

The Constitution  
of  
WXPL 91.3 FM

Article I: Name

The name of this organization shall be WXPL, the student-run radio station of Fitchburg State College.

Article II: Purpose

The purpose of WXPL is to provide the transmission of programs that inform and entertain listeners as well as radio station personnel. WXPL recognizes that radio broadcasting is a significant and necessary means of securing the right of speech and expression as guaranteed in the Constitution of the United States of America. As a college radio station, WXPL's aim is to offer an alternative to the more structured limits of commercial radio.

Article III: Membership

Section 1: Eligibility

Membership is open to all Fitchburg State College students, with the understanding that they adhere to the constitution and by-laws passed by the station membership, and that they complete a WXPL Membership Agreement Form. All broadcasters are required to undergo supervised training by a member of the WXPL executive board.

Section 2: Voting Membership

- A. Voting membership in WXPL is conferred upon any individual upon signing a WXPL Agreement Form. This can be filled out at the beginning of each academic year.
- B. A voting member will lose voting privileges after violating constitutional by-laws.
- C. A voting member will lose voting privileges after failing to attend (3) scheduled broadcasts without notification of WXPL executive board member.

Section 3: Studio Use

The executive board shall determine who may use the studio for any purpose.

Article IV: Executive Board

Section 1: Purpose of Executive Board

The WXPL Executive Board shall:

- A. Operate on behalf of the Fitchburg State College community in determining operational and personal policies.
- B. Coordinate the activities of WXPL on a day-to-day basis, while working to serve the public's interest and necessity.
- C. Consist of Fitchburg State College students who will hold the elected positions of General Manager, Assistant General Manager, Business Manager, Program Director, Public Relations Director, Technical Director, and Secretary.
- D. Be responsible for training of all new members and broadcasters.
- E. Be elected by majority vote by all voting members of WXPL.

## Section 2: Duties of Executive Board

### 1. General Manager

The General Manager shall:

- A. Ensure full compliance with WXPL's constitution, by-laws, and other binding documents entered into by WXPL.
- B. Work with the business manager to ensure that all station monies are spent wisely, appropriately, and in the better interest of WXPL.
- C. Ensure equal opportunity for all who participate as well as those who wish to participate in WXPL.
- D. Ensure that all station documents are available to station members seeking such documents.
- E. Call and preside over all station and board meetings, and ensure that all meetings are announced, chaired and run in a democratic and orderly fashion, as the General Manager sees fit.
- F. Oversee the duties of the Assistant General Manager.
- G. Holds deciding vote in tie breaking situations.
- H. Work with the Student Government Association to ensure full compliance with SGA organization policies and other matters relating to WXPL.
- I. Work with the Federal Communication Commission to ensure regulation broadcasting.
- J. Appoint positions of Operations Board along with Assistant General Manager.
- K. Meet regularly with administration to ensure that WXPL is serving the needs of the student body at Fitchburg State College.
- L. Attend Media Board and SGA meetings when applicable to WXPL.

### 2. Assistant General Manager

The Assistant General Manager shall:

- A. Ensure smooth internal operation of WXPL
- B. Ensure full compliance with WXPL's policies.
- C. Be responsible for attending (or if not available finding a member of the executive board) all Club Senate meetings sanctioned by the Student Government Association.

- D. Assume the position of General Manager if the current General Manager is incapacitated in any way, shape, or form.
- E. Initiate all disciplinary actions taken against station members.
- F. Assume responsibilities for initially receiving WXPL's mail.

### 3. Program Director

The Program Director shall:

- A. Ensure all programming adheres to Article II.
- B. Oversee the on-air program selection process and maintain a constant schedule.
- C. Regulate all on-air performances.
- D. Ensure that all program logs are completed correctly.
- E. Work to establish programming that is informative and entertaining to WXPL's listening audience.
- F. Keep in accordance with alternative programming and shall make no major changes without the approval of the executive board.
- G. Ensure a well-rounded schedule of balanced programs.
- H. Oversee the use of the production studio.
- I. Approve all recorded material to be aired.
- J. Allocate and oversee the use of all program material.
- K. Ensure that all programming aired is current and relevant.
- L. Work with the board operators to help them improve the overall quality of their on-air performances.
- M. Maintain a playlist of current station music trends and shall notify the appropriate music producers when records have been designated on a playlist.

### 4. Business Manager

The Business Manager shall:

- A. Assume responsibility for all financial transactions undertaken by WXPL.
- B. Assist the General Manager in formulating station budgets.
- C. Ensure the disbursements of all funds.
- D. Ensure that WXPL's monies are spent and accounted for in accordance with the procedures established by the Student Government Association.
- E. Keep accurate records of the station's finances.
- F. Make arrangements for reimbursements of station members who have made purchases or rendered services for the station, provided said member produces a receipt and has consulted the Business Manager prior to engaging in such "out of pocket" expenses.
- G. Coordinate all fundraisers with the Public Relations Director.
- H. Keep a spreadsheet of WXPL's finances.

### 5. Public Relations Director

The Public Relations Director shall:

- A. Serve as a liaison between WXPL and the community, Student Government Association, and Fitchburg State College.

- B. Coordinate all fundraisers with the Business Manager.
- C. Be responsible for promoting WXPL in the public eye, especially event promotion.
- D. Increase student and general public listenership and awareness of WXPL.
- E. Make sure that WXPL is in operation on carrier current in the Hammond Building and Holmes Dining Commons at all times.
- F. Represent (or appoint a representative of) the station at all public occasions.
- G. Respond to public comments about WXPL's programming.

## 6. Secretary

The Secretary shall:

- A. Type all management correspondences and anything else requested by station members including; letters, playlists, memoranda, and agendas.
- B. Ensure that all station-operating logs are up to date.
- C. Assume responsibility for making copies of all legitimate station business when requested by a station member as allowed for by the budgeted amount for copying expenses.
- D. Maintain an inventory of office supplies and order when necessary, with the approval of the Business Manager.
- E. Record notes at all meetings.
- F. Record agenda for Station Meeting at Executive Board meetings.

## Article V: Operations Board

### Section 1: Duties of Operations Board

The WXPL Operations Board shall:

- A. Operate on behalf of the Fitchburg State College community and WXPL body in executing operational and personnel policy.
- B. Coordinate the activities of WXPL on a day-to-day basis, while working to serve the public's interest and necessity.
- C. Consist of Fitchburg State College students who will hold the appointed positions of Technical Director, Music Director, Events Coordinator and Equipment Manager.
- D. Be appointed by the General Manager and Assistant General Manager.

### Section 2: Positions of Operations Board

#### 1. Technical Director

The Technical Director Shall:

- A. Oversee the daily technical matters relating to the uninterrupted broadcast schedule of WXPL.
- B. Order parts and repair broadcast equipment after said equipment becomes defective, damaged, or otherwise ineffective.

- C. Maintain and keep on file all of the specifications, usage instructions, maintenance dates, and schematic diagram information for all station equipment.
- D. Consult the school technician when in question of structural functions or station equipment.
- E. Maintain the WXPL website.
- F. Keep the Chief Engineer up to date on changes in the station. Also, contact Chief Engineer about problems with the station.

### 3. Music Director

The Music Director shall:

- A. Coordinate WXPL's musical programming with the Program Director.
- B. Acquire, file, and purchase music for the WXPL music library.
- C. Assume responsibility for security and content of the music library.
- D. Be available to station members to discuss the acquisition of music that the music library does not contain.
- E. Familiarize him/herself with current releases in the music library.
- F. Post one playlist on bulletin board for members to see bi-weekly.

### 4. Equipment Manager

The Station Inventory shall:

- A. Assume responsibilities for all security of items in and pertaining to WXPL and the station itself
- B. Be responsible for making sure the entire station is secured following nightly programming.
- C. Take inventory of all station articles and investigate any missing items pertaining to WXPL.
- D. Work with the Assistant General Manager to ensure the carrying out of disciplinary actions towards those who violate the terms of WXPL's constitutional by-laws.
- E. Assume responsibility for all equipment within the station and sign for all new equipment.
- F. Regulate recording studio/music rehearsal space.
- G. Set up, control, and break down PA system when used at events.

### 5. Events Coordinator

The Events Coordinator shall:

- A. Book rooms for WXPL events.
- B. Be in charge of contact acts to perform at said events.
- C. Plan on hosting events.
- D. Keep all other station members aware of upcoming events. This includes briefing them at station meetings.
- E. Oversee events to ensure they run smoothly.

## Article VI: Board Meetings

Both Boards Shall:

- A. Meet at least once per academic week.
- B. Have meetings scheduled at a pre-designated time and day, unless unforeseen circumstances arise in which case the boards will meet at a different time.
- C. Open all board meetings to any station member wishing to sit in on such meetings.
- D. Formulate the station meeting's agenda.

## Article VII: Station Meetings

### Section 1: Frequency

One station meeting per academic week shall be called and presided over by the General Manager, who will also determine the time and location.

### Section 2: Quorum

The quorum required for a station meeting is 10 WXPL Voting Members and at least 1 member of the executive board.

### Section 3: Agenda

The basic outline for a station meeting's agenda is:

- I. Welcoming
- II. General Manager's Report
- III. Executive Board Report
- IV. Previous Happenings at WXPL
- V. New and Upcoming Plans/Events
- VI. Open Floor for all WXPL Voting Members
- VII. Farewell Until Next Meeting

## Article VIII: Elections

### Section 1: Time Frame

Elections for the executive board shall be held and reported to the SGA Treasurer within 14 calendar days of the Student Government Association elections.

Section 2: Voting

- A. Elections will be held during the New and Upcoming Plans/Events section of the general meeting in mid-April.
- B. Members not on the ballot may still win an election through write-in votes.
- C. The winner of each position shall assume office at the beginning of the upcoming academic year.
- D. All candidates must apply for position to current General Manager by no later than two weeks before scheduled elections. Eligible candidates must be voting members of WXPL, in good standing, and make a short statement to the station members at the station meeting prior to the voting.
- E. The winner of the election is decided by which candidate receives the majority vote by WXPL voting members.

Article IX: Vacancies

Section 1: Recall

Any elected member is subject to recall by a 3/4 majority vote of the station membership. Such proceedings must take place only at a general station meeting. The member in question must be notified a week in advance prior to the meeting at which said member's recall is to be discussed and voted on. A simple majority vote is needed to recall an elected station member.

Section 2: Filling Vacancies

Should the General Manager's position be vacated, the Assistant General Manager shall assume the position. Should vacancies occur in any other elected position, an election to fill that position shall be held following the same election process for the executive board.

Article X: Appointments

The General Manager and Assistant General Manager will appoint the operations board. This will be done in a conference between the General Manager and Assistant General Manager within 14 days after the elections of the executive board.

Article XI: Advisor

The advisor shall:

- A. Be a member of the Student Development Office.
- B. Be chosen yearly by the executive and operations boards.
- C. Serve as a representative of WXPL to the Student Development Office.

- D. Be a person who is willing or able to advise the members of the executive/operations board in their quest to provide stimulating program for the Fitchburg State College Community.

#### Article XII: Chief Engineer:

The Chief Engineer is required by the FCC and paid for by WXPL and Fitchburg State College. As an employee and radio expert, the Chief Engineer is available at specified times at the school and can also be contacted by station members with questions by phone. This information will be kept both in the station and in the public file.

#### Article XIII: Grievances

Any person may bring a problem to the Assistant General Manager. If the Assistant General Manager is unable to resolve the problem, it will be brought before the entire executive board. The executive board, in turn, may submit the problem to station members for a solution. Any station member with a problem who is not satisfied with the solution offered by the executive board may submit the problem in writing and appeal before the station members. Only after the above procedures have been exhausted shall a member take a problem to the WXPL advisor.

#### Article XIV: WXPL Membership Agreement

##### Section I: Requirements

- A. Persons desiring to utilize WXPL equipment must sign a membership agreement form.
- B. This form must be submitted each academic year only at the second general meeting.

##### Section II: Revisions

- A. The Executive Board shall review the WXPL membership agreement form at least once at the beginning of every calendar year and make revisions when necessary.

#### Article XV: Property Violation

Any WXPL property found outside of the radio station will be considered stolen. This will result in action taken by the Fitchburg State College Judicial Board and expulsion from WXPL.

Exceptions are:

1. Station events run by WXPL to benefit WXPL. (One member of the executive board must be present)
2. Mail Pickup. (All members of the executive board are permitted to receive mail addressed to WXPL)

#### Article XVI: By-Laws

Any proposed by-laws or by-law amendments shall be brought before the station members and executive board, then be considered for one week at which time it may be ratified by a  $\frac{3}{4}$  majority vote of the WXPL voting station members.

#### Article XVII: Amendment to this Constitution

Any proposed amendment or change to this constitution shall be brought to the station body then considered for one week at which time it may be ratified by a  $\frac{3}{4}$  majority vote of the WXPL voting station members.

#### Article XVIII: Office Hours

Office hours will be determined at the discretion of the executive board.

#### Article XIX: Federal Communications Commission (FCC)

All station members must abide by FCC rules and regulations. To see these rules and regulations refer to <http://www.fcc.gov/mb/audio/bickel/amfmrule.html>

#### Article XX: Finances

The Business Manager will regulate finances. WXPL is an organization funded by the Student Government Association. A majority of the funds will go towards new equipment, events and anything else suggested by the whole executive board.

#### Article XXI: Relationship between Executive and Operations Board

The operations board exists to help serve the executive board's needs. More detailed relationships between specific positions are described in Articles IV and V. Both boards will meet together once per academic week.

#### Articles XXII: Studio Use

The executive board decides who may use the studio. In order to use the studio, members must be trained, have received a DJ Handbook and have signed a WXPL Membership Agreement Form. The DJ Handbook and membership form will stipulate the specific rules of studio use.