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Constitution of the Middlebury College Radio Service (MCRS)

Article I: NAME.

Section A: The name of this organization shall be the Middlebury College Radio Service (MCRS).

Article II: PURPOSE.

Section A: The purpose of this organization shall be to operate the radio station WRMC-FM 91.1 MHz.

Section B: WRMC-FM's Mission Statement reads: *'WRMC is committed to providing quality radio content otherwise unavailable in our area, '*

Article III: OPERATION.

Section A: WRMC-FM shall be operated in accordance with the rules and regulations of the Federal Communications Commission (FCC).

Section B: WRMC-FM shall be operated in accordance with the standards set by the President and Fellows of Middlebury College, or their duly authorized representatives.

Section C: Responsibility for the program content of WRMC-FM shall rest solely with the MCRS.

Article IV: MEMBERSHIP.

Section A: Membership shall be open to all students, faculty and administration of the College, and to their interested parties at the discretion of the Board of Directors of the MCRS.

Section B: Membership shall be without discriminatory regulations and shall be subject to the rules of the MCRS.

Section C: Normally, paid employees of the MCRS must be members of the college community. Exceptions must be approved by the Director of the Center for Campus Activities and Leadership (C-CAL) upon the recommendation of the Board of Directors of the MCRS.

Section D: The MCRS shall operate in full accordance with Chapter Four, Section II. A. of the Middlebury College Handbook concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Injury and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organizations Policies section of the Middlebury College Handbook will immediately become policies adopted by the MCRS.

Article V: OFFICERS.

Section A: Eligibility is limited to Middlebury College students.

Section B: The elected Officers of the MCRS, who shall constitute the Executive Board, shall be:

- 1) President (who shall act as the General Manager of WRMC-FM). The duties and responsibilities of the President are as follows:
 - a.) Shall hold the title and responsibilities of the Chief Operator of WRMC-FM.
 - b.) Shall be responsible for the overall operations of WRMC-FM.
 - c.) Shall preside over meetings of the Executive and General Boards,
 - d.) Shall serve as a link between the College administration and the legal bodies governing broadcast operations, specifically the FCC.
 - e.) Is responsible for delegating duties within the MCRS and insuring that they are carried out.
 - f.) Is responsible to the C-CAL and must be in close contact with them at all times,
 - g.) Shall oversee large and long-term projects, and to that end is necessarily a member of the WRMC Advisory Board,
 - h.) Shall have read and be familiar with the Public Radio Legal Handbook as well as this Constitution,
 - i.) Shall be responsible for maintaining the Public File, and making it available upon request of the F.C.C. or any community member.
- 2) Vice-President (who shall act as the Program Director of WRMC-FM). The duties and responsibilities of the Vice-President are as follows:
 - a.) Shall be responsible for the daily operations of WRMC-FM.
 - b.) Shall be in charge of program quality and content, the choice and training of on-air staff, and the overall sound of the station,
 - c.) At the beginning of each semester, must arrange the Program Schedule, subject to the approval of the Board of Directors, and fill the slots appropriately,
 - d.) Must approve Public Service Announcements and Promos before they are aired,
 - e.) Responsible for DJ disciplinary actions,
 - f.) Responsible for compiling lists detailing the entire MCRS membership each semester, as well as the Substitute DJ list,
 - g.) The Vice-President shall preside over Board meetings in the absence of the President.
- 3) Treasurer (who shall act as the Business Director of WRMC-FM). The duties and responsibilities of the Treasurer are as follows:
 - a.) Must work closely with the Director of C-CAL as well as the Student Finance Committee,
 - b.) Shall be responsible for all of WRMC's financial matters,
 - c.) Shall maintain a complete inventory of WRMC's equipment,
 - d.) Shall oversee the Depreciation Account,
 - e.) Shall be responsible for appointing and supervising an Underwriting Director,
 - f.) Shall serve as Secretary of the WRMC Alumni Association,
 - g.) Shall serve as a member of the WRMC Advisory Board.
- 4) Music Director. The duties and responsibilities of the Music Director are as follows:

- a.) Shall maintain contacts with record labels throughout the country.
 - b.) Shall ensure that every CD is labeled, reviewed, and filed.
 - c.) Shall be familiar with music that comes into the station.
 - d.) Shall take phone calls related to music tracking.
 - e.) Must see that all new music is promptly reviewed and made available to DJs for air play,
 - f.) Must maintain the New Music Bin, with the help of Music Managers,
 - g.) Shall oversee all Music Departmental Managers,
 - h.) Shall make weekly reports to the College Music Journal (CMJ).
 - i.) Shall oversee the selection and airing of the "Top 91" program at the end of the academic year,
 - j.) Shall work in conjunction with the Program Director to ensure that new music is being played, and to evaluate DJs for future programming.
- 5) Special Productions Director. The duties and responsibilities of the Special Productions Director are as follows:
- a.) Shall be responsible for all of the special programs that are aired on WRMC-FM, including:
 - i.) News.
 - ii.) Syndicated taped programs,
 - iii.) Live music,
 - iv.) Live or taped interviews,
 - v.) Sports,
 - b.) Shall make program source and content decisions in cooperation with the Program Director and shall ensure these programs are aired as scheduled,
 - c.) Shall oversee News and Sports departments,
 - d.) Shall oversee annual concerts as well as all of WRMC's publicity and promotions,
 - e.) Responsible for making new carts.
- 6) Technical Director.
- a.) Responsible for installing, maintaining, and servicing WRMC's broadcast and electronic equipment,
 - b.) Works closely with the station's consulting engineer in order to ensure that the station is in FCC compliance,
 - c.) Oversees the technical crew and ensures that there is always a student technician on call to deal with any technical problems DJs may encounter,
 - d.) Responsible for maintaining WRMC physical facilities. Works with C-CAL and Facilities Management to keep the WRMC facilities clean and in working order.

Section C: Department Directors and Managers.

- 1) Department Directors and Managers shall be appointed by the elected Officer to whom they shall be responsible.

- 2) Such appointment shall be with the approval of a majority of the voting members of the Board.
- 3) The duties of the Department Directors and Managers shall be specified in the By-Laws of the MCRS.

Section D: The Officers, Directors, and Managers shall constitute the Board of Directors. Each member of the Board of Directors shall be entitled one vote in matters of general business.

Section E: The MCRS Summer Staff.

- 1) The MCRS Summer Staff shall be responsible for running WRMC-FM during the summer.
- 2) Membership shall be limited to Middlebury College students.
- 3) The MCRS Summer Staff shall consist of the following members:
 - a.) General Manager,
 - b.) Program Director,
 - c.) Technical Director.

Article VI: THE WRMC ADVISORY BOARD.

Section A: Purpose. Because the members of the MCRS Board change each year, it is necessary to have a body which can maintain a long-term station history and which can advise the MCRS on long-term projects. This purpose shall be filled by the WRMC Advisory Board.

Section B: Membership. The WRMC Advisory Board shall consist of the following members:

- 1) WRMC-FM General Manager.
- 2) WRMC-FM General Manager "ex officio."
- 3) WRMC-FM Business Director.
- 4) WRMC-FM Consulting Engineer.
- 5) WRMC-FM Faculty Advisor.
- 6) WRMC-FM Alumni Association Representative.
- 7) Station Founder, John Bowker.
- 8) Director of C-CAL.
- 9) WFAD-AM Representative.
- 9) Middlebury Campus (newspaper) Representative.
- 10) Two Middlebury Community Representatives.
- 11) Middlebury College Director of Public Affairs.
- 12) Middlebury College Language School President.
- 13) Middlebury College President.
- 14) SGA President.
- 15) Student Co-Chair of Community Council.

Section C: Advisory Board Responsibilities.

- 1) To advise the Student Board of Directors of the MCRS with respect to community service, summer operations, compliance with FCC regulations, programming opportunities, long term planning, etc.
- 2) To submit to the President periodic reports and recommendations pertaining to WRMC matters.

- 3) To meet when necessary to consider impeachment appeals by MCRS Officers.

Article VII: ELECTIONS.

Section A: Elections for Officers shall be held at the end of every semester, excluding Winter Term. In accordance with SGA Finance Committee guidelines, elections for Fall Term offices shall be completed by March 15th.

Section B: Nominations for each office shall be made a week prior to elections.

Section C: Any student member in good standing of the staff of the MCRS shall be eligible for nomination to a position on the Board of Directors.

Section D: Any member of the Board of Directors may make any number of nominations.

Section E: Every member of the Board of Directors shall be granted one vote in the election. In order to cast a ballot for a given election, a voting member of the Board must be present for the entire election process (nominations, candidate speeches, discussions, and the balloting) for that Directorial position. If a candidate is also a voting member, he/she is exempt from the discussion.

Section F: There will be no voting by proxy.

Section G: Every candidate is entitled to present a speech.

Section H: Candidates not present at the election must inform a Board member of their intention to run. Said Board member is responsible for notifying the rest of the Board of the candidate's interest in running.

Section I: Elections shall be held by Australian (secret) ballot. Ballots shall be counted by the Station Manager and a Program Manager. In the case of the election of the President, ballots shall be counted by a non-running Officer and a Program Manager. No person may count votes for their own election.

Section J: Officers shall take office the semester after they are elected.

Section K: For an election to be official, a quorum of 2/3 of the active Board must be present.

Section L: In the event of a vacancy in an elected position, an emergency election shall be held at the next Board meeting.

Section M: The MCRS Summer Staff shall be elected at the same time and in the same fashion as the Fall MCRS Officers.

Article VIII: REMOVAL FROM OFFICE OR STAFF.

Section A: Impeachment procedures for an Officer shall be initiated by a majority of the active Board, as long as a quorum of 2/3 of the membership are present.

Section B: The impeachment vote shall take place one week after the initiation of such procedures.

Section C: The person in question shall be allowed to present his or her case. He or she shall abstain from voting in the impeachment.

Section D: A quorum of 2/3 of the active Board must be present for the impeachment vote. A 3/4 vote shall be required for impeachment.

Section E: An impeached Officer may appeal to the WRMC Advisory Board.

Section F: Officers retain the right to dismiss their Directors and Managers, pending majority approval of the Officers.

Section G: Staff that are not Officers, Directors, or Managers may be removed by a majority vote of the Board, as long as a quorum of 2/3 of the membership are present. An removed staff member may appeal to the Community Council.

Section H: Removal of staff or impeachment shall be followed by a letter to both the dismissed person and to C-CAL.

Article IX: MEETINGS.

Section A: Board meetings shall be held at least once a week while WRMC-FM is broadcasting.

Section B: Executive Board meetings shall be held at least once a week while WRMC-FM is broadcasting, and at least once prior to the initiation of broadcasting in each Fall semester.

Section C: The Advisory Board shall meet at least twice every year.

Section D: Departmental meetings shall be held at least twice every semester.

Section E: Meetings of the entire membership shall take place at the beginning of each semester excluding Winter Term.

Section F: Minutes shall be taken at every meeting of the MCRS which involves election or impeachment of officers.

Article X: FACULTY ADVISOR.

The membership agrees to maintain an adviser from the Middlebury College faculty or staff, as required.

Article XI: CONSULTING ENGINEER.

Section A: The membership recommends a consulting engineer to advise and assist the organization on technical matters.

Section B: The Consulting Engineer shall hold the title and responsibilities of the Chief Engineer of WRMC-FM.

Article XII: SUMMER OPERATIONS.

Section A: The MCRS Summer Staff shall operate WRMC during summer recess.

Section B: C-CAL fees may not be used for summer operations.

Section C: WRMC's primary function during the summer shall be to serve the Language Schools.

Article XIII: AFFILIATIONS.

Section A: The MCRS shall be affiliated with the National Federation of Community Broadcasters (NFCB).

Section B: The MCRS shall be affiliated with the Intercollegiate Broadcast System (IBS).

Article XIV: COLLEGE STANDARDS FOR THE MCRS.

Section A: If the Advisory Board and the Student Board of Directors of MCRS cannot agree on a committee matter, the Advisory Board shall be free to notify the President of the College or a representative of the President.

Section B: If the President or the President's representative believes that the MCRS is not operating in the best interest of Middlebury College, he/she shall take the following steps:

- 1) The President or President's representative shall consult with the President of MCRS to make any changes he/she deems necessary as a result of the complaints.
- 2) If the President of the College or the President's representative is not satisfied with the action taken by the President of MCRS, he/she shall then consult with the Community Council to mediate any dispute between the management of the MCRS and the President of the College or the President's representative. The Community Council shall be empowered to authorize the removal from office of the offending individual(s) of MCRS if it believes this action is justified.

Section C: In the event of the removal of an Officer of the MCRS by the Community Council, appeal may be made to the President of the College by the removed Officer.

Article XV: RATIFICATION.

Section A: The constitution must be ratified by a two-thirds majority of the membership.

Section B: The constitution must be approved by the Student Government Constitution Committee.

Article XVI: AMENDMENT.

Section A: The constitution must be ratified by a two-thirds majority of the membership.

Section B: The constitution must be approved by the Student Government Constitution Committee.

Section C: Article XIV may not be amended without the permission of the President of the College.

Approved as to Form: December 1986

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