

To: Justin Pritchett, Chairman, Student Media Board

From: Aaron Ward, Station Director, WCNU

Date: March 23rd, 2006

Subject: Revised WCNU Charter, By-Laws & Training Guidelines

OFFICIAL CHARTER FOR THE WCNU STUDENT RADIO STATION

Authored by Aaron Ward, WCNU Station Director
February 2006

WCNU Mission Statement

“WCNU Student Radio Network strives to provide a common voice for the common student, an outlet for University culture and to broadcast the highest quality material for the benefit of the community.”

I. Appointment of WCNU Staff

- A. Station Director
 - a. The Station Director shall be chosen and appointed by the Student Media Board.
- B. Assistant Directors
 - a. The WCNU Station Director appoints the Program, Technical, Financial and Promotions Directors for each radio season or as needed at the Station Director’s discretion
- C. General Broadcast Staff (DJs)
 - a. WCNU DJs are appointed after an application process set forth by the WCNU Executive Board

II. Standard Operating Protocol – Protocol to be followed at all times during broadcasts

- A. Professionalism
 - a. All WCNU Staff are required to perform their duties professionally at all times, during any broadcast in and/or out of studio.
 - 1. Professional behavior is defined at the discretion of the WCNU Executive Board and the Student Media Board. Current definitions of Professionalism are found on “Operating Guidelines,” “Professionalism” of the WCNU By-Laws
 - b. Any and all violations of professional behavior as found in the WCNU By-Laws are to be dealt with immediately as per “Operating Guidelines,” “Disciplinary Actions”
- B. Content
 - a. All WCNU Staff are required to follow content guidelines at all times, during any and all broadcasts in and/or out of studio
 - 1. The Content guidelines are set forth by the WCNU Executive Board and Student Media Board and can be found in “Operating Guidelines,” “Content”
 - b. Any and all violations of the content guidelines as found in the WCNU By-Laws will be dealt with immediately as per “Operating Guidelines,” “Disciplinary Actions”

D. Operation Protocol Enforcement

- a. The WCNU Executive Board reserves the right to monitor any WCNU sanctioned program or event being broadcast over WCNU airwaves at any time with or without official notice.
- b. If the WCNU Executive Board believes there to be an irregularity to WCNU Station Policy in any program's broadcasting due to content monitoring and/or internal or external complaints, the program in question will be notified of the investigation and will be suspended until the investigation is completed to whatever result the investigation will bring.

III. Amendments to WCNU Charter

A. Charter Amendments

- a. Any proposed additions (including new sections), deletions, edits or changes that are to be made to any part of the WCNU Charter (Any article, clause or statement in the charter itself) must follow a bicameral due process in order to be recognized as legitimate amendments by the Student Media Board
 1. In order for a proposed amendment to the WCNU Charter to be deemed as 'necessary,' the proposed amendment must FIRST be ratified by at least four of the five assistant directors AND have the approval of the Station Director.
 2. If the WCNU Executive Board deems the proposed amendment to be 'necessary,' then and only then can the proposed amendment be taken to the Student Media Board for final ratification at the Student Media Board's discretion

B. By-Law Amendments

- a. Any proposed additions, deletions, edits or changes that are to be made to any part of the By-Laws must only follow a unicameral due process in order to be recognized as legitimate amendments by the Student Media Board.
 1. In order for a proposed amendment to any section contained within the WCNU By-Laws requires the approval of at least four of the five Assistant Directors and the approval of the Station Director to be ratified.
 2. Amendments to any addendums do not require ratification from the Student Media Board, however the WCNU Executive Board must notify the Student Media Board of any changes at the earliest convenience.

As Authored and Signed By,

Aaron Ward, Station Director, WCNU
March 23rd, 2006

WCNU BY-LAWS

I. Appointment Guidelines

A. Station Director

- a. The departing Station Director may recommend a “Most Effective Successor,” or a candidate that the departing Station Director believes will be the most effective replacement for the vacancy. However the final decision for the replacement of the departing Station Director is the sole responsibility of the Student Media Board at their discretion.
- b. Guidelines – Applicants for the Station Director position at WCNU Student Radio should meet the following guidelines:
 1. Have a 2.4 GPA or higher
 2. Have at least 30 established CNU credits
 3. Have worked with WCNU as a DJ for at least two radio seasons (semesters)
 4. Have had WCNU or prior administrative experience
- c. Official Responsibilities (See “WCNU Executive Structure”)

B. Assistant Directors

- a. Guidelines – Applicants for an Assistant Director position at WCNU Student Radio should meet the following guidelines:
 1. Have a 2.2 GPA or higher
 2. Have at least 15 established CNU credits
 3. Have worked with WCNU for at least one season or have had prior radio experience
- b. Official Responsibilities (See “WCNU Executive Structure”)

C. General Broadcast Staff (DJs)

- a. Guidelines – Applicants to WCNU Student Radio for a position in General Broadcasting Staff (DJs) should meet the following guidelines:
 1. Have a current GPA of 2.0 or higher
 2. Have 6 established CNU credits
 3. Have interest in radio or broadcasting
 4. An approved application by the WCNU Executive Board
- b. Application process for WCNU General Broadcasting Staff (DJs)

1. All applicants must complete and return an application by the deadline set by the WCNU Executive Board, which is formed and distributed at their discretion
 2. WCNU shall take applications shortly after the start of the broadcast season and continue accepting applications at any time during the broadcasting season provided there is an available timeslot
 3. The WCNU Executive Board may call upon any or all applicants for a formal interview to gain more information about the qualifications of the applicant(s)
- c. WCNU Executive Appointments for General Broadcast Staff (DJs)
1. The final decision to approve or deny applications is made in a timely fashion after the interview by the Program and Station Directors of WCNU.
 2. WCNU reserves the right to refuse any person(s) or groups the privilege of hosting a program on any final schedule for a broadcasting season for any reason and reserves the right to keep those reasons private from the general public if the WCNU Executive Board deems that privacy to be appropriate.

II. Intoxication Policy

- a. WCNU Student Radio adopts a ZERO toleration policy regarding intoxicating substances. All WCNU Executive Staff, General Broadcast Personnel (including main DJ hosts and co-hosts) Guests, Visitors and WCNU affiliates regardless of age or rank are prohibited from entering WCNU premises or attending any WCNU sanctioned event while under the influence of ANY intoxicating substance at any time.
- b. Any WCNU Staff member regardless of age or rank found and/or confirmed to be under the influence of any intoxicating substance at any time while on WCNU premises or at a WCNU sanctioned event are subject to immediate and permanent expulsion from WCNU premises without the possibility of reinstatement
- c. The term "Intoxicating substances" includes any and all substances in all forms taken in an abusive way that clouds, disturbs, inhibits, alters the mental state and/or actions and/or judgment of any person in any way, including but not limited to the abuse of, alcohol, narcotics, depressants, stimulants, or prescription medicines.

III. Disciplinary Actions

A. Warnings of Infractions

- a. Verbal Warning - If any WCNU sanctioned program violates any regulation of WCNU, they may be given a verbal warning by a WCNU Executive Officer to cease and desist the behavior in question.

- b. Formal Written Warning - If any WCNU sanctioned program violates any regulation of WCNU, they may receive a documented written warning by the WCNU Station Director to cease and desist the behavior in question immediately. The formal warning will be filed in the offender's permanent record at WCNU.
- c. Failure to comply – Any offending program that fails to comply to the warnings of the WCNU Executive Staff are subject to further disciplinary action

B. Probation

- a. Unsupervised Probation – If a program fails to comply with a warning issued by a WCNU Executive Staff, it may be placed under unsupervised probation where extreme action will be taken against the offending program if the violation is repeated and reported.
- b. Supervised Probation – If a program fails to comply with a warning issued by a WCNU Executive Officer, it may be placed under supervised probation wherein the program will be monitored by a WCNU Executive Officer at random intervals for any possible infractions. If the monitoring officer reports an infraction, the offending program will be subject to further serious action.
- c. Failure to comply – Any offending program that fails to comply to the probations set by the WCNU Executive Staff are subject to further disciplinary action

C. Suspension

- a. Short Term Suspension - If the WCNU Executive Board feels any programs infraction is serious enough, the offending program may be suspended from broadcast for a set amount of broadcast weeks not to exceed an entire broadcast season with the possibility of reinstatement.
- b. Long Term Suspension – If the WCNU Executive Board feels any programs infractions are serious enough, the offending program may be suspended for an entire radio season with the possibility of reinstatement.

D. Expulsion

- a. For the most serious of offenses, WCNU reserves the right to permanently expel the offender from WCNU premises. Once expelled, the offending individuals are banned from entering WCNU premises in any capacity (i.e. as a guest or visitor on any program for any reason). If the offending individual is found and/or confirmed to have entered WCNU premises after their expulsion, criminal trespassing charges can and will be pursued.

- E. In effort to maintain the integrity of WCNU Student Radio and in response to any possible infractions detailed in Section C, “Regulations” of “Operating Guidelines,” WCNU reserves to right to enact any number of these disciplinary actions at any one time and not necessarily in the stated order, in response to any infractions made by WCNU Staff.

IV. Conflict Resolution

A. Conflict Resolution Request

- a. If any staff member of WCNU Student Radio believes a conflict exists within the Station (i.e. a conflict with fellow staff members, disagreement with an executive decision, etc.) they may formally request for Conflict Resolution. The WCNU Executive Board will attend to each Conflict Resolution request to maintain the integrity of WCNU Student Radio as long as it is submitted within reason and the statute of limitations.

B. Statute of Limitations

- a. When a request is made for Conflict Resolution, it must be brought to the expressed and acknowledged attention of the Program Director within two weeks of the incident. If the statute of limitation passes on any request, the WCNU Executive Board reserves the right to dismiss it as a legitimate request for Conflict Resolution.

C. Process of Conflict Resolution

a. Mediation with Program Director

1. If a WCNU Staff member submits a request for Conflict Resolution to the Program Director within the statute of limitations, the concerned parties will meet with the Program Director in order to solve the conflict.

b. Mediation with Station Director

1. If the conflict cannot be solved with the Program Director, the concerned parties will be referred to a mediation by the Station Director to solve the conflict.

c. WCNU Executive Review

1. If the conflict cannot be solved with the Station Director, then the concerned parties will meet with the WCNU Executive Board to solve the conflict. After hearing presentations by both concerned parties, the meeting will be closed for the WCNU Executive Board to deliberate. By a simple majority vote with the approval of the Station Director, the WCNU Executive Board will solve the conflict.

- d. Arbitration by the Student Media Board
 - 1. If the concerned parties cannot abide by the WCNU Executive Board and still seek another solution, they may appeal to the Student Media Board for a solution. The Student Media Board will convene at a time of their choosing to hear the concerned parties. Once the Student Media Board makes a decision, it is a final and binding decision that all parties must agree to, or be excused from working at WCNU.

V. Special Circumstances

A. Elections

- a. Due to the status of WCNU as an organization, free-standing public and/or private elections for any non-official and/or official reasons are prohibited at all times by the WCNU Executive Staff and the Student Media Board

B. Voting

- a. In order to move for a motion to vote for any official issue, WCNU must possess a quorum of 50% plus one. All of the Assistant Directors will have an advisory role to the Station Director and the final decision will lay with Station Director directly.

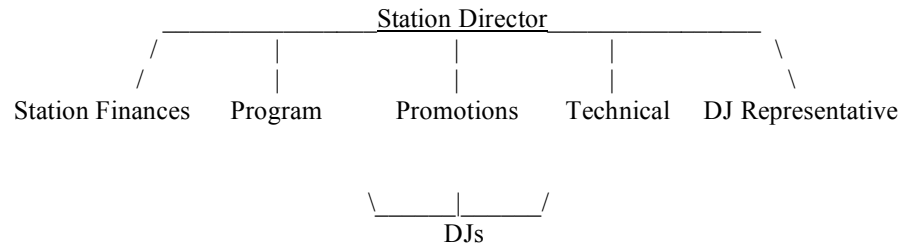
C. Advertisements

- a. To account for the inevitability of managing paid advertisements in the future of WCNU, the current Station Director, at their discretion, may make amendments to the WCNU Charter under "Standard Operating Protocol" as needed when the situation arises.

D. FCC Regulations

- a. In the event that WCNU moves to an FM format, a Constitutional Review should take place to adapt the WCNU Charter and Regulations to match those of the Federal Communications Commission

“WCNU Executive Structure”



Executive Officer Duties

Station Director-

- Meets with School Officials and Administration
- Represents WCNU on its behalf during Administration decision-making
- Is deciding vote on WCNU E-board in case of tie
- Follows up with on the delegation of duties of Assistant Directors
- Refers DJs to Department Heads
- Attends Student Media Board Meetings – all station directors, present and past, keeps a copy of this charter

Program Director-

- Responsible for scheduling DJ programs before each radio season
- Direct link to DJs for comments, complaints, disputes, grievances, etc.
- Responsible for approving on-campus DJ advertisement

Technical Director-

- Controls and Updates WCNU website
- Maintains Station Equipment and informs E-board of any concerns
- Responsible for keeping a current copy of WCNU inventory
- Direct link with IT Services

Promotions Director-

- Oversees both Internal and External Promotions
- Link to DJs for ideas for station-wide advertisement on and off campus
- Responsible for securing spaces with Scheduling for events
- Responsible for setting up appointments for external advertising (Non CNU businesses)

External Promotions- Contacts Record labels for promotional items to giveaway and co-ordinates with Non-CNU businesses for development of advertisements

Internal Promotions- Helps DJs develop Fliers, TV, and internal club advertising

Station Finances Director-

- Responsible for keeping the current state of the WCNU budget
- Direct Link to Michelle Reed and Campus Finances
- Responsible for securing Purchase Orders from Campus Financing
- Responsible for turning in any money from advertising to Michelle Reed
- Keeps minutes of WCNU Executive Board meetings

DJ Representative-

- Elected by the DJs as a secondary voice for DJ needs
- Serves on Executive Board as the direct collective voice for the DJs

Operating Guidelines

Section A – Professionalism

WCNU General Broadcast Staff should act in a professional manner at all broadcasts and events which includes but is not limited to:

Refraining from all profanity during a public event
Refraining from speaking negatively about WCNU Executive Decisions while on-air
Continually seeking to improve the quality of the broadcasted programs

Section B – Content Guidelines

WCNU General Broadcasting Staff must follow the current content guidelines which includes but is not limited to:

NO Spoken Profanity by DJs
NO discussion of risqué topics

Section C - WCNU Rules and Regulations

WCNU DJs should

- ~ Sign in for the Station Door Key AND leave their Ids regardless of station occupancy
- ~ Leave the Station in a clean and orderly fashion
- ~ Turn on auto-list if no other hosts are on after them, REGARDLESS of server status
- ~ Report any equipment problems to the Technical Director before leaving the station
- ~ Arrive to their time-slots on time and ready to broadcast
- ~ Load all media material onto the external hard drive instead of the DJ computer
- ~ Follow the WCNU Training Manual for all training
- ~ Provide their own 1/8 to 1/4 headphone audio adapters
- ~ Follow the Conflict Resolution Guidelines at ALL times for ANY conflict
- ~ Follow the CNU Honor Code
- ~ NOT abuse the equipment in any way, shape or form
- ~ NOT enter into ANY contract for ANY reason, with any third party, verbal or written, without the expressed consent of the WCNU Executive Board

****THE FOLLOWING IS NOT A BINDING SECTION OF THE WCNU BY-LAWS. IT IS SIMPLY A SUGGESTION GUIDE TO ASSIST FUTURE WCNU STAFF IN STARTING ADVERTISEMENTS.**

ANY FUTURE WCNU STAFF SHOULD MEET WITH MICHELLE REED IN OSL TO DISCUSS
FINAL TERMS IN THE ADVERTISING PROCESS**

A- Internal Advertisement (Any and all Sanctioned Clubs, Organizations, Sports
Departments, etc. under CNU control)

- a- Attracting, Securing, Coordinating and Developing Internal Advertisement is the responsibility of the Internal Promotions Assistant Manager (under the Promotions department)
- b- Procedure for Internal Advertising
 - 1- Any Organization seeking to place an on-air advertisement on WCNU airwaves must first contact the WCNU Internal Promotions Manager, who will get the basic information about the ad, (Who, What, When, Where, How Long, How many times do they want it played and when, Who is going to be the voiceover, Do they want to produce it in-house)
 - 2- Schedule a time where the people placing the ad can come in and either produce the advertisement on a production day, or give WCNU a script to be recorded with a voiceover or an MP3 copy of their ad and discuss the price of the ad. The Promotions Department could charge extra for a club or organization to produce in-house, but that's left up to them. The people placing the ad will pay for their advertisement at this meeting, by either cash or check made out to WCNU. The easiest way to charge for an ad is around \$5-10 PER TIME PLAYED or at a price determined by the WCNU Executive Board(every time an ad is played over WCNU airwaves, the charge is that price)
 - 3- Once the ad from the club or organization is produced or given to WCNU staff AND the Internal Promotions Manager has PHYSICALLY handed the Station Finance Director the payment for the ad to be taken to Michelle Reed, The Internal Promotions Manager will physically give a hard copy of the ad to the Promotions Director for final approval and notify them that an ad has been placed. Placing the ad in the Station play-list and notifying the DJs that they MUST play this ad during a SPECIFIED time is the responsibility of the Promotions Director.

B- External Advertising (Any persons, groups, businesses or organizations NOT on
CNU property or sanctioned by CNU)

- a- Attracting, Securing, Coordinating and Developing External Advertisements is the responsibility of the External Promotions Manager

- b- Procedure for External Advertising – Due to the fact that external advertising requires extreme professionalism to ensure a returning advertiser AND reflects directly upon the University and WCNU, the External Manager and Promotions Director should work closely together when acquiring external advertisements.
 - 1- Any external business wanting to place an ad should get in contact with the External Promotions Manager, who will get the basic information about the ad, (Who, What, When, Where, How Long, How many times do they want it played and when, Who is going to be the voiceover, Do they want to produce it in-house)
 - 2- The External Promotions Manager should then schedule an appointment for the business representative to come into the WCNU offices to discuss producing the advertisement on a production day, or to give WCNU a script to be recorded with a voiceover or an MP3 copy of their ad and discuss the price of the ad. The Promotions Department could charge extra to produce an advertisement in-house, but that's left up to them. The people placing the ad will pay for their advertisement at this meeting, by either cash or check made out to WCNU. The easiest way to charge for an ad is around \$5-10 PER TIME PLAYED (every time an ad is played over WCNU airwaves, the charge is that price) or at a price determined by the WCNU Executive Board
 - 3- Once the ad from the club or organization is produced or given to WCNU staff AND the Internal Promotions Manager has PHYSICALLY handed the Station Finance Director the payment for the ad to be taken to Michelle Reed, The External Promotions Manager will physically give a hard copy of the ad to the Promotions Director for final approval and notify them that an ad has been placed. Placing the ad in the Station playlist and notifying the DJs that they MUST play this ad during a SPECIFIED time is the responsibility of the Promotions Director.

C. Responsibilities

- a- The Promotions Director is responsible for the final content of the advertisements and is the point of contact should any problems arise. Professionalism CANNOT be stressed enough in creating advertisements for WCNU. Extreme caution must be used to ensure quality for the station to succeed.

Training Guidelines

1. Use center computer only

2. CDs go into CD machine, the top machine under the Soundboard, use only big green play/pause button, and the large dial on the left hand side to cue up a specific time on a CD.
3. Save all music to external hard drive on the main computer
4. Bring headset converters for show (They are 1/8 to 1/4 converters, easily found at Radio Shack)
5. Sign Handbook and keep aware of the code of conduct
6. Ensure Music and Microphone are at correct levels (See Notes on Soundboard for specific levels)
7. No more than 4 guests without approval from program director
8. You wont need to touch the server computer. SO DON'T.
9. Don't ever turn off main DJ computer
10. If there is a technical problem beyond your ability to solve, Call Technical Director
11. If you are the last show to go on at night, select the "Autolist" from the Windows Media Player menu, pick a song, and voila. Autolist plays random songs in the database until the next DJ comes in the next day.
12. EVERYONE SHOULD SIGN INTO THE FRONT DESK AND LEAVE ID
13. Be sure to turn out the light when you leave
14. Disclaimers are not mandatory, but you should consider recording one if you think people would get offended. WCNU wont require you to play one, but it would help you and the station in the long run by letting people know what they're going to be hearing. People hate surprises.
15. Have a definite plan for your program. Part of being Professional is at least having an idea of what you will be talking about next, what song you're going to play, what things to announce. Keep that plan in mind for your program, It will make things easier.