WKUF-LP 94.3 RADIO
Constitution

Article I – Mission Statement
Section 1 – WKUF-LP exists to provide a non-commercial service unique to the greater Flint community through educational, informative, and entertaining programming. This station will promote hands-on learning experiences for student and community volunteers as they form an outlet and source for artistic and cultural expressions.

Section 2 – WKUF-LP’s broadcast signal reaches a culturally, racially, and economically diverse audience. Our goal as a station is to provide a diverse array of programming for audience members within our broadcast range. The Flint area houses several residential communities, colleges, high schools, and businesses. Our goal is to provide them with quality programming.

Article II – Definitions
Section 1 – The ‘WKUF-LP 94.3 RADIO’ shall be referred hereafter as 'WKUF'.

Section 2 – The Kettering University student body shall be referred hereafter as 'Student DJs'. Flint Co=unity member shall be referred to as 'Co=unity DJs'.

Section 3 – A WKUF Event shall be defined as an organized activity planned in part or whole by WKUF, available to all KU Students, and advertised at least one(!) week in advance of its execution.

Section 4 – A Club Meeting shall be defined as a formal gathering of WKUF Officers, KU Students and Co=unity DJs open to all KU Students, to discuss the regular business of WKUF; and mutually exclusive with a WKUF event.

Section 5 – A School Term shall be defined as the length of time Kettering University declares as a singular 'A-section'.

Section 6 – A WKUF Resource shall be any capital or other item owned by, belonging to, or attributed to WKUF.

Article III – Membership
Section 1 – Membership to WKUF shall be open to all KU Students and Flint area Co=unity members.

Section 2 – Non-staff student membership of WKUF is open to all Kettering University students who have an interest in radio and are in good standing with the school. Voting privileges during elections are given to students who have attended at least three consecutive general meetings that term. All student members should attend weekly WKUF meetings.

Section 3 – Only Student members of WKUF may run for office within the club, and have priority in all WKUF Meetings, WKUF Events, and use of WKUF Resources.
Article IV - Officer Definition

Section 1 - The Club shall consist of eight (8) officers, listed in order of authority:

A- GENERAL MANAGER THE GENERAL MANAGER (GM) IS THE UNIVERISTY STAFF POSITION AT WKUF AND SENIOR AUTHORITY ON ALL DECISIONS MADE WITHIN THE STATION. The GM has a wide range of responsibilities including paperwork for and relationships with the FCC and overseeing the station's operation. The General Manager is a part of the Department of Student Affairs and the chair of the Advisory Board.

B - The Station Manager: The Station Manager is a student responsible for overseeing all operations at WKUF. The Station Manager is the person the general staff should go to if they need information or have a problem. This person is the general staffs primary representative on the Advisory Committee. The Station Manager must have superior knowledge of WKUF station equipment and operations and of FCC regulations concerning LPFM stations and have been a member of WKUF for at least one year. They must also be able to commit 10+ hours/week to WKUF. The Station Manager and Assistant will collectively oversee all operations within WKUF. The Chief Engineer, Program Director and Business Director report directly to the Station Manager. The Station Manager will also be the primary KSG contact.

C- The Assistant Station Manager: The Assistant Managers acts as the Vice President and helps manage the current workloads and responsibilities within WKUF. The Assistant Manager's responsibilities include: fulfilling the position of second command, fulfilling the necessary operations in the absence of the Station Manager, and assisting and overseeing the Music Director and Production Director.

D- Chief Engineer: The Chief Engineer is responsible for maintaining and upgrading WKUF facilities, as well as for training new and current staff members in operation of the station. They assist in the technical aspects of local and remote broadcasts. The Chief Engineer is selected by the Station Manager. They must have superior knowledge of audio equipment and connections and of FCC laws relating to LPFM stations. They must be able to commit 10+ hours/week to WKUF. They are a member of the Advisory Committee. Job Responsibilities:

i. Ensure efficient operation of WKUF broadcasting equipment.
ii. Request purchases of new or replacement equipment.
iii. Train new staff members in the completion of logs, operation of EAS equipment, operation of transmitter, conducting EAS tests and all other station equipment.
iv. Keep an up-to-date file of signed training forms following completion of successful training of staff.
v. Overseeing the installations or removal of equipment.

E- The Program Director: The Program Director is responsible for scheduling all programming aired on WKUF. The Program Director works with the Station Manager to establish or change the station schedule. The Program Director notifies the Station Manager of any equipment or personnel problems and enforces station regulations. The Program Director is selected by the Station Manager and is a
member of the Advisory Committee and is selected in the Winter/Spring term. They must have knowledge of FCC and WKUF rules concerning the station. This staff member must be able to commit 10+ hours/week to WKUF.

The Program Director is also responsible for maintaining/updating the WKUF website.

Job Responsibilities:

1. Responsible with Station Manager for on-air "sound" of the station
2. Selects DJs and schedules on-air shifts.
3. Supervises and monitors on-air performance of DJs and other personalities.
4. May dismiss a DJ from his/her shift immediately for major violations.
5. Updating the schedule as it changes and maintaining/updating WKUF website.
6. Responsible for filling shifts resulting from staff absences.
7. Make sure that logs are filled out properly and alert the Station Manager and/or General Manager of violations by staff members. File logs in an orderly fashion.
8. Researches the needs and listening habits of Kettering and the Flint co=unity to meet them with effective programming within the overall mission of WKUF.
9. Ensure a sufficient supply of all forms is available in the station.
10. Monitors the submission of show reviews each month.
11. Recommends disciplinary actions against news anchors to the Station Manager.

F- The Production Director: The Production Director is responsible for all pre-recording and editing operations held in the WKUF studio including live local shows. The Production Director assists other staff with in-studio performances, editing produced CDs for airplay, etc. He/she is also responsible for regularly scheduled newscasts, sports schedules, and the specialty news and interview programs. He/she is responsible for both the co=unity and Kettering calendars and for securing information for those calendars. He/she also oversees the sports and public affairs progra=ming at the station. He/she must have excellent writing skills. The Production Director is selected by the Station Manager and is a member of the Advisory Co=ittee. He/she must be proficient in operating WKUF recording and production equipment and be able to co=it 10+ hours/week to WKUF.

Job Responsibilities:

1. Trains WKUF staff members in the use of production equipment.
2. Evaluate pre-recorded media for on-air use.
3. Oversees in-studio performances.
4. Schedule use of the production equipment.
5. Edit produced CDs for airplay.
6. Selects and schedules newscast anchors.
7. Develops and schedules public-affairs programs.
8. Maintains a co=unity calendar and a Kettering calendar.
9. Co=unicates regularly with Student Media Groups (The Technician, The Reflector) for calendar items and possible special announcements.
x. Reports any interruptions in the regular program schedule (sporting events, election coverage, etc.) to the Program Director at least 1 week in advance.
xi. Recruits new news anchors and maintains a file of those interested in anchoring newscasts.

G-The Music Director: WKUF's Music Director maintains a music library that supports the station's music programming. The position is extremely important since much of WKUF's on-air programming is music. The Music Director is the link between record companies and the station's staff. He/she sees that albums are reviewed promptly and objectively so that the library conforms to the music programming guidelines of the station. The Music Director communicates regularly with the Program Director and the Station Manager to provide reports on new additions to the library. He/she is selected by the Station Manager and is a member of the Advisory Committee. He/she must have knowledge of FCC and WKUF rules on indecency and obscenity and be able to commit 15+ hours a week working for WKUF.

1. Contacts record companies requesting new cds.
2. Maintains WKUF play lists and mails them to record companies.
3. Manages records of all of new releases received.
4. Maintains an orderly system for review of music for appropriateness and objectionable language/content.
5. Keeps up-to-date on national and local music trends.
7. Evaluates and catalogues new music received for the Music Library for on-air fitness.
8. Schedules DJs to review new music as necessary and trains DJs on the policy of their reviews.
9. Receive and process event requests
10. Schedule DJs for live events
11. Confirm availability with request contact individual
12. Ensure that equipment is ready-to-go for events xiii.
13. Handle any special setups that may be required. xiv.
14. Bring current event requests to all general meeting.

H- Business Director: The Business Director manages the station’s yearly budget by paying all bills, reimbursements, and purchases necessary supplies for the station-keeping record of all station purchases and payments. He/she creates and submits a budget for the next term and assists the Public Relations Director in obtaining underwriting from area businesses. The Business Director acts as secretary of the Advisory Committee and WKUF monthly staff meetings. He/she takes minutes at meetings and sends them (along with other pertinent information) to all members and staff. The Business Director is selected by the Station Manager and is a member of the Advisory Committee.

Job responsibilities:

1. Contact local clubs, businesses, etc. to solicit giveaways and underwriting contracts.
ii. Maintain and file underwriting contracts.
iii. Advertise WKUF activities and events to Kettering and the Flint community.
iv. Design stickers, t-shirts, and other promotional items.
v. Coordinate WKUF event publicity.
vi. Work with the Production Director to produce station sweepers and promos.

vii. Managing, planning, and scheduling WKUF live events is also the responsibility of the Business Director.
viii. The Business Director is also responsible for attracting new listeners and informing our audience about our programing. He/she is responsible for on-air promotions such as contests and other giveaways and for procuring underwriting contracts with local merchants. He/she oversees the creation of flyers, posters, and other WKUF designed promotions. They keep the station in good standing with the community and promote station-sponsored events and gain the support of other campus organizations when needed. He/she must have knowledge of WKUF’s programing and audience and have creative writing and graphical skills and be able to communicate in writing 10+ hours to WKUF.

Section 2 – Officer elections shall be elected on the tenth (10th) week of every winter School Term.

A- Vacant or vacated offices shall be filled at the next WKUF Meeting.
B- A member of WKUF may only serve as any single officer for as long as is necessary.
C- No WKUF member may concurrently hold offices unless there are not enough members to fill all offices.
D- WKUF Officers are permitted to hold different offices on A and B sections.

Section 3 – An officer may create a committee to handle any responsibilities of their office. Committees shall last for one (1) School Term.

Article V - Voting Procedures

Section 1 – The constitution may be modified by a two-thirds (2/3) majority vote by WKUF’s members.

Section 2 – Officers may be removed from office by The General Manager if they are not fulfilling the duties of their office. Please refer to WKUF Handbook for more information.

Section 3 – All votes shall be by secret ballot unless otherwise specified by The President. All ballots shall be tallied by an appointed member, and shall be announced after the tally; with the ballots destroyed after the recording of results.

Section 4 – All disputes among the officers shall be decided by a majority vote of the officers.

Section 5 – Only Student members shall vote in decisions for The Club.

Section 6 – The only elected members of the WKUF staff are the Station Manager and Assistant Manager. Elections shall be held during the Winter and Spring terms of each year. A simple majority (1/2 vote) is needed to elect an applicant. Only student members are eligible to
vote (see Student Membership definition below). Once a new Station Manager has been
selected, he or she will then select applicants for the remaining staff positions. All staff
applicants must be a Kettering University student in good standing, have at least an 84 WAG,
have one or more terms of experience as a station member, and have their candidacy approved
by the GM.

Article VI – General Policies

Section 2 – The club shall meet weekly on Tuesday from 8PM to 9PM, or later if necessary
to complete the weekly business, of every School Term.

Section 3 – The Students must attend at least 8 meetings. Community member djs are only
required to attend the first meeting of each month.

Section 4 – The Club shall have at least ten (10) Club Meetings and one (!) Club Event every
School Term.

Article VII – Bylaws
Section 1 – See WKUF Handbook at www.wkuf.fm for details.

Appendix – Revision History
Section I through VII – Drafted 3/3/20 II by Kyle W. Kupsche