

## Marist Radio Bylaws

Last Revised March 8<sup>th</sup>, 2012

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### **Article I- Name :**

The name of this organization shall be Marist College Radio. It may also be referred to by its call letters—currently WMAR. Call letters may be subject to change.

### **Article II- Purpose:**

Marist College Radio shall act as a forum for Marist students to learn and participate in the workings of a radio station. WMAR will act as an outlet for promotion of on campus events, up and coming bands and be a source for live radio broadcasts of Marist athletic events.

### **Article III- Executive Branch**

#### Section 1: General

- A. The Executive Board shall be responsible for advising the President on topics regarding the operation of the radio station.
- B. The Executive Board shall act as the cabinet to the WMAR President and report to the President regarding their respective positions.
- C. No Executive Board Member may hold more than one position on the board.
- D. Members who must be elected will be done so with club quorum present.

## Section 2: Minutes

- A. Minutes must be kept by the secretary in the most recently mandated form as dictated by the school's administration, and/or SGA.

## Section 3: Budget

- A. The Executive Board shall allocate for funds each semester.
- B. The Executive Board shall not allocate for excess funds and will use allocated funds judiciously.
- C. The President, Vice President, and Treasurer must oversee the allocation for each semester.

## Section 4: Appointment of officers

- A. The president of the club may appoint officers to the following Executive Board positions: Sports Director, Music Director, Promotions Director, Webmaster
- B. Must have at least 2.5 GPA
- C. All applicants must fill out the required applications for their respective positions.
- D. All Executive Board members reserve the right to object to appointments, and may, by majority vote, veto a President's board appointment.

## Section 5: Executive Branch

- A. Marist Radio President
  - a. Will be elected each spring for one full year.
  - b. Must have been an Executive Board member, elected or appointed, for at least one full year before becoming eligible to be voted President.
    - i. In the case that no person meets this criteria, the President will be voted in by club majority.
  - c. Is ultimately responsible for the business conducted by WMAR.
  - d. Will act to ensure that all club activities within WMAR are in accordance with these bylaws.
  - e. Will act to ensure that all business within WMAR is in accordance with FCC rules.
  - f. Will act to ensure that all business within WMAR is in accordance with the Marist Code of Conduct.
  - g. Will hold Executive Board meetings for WMAR on a bi-weekly basis.
  - h. Will hold at least 4 General Member meetings per semester.
  - i. Will be ultimately responsible for the approval of priority points for all members.
  - j. Reserves the right to sign all official documents regarding the business of WMAR.
  - k. Shall attend all council of club meetings.
  - l. Can terminate appointed Executive Board members if they fail to comply with bylaws and written operating procedures associated with their position.
  - m. Shall abide by all by-laws and act in the best interest of the club.
  - n. Shall speak to school officials regarding the involvement of WMAR in on-campus events.

B. Vice President/Programming Director

- a. Elected each spring for one full year
- b. Must have been an Executive Board member, elected or appointed, for at least one full year before becoming eligible to be voted President.
  - i. In the case that no person meets this criteria, the President will be voted in by club majority.
- c. Is ultimately responsible for keeping to WMAR scheduling standards, and formatting the WMAR programming schedule.
- d. Will be responsible for attending council of club meetings in the absence of the President.
- e. Shall field all FCC violations complaints and refer to archives to check validity of complaints.
- f. Shall be responsible for the allocation of funds with the President and Treasurer.
- g. Shall abide by all by-laws and act in the best interest of the club.

C. Treasurer

- a. Elected each spring for one full year.
- b. Shall be in charge recording and reporting all financial activities.
- c. Shall be responsible reporting a monthly report of the club's financial standing.
- d. Shall be responsible for the allocation of funds with the President and Vice President
- e. Must learn all paperwork involving WMAR club affairs, for all funds involving WMAR account.
- f. Shall abide by all by-laws and act in the best interest of the club.

D. Secretary

- a. Will be elected in the spring for one full year
- b. Will assist the president in the preparation of meeting agendas.
- c. Will record minutes in the format dictated by Robert's Rules of Order, Newly Revised
- d. Must keep on file all official documents regarding the running of the club
- e. Shall keep in contact with all general members by sending emails regarding all meetings and club events.
- f. Shall maintain record of radio show attendance, on a weekly basis.
- g. Shall abide by all by-laws and act in the best interest of the club

E. Sports Director

- a. Will be appointed by the President, for the term of one full year as Sports Director, beginning in the transition period.
  - i. May be appointed as an "assistant" Sports Director, to learn from the current SD, if the President and Executive Board believe it is best for the club's transition. The period of time served as "assistant" Sports Director does not count against their year-long tenure as Sports Director.

- b. Is responsible for scheduling all WMAR broadcasts of Marist sporting events, and finding talent and producers for these events.
- c. Is responsible for notifying the club Secretary of all scheduled WMAR sports broadcasts, thereby allowing the Secretary to notify anybody whose shows might be canceled in the event of a WMAR sports broadcast.
- d. Is responsible for meeting with all members of the WMAR sports department to keep them informed of the broadcast schedule.
- e. Makes recommendations to the VP/Program Director as to the scheduling of sports-related shows on the WMAR schedule; these recommendations are not final.
- f. Shall abide by all by-laws and act in the best interest of the club.

#### F. Music Director

- a. Shall be appointed by the President, for the term of one full year as Music Director, beginning in the transition period.
  - i. May be appointed as an “assistant” Music Director, to learn from the current MD, if the President and Executive Board believe it is best for the club’s transition. The period of time served as “assistant” Music Director does not count against their year-long tenure as Music Director.
- b. Is responsible for continually updating the WMAR music rotation and adding all music (deemed appropriate) sent to WMAR to the music rotation.
- c. Shall make recommendations to the VP/Programming director as to the scheduling of music-related shows on the WMAR schedule; these recommendations are not final.
- d. Is responsible for seeking out any potential talent for WMAR on-campus concerts, coffeehouses, or events. WMAR is not required to hold any given number of these events in a period of time, but should one be scheduled, the talent becomes the Music Director’s responsibility.
- e. Shall abide by all by-laws and act in the best interest of the club.

#### G. Promotions Director

- a. Shall be appointed by the President, for the term of one full year as Promotions Director, beginning in the transition period.
  - i. May be appointed as an “assistant” Promotions Director, to learn from the current PD, if the President and Executive Board believe it is best for the club’s transition. The period of time served as “assistant” Music Director does not count against their year-long tenure as Music Director.
  - ii. Role may be served by two people.
- b. Shall seek out advertisements and PSAs from on-campus organizations
- c. Is responsible for the recording and airtime of these advertisements and PSAs
- d. Is responsible for coordinating on-campus promotions of radio shows and WMAR events.
- e. Shall abide by all by-laws and act in the best interest of the club.

#### H. Webmaster

- a. Shall be appointed by the President, for the term of one full year as Webmaster, beginning in the transition period.
  - i. May be appointed as an “assistant” Webmaster, to learn from the current Webmaster, if the President and Executive Board believe it is best for the club’s transition. The period of time served as “assistant” Webmaster does not count against their year-long tenure as Webmaster.
- b. Is responsible for all online promotion of club events and shows
- c. Is responsible for the maintenance of the club website (wmarmarist.com) and the website given to the club through SGA.
- d. Shall abide by all by-laws and act in the best interest of the club.

### **Article IV- Meetings**

#### A. Executive Board meetings

- a. Shall be held on a bi-weekly basis
- b. Will be led by the President, in the event that the President cannot make the meeting, the Vice President will lead the meeting in their place.

#### B. General meetings

- a. There will be at least 4 general meetings per semester
- b. They will be led by the President, in the event that the President cannot make the meeting, the Vice President will lead the meeting in their place.

#### C. Minutes

- a. Minutes must be kept by the secretary in the most recently mandated form as dictated by the school’s administration, and/or SGA.

#### D. Attendance

- a. All Executive Board members must attend all regularly scheduled meetings unless excused by the President.
- b. Attendance by general members is required at all regularly scheduled general meetings to be eligible for priority points.

### **Article V- Election Process**

#### A. Eligibility

- a. Must have a GPA of no less than 2.50 (unless running for President or Vice President, where eligibility is contingent upon previously stated criteria in Article 3, Section 5)

#### B. Voting

- a. Voting shall take place during the meeting before transition
- b. Voting will be a blind vote on a close ballot prepared by the secretary
- c. Voting can only take place with more than 50% of active club present.
- d. Votes will be counted and a winner announced at the meeting the votes were cast at.
- e. Winner of each position will be determined by highest number of votes.

f. In the event of a tie, the President will cast a tie-breaking vote.

C. Transition

- a. Transition shall last from the day after the posting of election results until the Transition Banquet when all new elected and appointed members of the Executive Board take office.
- b. The transition period shall be no less than 15 days and no more than 30.
- c. The Executive Board residing will be responsible for the training and transition of the Executive Board elect.

**Article VI- Program Scheduling**

- A. All shows shall be placed into their time slots by a collaborative effort by the President, Vice President/Program Director, Music Director, and Sports Director, with final power going to the VP/Program Director.
- B. General members will apply for their show slots, on a document drawn up by the aforementioned Executive Board members.

**Article VII- Hazing**

- A. Any person who is suspected of Hazing will be turned over to the judicial board. If the person is convicted of Hazing they will be removed from the club, not receive priority points for the current semester, and be banned from the club for the term of one year.

**Article VIII- Parliamentary Procedure**

- A. Unless otherwise suspended, all meetings will be run according to Robert's Rules of Order, Newly Revised.

**Article IX- Amendment of the Bylaws**

- A. These bylaws are open to objection from Executive Board and General Members, and may be amended by majority vote.

**Article X- Policies and Actions**

- A. The club and individuals that are asocial with WMAR must abide and conform to all Federal Laws, New York State Laws, all rules and regulations set by Marist College, and all directives of the SGA. Any violations of this will result in disciplinary action against the club.

**Article XI- Implementation**

- A. These bylaws will come into effect immediately upon approval by the Student Government Association.