

Bylaws for the Operation of WSUM Radio

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1.0 Regents Responsibility

- 1.1 WSUM is licensed by the Federal Communications Commission to the Regents of the University of Wisconsin System. The Regents exercise ultimate authority over, and responsibility for, all aspects of station operations.
- 1.2 The Regents have established the following mission for WSUM radio:
 - A. To act in a service and outreach capacity for the students of the University of Wisconsin-Madison and the people of Madison and surrounding communities.
 - B. To provide an educational environment and valuable hands-on experience for students aspiring to a career in or with a genuine interest in broadcast communications or a related field; and
 - C. To provide an outlet for cultural, educational, and informational programs to benefit both the student body and the general public.
- 1.3 The Board of Regents acts through a Designated Representative appointed by the President of the UW system.
- 1.4 The Regents Designated Representative will work directly with a faculty member designated by the Director of the School of Journalism and Mass Communication (SJMC). The Designated Faculty Representative of the SJMC assumes the authority of the licensee on a day to day basis, including, but not limited to, the formulation and review of policy, programming, station management, and general operations.
- 1.5 The Designated Faculty Representative of the SJMC directly supervises and may delegate authority to a General Manager, appointed by the Director of the SJMC.
- 1.6 The SJMC faculty representative may delegate certain responsibilities directly to student management. No such delegation, however, relieves student directors from their responsibility to report to the Designated Faculty Representative of the SJMC, nor does it relieve the faculty representative from reporting to and acting on directives from the UW System / Board of Regents Designated Representative. Any violations of FCC rules and regulations, Board of Regents directives, or directives from the Designated Faculty Representative of the SJMC shall constitute grounds for dismissal.
- 1.7 "Section one of these bylaws may be amended only by the Board of Regents, or an officer of the UW System on behalf of the Regents.

2.0 General Manager / Financial Advisor Responsibility

- 2.1 The General Manager / Financial Advisor is a university staff position in the Department of Journalism and Mass Communication. The Director of the SJMC appoints (and may dismiss under established university procedures) the General Manager upon the recommendation of the Designated Journalism Faculty Representative in consultation with the station Board of Directors.
- 2.2 Designated Journalism Faculty Representative will supervise the General Manager and evaluate performance in consultation with the station board of directors.
- 2.3 Salaries and benefits for this position shall be included in the Student Radio annual budget.
- 2.4 The general Manager is responsible for:
 - A. Directing daily non-programming operations of the station in accordance with the rules and regulations of the Federal Communications Commission and other pertinent laws, policies, and budget approved by the Board of Directors.
 - B. Hiring and supervision an, if necessary, dismissing under established university procedures any academic or classified staff, limited term employees, or consultants, funding for whom is included in the station budget approved by the Board of Regents.
 - C. As delegated by the SJMC Designated Representative assuring that all aspects of station operations, including programming, are conducted in accordance with the rules and regulations of the Federal Communications Commission and other pertinent laws, policies and procedures of the national or state government, the Board of Regents, the University of Wisconsin-Madison, and the policies and budget approved by the Board of Directors.
 - D. Acting as fiscal agent for the station, expending funds in accordance with the budget approved by the Board of Directors. (See 3.0)
 - E. Serving as liaison with the UW Madison administration, the University of Wisconsin System, the Board of Regents, the Federal Communication, the State Department of Administration and other state and federal agencies.
 - F. Assuring that all on-air staff members are trained and qualified.

- G. Providing consultation for the station manager and management team.
- H. Assisting the Promotions Director and Community Service Director in developing fund-raising strategies.
- I. Developing budgets and financial reports for approval by the Board of Directors.
- J. Recommending compensation for the student management, other professional staff, and other student staff. In approving the budget the board approves this compensation. The General Manager may not modify such compensation without explicit approval of the Board.
- K. Representing the station as a voting member of any board that has financial support of WSUM in its mission.
- L. Performing other duties and responsibilities as outline in the Job Description on file with the University of Wisconsin personnel office.

2.5 The General Manager has no authority or responsibility beyond advisory for the following areas:

- A. Establishing policy. The general Manager may recommend such policies to student management or to the Board of Directors, as appropriate. While not authorized to make or change policy, the General Manager will assure compliance with all policies.
- B. Hiring or firing student personnel. The General Manager may make recommendations in these areas to student management or the Board of Directors as appropriate.

2.6 “Section Two of these bylaws may be amended by the Journalism School Designated Faculty Member after consultation with the Board of Directors.”

3.0 Governance Board Responsibility

3.1 The Governance Board is responsible for preserving the station as a student-operated organization and supervises overall station operations on a policy and evaluation level. The Governance Board may assume direct operating responsibility in periods of emergencies, but only as briefly as possible.

3.2 Board Responsibilities

- A. Adopt, modify, and rescind policies regarding station operations, within the limitations of FCC rules and regents or university policy.
- B. Appoint station manager upon report of general manager reflecting results of an advisory vote by eligible student staff members. In case of vacancy, the board will appoint the assistant station manager or another individual for the remainder of the term.
- C. By a 2/3 vote, remove a station manager for the following reasons:
 - a. Failure to maintain student status
 - b. Failure to perform duties
 - c. Actions that interfere with the goals of the University community or UW-Madison Student Radio.
- D. Appoint other Executive Management positions upon the recommendation of an Application Review Board. Terms of all station management positions are for one calendar year
- E. Annually review, amend, and approve a five year plan for station and annually evaluate progress in achieving the plan.
- F. Approve an annual budget for the station.
- G. Approve annual budget requests to the SSFC. Maintain open information flow between WSUM and the SSFC.
- H. Hear and resolve complaints brought to the board about station management, programming, or operations.
- I. Review and approve periodic filings with the FCC and the University of Wisconsin System, including an annual report to the Board of Regents.
- J. Participate in selection of the General Manager.

3.3 The Governance Board will include 14 individuals:

- A. The Journalism School Designated Faculty representative and one other faculty member appointed by the Faculty Senate.
- B. One individual appointed by the Chancellor

- C. Four members of the Associate Students of Madison (ASM) appointed by the ASM board appointed for terms beginning October 1 and ending September 30 of the following years.
 - D. One ASM appointed individual with graduate journalism experience appointed for terms beginning October 1 and ending September 30 of the following years.
 - E. One student Services Finance Committee (SSFC) member appointed by the SSFC.
 - F. The station manager and three others selected by Executive Management from among its members, for terms beginning the first day of the Spring term and ending the last day of the Fall term.
 - G. General Manager / Financial Advisor (non-voting)
- 3.4 The Board shall meet a minimum of four (4) times per year.
 - 3.5 The Board will follow Wisconsin Open Meeting and Open Records laws.
 - 3.6 Roberts Rules of Order shall provide the guide for conducting meetings.
 - 3.7 A minimum of seven voting members of the Board of Directors must be present for a vote to occur.
 - 3.8 Sections three, four, five, and six of these bylaws may be amended by a vote of eight voting members of the Governance Board including that of the School of Journalism Designated Faculty Representatives at a publicly announced meeting, which includes notice of proposed bylaw change.
 - 3.9 Any change in section 3.3, composition of the board, must receive the specific approval of the Association of Madison Students.

4.0 Executive Committee Responsibilities

- 4.1 The Governance Board shall create a subset of itself called the Executive Committee consisting of the following members:
 - A. The station manager.
 - B. The SSFC representative to the Governance Board
 - C. One ASM representative to the Governance Board
 - D. The Journalism Department Designated Faculty Member
 - E. The Chancellor's representative to the Governance Board

- 4.2 The chairman of the Governance Board will serve as chairman of the Executive Committee, filling one of the five categories of membership above. If the Board chairman does not fit into one of the five categories, the Executive Committee will expand to six members.
- 4.3 The Executive Committee shall take actions on the part of the Governance Board when the full Board is unable to meet. Any decisions of the Executive Committee must be reported to the full board and may be ratified or overturned at the board's next meeting.

5.0 Application Review Board

- 5.1 The Governance Board shall appoint an Application Review Board to consist of three student members, two from the current Executive Management and one other student not involved in station management.
- 5.2 The Application Review Board will recommend to the Governance Board approval of all Executive Management positions other than Station Manager, will advertise any open positions to reach a wide group of potential applicants, accept applications, interview candidates and recommend candidates to the Governance Board.
- 5.3 The UW-Madison Student Radio affords equal opportunity to qualified individuals for employment and/or advancement regardless of race, creed, color, gender, sexual orientation, age, national origin, physical or mental disability, ancestry, veteran or marital status, and conforms to all applicable laws and regulations. This policy of equal opportunity comprehends all aspects of employment.

6.0 Executive Management Responsibility

- 6.1 The Executive Management, with the advice of the General Manager, is responsible for programming and for maintaining quality control in the daily operations of the station.
- 6.2 The Executive Management shall consist of the following positions:
 - A. Station Manager
 - B. Assistant Station Manager
 - C. Program Director
 - D. Music Director
 - E. Talk Director
- 6.3 The Executive Management may add up to four voting positions beyond those specified in 6.3 above only in a publicly announced meeting at which five Executive Management members are present.

- 6.4 The Station Manager will approve position descriptions and clarify responsibilities and expectations for all Executive Management positions.
- 6.5 Appointments run for one year from the first day of the Spring Semester till the last day of the Fall Semester.
- 6.6 Appointments to the Executive Management are approved by the Governance Board, which may terminate any appointment for cause.

7.0 Amendments to Bylaws

- 7.1 “Section 1.0 Regents Responsibilities” may be amended only by the Board of Regents, or an officer of the UW System on behalf of the Regents.
- 7.2 “Section 2.0 General Manager / Financial Advisor Responsibilities” may be amended by the Journalism School Designated Faculty Member, after consultation with the Board of Directors.
- 7.3 “Section 3.0 Governance Board Responsibilities” may be amended by a vote of eight voting members of the Board of Directors including that of the School of Journalism Designated Faculty Representative.
- 7.4 “Item 3.3.A The Board of Directors will consist of 14 Members” also requires approval of the Associated Students of Madison.
- 7.5 All other sections of these Bylaws may be amended by a vote of eight voting members of the Board of Directors.