or sound equipment. The Chief Engineer is responsible for the maintenance of all equipment so that it functions within the parameters established for WODU by the FCC and Old Dominion University; and must keep WODU on the air during all scheduled broadcast hours as established by the Program Director. The Chief Engineer shall train members on the proper use of production room and mobile equipment; shall be available by phone or in person to assist members with equipment problems; and may appoint additional engineering staff as needed, subject to review by the Executive Board.

6.27 Music Director shall act as General Manager in the absence of the General Manager, the Program Director, Promotions Director, Operations Manager, Business Manager, and the Chief Engineer; and shall head the Music Department. The Music Director shall receive, evaluate, code, and catalog all new music acquired by WODU; and shall set up a system in which music can be checked out, reviewed, and correctly re-filed. This officer shall offer programming suggestions to the Program Director; must establish, maintain, and promote good relations with record and promotion companies; compile and maintain play lists to record companies and trade magazines. This officer shall ensure that compact discs and records are put away and stored properly; shall be in charge of loading appropriate music into the computer automation system; shall coordinate the activities of genre related music departments; and shall appoint directors for these departments, subject to the approval of the Executive Board.

Each Executive Board officer is not limited to the tasks listed above, and shall also adequately fulfill all tasks handed-down by the General Manager that contribute to the betterment of WODU.

### 6.3 Resignation

An Executive Board member must submit a letter of resignation upon resignation. The Executive Board shall determine whether or not to fill that position for the remainder of the school year. If the position is to be filled, a replacement must be voted in by a majority of the members present at the next general meeting. Election procedures must be followed as if it were an election meeting. In the event of the General Manager's resignation, the position will go to the next person in line, as outlined in the Executive Board job descriptions. The position of General Manager is the only one that must remain filled at all times.

### 6.4 Extended Executive Board

All directors, assistants, committee chairman, or any other appointee of the Executive Board granted a title shall be considered a member of the Extended Executive Board. The Executive Board may make these and other positions available as it deems necessary.

## **Article 7: Selection of Executive Board Members**

### 7.1 Election Meeting

A special election meeting must be held near the end of the spring semester, before exams begin, to elect the Executive Board for the following school year. The General Manager shall announce the location, time, and place of this meeting at least two weeks prior to the meeting.

### 7.2 Applications

WODU members shall be given due notice (by the existing Executive Board) that all regular members in good standing, as determined by the Executive Board, are eligible to apply for an Executive Board position for the following year. Applications should include the applicant's name, phone numbers, e-mail address, GPA, number of semesters at WODU, other positions held at WODU, membership in other organizations, and short answer questions relating to the candidate's desire, experience, ideas, etc. in relation to the position for which the applicant is applying. A résumé must also be turned in as part of the application. Applications must be distributed to those who wish to run for a position beginning at least two weeks prior to the election meeting. Applications should be distributed at a general meeting, and should be available for pickup at the station. The General Manager shall collect the applications and résumés prior to the day of the election meeting and review them to ensure that the applicants meet the criteria for the positions for which they are running. The General Manager shall distribute copies of each person's application and résumé to the voting members at the meeting.

### 7.3 Ballots

Secret paper ballots shall be created prior to the election meeting. Ballots shall be organized by position. The choices for each candidate shall be "yes," "no," or "abstain." Only one of these may be chosen for each candidate. If it appears that more than one of these is chosen, or if the vote is for any reason unable to be determined clearly on a particular the ballot, that ballot will be thrown out.

#### 7.4 Election Meeting Attendance

The General Manager must be present to preside over the election meeting. At least two-thirds of the current Executive Board, and at least eight (8) general members must be present for the election meeting to take place. The WODU faculty advisor must be present at the election meeting to ensure that proper protocol is followed at all times. If these attendance requirements are not met, the meeting must be rescheduled for a later date.

#### 7.5 Election Meeting Procedures

The positions may be voted on in any order chosen by the General Manager. The procedure for each position is as follows:

7.51 An Executive Board member appointed by the General Manager shall read the job description for that position.

7.52 All candidates for the position, except for one, must leave the room.

7.53 The candidate remaining in the room should introduce him or her self and give a reason for running for the position.

7.54 The Executive Board and general members present may interview the candidate by asking questions about to his or her knowledge, experience, ideas, commitment level and/or any other topics relevant to the position for which the candidate is running.

7.55 The General Manager shall ensure that all questions are appropriate and fair, and may limit the interview period in the interest of time, as long as all candidates for a position are given a fair and equal amount of time.

7.56 When the interview is over, that candidate shall leave the room, and the process being again at step 3 for each new candidate.

7.57 After all candidates for a position have been interviewed, the General Manager shall call for a vote using the secret paper ballots provided. Members are not eligible to cast votes for a position for which they are running.

7.58 The process begins again for the next position.

At the end of the meeting, the General Manager shall collect and destroy the copies of each candidates application and résumé with the exception of the original which will be kept on file at the station. After the meeting, the General Manager shall count the votes and tally the results. Executive Board members may be present and assist with this process only if they are not running for a position. The results shall be verified by the WODU faculty advisor. The advisor shall cast a vote only when necessary to break a tie.

#### 7.6 Interviewee Rights

The interviewee has a right to an unbiased interview. Bias will be defined as any behavior (verbal or otherwise), person, or event that intentionally or unintentionally creates a leaning, preposition, or inclination in favor or against one or more of the Executive Board candidates. The interviewee also has a right to have his/her application and resume present and read aloud prior to the actual interview.

#### 7.7 Interviewee Grievance

The interviewee may submit a written, signed, and dated letter of grievance outlining specific violations of their rights and/or violations of election procedure as stated by the Constitution. The WODU General Manager and WODU faculty advisor must receive this letter of grievance two working days from the day of the interview. The WODU faculty advisor or an impartial representative from the Office of Student Activities & Leadership will take a final determination of interviewee right(s) violations and respond to the interviewee in writing within three business days of receiving the letter of grievance. If interviewee right(s) violations are determined to exist, another election meeting must be held for that interviewee's position only, following the same guidelines. No material from the original election meeting shall be brought up in the course of the second election meeting.

#### 7.8 Eligibility requirements for Executive Board Positions are as follows:

No person shall hold more than one Executive Board position at a time, except in an interim case due to the resignation of an Executive Board member. The regular term of each office shall begin on the first day of summer break, and shall last through the end of exams in the spring of the next school year.

7.81 General Manager- must have good overall knowledge of the station's operation and business procedures, must have been a member of WODU for at least two years and have served on the Executive Board for at least a semester.

7.82 Program Director- must know and understand WODU's rules and policies for membership and on-air conduct, must be proficient in using the studio equipment, and must have been a member of WODU for at least one year.

7.83 Business Manager- must show proficiency in business-related skills and knowledge of advertising, underwriting, and contractual issues, and must have been a member of WODU for at least one semester.

7.84 Operations Manager- must have a working knowledge of the station's office operations, and have been a member of WODU for at least one semester.

7.85 Promotions Director- must be creative and know how to use computer graphics and desktop publishing software, and must have been a member of WODU for at least one semester.

7.86 Chief Engineer- must have a general working knowledge of electrical engineering principles and be familiar with broadcast and sound equipment. Must be available to respond to equipment problems in a timely manner.

7.87 Music Director- must have some level of familiarity with all genres of music, must have been a member of WODU for at least one year and have been a music director or assistant for one semester, or have equivalent experience.

If no applicants meet the requirements aforementioned then the Executive Board reserves the right to grant eligibility to applicants that are closest to meeting the requirements.

## **Article 8: Departments and Committees**

### **8.1 Departmental Directors**

All regular members are eligible for appointment as directors to head WODU's departments. Elections for these positions should be held at the same time as the Executive Board elections. At other times in the year, the Executive Board may choose whether or not to fill any vacancies, and each director shall be appointed to his or her respective position by the Executive Board member responsible for the department under which the director will fall. The available positions may include, but are not limited to:

8.11 Alternative Director- receives and catalogs all incoming alternative music, maintains contact with record and promotions companies that handle alternative music, shall report play lists to CMJ and other sources, and shall ensure that the alternative music remains neat and orderly.

8.12 Metal Director- receives and catalogs all incoming metal music, maintains contact with record and promotions companies that handle metal music, shall report play lists to CMJ and other sources, and shall ensure that the metal music remains neat and orderly.

8.13 Hip-hop Director- receives and catalogs all incoming hip-hop music, maintains contact with record and promotions companies that handle hip-hop music, shall report play lists to CMJ and other sources, and shall ensure that the hip-hop music remains neat and orderly.

8.14 R&B Director- receives and catalogs all incoming R&B music, maintains contact with record and promotions companies that handle R&B music, shall report play lists to CMJ and other sources, and shall ensure that the R&B music remains neat and orderly.

8.15 World Music Director- receives and catalogs all incoming world music, maintains contact with record and promotions companies that handle world music, shall report play lists to CMJ and other sources, and shall ensure that the world music remains neat and orderly.

8.16 Local Music Director- shall maintain records of and contact with local artists from all genres, shall encourage local artists to submit their music to be played on WODU, and shall submit information regarding local artists interested in participating in station events and concerts to the Executive Board or the proper committee.

8.17 Sports Director- shall oversee the WODU sports department, shall make arrangements with the ODU athletic department to broadcast games, shall schedule sports broadcasts with the Program Director, shall assign personnel to man sports broadcasts, and is responsible for the content and operation of all sports broadcasts.

8.18 News Director- shall make incoming announcements available to be read on air in a well organized and easy to read format, shall encourage disc jockeys to include news and announcements in their shows, and shall partner with the school newspaper staff to accomplish these tasks.

The terms of these positions shall last from the date of appointment through the end of the school year.

## 8.2 Committees

Committees may be established with duties outlined by the Executive Board. Committees may be established for any department of WODU as deemed necessary by the Board. Any regular member may be appointed to chair a committee and are empowered to call regular and special committee meetings, require attendance, and specify work to be accomplished by committee members.

## **Article 9: Meetings**

### 9.1 Executive Board Meetings

The Executive Board shall meet no less than once every other week to discuss relevant events and concerns. An official meeting may be established no less than two days prior to its scheduling, with a quorum present. A quorum is constituted by the presence of at least half of the Executive Board members in attendance at an official meeting. Official WODU business, including voting, must only be considered at official WODU meetings. Issues brought before the Executive Board shall be decided by a simple majority vote of the quorum. The General Manager may decide the issue in the case of a tie. Issues and concerns considered shall include station policies, financial matters, and conduct violations. Executive Board meetings shall be open to WODU department directors, assistants, committee chairmen, advisors, , general members, and guests of the Executive Board, unless the Board calls for an Executive Session. Only Executive Board members may vote at an Executive Board meeting.

9.11 Executive Session- Any Board member may call for Executive Session, by giving a brief statement of justification, and a second must be made, where as all those except for WODU Executive Board members must be excluded. The WODU faculty advisor may be invited at the discretion of the Executive Board. All personnel grievance matters must be considered during Executive Session.

### 9.2 General Staff Meetings

The Executive Board shall meet with the general membership no less than once every month. The Executive Board must make the General Staff aware of meetings at least one week in advance to the scheduled meeting date. Issues affecting the General Staff may be brought by the General Manager for full consideration by the General Staff. These will be decided by a simple majority vote (51%) of the General Staff present at the meeting. In case of a tie vote, the General Manager shall decide the issue. Meetings shall be conducted according to traditionally established WODU decorum.

## **Article 10: Business Procedures**

### 10.1 Treasury

The Business Manger must approve any business transaction concerning the monetary flow in and out of WODU, including station purchases and underwriting revenue. The signatures of the Business Manager or General Manager and one of the other Executive Board members shall be required on all Budget Processor forms for the use of expending WODU funds. When acting as a representative of WODU, no part of the earnings of the station shall be incurred to benefit any employee of WODU. No member, employee, or individual representing WODU shall receive or be entitled to receive any revenue from the operations thereof, except reasonable compensation in line with monies for professional services for any service rendered.

### 10.2 Budgeting

The Business Manager shall work with the University administration in developing and receiving approval of a monetary budget for each academic year. The Executive Board shall develop a station budget. The final budget shall be organized and apportioned into specific accounts by the Business Manager, subject to review by the Executive Board, and then presented to the general staff for review.

### 10.3 Inventory

The physical property acquired for WODU shall be considered property of Old Dominion University and shall not be removed except for the sole purpose of approved station activities. Such approval shall be granted at the discretion of the Executive Board. The Business Manager shall be responsible for annually submitting an inventory report to the General Manager.

## **Article 11: Staff Review**

### 11.1 Freedom of Information

The general membership has the right to examine all station guidelines, established Bylaws, F.C.C policies pertaining to radio broadcasters, and policies governing Old Dominion University campus organizations. It is the responsibility of the Operations Manger and the Executive Board to make this information available for staff use and review.

### 11.2 Recall

Any member of WODU shall initiate recall proceedings against any member of the Executive Board by submitting a recall petition signed by one-half of the established membership. Presentation of such petition to the Executive Board warrants immediate action and full consideration by the general membership at the next general membership meeting. An officer shall be considered recalled when, at a General Staff meeting, the Executive Board member under petition, is found to be delinquent by a two-thirds majority vote. The criteria for delinquency are as follows:

- The Executive Board member in question has grossly violated his/her duty to uphold the Constitution.
- The Executive Board member in question is grossly negligent in his/her duties as outlined by the Constitution or relevant Bylaws.
- The Executive Board member in question has committed a violation of Old Dominion University, Commonwealth of Virginia, or United States code

To be valid, there must be a two-thirds quorum of all regular members present at the recall meeting. Upon recall, the Executive Board member shall be terminated, and the Board shall follow standard vacancy guidelines. If an initial recall proceeding is not approved by a two-thirds majority vote of a quorum, then a period of ninety days must pass before another recall on the same officer can be attempted. Policies and procedures governing subsequent recall proceedings shall also apply to Executive Board policies and Bylaws. The same procedures and policies that apply to the recall of the officers shall apply to the recall of Executive Board policies and Bylaws.

### **Article 12: Amendments**

Members of WODU shall present proposed amendments to the WODU Constitution to the General Manager, who will, in turn, present these ideas to the Executive Board. If the Executive Board finds the amendment to have value and to be worthy of inclusion in the WODU Constitution, it shall present the finished idea to be voted on by the General Staff. An amendment is passed by a two-thirds approval vote of regular members present at a General Staff meeting. The amendment shall then take effect immediately.

### **Article 13: Constitutional Review**

In accordance with the guidelines set forth by the Office of Student Activities & Leadership, each new Executive Board shall review the Constitution at least once during an academic year.

### **Article 14: Executive Privilege**

The Executive Board reserves the right to abridge any of the articles set forth in the Constitution and codes set forth in the Bylaws by a unanimous vote of the Executive Board.