

Power 92.3, WKVR
Constitution

Preface:

In order to establish continuous quality of a college radio station, it is necessary to define the purpose, structure, and authority in a written and lasting document. This constitution should be amended by the board of the station as needed, due to the ever-changing environment of music and radio. This document is but a frame on which to group and expand.

Article I: Name

The call letters, as established by the Federal Communication Commission, of the Juniata College radio station are WKVR, broadcasting at the frequency of 92.3. The station's positioner is "Power 92."

Article II: Job Descriptions

There is neither a set limit on the size of the staff nor a limit on the positions within the organization, although the following offices must be filled on an annual basis.

- General Manager: The General Manager is directly responsible for the daily operation of the station, which includes the responsibility of all the concerns between WKVR and the FCC, the trustees of Juniata College, the administration of Juniata College, and the advisor(s) of WKVR. The GM handles all inter-station personal conflicts, all day-to-day affairs of the station personally or through delegation of authority, and has the final say on all decisions unless overturned by the board by a majority vote. To maintain a system of checks and balances, the GM is responsible to the board as a whole and has no actual board vote except in the case of a tie.
- Program Director: The Program Director is directly responsible for the semester scheduling, the introduction and maintenance of specialty shows, music format for the bulk of station air play, DJ training and DJ conduction at the station and on the air. Other responsibilities of the PD are tracking DJ attendance of their shows, public service announcements, issuing fines regarding attendance, and finding alternate DJs in the event that a DJ gives 24 hours (or more) notice that he or she cannot make his or her show.
- Chief Engineer: The Chief Engineer is directly responsible for the installation, acquisition, and the maintenance of all equipment in the radio station. No equipment owned by the station may be used for a project (internal or external) without the expressed approval of the Engineer and/or GM. The Engineer, along with GM, are the only staffers permitted to shut down the station for any reason excluding routine sign off.

- Business Manager: The Business Manager is directly responsible for control of the budget, expenditures, income, purchasing, and all things financial. The business manager must produce a monthly statement of expenditures for each department within twenty days of the close of the month-long period.
- Music Director: The MD is directly responsible for all music purchasing for and new music received by WKVR. The MD is also responsible for purchasing music suggested by the WKVR DJs and staff, although both what and how much is bought is the MD's decision with the approval of the GM.
- Promotions Director: The Promotions Director is directly responsible for all public relations duties with the community, getting sponsorships and give away items from local businesses, and promotion of the station and its activities on campus and in the community.

Other offices that are available on the board of directors, but are not required to be filled annually include:

- News/Sports Director: The News and Sports Director is responsible for all educational programs which may or may not include sports, public service announcements, live news, talk shows, and news services which may be coordinated into the schedule of airplay at the PD's discretion. The News/Sports director will be the liaison with any Juniata College sports teams who are interested in broadcasting their games on the radio station. Also, the News/Sports Director will be responsible for updating weather, campus news and sports news weekly, as well as keeping minutes at weekly board meetings.
- Webmaster: The WKVR Webmaster is responsible for updating and maintaining the WKVR website through Juniata College.

These members constitute the Board of WKVR that makes policy decisions on WKVR as initiated by the General Manager. The General Manager may override by veto any decision made by the board. The board may then override any veto with a 2/3 majority decision, unless the veto is based on legality or college policy.

Article III: Elections

All board positions and other offices for which more than one person is running will be decided by election. Outgoing senior members of the board of directors will run the elections. To be eligible to run for a board position, one must have either sophomore standing or have been a DJ for one year with a staff position under the position in question. The only exception to this rule is the GM. To be eligible to run for this position, one must have already taken on the duties of another board position or have the approval of the board.

Each office will be announced individually. All candidates running unopposed will be elected automatically unless disputed by the board or the GM. If more than one person is running for one position, those interested in running will speak to the electors

present about why they should be elected. The vote will then follow. In the case of a tie, upon the GM's discretion, any or all can be appointed to the position. Lesser offices and assistant positions, if conflict arises, will be elected by board majority vote.

Current DJs only are permitted to vote; outgoing seniors are not eligible to vote.

Article IV: Leave of Office

If a board member would like to resign, he or she must submit a two week notice in writing to the board. In this two week period, the resigning board member must help the board find a replacement and help the new person learn the tasks necessary to be successful at the new position.

Another board member may impeach any board member. A 1/3 confidential vote is required by the board member to retain his or her position (the vote is taken excluding the member being impeached). The GM has the right to veto the impeachment, unless the impeachment is against the GM. The PD may veto impeachment procedures against the GM. A unanimous decision by the board is needed to override the vetoes (excluding the member being impeached).

Any time a board position goes vacant; a new person may be appointed by the GM and ratified by the board to fill the vacant position.

Article V: Policy Making

Control of the individual departments is given to the respective head of each department. The GM has the right to intervene on all matters, but should restrain themselves in regards to matters involving ethics, legality and impropriety.

Article VI: "Chip Clause"

When and if the occasion arises that a permanent board member or members take a leave of absence for more than four weeks, their assistant becomes a temporary board member, thus giving them a full board vote until the regular board member returns. The board must approve this temporary appointment.

Article VII: Singularity

This document, upon ratification by a 2/3 confidential vote by the board, supersedes any and all WKVR-FM documents pertaining to policy. This document may be rewritten at any time by a 2/3 confidential vote.

Article VIII: Absence of the GM

In any case when the General Manager must leave the college for any reason, the position will be filled by an appointment of the GM's choice. The General Manager will resume power once arriving back at Juniata College.

Article IX: Fines and other disciplinary action

WKVR reserves the right to issue fines for a missed show (ten dollars), and for violation of FCC policy (up to one hundred dollars); to suspend radio shows for improper conduct; and to revoke the right of radio privileges to any Juniata College student.

If a person does not attend his or her show or fails to notify the Program Director for an alternate within 24 hours of the start of the show, WKVR will fine the said individual(s) ten dollars for the discrepancy. Any major violation of FCC Policy (profanity on air, false advertising, etc) will result in a fine of up to one hundred dollars. These fines must be paid within 30 days of the said infraction, or appropriate action will be taken through the dean of students office.

If a DJ misses more than three radio shows per semester (unless with valid excuses: class-related, family emergency, etc.) he/she/they will be fined for each subsequent show missed. If attendance to a show is particularly poor, the Board of Directors may remove a show from the air.