**WSKB 89.5 FM
Westfield State College Radio
Constitution**

**Article I**

**Responsibilities and Goals of WSKB:**WSKB is a non-commercial, educational, and entertainment-oriented college radio station. We provide a quality and consistent showcase for progressive new music while encompassing diverse music styles, and other information relevant to the community. WSKB acts as an alternative to larger, money-driven commercial stations and should not attempt to compete with or emulate their sound by playing the same music. The station is responsible for carrying out this programming in a way that will maintain a varied, and faithful listening audience within the campus and greater Westfield communities. WSKB offers a unique educational experience for both its staff and its listeners. Our main purpose is to encourage open-mindedness and discovery.

**Article II**

**Membership:**
A. Membership is open to all students and faculty of Westfield State College, and members of the Westfield community.
 a. Non-student members must speak with the General Manager before receiving airtime. Volunteer service on a committee does not require an interview.
B. An executive board member or a board-designated staff member must train all members before they are allowed airtime.
C. The executive board reserves the right to set and collect non-refundable club dues at the beginning of every semester. Portions of these proceeds will be given back to the staff during the semester through special events and improvements to the studio.
D. All members must agree to abide by FCC and WSKB policies, and realize that any infraction of such policies is grounds for disciplinary action.
E. One does not need to be a member in order for them to participate with the club.

**Article III**

**Training:**A. DJ’s
 a. All on-air members of WSKB are required to be trained by an executive board member, or intern with another DJ that has had at least one years experience with the station before receiving their own show. When they feel they have been thoroughly trained they must speak with an executive board member who will then watch them use the equipment to decide whether the potential DJ is ready to have his/her own show.

 b. The executive board reserves the right to request that any DJ tape his/her show for review at any time. This is to encourage the application of the honor system in maintaining on-air quality. These tapes will aid in providing constructive criticism and praise for our staff; also refer to the section titled “Disciplinary Review”.
B. Executive Board
 a. New board members must be trained for at least one semester by the previous member or by the general manager himself/herself.

**Article IV**

**Meetings and Voting:**A. Staff members will be notified of upcoming meetings at least one week in advance through postings in the studio and outside the office.
B. All staff are expected to attend meetings. Failure to attend staff meetings will result in disciplinary action as outlined in the disciplinary code.
C. Any active member in good standing (accumulation of 3 infraction points or less) has voting rights. The program Director will maintain a list of those eligible to vote.

**Article V**

**The Executive Board:**A. **General Manager:** oversees station operations and activities of board members; presides over all meetings, executive and general. Acts as a liaison between WSKB, and the campus as well as the community. Must have knowledge of how the campus works, and its organizations. Will work with all members of WSKB in trying to improve the station operations, and public relations. Is ready and able to act for any position if vacated or is in need of assistance.
B. **Business/Fundraising:** Must always be thinking of fundraising ideas. Works with the GM, Barbara Hand, and the campus to set dates for shows or any fundraising events at the beginning of the semester. Proposes to Weekend Programming/CAB, Res Life, and the Counseling Center to ask for assistance for shows. Does all proposing whether it is to Weekend Programming, Finances, CAB, or any other organization. Makes sure that he/she goes to the scheduled weekly meeting, and fills out all paper work necessary. When speaking with the Finance Committee the GM must be present. Keeps the GM informed and up to date with shows or fundraisers being planned. Get monthly reports of our financial standing and keeps track of our gains and losses. Needs to keep track of EVERY SHOW!!!
C. **Music Director:** Watches over the other Directors. Gives music to Directors to review (assuming it’s in their genre). Make sure the racks are full at all times. Has the same duties as the Directors.
D. **Directors:** Calls record labels, and keep in constant contact with them. Gets merchandise to give out on air and/or for promotional reasons. Makes contacts with labels and record executives. Gets new music sent to station to fill up racks. Rotates racks from Heavy rotation to Light rotation on a weekly basis. Logs in and review all their music. This does not just apply to music sent directly to them; this also applies to the CD’s put in the CD’s to be reviewed rack in the office. Chart to CMJ weekly.
E. **Program Director:** Makes the schedule at the beginning of each semester (fall and spring) after first initial DJ meeting. Deciphers between specialty and regular shows. Makes phone and email list of all DJ’s. This list will include show names and times. He/she must make copies and put in the station. Must LISTEN to a 15 minute space of everyone’s show AT LEAST ONCE a semester and write up a review telling them what to improve and what is good about their show. Makes sure people are: doing the transmitter log, making sure all CD’s go back to the original places on racks, making sure PSA’s are back in place and that they are playing them consistently (converse with MD about this by closely monitoring and keeping track of the play lists submitted by the DJ’s) He/she can suspend people for swearing, not playing from the racks, for not following the Handbook, and for acting immature about their responsibilities as a DJ.
F. **Production Manager:** Creates back ground music for DJ’s, as well as creates teasers for the beginning of DJ’s shows. Creates station ID’s to play between songs and PSA’s. Helps with fundraising ideas.
G. **Library Archivist:** Logs CD’s into library database. Alphabetizes and keeps logging in CD’s taken off racks by MD and Directors. Keeps library neat and in order. Keeps track of people borrowing DC’s from the library with the proper log out sheet.
H. **Promotions Director:** Needs to organize promoting, hanging flyers and, getting out into the community. He/she hold remotes, and set up other events for on campus and the surrounding area.
I. **Web Designer:** Keeps everything on the web page up to date. Pictures form shows must go up within a week after the show has ended. Any upcoming events or fundraiser are to be listed on the web. DJ time slots must be updated every semester. Keeps all of the Executive Boards contacts up to date.
J. **Gymps:** Picks up mail everyday in mailroom located on bottom floor of the Parenzo Building. Logs in random and local CD’s and is in charge of the local rack. Logs in PSA’s (i.e. Radio Round ups) and any arbitrary company PSA’s. Keeps office moderately clean and in order.

The Executive Board reserves the right to appoint additional board members as necessary.

**Article VI**

**Appointment of Officers and Term of Office**A. The Executive Board should appoint new officers no later than the last week of April.
B. Anyone who wishes to run for a position must be formally trained for at least one month with the current person in that position prior to elections. A transcript of any disciplinary action taken place by the Executive Board against a staff member will be kept on file. In accepting WSKB membership, all members agree to adhere to the rules and guidelines explained the DJ handbook, and in this document. The Executive Board reserves the right to amend the DJ handbook as needed to maintain quality on-air performances at all times. All staff will be notified of any such changes.

**Article VII**

**Advisors:** At least one advisor should attend at least one Executive Board meeting per month and on other occasions as the Board feels necessary. The advisor works with the Business Manager, signing all budgetary requisitions, observing budgetary limits, and assisting in writing the yearly budget for approval by the Student Government Association. Advisors are also encouraged to take an active role in WSKB by participating on committees, providing input for answering questions from staff, assisting in training new DJ’s, and working to further the operations of the station. Advisors are selected by a simple majority vote by the Executive Board.

**Article VIII**

**Amendments:** Recommendations to amend the Constitution may be made by a two-thirds vote of the entire Executive Board. Amendments must follow SGA procedures for ratification.