

**WBSU – 89.1 THE POINT
CHARTER
March 18th, 2021**

MISSION STATEMENT

1. To provide students, faculty, staff, administrators, and surrounding local populations radio programming which serves the public interest, convenience, and necessity.
2. To provide SUNY Brockport; State University of New York students with a facility to gain experience in broadcasting, engineering, programming, and other learning opportunities to supplement those currently being offered by the Department of Journalism, Broadcasting and Public Relations and other academic disciplines.
3. To provide a forum for all items of interest to the college and community and to be accessible to those who wish to make use of the facilities in order to serve the public, in accordance with prevailing FCC and SUNY guidelines.
4. WBSU provides this charter in exchange for annual funding as a “Priority Service” of the Brockport Student Government (BSG).

ARTICLE I – GENERAL ORGANIZATION

Section 1. The facility shall be called “WBSU-89.1 The Point” or “Station.”

Section 2. The Station is defined as the studios, business offices, and other facilities all located within the Seymour College Union, as well as the transmitter and antenna, located on top of Mortimer Hall.

Section 3. The Board of Directors shall be comprised of Operations Manager, Engineering Director, FM Program Director, News Director, Marketing Director, Sports Director, Public Relations Director, Production Director, Website Director, and Music Director.

Section 4. The General Manager, a SUNY Brockport; State University of New York employee shall be an advisor to the Board as defined in Article IV.

Section 5. The WBSU General Membership shall be all voting members, within any department, of the Station as defined in Article IV.

Section 6. All currently enrolled students of SUNY Brockport; State University of New York, who have paid their BSG student activity fee, shall be eligible for membership in accordance with this Charter, SUNY Brockport; State University of New York college, and BSG guidelines and procedures.

ARTICLE II – BOARD OF DIRECTORS

Section 1. The Board of Directors, as defined in Article I section 3, shall initiate policies as maybe necessary for Station operations, which must be documented and posted.

Section 2. The Board shall meet when called by the Operations Manager, whenever majority of the Board of Directors so request or by petition of one third of the General Membership. In addition, the Board shall meet weekly during the College Academic Year.

Section 3. Five (5) Directors shall constitute a quorum, except where specifically noted otherwise in this Charter, a simple majority of the Directors present shall carry all motions. There shall be no voting by proxy or absentee. A member of the Board of Directors may abstain from any vote held, until a resulting tie, in which they must place a vote in the next round of voting.

Section 4. Appointed directorship shall be terminated upon two (2) unexcused absences or by the third late arrival per semester from scheduled board meetings. Excused absences include sickness, death in family, or extenuating circumstances. For an absence to be counted as excused, ample notice, as determined by the board, must be given and a substitute shall sit in for the excused director.

Section 5. Appointed directorship may be revoked at the request of both the Operations Manager and General Manager for poor performance, inability to fulfill responsibilities or conduct deemed detrimental to the organization.

Section 6: If a director's position is or becomes vacant during the semester the Operations Manager will assume the responsibilities of that position until it is filled. The Operations Manager may temporarily appoint another member if the member is eligible in accordance with *Article 3.9*, and capable of taking on the associated responsibilities of the vacant directorship. This position may be filled at any point during a semester permanently through a posted application process, at the discretion of the Operations Manager.

Section 7. Each director shall keep regular office hours (minimum of 5 hours per week) during station business hours.

Section 8. A station member may apply for more than one directorship position during each given semester. The appointment of multiple directorships to one member is the determined by the Operations Manager and the General Manager.

Section 9. A station member may apply to be a director if they have a minimum GPA of 2.0 and plan to have a 6-credit minimum load during the semester they would hold office. Additionally, they must be in good PR standings and have been a member of the station for at least one full consecutive semester. A full semester is defined as joining the station before October 1st for spring directorship application or before March 1st for fall directorship application.

Section 10. In lieu of missing a general meeting, a general member may attend a Board Meeting to gain/maintain voting status.

ARTICLE III – DIVISION OF RESPONSIBILITIES

Section 1: Committees

A. Election Committee

- (1) The Election Committee will consist of three (3) station members who are to be suggested by the General Manager by February 15th and approved by the Board of Directors.
- (2) The Election Committee will proceed according to the terms set in Article VI.
- (3) The Election Committee will assign a chairperson to handle all correspondence of the Election Committee and any outside party. This chairperson will also supervise all committee meetings and all elections overseen by the Election Committee.

B. Election Recall Committee

- (1) The Election Recall Committee will consist of three (3) station members who are to be suggested by the General Manager and approved by the Board of Directors.
- (2) The Election Recall Committee will be established only upon a petition or challenge of an Operations Manager election. The General Manager will nominate members of this committee.
- (3) The Election Recall Committee will proceed according to the terms set in Article VII.
- (4) The Election Recall Committee will be discharged of their duties once the recall election results are established.

C. Charter Committee



- (1) When formed, the Charter Committee will consist of one Director, one non-Director veteran member and one newly recruited member.
- (2) This committee will remain intact until the Charter each year is approved by the Board of Directors, General Membership, and BSG.
- (3) If a position of the Charter Committee becomes open, the Board of Directors will appoint another member to fill the position.

Section 2: Board of Directors

NOTE: If a director wishes to hold a meeting for their department, they must give at least 5 (five) business days of notice

A. Operations Manager, referred to as the OM in this section

- (1) The OM is the financial officer of the station, in consultation with the General Manager. The approval of both the Operations Manager and General Manager shall be required for the disbursement of BSG-allocated funds, in accordance with BSG procedures.

- (2) The OM assumes primary responsibility for the day-to-day station operations and supervision of officers and staff, in consultation with the General Manager.
- (3) The OM presides over all Board of Directors and General Membership meetings. 
- (4) The OM shall appoint members of the Board of Directors in consultation with the General Manager and shall appoint a secretary to record and publicize the minutes of the station meetings. In accordance with BSG policy, all director candidates must have and maintain a 2.0 GPA overall, be registered for at least six academic credits during semester of service, have voting status at least six (6) weeks prior to appointment, and be in good PR standing upon appointment.
- (5) The OM shall consult with the General Manager in the employment of the Chief Engineer, a SUNY employee and/or independent contractor.
- (6) The OM shall compile and submit budgets and other instruments of BSG funding, in consultation with the General Manager.
- (7) The OM shall meet weekly with the General Manager, FM Program Director and Music Director regarding the upkeep of the FM Music Rotation.
- (8)  The OM shall post the voting status of all members before midterm break of each semester in a public forum at the station.

B. Program Director

- (1) The Program Director is responsible for the scheduling of a minimum five (5) hours each week of educational and informational programming. The FM Program Director is also responsible for staff scheduling and supervision in consultation with the General Manager and the Operations Manager. The General Manager is assigned final programming authority under FCC and SUNY rules.
- (2) The Program Director shall preside over all Board meetings and General Member meetings in the absence of the Operations Manager.
- (3) The Program Director shall be acting Operations Manager upon the vacancy of the position of Operations Manager until an election can be conducted in accordance with this Charter.

- (4) The Program Director nominates candidates for promotion from voice tracked shifts to live shifts in consultation with the General Manager and Operations Manager.
- (5) The Program Director shall regularly evaluate and/or critique announcing staff through air checks to promote the development of professional skills. Air checks shall be done for every member of the FM department at least three (3) times per semester; once after the member's first air shift and once within ten (10) days before or after midterm examination week and at least once within the last 3 weeks of the semester.
- (6) The Program Director shall meet weekly with the General Manager, Operations Manager, and Music Director with regard to the upkeep of the FM Music Rotation.
- (7) The Program Director shall be responsible for editing the daily playlist.
- (8) The Program Director may establish coherent and logical processes and policies as laid out in FM jocks semester contracts.
- (9) The Program Director is responsible for assigning a DJ Training Assistant Director
- (10) The Program Director is responsible for all live or recorded content.

C. Engineering Director

- (1) The Engineering Director shall recruit and train other staff in the techniques and policies of this department.
- (2) The Engineering Director shall be responsible for the maintenance and upkeep of the engineering equipment in consultation with the Chief Engineer, General Manager, and Operations Manager.
- (3) The Engineering Director shall be responsible for the development of technical training programs for all station personnel using station equipment.
- (4) The Engineering Director may test operating proficiency of all station members.

D. Marketing Director

- (1) The Marketing Director shall be responsible for all on-air revenue

generating activities of the station.

- (2) The Marketing Director, in cooperation with the Production department, shall be responsible for the preparation of all underwriting marketing scripts and/or announcements subject to final approval from the Operations Manager and General Manager.
- (3) The Marketing Director shall be responsible for the execution and processing of underwriting/marketing contracts, including supervision of related station traffic, issuance of monthly customer billings, and collection of accounts receivable, in consultation with the Production Director, Operations Manager, and General Manager.
- (4) The Marketing Director shall be responsible for recruitment and training of staff as may be required to further the above-listed pursuits, in consultation with the Operations Manager and General Manager.
- (5) The Marketing Director shall receive wages in accordance with a commission-based compensation plan supervised by the Operations Manager and General Manager and shall coordinate the wages of the subordinates, as appropriate, in a similar manner.

E. News Director

- (1) The News Director shall monitor the overall quality and effectiveness of news and/or information programming and recommend, where appropriate, modifications to the Program Director respectively.
- (2) The News Director shall be responsible for the recruitment, training, and scheduling of all newscasters and/or news staff.
- (3) The News Director shall assist the General Manager and/or other staff in ongoing public ascertainment.
- (4) The News Director shall regularly evaluate and/or critique news casting staff through air checks to promote the development of professional skills. Air Checks shall be done for every news reporter at least three (3) times per semester; once after the member's first air shift and once within ten (10) days before or after midterm examination week and at least once within the last 3 weeks of the semester.
- (5) The News Director shall be responsible for the production and staffing of all station on-air news broadcasts and needed equipment in consultation with respective directors, managers, and Chief Engineer.

- (6) The News Director shall be responsible for assigning people to upload and maintain Public Affairs Programming throughout the academic school year.

F. Sports Director

- (1) The Sports Director shall be responsible for the recruitment, training, and scheduling of all station sportscasters, in consultation with the Program Director.
- (2) The Sports Director shall regularly evaluate and/or critique sports casting staff through air checks to promote the development of professional skills.
 - i. Air checks shall be done for every sports reporter at least three (3) times per semester; once after the member's first air shift, once within ten (10) days before or after midterm examination week and once within 3 weeks before finals week.
 - ii. An aircheck must also be conducted of the play-by-play and color commentators after their first broadcast and halfway through their broadcast season.
- (3) The Sports Director shall be responsible for the production, promotion, and staffing of all station on-air sports broadcasts and needed equipment, in consultation with respective directors, managers, and Chief Engineer.
- (4) The Sports Director shall supervise the installation and maintenance of remote sports casting facilities, including ethernet and/or wireless connections and similar facilities, in consultation with the Operations Manager, General Manager, and Chief Engineer.

G. Public Relations Director (PR Director)

- (1) The PR Director shall coordinate the preparation of all Public Relations activities and announcements for the station.
- (2) The PR Director shall post PR Event openings on the main message board as soon as they become available.
- (3) The PR Director shall coordinate the preparation and/or release of all station press releases and/or other publicity devices, with the Operations Manager and General Managers in accordance with budget allotment.
- (4) The PR Director shall recruit and train other staff in the techniques and policies of this department.

- (5) The PR Director shall coordinate all on-air and online prize giveaways, in accordance with the Website Director, Marketing Director, Operations Manager and General Manager.

H. Music Director

- (1) The Music Director shall recruit and train other staff in the techniques and policies of this department.
- (2) The Music Director shall be responsible for the general upkeep of the music database.
- (3) The Music Director shall recommend music releases to the Program Director for possible on-air use.
- (4) The Music Director shall meet weekly with the General Manager, Program Director and Operations Manager with regard to the upkeep of the FM music rotations.
- (5) The Music Director may appoint an, or assume the role of, editor for all album, song, and concert reviews prior to publishing, as well as any other music related published work.



I. Production Director

- (1) The Production Director shall recruit and train other staff in the techniques and policies of this department.
- (2) The Production Director shall be responsible for the general upkeep of the entire production complex.
- (3) The Production Director shall be responsible for the quality of all pre-recorded station program material (promos and public service announcements) which must be cleared through the respective Program Directors.
- (4) The Production Director shall provide allotted time for production facility use for station members.
- (5) The Production Director shall, in cooperation with the Marketing Director, be responsible for the preparation of all underwriting/marketing scripts and or announcements subject to final approval of the Operations Manager and General Manager, as well as being responsible for all recorded on-air



station and underwriting announcements.

J. Website Director

- (1) The Website Director shall recruit and train other staff in the techniques and policies of this department.
- (2) The Website Director will be responsible for the maintenance, upkeep, accuracy, and ongoing collection of information to be presented on the website and all social media.
- (3) The Website Director will be responsible for the continuing development of the website and all social media.
- (4) The Website Director is responsible for assigning a Digital Media Coordinator.

Section 3: Assistant Directors

A. General Assistant Directors

- (1) Assistant directors for each department shall be responsible for assisting for the director of their department.
- (2)  At the discretion of the director, a cover letter and resume may be required to apply as an assistant director.
- (3) Assistant Directors shall hold a minimum of two (2) office hours per week.
- (4) Assistant Directors must have a minimum GPA of 2.0 and plan to have a 6-credit minimum load during the semester they would hold office. Additionally, they must be in good PR standings.
- (5) If an Assistant Director wishes to be an Assistant Director for more than one (1) department, they must bring their case to the Board of Directors. After presenting their case, the Board of Directors will determine if they are capable of handling multiple assistant directorships.
- (6) If an assistant director believes the director of their department is abusing their role, they may bring their concerns to the Board of Directors. The  assistant director must bring forth substantial evidence to support their concerns.

B. DJ Training Assistant Director

- (1) They shall be responsible for the recruitment, training, and scheduling of all station announcers, in consultation with the Operations Manager and Program Director, which is subject to the final approval from the General Manager.
- (2) They must have a minimum GPA of 2.0 and plan to have a 6-credit minimum load during the semester they would hold office. Additionally, they must be in good PR standings.
- (3) They shall regularly evaluate and/or critique announcing staff to promote the development of professional skills.
- (4) They, along with the Program Director, nominate candidates for promotion from the Training Program to live in consultation with the Operations Manager and General Manager.

C. Operations Manager Administrative Assistant

- (1) They shall be responsible for working along the office assistants from Student Union & Activities on tasks such as the paper events calendar, reminders, and the members list.
- (2) They must have a minimum GPA of 2.0 and plan to have a 6-credit minimum load during the semester they would hold office. Additionally, they must be in good PR standings.
- (3) They shall attend board meetings as a note taker.
- (4) They may run a board meeting in the absence of both Operations Manager and Programming Director
- (5) They shall work with the Operations Manager as the OM deems their assistance necessary.
- (6) They must have been a member for at least one semester before taking this position.



D. Digital Media Coordinator, Assistant Director

- (1) The Digital Media Coordinator shall facilitate the online presence and branding of WBSU-89.1 The Point.

(2) They must have a minimum GPA of 2.0 and plan to have a 6-credit minimum load during the semester they would hold office. Additionally, they must be in good PR standings.

(3) The Digital Media Coordinator shall be responsible for monitoring and analyzing all social media platforms that the station uses. With this analysis, they will bring information about website analytics once a month and send social media analytics with the Website Director once a week. They are responsible for presenting analytics of the previous month at the first board meeting of the following month.

(4)

(5) The Digital Media Coordinator is responsible for maintaining all social media accounts, delegating work respectively to other members of the station. They will work closely with the on-air staff to create a posting schedule, of which will consist of on-air staff. Empty spaces in this schedule will be delegated to members of the Digital Media Department.

(6)



ARTICLE IV – GENERAL MEMBERSHIP

Section 1. Any person who attends two (2) consecutive station General Meetings and who satisfies applicable BSG and/or SUNY policies shall be a General Member and shall be vested with full voting rights and such other privileges that may accrue to such a position. All members must have held voting status for one month prior to an election to be eligible to vote. A voting member forfeits their status upon failure to meet their respective department's work expectations for 3 consecutive weeks.


Section 2. Membership shall be available regardless of race, sex, age, national origin in or basis of religion, and shall not be restricted to the students majoring in Communication or Journalism, Broadcasting and Public Relations. Compensated employment of qualifying members shall comply with all Equal Opportunity Employment and Regulations of the Federal Communications Commission and other authorities.

Section 3. The General Membership shall be convened by the Operations Manager and/or Board of Directors, in accordance with this Charter during the academic calendar on at least a bi-weekly basis provided that at least a five (5) business days' notice shall be given of each meeting date, time, and location.



Section 4. Voting status shall be revoked upon failure to attend two (2) general meetings, provided that the Operations Manager may waive this disqualification on a case-by-case basis in

the event of an advanced documented, absence due to academic, religious, medical, and/or other circumstances beyond the control of the member. If a member misses four (4) meetings overall, whether they be excused and/or unexcused, they will lose voting status. If a member loses voting status due to missing four (4) overall meetings, they may ask the Board of Directors to review their reasoning of absence. If the board decides by a majority vote that their reasoning for missing four (4) meetings is deemed valid, they may regain voting status.

 **Section 5.** An appointed administrative assistant shall maintain the minutes and records of attendance, which shall be prominently posted at the station and conveyed to the Operations Manager and General Manager.

Section 6. The General Membership shall annually elect the Operations Manager in accordance with the terms of this charter.

Section 7. On-air DJ activity is permitted only along with participation in one or more of the following departments: Marketing, News, Sports, Production, Program, Music, Website, Public Relations and Engineering at the discretion of the department director in consultation with the Program Director and the General Manager. In order to acquire and maintain an FM, Sports, News, and/or Production on-air status, members must have voting status as defined in Article IV, Section 1. If an FM, Sports, News, and/or Production staff member loses voting status, they will be suspended from their on-air status for two (2) weeks. If a Program, Sports, News, and/or Production staff member loses voting status, they may bring their case to the board of directors for review.

Section 8. If a DJ quits the FM staff and/or the station and would like to rejoin, the former DJ must go back to training for an evaluation process for no less than three (3) weeks or by the Board's discretion.

Section 9. In order to be eligible for any live, on-air position, a student must be registered for a class at the time of application. This excludes persons joining the station for their first academic semester.

Section 10. An individual may be removed from a department if the director of that department deems the removal to be necessary. Any removal may be overturned by the Board of Directors

Subsection I. For a removal to be overturned, the individual in question may go through an informal appeal process and present their case to the Board.

Subsection II. This informal appeal process requires the member in question to contact the Board and ask to attend the following Board meeting. At this meeting the member in question must provide evidence for why they should remain a member and be willing to accept constructive criticism of their work for the Station thus far.

Subsection III. The director attempting to remove the member in question must abstain from the final vote of the Board

Section 11. An individual may be removed from General Membership by a vote of the Board of Directors. A vote may be overturned by the General Manager.

Subsection I. For a removal to be overturned, the individual in question may go through

an informal appeal process and present their case to the General Manager.

Section 12. Members of the station cannot promote works produced outside of the station, including but not limited to music, podcasts, articles, for-profit business, etc. without prior permission from the Board of Directors. Members also cannot promote any outside organizations, without prior permission from the Board of Directors. Promotion includes, but is not limited to, promoting within the station itself, via electronic communications (email, Instagram, website, etc.), or within production content (live and prerecorded broadcasts, web-based content, etc.), using the station logo or image or using a station-appointed title.



ARTICLE V- SPECIAL BROADCASTS AND CONFERENCES

*Members can go to each event ONCE.

A. Rock and Roll Hall of Fame Requirements

- 1) To qualify as a DJ in any given semester, the person must currently be a full time DJ for at least 15 weeks, have voting status and in good PR standing prior to the semester they are applying for. News and Sports are included as on air.
 - i. Full time status is defined as live on-air at least six (6) hours per week. If not enough DJs are qualified as full time, the board may take a vote to lower the standards to three (3) live hours a week.
- 2) To qualify as support staff, a person must have been a member of the station for at least two full semesters, have voting status and in good PR standing prior to the semester they are applying for.
- 3) To apply, members must submit a cover letter to the Programming Director or Operations Manager explaining why they should go.



B. College Broadcasters Inc. (CBI) Or other collegiate conferences.

- 1) To qualify to go to CBI, each candidate must submit a resume and cover letter of interest to the Operations Manager by the assigned date/time.
- 2) Each candidate must have been a member of the station for at least 15 weeks (an include non-academic periods, if active) and, in good PR standing and voting status prior to the date of conference selection and maintain good status through the date of the conference.
- 3) Each candidate may not be a leaving the college within the same academic year of conference attendance.
- 4) Each candidate must sign a travel contract at the time of selection stating they will refund the station any/all cost associated with cancellation of attendance and/or if attendee ceases station membership prior to the end of the academic year.
 - a. Exceptions subject to board approval.



C. National Association of Broadcasters (NAB) Or other professional conferences.

- 1) To qualify to go to NAB, each candidate must submit a resume and cover letter of interest to the Operations Manager by the assigned date/time.
- 2) Each candidate must have been a member of the station for at least 30 weeks (can include non-academic periods, if active) and in good PR standing and voting status prior than the date of the of conference selection.
- 3) Each candidate must have experience in the field other than the station (i.e. a job or past internship) and not be leaving the college in December.
- 4) Each candidate must sign a travel contract at the time of selection stating they will refund the station any/all cost associated with cancellation of attendance and/or if attendee ceases station membership prior to the end of the academic year.
 - a. Exceptions subject to board approval.

*Other broadcasts are subjected to board approval.

ARTICLE VI – ELECTION OF OPERATIONS MANAGER

Section 1. The candidate(s) shall have completed at least two (2) consecutive semesters as a member and/or Director, one of which must be the semester of application, satisfy all WBSU, BSG and SUNY policies for qualification and submit a letter of application to the Election Committee as defined in Article VI, Section 3.

Subsection I. The election committee on approval of the qualifications of the individual, must announce all candidates via an email to the Point's general membership.

Section 2. Term of office shall be for one (1) calendar year, commencing May 1, except for non-traditional elections, and shall occur during a General Meeting in April. The meeting shall be conducted in accordance with Article IV, except as described below.

Section 3. The General Manager shall, no later than February 15 of each year, recommend to the Board of Directors the names of three (3) active members to serve as the Election Committee, including a Chair. The Board may appoint alternate nominees but shall compose and charge the Committee no later than March 1.

Section 4. The Election Committee shall announce the impending election, determine and announce appropriate procedures, and prepare the official election ballot. The Committee shall not accept application letters before March 2.

Section 5. Conduct of Elections

- (A) The election shall be conducted in accordance with Article 6.2, except that the Election Committee shall preside over that part of the General Meeting designated for the election. The Committee will allot time for an individual's opening/closing statements, questions, and answers among the nominees and members. Election shall be by secret ballot by voting members certified by the Operations Manager and the Elections Committee Chair in accordance with Section 4 of this Article. Write-in and proxy ballots shall not be counted.



(B) Election shall be decided by a simple majority of members present. In the event no candidate receives a majority on the first ballot, the ballots shall be counted and the candidate receiving the least number of votes shall be disqualified, if there are more than two (2) candidates. Additional ballot(s) will be taken and counted in this manner, each time disqualifying the candidates with the least number of votes, until a simple majority is achieved. Vote totals shall not be revealed by the Election Committee to anyone at any time except for conditions of Article VI, Section 6. In the event there is still of a tie between two (2) candidates after the above process is followed, the secondary election process will be:

- a. Voting members will be separated by department of their choice (determined before original vote), Directors will receive final tally within their departments and cast ONE (1) "department vote" in favor of majority.
- b. In the case that the outgoing OM is the Director of multiple departments, their AD's or General Manager (who does not cast a vote) will fill in as the "reporting director" unless there are no other members.
- c. In the event that a Director or an AD is a candidate, a different AD from that department or General Manager (who does not cast a vote) will fill in as the "reporting director" unless there are no other members.
- d. In the event that a "department vote" is tied, Department abstains, following the rules set for Directors abstaining set in Article II Section 3.
- e. If all else fails a revote should be moved online within 5 business days, to allow voting members not in attendance to cast a vote

(C) In the event of an unopposed candidate, voting members will be presented the option to vote for the candidate, opposing the candidate, or to abstain their vote in the election. If a simple majority of the voting members oppose the candidate, the General Manager and Board of Directors will assume the responsibilities of the Operations Manager until the position is filled. A further election will occur no later than thirty (30) days from the date of the original election.

Section 6. In the absence of election challenge(s) filed pursuant to the Constitution of the Brockport Student Government, the Election Committee shall certify and convey the election result within five (5) business days to the General Manager and to BSG. Such notification shall finalize the election and the Election Committee will be automatically discharged. In the event a valid election challenge is accepted and announced by the General Manager and/or BSG, the Committee shall remain intact until disposition of the challenge.

Section 7. In the event an election cannot take place in person, election activities as stated within this article may be moved to an online format. Elections may be held through MyBrockport (the official student organization database) or a survey created by the election committee.

ARTICLE VII – RECALL OF ELECTION OF OPERATIONS MANAGER

Section 1. The Operations Manager shall be recalled from office by a two-thirds (2/3) vote of the General Membership with voting status, as follows:

- (A) A petition for recall bearing the signatures of two fifths (2/5) of the active membership, as certified by the Board of Directors, shall be presented to the General Manager. The Board shall appoint a new Election Committee, consistent with other Articles of this Chapter, which shall select a chair, announce procedures, and time and place for the election.
- (B) In lieu of a General Membership petition for recall, the Board of Directors may initiate a Recall Election through a two-thirds (2/3) vote of its members. Operations Manager will only be allotted one vote if holding more than one Director status. The Recall Election shall proceed in accordance with Section 1. (A) of this Article and other applicable Article(s). The Recall shall carry or be denied based on one (1) ballot vote, only. NO reconsideration shall be allowed following that one (1) ballot vote.
- (C) Whether initiated by petition of the General Membership or by the Board of Directors, the Recall Election shall be held within thirty (30) days of the date of the petition submission and/or motion. Noncompliance with this subsection shall invalidate the Recall petition and/or motion.
- (D) The Recall Election Committee shall transmit the election results to their chairperson, for announcement to the General Membership and the General Manager. BSG shall also be notified if the Recall is adopted.

ARTICLE VIII – AMENDMENTS OF BY-LAWS

Section 1. This Charter may be amended and/or By-Laws adopted, by a simple majority of the General Membership, acting in one General Meeting, provided that the Board of Directors shall have previously adopted a motion for amendment and/or changes to the Charter and/or By-Laws by two-thirds (2/3) vote.

ARTICLE IX – IMPLEMENTATION

Section 1. This Charter shall be adopted in accordance with the terms of amendment of the prior Charter and shall supersede any and all such extant instruments.

WBSU CHARTER

STATION BY-LAWS

It is the expectation that every member adheres to the following basic guidelines:

- 1) DJs are to arrive at least fifteen (15) minutes before their Air Shift begins to prepare. Missed shifts will result in suspension from ALL ON-AIR ACTIVITY. Late Shifts may result in suspension from ALL ON-AIR ACTIVITY in accordance with the appropriate director, Operations Manager, and the General Manager. An Air Shift is not complete until all logs are completed. The last person to operate the board on any day must switch Transmitter Logs to the Program Director's mailbox.
- 2) The front door is to remain closed and locked between the hours of 4PM and 8AM weekdays and all-day weekends. Ring the door light or call the News Line (ext. 5632) for entry during this time.
- 3) Only members are allowed in the station after 4pm weekdays and all-day weekends. Only station Personnel with a valid reason is allowed in the station after 11:30PM. Valid reasons include an FM shift, News and/or Sports reports, or any other circumstance deemed acceptable by the Operations Manager.
- 4) Professionalism is expected at all times on AND off air. The use of explicit language or material is prohibited based on prevalent FCC and the SUNY Brockport's Select Respect Guidelines.
- 5) Any Board Member, as defined in Article I Section 3 of the WBSU Charter, may remove anyone from the air or the station facility, if necessary, to protect the FCC License, facility equipment, station integrity, health and wellbeing of station members, or the items in this document. The Board Member is then responsible for contacting the appropriate director and the Operations Manager and making a complete report of the incident and action taken.

The responsibility of the respective director and Operations Manager are responsible for evaluating the circumstances and determining appropriate action in consulting with the General Manager.

A written report of this decision will then be sent to the station member, outlining any and all action or sanction imposed.

Appeals by the station member should be forwarded to the Director of Student Activities. All appeals will be in accordance with procedures and guidelines as outlined in the SUNY Brockport, State University of New York Codes of Social Conduct.

- 6) Per accordance with the SUNY Brockport's Smoke Free policy no smoking, vaping, or smoking devices are allowed in the facilities of WBSU-89.1 the Point. Alcohol

- and/or drug uses are prohibited in the facility. No one may enter under the influence of alcohol and/or drugs in accordance with prevailing FCC regulations.
- 7) Food and Drinks inside any studio are not allowed. If a member has food or drink in a production studio, they can be kicked out by the GM, OM or any directors.
 - 8) Live phone calls are prohibited on the air unless preapproved by the appropriate director (News/Sports/Public Relations/Program).
 - 9) Destruction, removal, or impairment of station property will be considered a crime and violators will be prosecuted in accordance with college, local, state, and federal laws.
 - 10) Every off-air member is expected to maintain voting status, do weekly department work and participate in at least one (1) COMMUNITY RELATED event and One (1) College Related events as determined by the Public Relations Director.
 - 11) Every on-air person is expected to:
 - a. Actively work in a department and attend meetings.
 - b. Edit reminders for outdated material every shift.
 - c. Professionally answer the phone.
 - d. Keep updated Logs.
 - e. Clean up studio after use.
 - f. Hand in an aircheck tape at least once a month to respective director.
 - g. Participate in at least two (2) PR Events, with at least one (1) COMMUNITY RELATED EVENT approved by the Public Relations Director each semester.
 - 12) Program members must have an overall Grade Point Average (GPA) of at least 2.0. Those who fall below a 2.0 GPA are suspended from all live and/ or voice tracked on-air activities until that member's cumulative Grade Point Average is brought above a 2.0. Midterm Grade Point Averages are not included in above. This also includes music review publications.
 - 13) No working member or family member (this includes but is not limited to current and ex-spouses, parents, grandparents, children, grandchildren, siblings, in-laws and friends) of a working member of WBSU may win any giveaways.
 - 14) Listeners are only allowed to win or register to win once every ever thirty (30) days. Also, there may be only one (1) winner per household every thirty (30) days.
 - 15) Individuals with mail not to them or their Directorship are not authorized to open mail.
 - 16) NO Digital Music Files or other Digital Audio Files are to be removed from the facility. Digital Music Files and any other Digital Audio Files and related external playback and recording devices are NOT allowed in the radio station. A personal

- digital audio playback device is authorized in the facilities only if headphones are used and kept at a professionally appropriate volume. ANY station property that is removed from the facility may result in removal from the radio station and criminal charges.
- 17) Personal use of station computers is permitted, however if someone needs to use the computer for Station business, that takes priority.
 - 18) Two or more person shows are not permitted; except for shift break crossover and cross-talks, news and sports casts or exceptions cleared by the Program Director.
 - 19) There may be specialty shows on the air at the discretion of the Operations Manager and Program Director. The Board of Directors determines the theme and day of that show. Shows may be removed or changed by the board at any time if deemed necessary. Program Broadcasters with specialty shows must adhere to the prescribed format of the specialty show. Violators are subject to disciplinary action of the Program Director and/or the Operations Manager.
 - 20) The use of any production studio or station equipment for NON-Point related purposes is prohibited.
 - 21) The final person to leave the station for the day must close the station and return the stations keys to University Police. Failure to do so will result in punishment deemed appropriate by the Operations Manager.
 - 22) Resident Assistants, individuals holding office in BSG, or similar positions deemed too time consuming by the Operations Manager are not eligible for directorship at WBSU.
 - 23) All sports broadcast announcers shall read and sign a contract prior to their first game.
 - 24) All summer staff shall read and sign a contract prior to getting paid.
 - 25) A student shall maintain current station status (non-voting) if choosing to take a semester abroad, or still taking credits at the college.
 - 26) The 4-Year Mic Club is for all members who joined their freshmen year either fall or spring semester and stay for at least six semesters over four years
 - a. The 4-Year Mic Club is a tradition of the Station that celebrates the dedication of its long-term members in a way that preserves the memory of their effort during their years of membership.
 - 27) All station related communications chains (email chains, group chats, etc.) must pertain to station business only. All such communications must comply with Article IV Section 12.

28) DJs cannot be involved in conflicts of interest due to risks of payola, being paid for services. The Program Director or Board of Directors may decide what constitutes a conflict of interest on an individual basis, this may include promoting outside organizations or products that would benefit the individual.

