

WZND RADIO

CONSTITUTION & BY LAWS

A registered campus organization at Illinois State University
Updated: Spring 2008

ARTICLE I.NAME

The name of this organization shall be WZND Radio. WZND operates at a frequency of 106.1 megahertz stereo cable FM in conjunction with and as authorized by Insight Communications of Bloomington/Normal and the university cable system. WZND is also broadcast over the World Wide Web at www.wznd.com.

WZND shall be operated within the applicable rules and regulations of the FCC regarding cable, radio, and carrier current broadcasting; the governing policies of Illinois State University; the Department of Communication; and the discretionary policies of the WZND Management Council and directors.

ARTICLE II.MISSION STATEMENT

The Mission of this organization is to provide practical experience and training for all ISU students interested in the radio broadcasting industry and related industries and to provide a radio broadcast cable programming service to the ISU student body and the citizens of Bloomington/Normal and listeners of the World Wide Web.

ARTICLE III.MEMBERSHIP AND DUES

SECTION 1: MEMBERSHIP

Membership of WZND Radio is open to any student enrolled at ISU.

SECTION 2: DUES

Membership shall be maintained by the payment of dues which are established by the Management Council.

ARTICLE IV.DIRECTORS

SECTION 1: BOARD OF DIRECTORS

The WZND Board of Directors shall consist of :

- A. General Manager
- B. External Relations Director
- C. Multimedia Director
- D. Rock Music Director

- E. Urban Music Director
- F. News & Sports Operations Director
- G. News & Sports Directors
- H. Production Director
- I. Rock Program Director
- J. Urban Program Director
- K. Promotions Director
- L. Public Relations Director
- M. Sales Director
- N. Traffic Director
- O. Imaging Director
- P. Chief Engineer
- Q. Assistants to the directors
- R. Each director will serve a term of one year, although the Management Council reserves the right to request a director to re-screen in mid-term if the director's performance is not satisfactory, or to put the director on suspension for the following semester.
- S. Each director shall be allowed one assistant. Assistants are not required.
- T. Each assistant will serve a term of one semester.
- U. Directors and assistants shall receive university credit for their work.
- V. The position of Chief Engineer may be a paid position.
- W. The Radio Production Undergraduate Teaching Assistants will also be considered part of the WZND Board of Directors.

SECTION 2: DUTIES AND POWERS

A. ALL DIRECTORS SHALL:

1. Maintain 12-15 office hours per week as detailed in the office hour policy established by the Management Council.
2. Complete all station and department related duties.
3. Select, train, assign, and be responsible for all staff members for their particular department, including firing of irresponsible staff members.
4. Assist in making station improvements through the establishment of reasonable and consistent policies.
5. Attend and hold all necessary meetings.
6. Write all necessary papers.
7. Meet with the Faculty Advisor and/or General Manager as necessary.
8. Learn to run the studio equipment.
9. Serve as ex-officio members of all departments and be available for filling in for sports, news, jocking, and production work if the need arises.
10. Prepare tapes for contest entries.
11. Monitor the local and national radio industries for trends in their particular department.

B. THE GENERAL MANAGER SHALL:

1. Act as President of the student organization, WZND Radio, and perform any duties inherent to that position.
2. Oversee and advise all departments and staff.
3. Be responsible to the Faculty Advisor for the overall operation of the station.

4. Have the power to fire any director or staff member with sufficient reason.
5. Serve as an ex-officio member of all departments.
6. Serve on the Management Council.

C. THE EXTERNAL RELATIONS DIRECTOR SHALL:

1. Be responsible for developing and maintaining consistent communication with alumni.
2. Serve as liaison to professional associations.
3. Be responsible for developing and maintaining relationships with professional organizations.
4. Oversee award submissions.
5. Organize trips to conventions.
6. Assist in planning conferences.
7. Maintain the WZND archives.
8. Serve on the Management Council.

D. THE IMAGING DIRECTORS SHALL:

1. Be responsible for the copywriting and production of station ids, liners, OBCs for specialty shows, sweepers, changeover carts, and format-specific music promos.
2. Assist Program Director in creating “core sound” for imaging of the format.
3. Keep file tape for each semester.

E. THE MULTIMEDIA DIRECTOR SHALL:

1. Maintain and update the WZND website and all related web broadcasts.
2. Be responsible for all computer/graphic based representation of the station including programs, fliers, banners, etc.

F. THE MUSIC DIRECTORS SHALL:

1. Make up weekly playlists in conjunction with the Program Director, and distribute it to record companies, the community, and the WZND staff.
2. Be responsible for the music library and all additions to and subtractions from by way of an inventory system.
3. Work in conjunction with the Program Director in establishing and maintaining suitable rotation(s) and music format(s).
4. Do two air shifts per week.
5. Record music for airplay.
6. Keep all playlists on file.
7. Work in conjunction with Promotion Director in obtaining music for prizes, giveaways, etc.

G. THE NEWS AND SPORTS DIRECTORS SHALL:

1. Be responsible for all news/sportscasts, including content, presentation, scheduling, and delivery of same.
2. Produce, in cooperation with the News & Sports Operations Director, games, programs and/or documentaries appropriate for the WZND audience.
3. Instruct the staff in proper production, writing, reporting, and delivery of the news/sports.

4. Assign the staff to local news/sports beats and make any necessary arrangements for transportation or equipment.
5. Utilize all existing news/sports sources.
6. Do two air shifts per week.
7. Keep a file tape for each semester.

H. THE NEWS and SPORTS OPERATIONS DIRECTOR SHALL:

1. Be responsible for assigning personnel to cover events.
2. Be responsible for assigning staff members to work on-air sports broadcasts.
3. Prepare all public service announcements for airplay.
4. Conduct and file quarterly ascertainment reports for the public file.
5. Get air checked by the Program Director.
6. Keep a file tape for each semester.

I. THE PRODUCTION DIRECTOR SHALL:

1. Be responsible for the copywriting and production of station commercials, contest and giveaway promos/sounders, show promos, and general station promos.
2. Keep file tape for each semester.

J. THE ROCK PROGRAM DIRECTOR, THE URBAN CONTEMPORARY PROGRAM DIRECTOR, and THE NEWS and SPORTS OPERATIONS DIRECTOR SHALL:

1. Maintain quality standards for all on-air material.
2. Be responsible for the format(s) and the execution of same.
3. Be responsible for all syndicated and recorded program material.
4. Be knowledgeable and informed about all competing stations and their respective strengths and weaknesses.
5. Insure proper maintenance of music, program, and news and sports logs.
6. Do two air shifts per week.
7. Air check all staff members.
8. Make suggestions for equipment improvements.
9. Serve on the Management Council.

K. IN ADDITION, THE ROCK PROGRAM DIRECTOR and THE URBAN CONTEMPORARY PROGRAM DIRECTOR SHALL:

1. Be responsible for soliciting and conducting remotes.
2. Be responsible for all remote contracts.
3. Be responsible for scheduling jocks and equipment for all remotes.
4. Prepare playlists and music tapes in conjunction with the Music Directors for remotes.
5. Work with the Promotions Director to prepare remote activities as needed.

J. THE PROMOTION DIRECTOR SHALL:

1. Be responsible for preparing and conducting all on-air and off-air promotional campaigns to increase and maintain awareness and listenership.
2. Be responsible for all visible representation of the station, including station appearance, T-shirts, etc.

3. Assist the Program Directors with preparing remote activities as needed.
4. Serve on the Management Council.

L. THE PUBLIC RELATIONS DIRECTOR SHALL:

1. Be responsible for establishing and maintaining WZND as a responsible member of the ISU and Bloomington/Normal communities.
2. Send press releases and newsletters on station activities to appropriate organizations.
3. Conduct open houses and station tours to increase station visibility.
4. Be responsible for compiling station scrapbooks, including photos and clippings.
5. Coordinate any philanthropic work done by WZND.

M. THE SALES DIRECTOR SHALL:

1. Be responsible for contacting national reps and national and local businesses for commercial airtime.
2. Be responsible for all sales contracts and execution of the same.
3. Work in conjunction with Promotion Director to obtain prizes, etc. through trades.
4. Serve on the Management Council.

N. THE TRAFFIC DIRECTOR SHALL:

1. Be responsible for logging all necessary program material.
2. Update computer logs and computer programs as necessary.
3. Be responsible for preparing and sending all affidavits and bills.
4. Maintain a file of all logs for three years.
5. Be responsible for the minutes of directors' meetings.
6. Be responsible for compiling the WZND Directory each semester.
7. Be responsible for compiling the WZND Annual Report.
8. Be responsible for collecting and compiling data on listenership, music, and any other requested subject for the station and making recommendations to the Management Council.

O. THE CHIEF ENGINEER SHALL:

1. Monitor and maintain the on-air signal.
2. Be responsible for maintenance of all equipment and all physical concerns of the station.
3. Make arrangements for necessary repair of equipment.
4. Maintain an inventory of all station equipment.
5. Order new equipment.
6. Make suggestions for equipment improvement.
7. Serve on the Management Council.

SECTION 3: ELIGIBILITY

A. PERSONS ELIGIBLE FOR THE POSITION OF GENERAL MANAGER SHALL:

1. Be enrolled in good standing as a full-time student at ISU and meet GPA requirements.
2. Have at least two consecutive semesters of credible staff membership at WZND and at least one semester of credible directorship at WZND.
3. Live in the Bloomington/Normal area if student teaching or interning during term of

office.

B. PERSONS ELIGIBLE FOR DIRECTORSHIP POSITION SHALL:

1. Be enrolled in good standing as a full-time student at ISU and meet GPA requirements.
2. Have at least one semester of credible staff membership at WZND.
3. Live in the Bloomington/Normal area if student-teaching or interning during term of office.

SECTION 4: SELECTION OF GENERAL MANAGER, DIRECTORS, AND ASSISTANTS

A. SCREENING COMMITTEE COMPOSITION

1. The screening committee shall consist of the members of the Management Council. The exiting director for the position being screened will also be on the screening committee.
2. In the event that a member of the Management Council is screening for a position, his/her place on the screening committee may be filled by another director. The Faculty Advisor will appoint screening committee members if necessary.
3. The screening for the General Manager position will be first. The new General Manager will then join the screening committee.

B. SELECTION OF GENERAL MANAGER AND DIRECTORS

1. The General Manager and all directors will be chosen by a screening process.
2. The screening process will be held in November of the fall semester and April of the spring semester.
3. Announcement of available positions shall be made at the last general director meeting prior to the screenings.
4. Descriptions of available positions and qualifications for same shall be posted in the lobby of WZND by the General Manager.
5. Applications for available positions will be posted online at www.WZND.com/staff.
6. Completed applications shall be placed in a sealed envelope with only the name of the position applied for on the outside of the envelope. Envelopes containing applications should be left in the Faculty Advisor's mailbox before the due date and time.
7. The screening committee will review the applications and call each qualified applicant with the time and place for screening. Screenings will not be rescheduled, except in the event of dire circumstances.
8. Each applicant for a position will appear before the screening committee with a 3-5 minute presentation. Questioning of the applicant will follow, starting with the General Manager, proceeding to the exiting director, then to other members of the committee. The Faculty Advisor shall conclude the interview.
9. The committee shall then discuss their views of the applicants and written votes shall be cast.
10. Selection shall be made by a simple majority of the committee members with the exception of the Faculty Advisor. In case of a deadlock, the Faculty Advisor shall cast the deciding ballot.
11. The screening results will only be posted after all new directors have been selected, with the exception of the new General Manager. Results of the screenings for the General Manager position will be posted immediately.
12. In the event that there are no applicants or no suitable applicants for a position, the Management Council shall address the problem and provide a solution. Possible

solutions may include, but are not limited to:

- a. Permanent or temporary elimination of the department.
 - b. Consolidating said department with other closely-related departments.
 - c. Re-opening the position available for screenings at another time.
 - d. Promotion of the assistant to the director position.
 - e. Accepting applications from persons who do not meet the eligibility requirements.
13. These solutions may also be used in the event that a director vacates his/her position any time during a semester.
14. All information regarding applications and interviews is strictly confidential.

C. SELECTION OF ASSISTANT DIRECTORS

1. Assistant Directors shall be appointed by the department director, with the approval of the General Manager and the Faculty Advisor. The screening committee may recommend assistants.

SECTION 5: GRIEVANCES

In the event that an applicant feels that the screening committee has made a biased, unfair, or non-objective decision, then the applicant shall have the option to file a grievance with the Faculty Advisor within 48 hours of the posting of screening results. The grievance, pending the faculty advisor's approval, will result in a meeting with the members of the screening committee grievance. If the grievance cannot be settled to the applicant's satisfaction, he/she may pursue the matter with a higher authority.

ARTICLE V. MANAGEMENT COUNCIL

SECTION 1: PURPOSE

The purpose of the Management Council is to provide a central policy-making board for the station. Each member of the Management Council has been chosen to represent a specific branch of the station so that policies formed will benefit all areas of WZND.

SECTION 2: MEMBERSHIP

- A. The Management council shall consist of the Faculty Advisor, the General Manager, the Sales Director, the Program Directors, the Promotion Director, External Relations Director and the News and Sports Operations Director. In the event that a director cannot attend a Management Council meeting, his/her assistant shall attend in his/her place.
- B. The Sales Director, External Relations Director, and Promotion Director shall head the branch consisting of the Multimedia, Public Relations, Traffic, and Production departments.
- C. The Program Directors and the News & Sports Operations Director shall head the branch consisting of the Music, News/Sports, Production, Imaging and Traffic departments.
- D. The Chief Engineer shall report on equipment and physical concerns of the station and attend the meetings of the Programming Branch.
- E. The structural organization of WZND shall be as follows:

Faculty Advisor

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General Manager

<u>Engineering</u>	<u>Programming</u>	<u>Sales/Promotions/External Relations</u>
	Music	Multimedia
	Imaging	Public Relations
	News/Sports	Production
	Production	Traffic
	Traffic	

SECTION 3: DUTIES AND POWERS

A. Each department director shall collect staff input at department meetings. This input shall be presented to the branch heads (i.e., Management Council member) at the branch meeting. The branch head shall then present the concerns of his/her branch at a Management Council meeting for discussion and action. All concerns (including proposed amendments to this document) requiring a station vote shall be submitted in written form to the Management Council.

B. In addition to policy-making, the Management Council shall:

1. Handle all personnel matters.
2. Prepare the annual budget request with the assistance of the directors.
3. Comprise the screening committee.

ARTICLE VI. FACULTY ADVISOR/FISCAL AGENT

SECTION 1: FACULTY ADVISOR

The Faculty Advisor shall serve as the educational supervisor to enrich the staff's learning experiences. He/she shall also serve as an ex-officio member of all departments and shall be allowed to provide input into any decisions. He/she must be a member of the ISU administration or faculty/staff. He/she shall also serve on the Management Council.

SECTION 2: FISCAL AGENT

The Fiscal Agent shall have final approval of all monetary expenditures within the WZND budget. He/she shall be a member of the ISU administration or faculty/staff and shall be appointed within the regulatory processes set forth by the university.

ARTICLE VII. MEETINGS

THE FOLLOWING MEETINGS ARE NECESSARY FOR THE OPERATION OF WZND:

SECTION 1: GENERAL STAFF MEETINGS

General staff meetings for the entire WZND staff shall be held once a semester- and shall be presided over by the General Manager and the directors.

SECTION 2: DIRECTORS' MEETINGS

Directors' meetings for all directors, assistants, and UTAs shall be held weekly and shall be presided over by the General Manager.

SECTION 3: BRANCH MEETINGS

Branch meetings for all directors and assistants shall be held weekly and shall be presided over by the branch heads.

SECTION 4: DEPARTMENT MEETINGS

Department meetings for all members of a specific department shall be held weekly presided over by the department director.

SECTION 5: MANAGEMENT COUNCIL MEETINGS

Management Council meetings for the members of the Management Council shall be held weekly.

SECTION 6: ATTENDANCE

Attendance is required at all meetings. Missing meetings without a valid excuse more than twice is grounds for dismissal.

ARTICLE VIII. QUORUM

SECTION 1: GENERAL QUORUM

A general quorum of 3/4 of the members is required at all meetings to transact business.

SECTION 2: SPECIFIC QUORUM

In a grievance hearing of any sort, all members of the Management Council must be present to transact business.

ARTICLE IX. VOTING PROCEDURES

THE WZND VOTING PROCEDURE IS AS FOLLOWS:

- A. All proposals must be presented to the Management Council in written form.
- B. Voting on proposals shall take place during department meetings.
- C. Each department shall then present one vote to the Management Council.
- D. Simple majority shall ratify a proposal.
- E. In the event that a situation arises requiring a decision before all departments can be notified, then the Management Council shall be convened to make a decision. The decision shall be passed on to all the departments.
- F. Absentee ballots shall not be accepted.
- G. The General Manager may veto a proposal, and the veto may be overridden by a 2/3 majority.
- H. The Faculty Advisor shall have veto power over fiscal matters. This veto cannot be overridden.

ARTICLE X. DISMISSAL OF STATION EMPLOYEES

SECTION 1: STAFF DISMISSAL

- A. A staff member may be dismissed from his/her duties by the director, General Manager or

Faculty Advisor with due cause. If the cause is job-related, the staff person shall be warned first and given a chance to improve. If the cause is policy violation, the staff member may be fired without warning. A director must consult the General Manager before firing a staff member.

- B. If a staff member thinks that he/she has been treated in a biased, unfair, or nonobjective manner, he/she may file a grievance with the General Manager within 48 hours of the firing. The grievance allows the staff member one meeting with the Management Council and the director of his/her department. If the grievance cannot be settled to the staff member's satisfaction, he/she may pursue the matter with a higher authority.
- C. The department shall provide written notice of the firing to all directors.

SECTION 2: DIRECTOR DISMISSAL

- A. A director may be dismissed from his/her duties by the General Manager or Faculty Advisor with due cause. If the cause is job-related, the director shall be warned once and given a chance to improve. If the cause is a policy violation, the director may be fired without warning. The General Manager must consult the Faculty Advisor before firing a director.
- B. If the director thinks he/she has been treated in a biased, unfair, or nonobjective manner, he/she may file a grievance with the Faculty Advisor and is entitled to the same rights as a staff member that has been fired.
- C. The Management Council must be notified immediately when a director is fired.

SECTION 3: GENERAL MANAGER DISMISSAL

- A. The General Manager may be dismissed from his/her duties by the Faculty Advisor or by a 2/3 majority of the directors with due cause. If the cause is job-related, the General Manager shall be warned first by the Faculty Advisor and given a chance to improve. If the cause is a policy violation, the General Manager may be fired without warning. The Faculty Advisor must consult the Management Council before firing the General Manager.
- B. If the General Manager thinks that he/she has been treated in a biased, unfair, or non-objective manner he/she may file a grievance with the Faculty Advisor (if fired by the directors) or the directors (if fired by the Faculty Advisor) within 48 hours of the firing. The grievance allows the General Manager a meeting with all directors and the Faculty Advisor. If the grievance cannot be settled to the General Manager's satisfaction, he/she may pursue the matter with a higher authority.
- C. The directors must be notified immediately when the General Manager is fired.

SECTION 4: FIRING

- A. Firing constitutes immediate and complete dismissal from all positions held at WZND.
- B. Firing for policy violation is permanent.
- C. Firing for job-related causes may be reconsidered by the Management Council no sooner than the following semester.

SECTION 5: RESIGNATION OF DUTIES

- A. Any member of WZND may resign from their duties.
- B. Reinstatement may occur only with the Management Council's approval.

- C. General Managers and directors that resign shall work with the Faculty Advisor to determine a grade.

SECTION 6: GROUNDS FOR DISMISSAL

THE FOLLOWING ARE GROUNDS FOR DISMISSAL FROM DUTIES AT WZND:

- A. Improper execution of job duties.
- B. Violation of the policies of WZND, including, but not limited to:
 - 1. Theft or removal of WZND property from the premises.
 - 2. Misuse of on-air privileges.
 - 3. Bringing drugs or alcohol on the WZND premises.
 - 4. Being under the influence of drugs or alcohol on the WZND premises.
 - 5. Damage or defacement of WZND property.
 - 6. Two unexcused absences from meetings and/or air shifts.
 - 7. Deliberate misrepresentation of WZND, its policies, and/or members.

(All are also grounds for university and legal action)

ARTICLE XII. SUMMER OPERATION

SECTION 1: SUMMER FORMAT

WZND shall continue to operate during the summer if there is sufficient interest in keeping the station operating. Summer programming shall not deviate from the established school year format(s).

SECTION 2: SUMMER DIRECTORS

WZND shall operate in the summer if minimum director positions are filled.

- A. There must be a General Manager, Program Director, Traffic Director, and Music Director.
- B. If there is a Sales Director, there must also be a Production Director.
- C. Directors will be chosen for the summer in the following priority manner after spring screenings have been completed:
 - 1. Incoming director
 - 2. Outgoing director
 - 3. Outgoing assistant
 - 4. Former directors in order
 - 5. Former assistants in order
 - 6. Incoming assistant
- D. The Management Council may address the issue if no suitable candidates and present a solution.