



## WUOG 90.5 FM Student Organization Constitution

### Preamble

We the members of WUOG, 90.5FM, and subscribing to the regulations and policies of the University of Georgia, establish this Constitution to govern the matters within our organization.

**Article I: Name of Organization** – The name of the organization is WUOG 90.5 FM.

**Article II: Purpose and Mission** – The mission of WUOG shall be to provide the University of Georgia and the surrounding community an outlet that educates and entertains UGA student volunteers and listeners through music, news, public affairs, and sports. WUOG will provide an alternative to other media outlets in the community through programming that is diverse and unique, serving the public with music, news, public affairs, and sports of local and national interest. WUOG will also serve as a training ground for UGA students interested in broadcasting careers.

### Article III: Non-Discrimination

- A. Membership and all privileges, including voting and officer positions, must be extended to all **students** without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

However, religious **student** organizations will not be denied registration solely because they limit leadership positions to **students** who share the same religious beliefs.

- B. Membership and all privileges, including voting and officer positions, must be extended to all **students** as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). *Title VI* of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or **activities** that receive Federal financial assistance. *Title IX* states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

**Article IV: Membership** – Membership shall be limited to regularly enrolled University of Georgia students who are paying student activities fees.

### Section 1: All Personnel

A. Personnel Expectations: In all of its personnel dealings, 90.5FM makes every effort to be fair, provide good working conditions, equal opportunity and consideration for all its employees. In return, we expect reasonable effort and productivity combined with adherence not only to publish and regulations but to reasonably accepted customs and standards of courtesy, conduct, and cooperation. The following are examples of actions that may result in disciplinary action:

1. Failure to perform assigned duties.
2. Insubordination.
3. Negligence, theft, wasting material, gambling.
4. Falsifying records, reports or information.
5. Being intoxicated or drinking on the job.
6. Sleeping while on duty and willful violation of safety regulations.
7. Failure to report an absence or tardiness.
8. Using, selling, or buying narcotics while on UGA property.
9. Payola-related activity with record labels or concert promoters and on-air obscenities.

\*An employee may be terminated without notice for violation of any of these expectations.

## **Section 2: Staff Membership**

A. Staff Member Agreement: As a staff member of WUOG and a representative of the Department of Student Activities, you are to be fully aware of your responsibilities and agree to meet them. The following are expectations of you so long as you are in any position at 90.5FM:

1. To be enrolled as a student in good academic standing with the university (part time MUST pay student activities fees).
2. To accept responsibility for everything broadcasted on WUOG during your shift.
3. To comply with the rules and regulations of the University of Georgia as outlined in the Student handbook.
4. To comply with the rules and regulations of the FCC and any amendments as published by the Commission.
5. To uphold the policies and guidelines of the station.
6. To be accountable to the Department of Student Activities and the university community for the expenditure of any Student Activities money.
7. To undertake a periodic assessment of your performance with your staff supervisor and to develop skills in the area where improvement is desirable.
8. To meet regularly at agreed upon times with the Executive Staff for General Staff and Departmental meetings.

## **Section 3: Disciplinary Action**

A. Disciplinary Action: Department heads may take action such as issuing probation or limited station privileges before a staff member is officially dismissed. During a probationary period, the staff member's progress will be monitored. Without marked improvement, the staff member may be suspended or dismissed.

1. Your Tenure at WUOG: When first obtaining a position at the station, a new staff member will be given access to a staff handbook. Failure to meet responsibilities, to follow station policy and procedure or to adhere to FCC regulations will be considered cause for suspension or dismissal.

2. Suspension: Department heads are authorized to suspend or dismiss any staff member for violation of department and/or station policies and procedures. The duration of the suspension will be determined by the department head in conjunction with the General Manager, who will inform the staff member in writing.
3. Show Suspensions: News, programming, and sports directors have the authority to suspend any show under their jurisdiction for a temporary period of up to 2 weeks, upon their discretion. Explanation must be given to the show host no later than 48 hours prior to the scheduled show, and the suspension must be reported at the next exec meeting.

A suspension period of up to 2 weeks may be renewed once after the initial suspension. The same stipulations apply. If problems remain unresolved after 1 month of consecutive suspensions, final action must be determined at the next executive meeting to determine what can be done regarding the show and its host(s).

Non-consecutive suspensions may be warranted during the course of the semester. For shows with a second suspension, execs should not allow for a renewal of suspension, and instead should seek to address the problem within the allowed two week suspension period or cancel the show.

If a show host feels that his/her show/host position has been suspended unfairly or without notice, grievance should be submitted to the graduate advisor and/or general manager, to be aired before the executive board.

4. Dismissal: Any staff member dismissed from the station shall be notified in writing of their dismissal. This letter will outline the reasons for the dismissal and advise the staff member that he or she has one week to appeal the decision. Any dismissal for due cause may be appealed through the grievance procedure.
5. Passes Revoked: Passes revoked is a punishment used by the Executive Staff to punish infractions of station rules. If a staffer is put on the Passes Revoked list s/he is ineligible to receive staff passes to clubs and shows. Further, if a person who is on Passes Revoked is added to a pass list, and then the staffer who placed their name on the list will also be placed on Passes Revoked. The length of time that a person is on Passes Revoked is entirely at the discretion of the Executive who put them on Passes Revoked.
6. Probation: Probation is a punishment levied upon a staffer when, in the opinion of the Executive Staff member issuing the punishment, the staffer is in need of a more serious punishment than Passes Revoked. While a staffer is on probation, they are expected to be the ideal staffer. If the staffer on Probation violates any station regulations or rule, they will be immediately terminated. Probation commonly only lasts for the remainder of the current semester. However, the Executive issuing the Probation has the right to extend the Probation depending on the severity of the infringement and the remaining time in the current semester.
7. Grievance Procedure: Grievance meetings will be scheduled to allow the staff member the opportunity to fully discuss the situation, develop the facts, state their contentions, clear up any possible misunderstandings, and attempt to formally resolve the dispute. A majority vote of the entire grievance committee is necessary to overturn the dismissal. In the event of a permanent dismissal, the individual will not be able to obtain a position at 90.5FM at any time in the future.

Their name will be placed on a list, which will be kept with the University Advisor (room 153 Tate Student Center) and with the Graduate Advisor.

**Article V: Officers (qualifications; terms; election and removal)** – The officers of this organization shall consist of 17 officers as follows:

### **Section 1: The Executive Board of Student Officers**

**A. General Manager:** The general manager is responsible for carrying out the programming proposed by the University of Georgia (the licensee) in its application of the FCC to operate in the public interest. The GM is also responsible for coordinating and directing the rest of the executive staff. The GM oversees all aspects of the station operation and the performance of the other executives. The GM works closely with the department of Student Activities.

#### **1. Reporting Line:**

- i.** Advised by the Graduate Assistant and Faculty Advisor.
- ii.** Supervises and directly peer advises all Exec members.
- iii.** Manages all members of the WUOG and the entire student staff.

#### **2. General Responsibilities:**

- i.** Ensuring the physical well-being, daily operation, and overall quality of WUOG
- ii.** Representing WUOG at community functions within University of Georgia and Athens area.
- iii.** Developing a vision and strategy for maintaining and furthering WUOG while in office.
- iv.** Implementing policies set forth by the Graduate Assistant, Program Advisor, and the Center for Student Organizations.
- v.** Contributes to all decisions made by the WUOG Executive Staff.
- vi.** Facilitating and maintaining communication between all executive staff members, including mediating any disputes.
- vii.** Maintaining regular office hours and a high profile at the station.
- viii.** Renewing WUOG as a student activities organization each May.
- ix.** Maintaining contact with WUOG Alumni and facilitating the annual WUOG Alumni Weekend in September/October with Program Director every year, with larger Reunion Celebration every 5 years.
- x.** Organizing staff socials to facilitate and foster camaraderie between WUOG Executives.
- xi.** Answering inquiries via the General Manager email or over the phone.
- xii.** Completes assigned projects and deadlines in a timely manner.

#### **3. Shared Executive Responsibilities:**

- i.** Sending out General Station Update emails every week within 24 hours of the weekly Executive Board meeting.

#### **4. Meeting Requirements:**

- i.** Meets weekly with Graduate Advisor and Faculty Advisor.
- ii.** Scheduling and conducting open general meetings at the beginning of each semester.
- iii.** Scheduling and conducting weekly Executive Meetings as well as Monthly Booth meetings and Executive retreat agenda.
- iv.** Attending budget planning and hearing meetings.

## **B. Internal Affairs Director**

1. Reporting Line:
  - i. Reports directly to General Manager and Advised by Graduate Advisor.
2. General Responsibilities:
  - i. Take “Meeting Minutes” during exec meetings, exec work days/retreats, and any liaison events/conferences and create a copy accessible to the GM, Station Advisors, and all members of the exec board.
  - ii. Cataloguing the WUOG Archives and making them available to both DJs and the public.
  - iii. Maintain an Archiving Staff to aid in the cataloguing process.
  - iv. Add new members to the general listserv and add members to another director’s listserv upon request.
  - v. Hosting an archives-only based radio show (at least 1 hr/week) (currently called “Odds n’ Ends”).
  - vi. Head Archive Clean-Up Days and Station Clean-Up Days.
  - vii. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
  - i. Maintain conversation with MDs and LMD to learn which CDs/records should be prepared for entrance to the archives.
4. Meeting Requirements:
  - i. All Exec Meetings.
  - ii. One on One weekly meeting with Graduate Advisor.

## **C. Programming Director**

1. Reporting Line:
  - i. Report directly to General Manager and Advised by Graduate Advisor.
  - ii. Selects, supervises, and schedules WUOG’s DJs and talk show hosts.
2. General Responsibilities:
  - i. Ensuring the on-air wellness of what is broadcast at all times.
  - ii. Remaining up-to-date on relevant FCC regulations and activity as well as other matters of airplay legality (e.g., licensing and copyright).
  - iii. Scheduling all on air programming by configuring a Programming Guide each semester as well as ensuring that all scheduled shifts are filled.
  - iv. Pairing trained producers with talk shows that have no producers.
  - v. Maintaining the operating log, obscenity forms, and issues log, and ensuring that DJs are filling them out as necessary.
  - vi. Collecting and maintaining specialty and talk show applications for approval by the exec board each semester.

- vii. Being aware of DJ substitutions within the regular schedule and indenturing DJs who are not complying with expectations.
  - viii. Filling BMI logs every August.
  - ix. Scheduling Break Radio as needed.
  - x. Scheduling and sending out DJ sign-ups for specialty programming (Soft Scaley Underbelly, Sound of the City, etc).
  - xi. Recording, editing, and managing all show promos.
  - xii. Managing DJ request forms for UGA organization events.
  - xiii. Releasing DJ sign ups two weeks in advance of an event, then one week in advance, then the days leading up to the event until all slots are full.
  - xiv. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
- i. Advising the Training Director on how to best train on-air talent and producers on legally and skillfully operating on WUOG.
  - ii. Working with External Affairs Director to schedule DJs or talk show hosts to facilitate on-air giveaways.
  - iii. Getting information from the Events Director and creating sign ups (slyreply) for DJs to man the promo tables in 1 hour increments a week in advance to the event.
  - iv. Organizing any special programming events (Seize The Airwaves, Alumni Weekend, Parents' Weekend, April Fool's Day) with Events Director and creates all sign-ups for booth times.
4. Meeting Requirements:
- i. Attending all Exec Meetings.
  - ii. Attending One on One meetings with the Graduate Advisor once a week.
  - iii. Scheduling and planning monthly booth meetings with the General Manager.

#### **D. External Affairs**

- 1. Reporting Line:
  - i. Reports directly to General Manager and advised by the Graduate Advisor.
- 2. General Responsibilities:
  - i. Maintaining engagement with the UGA and Athens Community.
  - ii. Communicating and maintaining underwriting contracts with outside businesses for monetary/other compensation to be brought into the station.
  - iii. Maintaining WUOG's public image via social media.
  - iv. Post about events, special interviews, giveaways, and blog posts on Facebook, Twitter, and Instagram.
  - v. Scheduling posts by WUOG's Hootsuite.
  - vi. Reviewing, editing, and producing all PSAs submitted to WUOG.
  - vii. Communicating with local festivals, venues, and bands for pass giveaways via on-air or social media.
  - viii. Formatting and placing in booth WUOG's weekly concert calendar to be read on-air.
  - ix. Completes assigned projects and deadlines in a timely manner.

3. Shared Executive Responsibilities:
  - i. Producing PSAs with the help of Ops directors.
  - ii. Working with Programming Director to schedule on-air giveaways.
  - iii. Creating small graphics for social media with help of the Publications Director.
4. Required Meetings:
  - i. Attending all Exec Meetings.
  - ii. Attending One on One meetings with the Graduate Advisor once a week.

#### **E. Events Director**

1. Reporting Line:
  - i. Reports directly to General Manager and advised by the Graduate Advisor.
2. Specific responsibilities include:
  - i. Planning monthly off-campus and on-campus promotional events.
  - ii. Creating posters, decorations, and brainstorming future events at weekly meeting.
  - iii. Hosting specific off-campus events like Birthoween, semester banquet etc.
  - iv. Hosting specific on-campus events like the activities fairs, promo tables, etc.
  - v. Creating Facebook event 2 weeks in advance to an event.
  - vi. Ensuring accessibility to all types of Wuoggers( all events always 18+ or all ages).
  - vii. Maintaining events logs.
  - viii. Completes assigned projects and deadlines in a timely manner.
3. Shared Responsibility:
  - i. Working closely with GM and GA to make sure all events are appropriate and in line with WUOG constitution and University rules.
  - ii. Working closely with Local Music director who will help curate bands/musicians for events.
  - iii. Organizing any special programming events (Seize the Airwaves, Alumni Weekend, Parents' Weekend, April Fool's Day) with Programming Director.
  - iv. Ensure events that go through other exec members (seize, parents weekend, sports/news promos etc.) is able to successfully put on event.
4. Meeting Requirements:
  - i. Weekly Events/Promo meetings.
  - ii. Attending all Exec Meetings.
  - iii. Attending One on One meetings with the Graduate Advisor once a week.

#### **F. Digital Media Directors (Visual Media and Web Content) (2)**

1. Reporting Line:
  - i. Reports directly to General Manager and advised by the Graduate Advisor.
2. General Responsibilities:
  - i. Maintaining website on Wordpress.
  - ii. Keep programming guide, exec board members, meeting times, events list up-to-date.
  - iii. Have featured photos for each post.
  - iv. Make informational posts about events like Seize for Publications Director to provide link for on posters.
  - v. Obtain, analyze, and record monthly listening metrics from the livestream.

- vi. Post DJ and staffer of the week with accompanying questionnaire.
  - vii. Photo taken and questionnaire sent out two weeks in advance.
  - viii. Scan photo and upload to Wordpress.
  - ix. Manage filming, editing, and uploading of Live in the Lobby every Tues + Thurs.
    - a. Assign filming and editing to staff.
    - b. Distribute footage and audio file at following meeting and receive completed project one week after distribution.
    - c. Upload to YouTube with appropriate title, description, and tags.
    - d. Post video as post on website with appropriate categorization.
  - x. Taking and editing photos at all station events and promo tables.
  - xi. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
- i. Working with the Local Music Director and Digital Media in producing Live in the Lobby to the highest quality possible.
  - ii. Communicating to Operations Directors to record DJ of the week's show(s) a week before posting.
  - iii. Communicating with Music, Local Music, News, Sports, and Ops in posting all content on the website.
  - iv. Post charts and adds every week via MDs.
  - v. Post news + sports op-eds (sent from respective staffers/director).
  - vi. Post festival coverage and concert reviews from staffers and include photos.
  - vii. Post featured album reviews as individual posts from MDs.
4. Meeting Requirements:
- i. Weekly Digital Media Meetings.
  - ii. Attending all Exec Meetings.
  - iii. Attending One on One meetings with the Graduate Advisor once a week.

## **G. Music Directors (2)**

- 1. Reporting Line:
  - i. Reports directly to General Manager and advised by the Graduate Advisor.
- 2. General Responsibilities (Shared):
  - i. Screening and labeling of all CDs and records that come into 90.5 FM's library or rotation.
  - ii. Maintaining good relations with the music industry without compromising the station's philosophy, including the goal of music leadership and independence.
  - iii. Reporting to music and programming trade businesses, organizations, and publications.
  - iv. Updating rotation and open/RC music.
  - v. Upkeep of station music library and rotation.

- vi. Reviewing the Play sheets to make sure rotation is followed.
  - vii. Coordinating in-studio performances and ticket giveaways with promoters for nationally touring bands and bigger name acts.
  - viii. Maintaining close contact with representatives from record labels during scheduled weekly office hours.
  - ix. Coordinating mail pickup and distribution.
  - x. Supplying all cut slips and rotation evaluations.
  - xi. Developing of a weekly playlist for trade publications (charts and adds).
  - xii. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
- i. Working with the Internal Affairs director in maintaining the WUOG music archives.
  - ii. Advising Training Director on how to best train DJ to curate music selections.
  - iii. Communicating with the Ops Directors in planning in-studio performances.
4. Meeting Requirements:
- i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Holding regular Music Staff meetings as well as facilitating album club to maintain good relations with all music staffers and encourage music conversations.

## **H. Local Music Director**

1. Reporting Line:
- i. Reports directly to the General Manager and advised by the Graduate Advisor.
2. General Responsibilities:
- i. Maintaining the local and regional music rotation/library.
  - ii. Ensuring the local music programs represent the best of local music.
  - iii. Maintaining the local music archive.
  - iv. Screening local submissions for review by the local music staff.
  - v. Scheduling all Live in the Lobby shows, twice a week.
  - vi. Acting as a representative of WUOG with and maintaining a good relationship with the local music scene.
  - vii. Booking and overseeing the weekly Community DJ shift.
  - viii. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
- i. Working closely with Events Director in coordinating local bands for WUOG events.
  - ii. Working with the Internal Affairs director in maintaining the WUOG local music archives.
  - iii. Working with the Operations Directors to ensure that the local music program is of high technical quality.

- iv. Communicating the Live in the Lobby schedule as it is made to the Digital Media director to be posted on the website.
- 4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Holding meetings with Local Music Staff once a week to review local music submissions, maintain good relations with all local music staffers and encourage music conversations.

## **I. Operations Directors (2)**

- 1. Reporting Line:
  - i. Reports directly to General Manager and advised by Graduate Assistant.
- 2. General Responsibilities (Shared):
  - i. Overseeing the use of the production room.
  - ii. Overseeing the procurement and distribution of broadcast and production supplies.
  - iii. Overseeing and directing the technical aspect of all live remotes and broadcasts.
  - iv. Meeting weekly with the station engineer with concerns on equipment maintenance and upkeep.
  - v. Equipment Maintenance and maintaining logs of the equipment in the Ops Closet.
  - vi. Maintaining Automation in terms of weekly adding charts content and anticipating issues.
  - vii. Mixing and setting up the operational equipment for in studio performances.
  - viii. Scheduling recordings of all sports shows, talk shows, and news shows.
  - ix. Edit recorded shows for upload as per direction of show's host.
  - x. Completes assigned projects and deadlines in a timely manner.
- 3. Shared Executive Responsibilities:
  - i. Working with the Local Music Director and Digital Media in producing Live in the Lobby to the highest quality possible.
  - ii. Assisting the Training Director in instructing new DJs regarding logs and setting up DJ event equipment.
- 4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Instructing Operations Staff on how to set up for a live performance with both audio equipment.
  - iv. Meeting with the Station Engineer as needed.

## **J. Publications Director**

- 1. Reporting Line:

- i. Reports directly to General Manager and advised by Graduate Assistant.
- 2. General Responsibilities:
  - i. AIRWAVES, the semi-annual alumni newsletter.
  - ii. Designing the semesterly program guide.
  - iii. Creating of flyers, bus cards, posters, and promotional items such as t-shirts, cups, etc.
  - iv. Creating advertisements for the station's media underwriters.
  - v. Teaching and delegating promotional posters to those who are technically/graphically talented to assist in production.
  - vi. The Director of Publications must be knowledgeable about graphic software.
  - vii. Completes assigned projects and deadlines in a timely manner.
- 3. Shared Executive Responsibilities:
  - i. Assisting the Graduate Advisor in maintaining files of all printed media of or related to the station when necessary.
  - ii. Assist the Events Director in delivery and distribution of all items created (ads/ giveaways/etc.).
- 4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. The Director of Publications will co-direct the Events/Promo staff meetings (assisting in the hiring, training, and supervision) and will attend all meetings.

## **K. Sports Director**

- 1. Reporting Line:
  - i. Reports directly to General Manager and advised by Graduate Assistant.
- 2. General Responsibilities:
  - i. Hiring, training, and supervision of sports department members.
  - ii. Gathering and distributing all press statements issued by the UGA athletic department for all programs.
  - iii. Meeting with the Programming Director for scheduling of on-air sports events and coverage.
  - iv. Assigning event reporting by sports staff members.
  - v. Monitoring Sports talk host performance.
  - vi. Maintaining archives of sports feature stories.
  - vii. Makes final decisions in the scheduling of all sports coverage.
  - viii. Submitting at least one Op Ed a week to post on the website.
  - ix. Planning and executing at least one promotional table during each semester to raise awareness for WUOG programming in coordination with an on-campus sporting event.
  - x. Completes assigned projects and deadlines in a timely manner.

3. Shared Executive Responsibilities:
  - i. Providing the Programming Director with requested scheduling for the sports shows.
  - ii. Working with Events Director on semesterly sports promotion table.
  - iii. Working with Training Director to producer train all sports staff members.
  - iv. Submitting weekly Op Eds to the Digital Media Director to post on website.
4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Scheduling and conducting sports staff meetings.

## **L. News Director**

1. Reporting Line:
  - i. Reports directly to General Manager and Advised by Graduate Assistant.
2. General Responsibilities:
  - i. Ensuring coverage of news events of interest to the communities of the university, Athens, Atlanta, and the general state of Georgia.
  - ii. Hiring, training, and evaluating news employees.
  - iii. Remaining up-to-date on relevant FCC regulations and activity.
  - iv. Training, scheduling and monitoring anchors and reporter.
  - v. Assigning beats for and training the news reporters.
  - vi. Maintaining guest logs for 90.5FM's news and talk shows and reporting them to the Graduate Advisor.
  - vii. Ensuring that all equipment needs are met for the news staff.
  - viii. Submitting at least one Op Ed a week to post on the website.
  - ix. Planning and executing at least one promotional table during each semester to raise awareness for WUOG news programming.
  - x. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
  - i. Providing the Programming Director with requested scheduling for new shows.
  - ii. Working with Events Director on semesterly news promotion table.
  - iii. Working with Training Director to producer train all news staff members.
  - iv. Submitting weekly Op Eds to the Digital Media Director to be posted on website.
4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Scheduling and conducting News staff meetings.

## **M. Training Director**

1. Reporting Line:
  - i. Reports directly to General Manager and advised by Graduate Assistant.
2. General Responsibilities:
  - i. Ensuring that each DJ trainee completes all training requirements including a minimum of six hours of tandem airtime.
  - ii. Administering an exit exam for trained DJs.
  - iii. Obtaining permission-of-transfer form from executive staff members for each DJ trainee.
  - iv. Maintaining good rapport and availability with DJs during and after the training period.
  - v. Thoroughly communicating the mission and goals of 90.5FM to all staff members.
  - vi. Maintaining an online volunteer application and showing people around the station, and assisting them to get on staff.
  - vii. Training on FCC basic DJ requirements as needed for News, External Affairs, and Sports before staffers are on-air.
  - viii. Updating the training manual every semester.
  - ix. Maintaining a working spreadsheet of active DJs and tracking their “DJ Points.”
  - x. Completes assigned projects and deadlines in a timely manner.
3. Shared Executive Responsibilities:
  - i. Meeting with General Manager and Graduate Assistant for continuity of training goals.
  - ii. Assisting the Programming Director in DJ scheduling for each semester and all breaks.
  - iii. Working with News and Sports directors to producer train their staffs effectively.
4. Meeting Requirements:
  - i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Scheduling and leading all DJ and Producer Training sessions.

## **N. Community Outreach Director**

1. Reporting Line:
  - i. Reports directly to General Manager and advised by Graduate Assistant.
2. General Responsibilities:
  - i. Ensuring that each DJ attends a community outreach event or activity during the semester.
  - ii. Plans a monthly community service event that is centered around giving back to our local Athens community.

- iii. Thoroughly communicating the mission and goals of 90.5FM as a service to the community and a station that gives back to the community in which it broadcasts into.
  - iv. Maintaining a working spreadsheet of active DJs and tracking their “DJ Community Outreach Points.”
  - v. Schedules projects with community organizations in a timely manner.
3. Shared Executive Responsibilities:
- i. Meeting with General Manager and Graduate Assistant for planning and ideas on how to engage all of the DJs in at least one service activity each semester.
  - ii. Assisting the Programming Director in Seize the Airwaves which benefits a local charity.
4. Meeting Requirements:
- i. Attending all WUOG Executive Meetings.
  - ii. Attending one on one meetings on a bi-weekly basis with the Graduate Assistant.
  - iii. Scheduling and leading all community outreach events.

## **Section 2: Qualifications for a Board Position**

- A. Qualifications for a position on the executive board are:
1. Official Enrollment at UGA for at least two semesters (excluding summer semester) during the term of office.
  2. Maintenance of a minimum GPA of 2.0 at all times.
  3. Completed application and interview with the selection committee.
  4. At least one semester of active experience at 90.5FM at the time of selection.
  5. Demonstration of leadership potential and strong communications skills.
- B. Specific qualifications for the General Manager are the same as the above with the addition of:
1. Experience working on the WUOG Executive Board.
  2. At least two semester of active experience at 90.5FM at the time of selection.
  3. Demonstration of leadership potential and strong communications skills.
- C. The terms of office for all executive board members (except the GA) are one year, from January 1 to December 31.

## **Section 3: Officer Elections Procedure**

- A. All officers should be elected no later than Thanksgiving Break of the fall semester. The interview process will take two days, with the first day devoted to selecting the new General Manager. The prospective General Managers must submit their applications to be reviewed by the executive board in a timely manner. The executives will lead the interviews for each of the prospective candidates. A blind majority vote will determine who the next year’s General Manager will be. The new General Manager will then join the selection committee, which is made up of all out-going executive board members, on the second day and lead all subsequent interviews. New executives will be selected when the selection committee reaches a unanimous decision. If a unanimous decision cannot be made, a simple majority vote will decide the matter, with the new general manager breaking any ties.

#### **Section 4: Disciplinary Action of an Officer**

- A. If an executive staff member fails to perform their assigned duties as stated under **Article V, Section 1**, or breaks the Staff Member Agreement or Personnel Expectations as stated under **Article IV, Sections 1 and 2**, the GM, GA, and FA will meet with the Executive to discuss their conduct. The GA will take note of the meeting and place it in the Executive's file.
- B. If the conduct does not improve after this initial meeting, the Executive will be placed on probation. During a probationary period, the Executive's progress will be monitored. Without marked improvement, the executive member may be suspended until a vote can be held by the Executive Board to determine whether or not they should be dismissed. The vote should be a unanimous decision reached by the Executive Board. If this cannot be reached, a majority vote must happen to dismiss an Executive Board member.
- C. Only the GM is authorized to suspend any executive member for violation of department and/or station policies and procedures. The FA and GA may counsel the GM when deciding the duration of the suspension.
- D. Any staff member dismissed from the station shall be notified in writing of their dismissal. This letter will outline the reasons for the dismissal and advise the staff member that he or she has one week to appeal the decision. Any dismissal for due cause may be appealed through the grievance procedure.
- E. Grievance meetings will be scheduled to allow the Executive the opportunity to fully discuss the situation, develop the facts, state their contentions, clear up any possible misunderstandings, and attempt to formally resolve the dispute. A majority vote of the entire grievance committee (made up of all voting members of the Executive Board, excepting the one in question) is necessary to overturn the dismissal. In the event of a permanent dismissal, the individual will not be able to obtain a position at 90.5FM at any time in the future. Their name will be placed on a list, which will be kept with the University Advisor (room 153 Tate Student Center) and with the Graduate Advisor.
- F. If an executive position should be vacated in the midst of the term, then the remaining executive board members will form the selection committee. Once again, unanimous vote is urged in the selection process. If a unanimous vote cannot be reached, then the position will be filled based on a simple majority vote with the General Manager breaking any ties.

#### **Section 5: Quorum**

The executive board is to meet weekly at a time that is most convenient for all executive members. It is highly recommended that a permanent meeting time not be scheduled until it is certain that all executive members will be able to attend executive meetings on a regular basis. If an executive is unable to attend a meeting he or she must contact the General Manager beforehand with a reason for not being able to attend and a written copy their exec minutes for the week. In order to conduct business or hold a vote at an executive meeting, there must be at least 13 out of the current 17 executives present.

#### **Article VI: Amendments**

- A. The constitution may be amended by a simple majority (with the GA and FA not being voting members) of the executive staff.
- B. Any motion to amend the constitution should first be communicated to the GM, GA and FA, then presented to the executive board at the next possible executive board meeting.
- C. After an amendment is proposed, the board will have one week to consider, and will vote on the issue at the following week's meeting.

## Article VII: Advisors

- A. Faculty Advisor: There shall be 1 Faculty Advisor (FA) who shall be a member of the executive board with no voting privileges.
1. The FA is appointed by the Department of Student Activities.
  2. Duties of the FA include:
    - i. Attend all executive board meetings.
    - ii. Assist the General Manager in mediating disputes between executive staff members and/or between executives and their staffs.
    - iii. Serve as liaison between the station and the Department of Student Activities.
    - iv. Assist the General Manager in the budget proposal to the Allocations Committee and the management of the budget.
    - v. Procure necessary assistance for the station from the University when needed.
- B. Graduate Advisor: The Graduate Advisor, as appointed by the department of Student Activities, advises the General Manager and the executive staff in conjunction with the Faculty Advisor. The Graduate Advisor oversees all station fundraising/underwriting activities and must be knowledgeable of all FCC rules and regulations concerning underwriting. The GA oversees and directs the Promotions Director regarding station promotional activities, supervising the production and distribution of station publications. The GA assists the General Manager in the budget presentation to the Allocations Committee. The GA may counsel in the selection of executive staff members, prepares semester and annual reports for the Department of Student Activities, and serves as on-site liaison for the staff advisor of Student Activities. The GA assists the General Manager in mediating disputes between executive staff members and/or between executives and their staffs and serves as a student advisor to all station personnel. Specific GA duties include:
- i. Maintaining a comprehensive staff roster.
  - ii. Maintaining the public file.
  - iii. Assisting the General Manager with Alumni Relations.
  - iv. Overseeing the procurement and distribution of general office supplies.
  - v. Meeting with Executive Board Members as needed.