

# **The WHUS Radio Constitution**

(Revised February 2018)

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### **1. Formal Name of the Organization**

The official name of the organization is WHUS Radio.

### **2. Organization's Purpose**

The primary purpose of WHUS Radio is to operate the non-commercial FM Broadcast Station licensed to the Board of Trustees at the University of Connecticut while providing learning opportunities for University of Connecticut students.

WHUS Radio shall provide a broadcast service in the form of information and entertainment programming, and will be responsible for providing the best possible environment, opportunities and radio station for University of Connecticut students.

A second purpose of WHUS Radio is to provide a publicly accessible learning environment. Interested individuals may participate to gain knowledge and experience-in radio and media.

### **3. Membership Composition**

A member shall be defined as an individual who is involved with WHUS Radio. The identification of such individuals will be the responsibility of the Executive and Operations Boards. Involvement may be defined as, but not limited to, contributing to regularly scheduled programming, active participation in any department, or any other participation as decided by the Executive and Operations Boards.

A voting member shall be defined as a member who is also a fee-paying undergraduate student at the University of Connecticut Storrs campus.

### **4. Organization Structure**

The leadership of WHUS Radio will be composed of an Executive Board and an Operations Board. The Executive Board shall be composed of the five positions enumerated below and will be elected by the voting members of WHUS Radio. The Operations Board shall be appointed by the Executive Board to serve for a term of one year. Position descriptions and areas of responsibility are outlined in the Bylaws. No more than one non-voting member may serve on the Executive Board.

WHUS Radio may employ professional staff in a variety of positions. More detail can be found in the WHUS Radio Bylaws.

#### **4a. Executive Board Procedures**

1. The Executive Board shall be responsible for implementing and enforcing the Constitution and Bylaws of WHUS Radio.
2. The Executive Board shall have the full authority to make any decision for WHUS Radio between staff meetings.
3. The Executive Board shall keep staff members informed of its current decisions and actions.
4. The Executive Board shall establish and implement a budget for WHUS Radio as necessary, and may adjust it accordingly.
5. All Executive Board meetings shall be open to the public, except where forbidden by Robert's Rules of Order.

#### **4b. Executive Board Areas of Responsibility**

1. *The General Manager shall:*
  - a. be a University of Connecticut undergraduate fee paying student to seek or hold the position.
  - b. supervise the non-student professional staff members in conjunction with the Student Activities Business Office and Student Activities Involvement and Leadership Office.
  - c. serve as a liaison and representative of WHUS Radio to all University and community organizations.
  - d. plan, write an agenda for, and chair all meetings of the Staff, Executive, and Operations Boards.
  - e. maintain an up-to-date list of staff and of voting members.
  - f. work with members of WHUS Radio to resolve personal and professional conflicts.
  - g. be the President of WHUS Radio.
2. *The Operations Manager shall:*
  - a. be a University of Connecticut undergraduate fee paying student to seek or hold the position.
  - b. supervise business and financial management of WHUS Radio.
  - c. supervise the non-student professional staff members in conjunction with the Student Activities Business Office and Student Activities Involvement and Leadership Office.
  - d. work with the General Manager to oversee day-to-day activities and operations of the station.
  - e. serve in the absence of the General Manager.
  - f. be the Treasurer of WHUS Radio.
3. *The Promotions Director shall:*
  - a. conduct recruitment, promotions, advertising, and outreach campaigns focusing on the University of Connecticut undergraduate student population.

- b. manage the Promotions Department.
- c. organize events for WHUS Radio.
- 4. *The Training Director shall:*
  - a. partner with the organization's leaders to attract, retain and grow the best human talent.
  - b. work in conjunction with the Program Coordinator to operate the WHUS Radio broadcast training and air clearance processes.
  - c. work in conjunction with the Operations Board to offer continuing education and skill development opportunities.
- 5. *The Program Director shall:*
  - a. be responsible for the FM air signal at all times.
  - b. organize and chair a Scheduling Committee to create schedules for all FM and online streams.
  - c. supervise review of on-air programmers.
  - d. work with content heads to manage broadcast content.

#### **4c. Operations Board Procedures**

1. The Operations Board shall be responsible for the efficient operation of WHUS Radio.
2. The Operations Board shall act in accordance with the WHUS Constitution and Bylaws.
3. The Operations Board shall review the decisions of the Executive Board and shall have the ability to veto any decision of the Executive Board by majority vote. In such cases, only voting members of the staff of WHUS Radio who are members of the Operations Board and are not members of the Executive Board will be permitted to vote.
4. Members of the Operations Board may establish procedures within their defined jurisdictions. These procedures shall be subject to the review of the Operations Board.
5. All Operations Board meetings shall be open to the public, except where forbidden by Robert's Rules of Order.

#### **4d. Elections Procedures**

WHUS Radio will elect a new Executive Board annually. All voting members of WHUS Radio will be eligible to vote in these elections. Elections procedures can be found in the Bylaws.

## **5. Organization Decision Making Model**

The voting members of WHUS Radio will elect representatives annually to serve on the Executive Board. The Executive Board will be responsible for daily operations. The Executive Board shall vote on any decision by a simple majority, except where another model is explicitly defined in the WHUS Radio Constitution.

The decisions of the Executive Board, including any policy changes, may be overturned at any staff meeting by a two-thirds majority of the voting members present.

The implementation of any procedure or problem resolution process that is not explicitly identified or defined in this document is subject to the rules and procedures contained in Robert's Rules of Order, Eleventh Edition.

## **6. Meeting Structure and Requirements**

### **6a. Staff Meetings**

1. The staff of WHUS Radio will meet at least once per semester.
2. A majority of registered voting members shall constitute a quorum at all staff meetings.
3. Staff meetings shall be scheduled by the General Manager, who shall plan, set agendas for, and chair all staff meetings.
4. The General Manager shall call a meeting of the Staff within two weeks of receiving a request to do so from any six (6) voting members.
5. All members shall be required to attend staff meetings.

### **6b. Executive Board Meetings**

1. The Executive Board shall meet weekly (biweekly when school is not in session) to discuss disciplinary matters, finances, and the operation of WHUS Radio.
2. No more than one consecutive Executive Board meeting may be cancelled.
3. Quorum shall be defined as four members of the Executive Board present at a meeting announced at least 48 hours in advance.
4. All voting members of the Executive Board, excluding the chair of the meeting, shall vote in Executive Board meetings. In the case of a tie, the chair shall vote to break the tie.
5. A member of the Executive Board who is not a voting member of WHUS Radio will not be a voting member of the Executive Board.
6. Members of the staff may bring issues of finance, conflict, or operation to the Executive Board for consideration with one week of notice.
7. Members of the Operations Board shall have speaking rights at Executive Board meetings.
8. Executive Board meetings shall be scheduled by the General Manager, who shall plan, set agendas for, and chair all Executive Board meetings.

## **6c. Operations Board Meetings**

1. The Operations Board shall meet regularly to discuss content production and initiatives, foster cooperation between departments, brainstorm projects, and for staff development.
2. The Operations Board shall be composed of professional staff, appointed staff, (the) organization advisor(s), and the Executive Board.
3. Operations Board meetings shall be scheduled by the General Manager, who shall plan, set agendas for, and chair all Operations Board meetings.

## **7. Organization Advisor**

An organization advisor will be assigned by the Department of Student Activities to serve as a liaison between WHUS Radio and the Department of Student Activities. The organization advisor's role will be defined in the WHUS Radio Bylaws, in correspondence with the Department of Student Activities' "Blueprints- Student Organization Manual" and the "Policies and Procedures for Tier III Organizations".

## **8. Organization Funds**

WHUS Radio may obtain funds from any of the following:

1. Fees assessed by the University of Connecticut to the undergraduate student body.
2. Fundraising efforts, in accordance with Division of Student Affairs policies.
3. Underwriting, in accordance with the WHUS Radio Underwriting Policies and Procedures.
4. Income from renting tower space.
5. Any other activities, including grants, related to WHUS Radio that generate income.

## **9. Amendments**

### **9a. Amendments to the WHUS Radio Constitution**

1. The Constitution of WHUS Radio can be amended at any staff meeting by a two thirds majority vote of the Voting Members present.
2. The proposed amendments must be submitted to the membership at least fourteen days prior to the staff meeting at which the vote will take place.

### **9b. Amendments to the WHUS Radio Bylaws**

1. The Bylaws of WHUS Radio can be amended at any Executive Board meeting by a majority vote.

2. Any amendment to the Bylaws must be submitted to the staff of WHUS Radio at least fourteen (14) days prior to the Executive Board meeting where the amendment will be considered.

**10. Enabling Clause**

This Constitution shall replace and render any and all previous constitutions, procedures, practices and precedents for WHUS null and void effective May 1st, 2018.