

The Enumerated Constitution of WCDB

Article 1 – WCDB Statement of Purpose and Declaration of Intent

Article 2 – Executive Officers and Primary Responsibilities

Article 3 – Elections and Impeachment

Article 4 – Policy Making & Policy Review

Article 5 – Programming & Content

Article 6 – General Station Policies/Codified Rules

Article 1 – WCDB Statement of Purpose and Declaration of Intent

WCDB, the broadcast radio station of SUNY Albany, provides an alternative to commercial radio, as well as to support and interact with local music in the Albany area. WCDB accomplishes this by promoting, showcasing, and otherwise informing our listeners about music that exists outside of the mainstream. WCDB provides a platform for lesser known musicians and styles of music to be exposed to a wider audience, and also builds community among people who want to support and listen to alternative music. By creating a venue for such a community, WCDB serves to benefit the arts at SUNY Albany, as well as in the local area. WCDB showcases sports, talk, and primarily music shows for the campus of University at Albany and the Capital District.

Article 2 – Executive Officers and Primary Responsibilities

Executive Officers listed herein will compose the governing entity of WCDB embodied as an Executive Board. The electable positions within WCDB known as the chief administrators are the General Manager, Program Director, Treasurer, and

Chief Engineer. The General Manager appoints the rest of the E-board/Directorships with aid from the chief administration.

Title A - General Manager

Title B - Chief Administrators

Title C - Departmental Directorships

Title D - The Publicity Directorships

Title E – Technical Directorships

Title F – Human Resource Directorships

Title A – General Manager

1. The General Manager (GM)

The GM is responsible to all outside entities for the conduct of the station and thusly, is the station's primary external executive officer (President), and toward that end, the GM shall, (but is not limited to)

- a. Create through the power of appointment an Executive Board which is reflective of the needs of WCDB
- b. Serve as chairperson of the Executive Board at station membership meetings.
- c. Is responsible for informing and upholding the policies provided in this constitution.
- d. Receive financial signatory powers to the organization as a result of passing the SA Controller's Treasurer's Exam, and shall serve in the Business/Operations department in conjunction with the Treasurer/Business Director.
- e. Have the power to commit WCDB as an organization to a fiscal responsibility.
- f. Has the power to appoint and assign tasks as they appear

- g. Because the General Manager is ultimately responsible for the station as whole, the GM has the authority to suspend any member that is deemed to be harmful to the final product of WCDB
- h. Strive to maintain good relations with the Student Association and the Administration of the State University of New York.
- i. Fulfill the responsibilities of the Operation Director

Title B – Chief Administrators

2. The Program director (PD)

The PD serves as the primary internal affairs officer (Vice President),

And as such, shall:

- a. Strive to maintain good communication on all levels of WCDB and shall be encouraged to hold or be present at meetings that will further inform personnel of changes and happenings at WCDB Albany.
- b. Be responsible for ensuring the quality of all entertainment and educational programming, and directing the Music and Programming staff.
- c. Clear all on-air personnel and production work
- d. Prepare and check all program logs
- e. File playlists.
- f. Be responsible for all administrative and non-technical aspects of the station, as required by FCC policy
- g. Shall have the power to suspend or dismiss any station member that directly violates FCC policy, or any policy herein upon approval of the General Manager
- h. Control and fill all on-air time slots
- i. Decide as to which music directorships will hold
- j. Have primary oversight of the Music Directors and station programming.

3. The Chief Engineer (CE)

The CE maintains the physical plant of the station, and as such, is responsible for:

- a. The proper function of the station equipment
- b. Proper use of the studio facilities.
- c. Ensuring the highest quality broadcast signal possible
- d. Directing and training the members of the Engineering/Production staff.
- e. Clearing prospective DJ's
- f. Be responsible for all technical aspects of the station, as required by FCC policy
- g. Shall have the power to suspend or dismiss any station member that directly violates the FCC policy, or the policy herein with approval of the General Manager
- h. Have primary oversight of the of all the established positions within title F of this section herein

4. The Operations Director

The Operations Director (or as commonly known as, the Business Director/Treasurer) is the chief financial officer of the organization (treasurer), and thusly,

- a. Strives to maintain good relations with the Student Association.
- b. Is responsible for communicating fiscal matters to the station membership as described in the SA Treasurer's Handbook.
- c. Has the power to suspend any member of WCDB that directly violates the policies outlined in the SA Treasurer's Handbook, and has the power to dismiss any member that obliges/commits (or intends to commit, with harmful result) WCDB to a fiscal responsibility.
- d. Receives financial signatory powers to the organization as a result of passing the SA Controller's Treasurer's exam, and shall serve in the Business/Operations department in conjunction with the General Manager.
- e. Receives signatory powers to Copies Plus.

- f. Has the power to commit WCDB as an organization to a fiscal responsibility.
- g. Is legally held responsible for all monetary affairs.
- h. Prepares and submits vouchers for processing.
- i. Is responsible to maintain all financial records of the organization.
- j. Have primary oversight of all of the established positions that fall under financial decisions such as the Events Director and Fundraising Director

Title C – Departmental Dictatorships

1. Music Directors (2):

The Music Directors are responsible to conduct members of their respective departments, and therefore, are authorized (but are not limited) to:

- a. Inform the PD of any discrepancies within their department.
- b. Analyze playlists for the content of each DJs show.
- c. Report to their respective trade magazines.
- d. Ensure the quality of their department's music programming.
- e. Hold meetings for departmental DJs to inform, encourage, promote and educate them on the department's music programming.
- f. Communicate and act on their department's behalf to the executive board.
- g. Review, add and remove departmental rotation.
- h. Act objectively in the listener's and station members' interests when adding rotation.
- i. See that their respective departments' music library is filed away appropriately.

- j. The music directorships that have positions on the executive board and have voting power are determined by the Program Director and the General Manager

2. Sports Director

The sports director is responsible for directing the staff of the sports department.

This includes:

- a. Overseeing the production and/or hosting “Sports Spotlight”, WCDB’s talk show between other Sports DJs.
- b. Aid the scheduling of sportscasters into time slots.
- c. Conduct all newsworthy interviews.
- d. Oversee the training of all sportscasters.
- e. In charge of setting up coverage of UAlbany Sports Events deemed important.

Title D- The Publicity Directorships

1. The Publications Director

The Publicity Director is responsible for:

- a. Building up the presence of the WCDB publications.
- b. Oversee the blog, zine and any WCDB publications.
- c. Set deadlines and come up with pitches for assignments
- d. Serve as editor-in-chief of all written content.
- e. Working alongside the other promotional directorships to establish WCDB’s name in the community.

- f. Creating a potential end-of-semester newsletter to be distributed to WCDB alumni – this project will likely be the priority of this position in the upcoming fall semester.

2. The External Events Director

The Events Coordinator is responsible for the following:

- a. Setting up any event that WCDB will sponsor, co-sponsor or have any affiliation with.
- b. Contacting venues, and performers for such an event.
- c. Organizing external events within the community to showcase WCDB.

3. The Media Directors (2)

The media Director is responsible for maintaining the station's computers log of incoming materials.

- a. Shall serve as the chief clerical officer for WCDB
- b. Be responsible for the signing in and out of any materials from the radio station.
- c. Maintain communication with music directors of each respective department to allow for the dissemination of materials.
- d. Encourage DJs to review and help build rotation.

4. The Outreach Director

The Outreach Director is responsible for establishing and maintaining WCDB's on campus and community presence:

- a. Coordinating WCDB's involvement in campus activities.
- b. Organizing tabling events, fundraising events, potential organization +collaboration opportunities and such in conjunction with the Internal Events Director and Fundraising Director.

- c. Closely work with External Events Director to seek out ticket giveaways, and other opportunities to enhance our connection to local venues and the local Albany community.

5. The Internal Events Director

Will be responsible for organizing those events that take place within the station or are exclusively for station members:

- a. Organizing events to further build the bond between station members.
- b. Coordinating the mingle each month to bring together DJs to socialize.
- c. Establishing, organizing, and supervising the events for station members such as (but not limited to)- hikes, bowling, etc.
- d. Work to further showcase the WCDB name among members of the University's station and to create a more welcoming environment.

6. The Fundraising Director

Responsible for establishing constant fundraising efforts for the station:

- a. Organizing and setting up fundraising events such as bake sales, as well as fundraising initiatives at local Albany businesses (Panera, Chipotle, Blaze Pizza).
- b. Will work closely with Outreach Director on tabling outreach events related to fundraising.
- c. Will also work closely with Internal Events Director to promote/create WCDB fundraising events at local businesses.

7. The Social Media Director –

Responsible for maintaining WCDB's online presence in a professional and engaging way:

- a. Duties include promoting DJ's shows, stations events, and keeping up-to-date with current affairs in the music industry and local community.
- b. Should have a strong personal social media presence and familiarity with Twitter, Facebook, Instagram, etc.
- c. Maintains and upkeep all of WCDB's social media accounts.

- d. Promotes and looks to collaborate to further showcase WCDB and create a stronger online presence.

Title E -The Technical Directorship

1. The Production Directors (2)

The Production Directors are in charge of maintaining the production studio. Their responsibilities include scheduling times to meet with DJs who'd like to use the studio, helping out with Live-In-Studio performances, and teaching those who'd like to learn about the equipment.

- a. Supervising the production department, studio and equipment.
- b. Scheduling the use of the production studio.
- c. Responsible for sound production in in-studios.

2. . Automation Director

Is responsible for ensuring WCDB runs 24/7 through automation even when there is no live coverage. Additionally, this person is responsible for teaching new DJs how to use Automation.

- a. Responsible for the maintenance and well being of all computers within WCDB
- b. Responsible for the maintenance and well being of the website of WCDB

3. The Internal Affairs Director

-The Internal Affairs Director is in charge of the day to day operations within WCDB.

- a. Ideally, they should be regularly adding the PSAs mailed to them to TouchCarts
- b. Setting up station carts and IDs for the programming of the station's shows.

- c. Updating the events window so that the events are up to date and that DJs have events to announce.
- d. They are also in charge of taking notes during meetings to keep a written record of what is discussed.
- e. Duties include updating and monitoring the events calendar, PSAs, and any band listing opportunities.
- f. Pitching new carts for Station IDs.

Title F - Human Resources Directorships

1. The Training Coordinators (2)

The Training Coordinator's job is to recruit, direct, and inform potential broadcasters (trainees) of policies and procedures here at WCDB. This office supervises all recruitment, retention, and training scheduling. The TC is the main liaison to the executive board for all the trainees at WCDB, and the inverse applies as well. This office includes the following duties (but is not limited to):

- a. Scheduling all training sessions for trainees.
- b. Schedule practice time for trainees if necessary.
- c. Log and keep track of where each trainee is within their training process.
- d. Host a training show once a week for DJs to shadow.
- e. Update and distribute all training manuals and trainer's manuals.
- f. Update and distribute the training sheets to be processed as stages are completed.
- g. Teaching the bulk of WCDB training classes.
- h. Appoint trainees to their assigned work departments.
- i. Updating and monitoring the written test.

- j. Passing and clearing DJs on the written and engineer exams.
- k. Enforcing the WCDB rules and better programming for training purposes.

Article 3 – Elections and Impeachment

Elections shall occur in the month of March or April in a time and place set by the executive board.

All four chief admin positions, General Manager, Program Director, Chief Engineer, and Business Director must be elected.* To run for a position, one must be nominated by another station member, or nominate oneself accompanied by a second from another member, and be in good standing.

*A current member of chief admin may seek an additional term as long as the SA activity fee is paid and they are an enrolled student.

A simple majority of station members present at the time of the vote will decide the election. The Chief Engineer shall be in charge of record keeping during the election.

Voting privileges are reserved for members who are deemed in good standing. If discrepancies arise as to who is eligible to vote the current General Manager, Program Director, and Chief Engineer will decide on the matter so long as they are not running for a position. If one of these officers is running, the others shall decide. If all officers are running, E-board shall decide.

Upon election, the General Manager and Chief Admin has the authority to:

- Appoint members to executive board positions
- Create and/or disband current executive board positions as deemed necessary and proper to the function of WCDB.

Impeachment of Officers –

An officer is defined as any member of the executive board. This includes the chief engineer, program director, business director, as well as the general manager.

Impeachment of any officer other than General Manager:

Any station member may bring a motion to impeach an officer.

A station member must physically submit the cause for grievance along with the signatures of at least 4 other station members.

At this time, the written submission will be presented to the executive board.

The executive board must then decided on a date to vote on the grievance. At this time the General Manager has the authority to veto any further impeachment proceedings, whether or not the GM is the station member being impeached. The executive board may over rule this veto with a simple majority vote at the time of veto.

If the impeachment proceedings make it to a vote, a 2/3 majority of station members present, and in good standing, are needed to remove an officer.

Upon Removal From Office:

If a General Manager is removed from office, the program director will assume the role of acting General Manager. The acting GM may not remove any member from the existing executive board members without due process listed herein but may appoint new members.

If any individual is removed from office, an election must take place in order to fill the vacancy. This process will follow the standard rules

and regulations that are in place for annual elections in the spring semester.

Article 4 – Policy Making & Policy Review

Amendments serve the important role of adjusting the Constitution through a slow and deliberate means, which is truly reflective of popular sentiment within the station.

Authority of submission:

Any member of the executive board may submit a proposal to be considered for an amendment.

Any member of the station may submit a proposed amendment by acquiring a seconding motion from any member of the board.

No amendment may directly contradict any policy state within this constitution.

Procedure:

Amendment Proposals must be submitted to the General Manager

With the prerequisites stated within fulfilled, the General Manager must present the proposed amendment to the board within two meetings from the date received.

The General Manager presents the proposal to the executive board at large, oversees discussion of the proposal. The sponsor of the amendment has the right to have the opportunity to address the board.

A simple majority of board members present is required to pass the amendment through the board.

The power of veto resides in two places.

Once passed by the board, the General Manager has the power of veto.

The station members being the true sovereign entity of WCDB also has the power to veto an amendment proposal. If during the course of the amendment ratification process, if 4/5 of station members petition for an amendment to be vetoed it shall be deemed as such.

For the veto to be overridden a 2/3 affirmative vote of the board members from the original vote is necessary. This overriding power is only applicable to a veto by the General Manager. A station member veto is binding.

Adjudication:

When constitutional discrepancies arise, the General Manager acts as the interpreter and judge of the WCDB's constitution.

The executive board may challenge a ruling of interpretation by the General Manager on a constitutional issue if a 1/3 of the board members, within two weeks of the rendering of the interpretation, petition for an appeal. The General Manager must then present the appeal to the executive board the next time it convenes.

An appeal will be rendered if 2/3 affirmative of board members present at the time the appeal is before the executive board.

Article 5 – Programming & Content

Striving to maintain creative independence, WCDB management will have final authority to determine its programming content, and may alter it as it deems necessary.

All DJ's initially must do a musically based show.

music consists of at least 70% (roughly about an hour an twenty minutes of the show must consist of music, and any extensive commentary must be entertainment related.

Specialty shows – as defined above are shows with a theme or purpose.

- The determination for specialty show rests in the executive board.

When considering content for a specialty show, the board will make every attempt to accommodate material that is shown to constitute an alternative to the mainstream tenets held within mass media and culture. WCDB serves the purpose of providing an alternative to the discourse in the sphere of mass culture. Serving to promote discourse within the larger public sphere, specialty programming will take the form of serving an

audience which is seeking and alternative to programming resulting of the media concentration in commercial radio.

The executive board through vote will have the final authority to approve a specialty show. WCDB will not tolerate any undue pressure from any outside entity as to what it may and may not program for specialty content.

Procedures and requirements for application:

For a DJ to apply for a specialty show, the DJ must be a member in good standing for a minimum of six consecutive months.

A formal written request must be provided to the Programming Director and the General Manager. Upon presentation of this letter, the General Manager must provide time at the following e-board meeting to discuss the proposal. The petitioner may request time to speak to the e-board during the meeting, and time must be provided.

- at the time of the proposal is scheduled to be presented vote for a specialty show to be approved, a simple majority of the executive board present is necessary
- The general manager and the programming director posses veto power, which can be overridden by a 2/3 vote of the executive board.

Upon approval of a specialty show:

- all specialty shows are subject to content approval by the programming director for compliancy with station policies and FCC regulations. Specialty shows are subject to review at all times.
- The content of each show within reason, must be provided to the Program Director IN ADVANCE. Specific content is still subject to the approval of the Program Director.

Specialty shows are given to a specific DJ for a specific show. Upon the discontinuance of either the show and / or the DJ, the privileges and rights granted to the specialty show are rendered null and void.

Article 6 – General Station Policies/Codified Rules

§ Membership guidelines:

- Only currently registered University at Albany students paying the SA student activity fee may be a full member.
- Graduate Students, Alumni of the station and members of the community may receive conditional membership at the discretion of the acting General Manager.

§ All members must follow the rules and regulations pursuant and consistent with the Federal Communication Commission.

§ Food, drinks, etc. is only permitted in the lobby and the adjacent offices. This rule exists to prevent damage to equipment. If you are found with food in the studios, you will be asked to remove it. If it is presently a threat to equipment, you will be suspended.

§ It is EVERYONE'S responsibility to keep the station clean. At certain points during the semester, station clean up days will be announced. You are required to attend these clean up days. If you fail to appear, without prior notice, you will be suspended.

§ All on-air personnel must be in a sober condition.

§ The front door of the station is to be locked at 5pm weekdays and unlocked at 9am on weekdays, as noted in the program log. It will be locked at 5pm Fridays and remain locked until 5pm on Sundays due to station meetings.

§ When the station is closed, station members are allowed one guest, and no more. If you are going to have someone with you when the station is closed, you

must let the GM, PD or CE know in ADVANCE. If you need to be here when the station is closed for something other than DJ-ing (i.e. production, training, etc.) let one of them know in advance. In addition, anyone in the station after hours, with the exception of DJs, must sign the security sheet, attached to the program log.

§ When the station is closed, no non-station members are allowed in the station, unless they are the one permitted guest and they are entering with the station member, or prior approval has been given by the General Manager, or any Chief Administrator

§ The only people that can ultimately suspend are the General Manager or any Chief Administrator. Length will depend on circumstances, previous warnings and/or severity of infraction at hand.

§ The contents of this handbook constitute station policy and must be followed at all times. Failure will result in suspension or dismissal.

§ Phone use is limited because of the installation of PAC codes this past semester. Long distance calls should be limited to those of station business only.

§ Specialty shows is any show that has a theme or purpose, which falls outside the musical format. In order to be considered for a specialty show, one must have been a cleared WCDB DJ for at least 6 months and maintain membership in good standing.

§ The executive board shall have the ability to create policy that is necessary and proper to the well being and continued operation of WCDB.