

# **WECS Radio Club Constitution**

## ***Article I: Name***

This club/organization shall be called the WECS Radio Club.

## ***Article II: Mission***

To create a motivated, and welcoming training environment to advance the skills of student disc jockeys. We will create exposure on campus and in our surrounding community for 90.1 WECS through promotion, outreach, and community service as well as assist campus clubs and organizations with their on campus programs.

## ***Article III: Purpose***

The purpose of the WECS Radio Club will be multi faceted. The three major objectives of the club will be training and professional advancement of student DJs, community outreach, and exposure for 90.1 WECS. Each will be obtained through a specific process designed to benefit both the students involved and the Eastern Connecticut State University campus and community.

## ***Article IV: Membership***

**Section 1:** Membership in the club will be open to all WECS DJ's and personnel and any students looking to obtain a better understanding of radio, or become a part of the radio station outside of on-air broadcasting

**Section 2:** Membership will be open to all Eastern Connecticut State University Students.

**Section 3:** Members need not be Communication majors, although Communication majors are highly recommended.

**Section 4:** In order to be considered an official member a student must attend at least two consecutive meetings.

**Section 5:** All students must agree to participate in all WECS activities and training exercises. Students with a valid excuse may be permitted to be absent from specific events.

### ***Article V: Officers and Responsibilities***

#### **President:**

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. act as the spokesperson for the organization;
- g. To appoint a temporary officer to assume the responsibilities to any vacant office until a special election may be held.

#### **Vice President:**

- a. To assist the President in club decisions
- b. To act as president in the President's absence
- c. To succeed as president should the position be vacated

#### **Secretary:**

- a. To distribute minutes within 48 hours.
- b. To provide 72 hours notice of all changes in meetings to members via e-mail
- c. To keep a record of attendance for every meeting
- d. Keep a record of any events held by the club including any dates, times and locations

- e. Ensure all paperwork is signed and dated by the President, including minutes and attendance, before distribution or finalization
- f. To distribute any e-mail correspondence between officers and club members concerning meetings or other club oriented matters

**Treasurer:**

- a. To disburse funds as directed by the President or as assigned in the payment of bills.
- b. To keep an exact record of monies collected or spent by the club including through events and fundraisers
- c. Submit a monthly financial report to the president for review
- d. To address the budget at each meeting when appropriate
- e. To keep a record of any potential investments and insure the availability of required funds
- f. Request assistance, if required, from the Student Government Committee and the Budget and Management Committee
- g. be responsible for the organization complying with the policies and procedures set forth by the Student Activities Office and the Budget and Management Committee concerning the use of provided funds

***Article VI: Officer Elections***

**Section 1:** The nomination process will be open forum and held at club meetings.

**Section 2:** Nominees for club office must be nominated by a club member which must then be seconded by a second club member. Students may nominate themselves if they wish.

**Section 3:** Nominations for all officer positions may be made during the first three months of the spring semester meetings. All nominations must be received by the first meeting in March. It is at

this point any nominee should accept or reject the opportunity to be voted into an officer position.

**Section 4:** Voting for officers will take place during the last meeting of the month of March. Nominees receiving a 2/3 majority vote will win the position.

**Section 5:** All officers must be elected before April 1<sup>st</sup>.

**Section 6:** The new officers will begin their duties at the commencement of the following fall semester and will hold their positions for one academic year.

**Section 7:** There will be no limit on concurrent terms held by Club officers.

#### ***Article VII: Vacancy of Office/Impeachment***

**Section 1:** If a club office is found to be unexpectedly vacant during the course of a standard year term, either from impeachment or voluntary vacancy on the part of the officer, a new vote will be held immediately.

**Section 2:** The vote procedure will be identical to the original voting procedure except that the nominating and voting will be limited to only the vacant positions, and the time allotted for nominations may be reduced in the attempt to fill the vacant position as quickly as possible

**Section 3:** Officers will be subject to automatic impeachment if they accumulate three unannounced absences from club meetings during one semester.

**Section 4:** A club member may also bring the motion of impeachment to any officer, if they feel their actions are not in the best interest of the Radio Club, or the officer is not fulfilling their duties as a club officer.

**Section 5:** The motion of impeachment will be subjected to a vote and must be seconded by a 2/3 majority of the club.

**Section 6:** An impeachment request must be given at least a week in advance of the next regularly scheduled meeting

### ***Article VIII: Meetings***

**Section 1:** The WECS Radio Club will hold regularly scheduled meetings

**Section 2:** Attendance will be taken at all meetings by the secretary

**Section 3:** Any excused absences must be approved with the club president and/or advisor at least one week prior to the scheduled meeting.

**Section 4:** Any club member who misses a meeting unexpectedly due to illness or other unforeseen circumstances must send an e-mail to any officer concerning their reason for absence within 24 hours before or after the missed meeting

**Section 5:** Meetings will contain two features: one will be open discussion concerning upcoming events and club oriented matters, the second will be to further educate club member in the environment of recording and broadcasting.

**Section 6:** All training exercises during meetings will be held either in the WECS recording studio OR in the radio studio itself during appropriate hours and all club members will be given the opportunity to participate.

**Section 7:** Any emergency meetings or changes in meeting schedule will be e-mailed to club members through the secretary if necessary

### ***Article IX: Community Outreach***

**Section 1:** A major goal of the WECS Radio Club will be to further extend our duties as a Community Service Station

**Section 2:** Each semester the club will be required to organize at least one community activity which will require participation from all club members via that center for community engagement.

**Section 3:** Responsibility of organizing community activities will be shared between the club officers and any club members who wish to be involved in organization

#### ***Article X: Amendments***

**Section 1:** All amendments to this constitution must be approved by a 2/3 majority vote of all club members

**Section 2:** Prior written notice of the proposed change(s) and/or the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization via e-mail

#### ***Article XI: Parliamentary Authority***

**Section 1:** *Robert's Rule of Order, Newly Revised* shall act as the parliamentary authority for all club meetings.

#### ***Article XII: Advisor***

**Section 1:** The advisor shall give advice for the better performance of the organization.

**Section 2:** The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website

**Section 3:** The advisor shall serve at the discretion of the University

*Article XIII: Ratification*

**Section 1:** The ratification of this constitution must be approved by the appropriate powers, the Student Government Association and Budget and Management Committee