

PREAMBLE

WQRI is a volunteer based, student-operated station licensed by the Federal Communications Commission (FCC) that operates daily at 800 watts. WQRI provides diverse programming consisting of eclectic music, news, sports, and talk radio while serving as a vehicle for promoting new and emerging artists. WQRI strives to provide diverse programming and events for the entertainment and education of students and staff of Roger Williams University while embracing the University's ideals of bridging the world and engaging in community outreach programs to enrich local areas. All participants are encouraged to learn more about the technical and business aspects of radio while gaining experience in event planning, public speaking and open discourse.

ARTICLE I – NAME

This organization shall be known as WQRI 88.3 FM Roger Williams University Student Radio.

ARTICLE II – FUNDING

WQRI receives its annual allocation from the Roger Williams University Student Senate; WQRI receives 5.5 % of the Full Time Enrollment (FTE) and is a class D organization.

ARTICLE III – HISTORY

Emerging from a renegade AM station in 1976 name WROG, WQRI has grown monumentally and embraces its history with pride. After years of hosting events at Rathskeller, the on-campus bar for former Roger Williams College students, WROG held steadfast to promoting new and eclectic music for the listening pleasure of Bristol County, all without an official FM license.

WROG began with makeshift transmission from Nike Hall, a residence hall on campus, and spent eight years as an AM station before moving to the lower level of the Old Student Union; it was here that WROG became WQRI. In 1995, WQRI became an officially licensed station with

the Federal Communications Commission and has been broadcasting on 88.3 FM ever since, bringing art and expression back to college radio.

ARTICLE IV – MEMBERSHIP

Section 1:

The membership of WQRI 88.3 FM is comprised of undergraduates of Roger Williams University, graduate students of Roger Williams University, faculty and staff of Roger Williams University as well as local community members. All undergraduates of RWU will have priority over all other members in selecting show times as WQRI 88.3 FM is a student operated radio station.

Section 2:

All disc-jockeys, which will be referred to as DJs, of WQRI will undergo an introductory training boot camp conducted by WQRI Executive Board members. If a student joins WQRI later in the semester, they will attend a boot camp seminar, led by the Training Coordinator. This boot camp will include but is not limited to: a review of the DJ manual, insight into the FCC and Public File, use of the Live Unit, etc.

Section 3:

All undergraduate DJs of WQRI 88.3 FM must attend General Staff meetings. If there are more than two General Staff meeting absences occur, the DJ(s) will fall subject to the attendance policy outlined in Article IX.

Section 4:

All undergraduate DJs of WQRI will staff at least one table time per month. Opportunities for table times include musical munchies and any use of the live unit to promote a WQRI event outlined by the executive board. WQRI events (Coffee Houses, Late Night, and Spring Fest) are mandatory to attend and an Absence Request Form must be completed if a DJ cannot attend.

If a DJ should fail to attend scheduled events, they will be held to the attendance policy outlined in Article IX.

Section 5:

Scheduling of shows will be done through Hawk Link and will be approved by the General Manager and the organization advisor. Returning members who fulfill the requirements in the above section(s) will have priority when shows are being scheduled.

ARTICLE V – EXECUTIVE BOARD

Section 1:

The Executive Board (E-board) of WQRI 88.3 FM shall consist of thirteen elected officials from the undergraduate disc-jockey members of the station. Positions may have co-directors if the need of the station presents itself. These positions include:

- General Manager
- Program Director
- Secretary
- Promotions Director
- Productions Director
- Live Events Coordinator
- Training Coordinator
- Business Director
- Web Developer

Section 2:

The members, and applicants, for the Executive Board must maintain a Qualitative Grade Point Average of 2.75 and be in good judicial standing with WQRI, according to the exceptions outlined in the DJ Manual.

Section 3:

The tasks of the Executive Board members are, but not limited to:

- a. Hold weekly office hours;
- b. Maintain accurate files and records of all WQRI related work;
- c. Actively participate in WQRI sponsored events;
- d. Secure and sustain the growth and development of WQRI;
- e. Educate the DJs on our specific areas of Executive Board duties and responsibilities; and
- f. Attend weekly Executive Board meetings.

Section 4:

In addition to the tasks outlined in Article V, Section 3, the duties and responsibilities of the Executive Board include, but are not limited to:

a. General Manager:

- 1. Act as a liaison between WQRI and the rest of Roger Williams University community;*
- 2. Have comprehensive knowledge of the Federal Communications Commission's (FCCs) rules and regulations governing non-commercial stations*
- 3. If available, represent WQRI at weekly Student Senate meetings and advocate for the students of WQRI and submit a weekly report to Student Senate to educate and inform the campus about the progress and needs of the station*
- 4. Manage the Executive Board and ensure the overall functioning of the station;*
- 5. Update the WQRI Bylaws yearly*

6. *Facilitate and organize weekly E-board meeting*
7. *Meet weekly with the organization advisor*
8. *Coordinate award process for all awards (of the months and SLIC)*
9. *Run the WQRI general staff meetings*
10. *Aid the organization advisor in scheduling WQRI shows for the following semester*

b. Program Director:

1. *Uphold and enforce WQRI policies and procedures governing on-air programming;*
2. *Ensure broadcast of daily news updates, consisting of campus, local, national and international news, entertainment, sports and weather*
3. *Attract the news committee Communications majors and others with experience in reporting and writing for the broadcast format who may not be members of WQRI;*
4. *Maintain a solid working relationship with partners at the Hawk's Herald and other media organizations on and off campus*
5. *Build up the presence of news and discussion of news on shows in a professional, fair and balanced way.*
6. *Organize all incoming music;*
7. *Provide playlist for the Live Unit use;*
8. *Work with record labels and promotion companies to bring in new music to the station.*

c. Business Director:

1. *Maintain accurate records of WQRI;*
2. *Assist other E-board members in maintaining accurate records;*
3. *Work closely with General Manager and Senate Treasurer on budget details;*

4. *Submit WQRI budget to Senate;*
5. *Authorize all spending; and log in all records of spending*
6. *Orchestrate the budgets for various positions.*
7. *Maintains live unit requests for WQRI*

d. Secretary:

1. *Record meeting minutes for both E-board and Gen Staff meetings;*
2. *Submit a weekly report to Student Senate on behalf of WQRI*
3. *Keep an updated attendance record for the meetings;*
4. *Maintain Hawk Link active members list and email list*
5. *Send out weekly emails to General Members including meeting minutes, reminders for meetings, and master sheets*
6. *Attend weekly Student Senate meetings*
7. *Keep an accurate record of completed DJ events, missed meetings, and attendance*

f. Promotions Director:

1. *Liaison between vendors and Program Director to coordinate giveaways;*
2. *Develop and distribute advertisements for events and the overall visibility of the station within the local and Roger Williams communities;*
3. *Maintain the show calendar of the bulletin board outside of radio booth in collaboration with Training Coordinator;*
4. *Log and organize all promotions material for future references;*
5. *Oversee a promotions committee and a street team;*

6. *Responsible for submitting promotions material to Web Development for website and yearbook;*

7. *Maintain all social media for the station*

g. Production Director:

1. *Create sweepers for promotion of disc-jockey's shows;*

2. *Create headliners and promotional sweepers for WQRI;*

3. *Reach out to clubs, organizations and departments of RWU for promotional opportunities;*

4. *Create sweepers for clubs, organizations and departments of RWU;*

5. *Create underwriting sweepers for all underwriting sponsors;*

6. *Work with other Executive Boards to upload and organize sweepers, public service announcements and promotional materials in Wide Orbit and Spotify*

k. Live Events Coordinator:

1. *Meet with event operation staff for the preparation of events;*

2. *Scouts potential bands and/or artists for WQRI events;*

3. *Works with promotions director to promote events;*

4. *Creates a Plan of Action for major events, including the coordination and staffing of events;*

5. *Works with band and agents to secure accommodations and payment ect.;*

6. *Uploads events and all information relating to those events onto HawkLink*

L. Training Coordinator

1. *Train new and returning DJs on necessary operations and procedures;*

2. *Create agenda for annual DJ bootcamp;*

3. *Maintain up-to-date training manual and other documents;*
4. *Coordinate new DJ training observations and contracts;*
5. *Coordinate DJ social events in collaboration with Business Director; and*
6. *Maintain the show calendar on the bulletin board in campus recreation center in collaboration with Promotions Director*

M. Web Developer

1. *Coordinate and maintain the WQRI webpage*
2. *Work with Live Events Coordinator to promote WQRI events online*
3. *Work with Promotions Director on WQRI social media feeds for website*
4. *Share webpage analytics monthly with WQRI Executive Board*
5. *Work with Training Coordinator with the approval of Show Request Forms*

Section 5:

Any vacancies that occur in the Executive Board of WQRI 88.3 FM shall be appointed by the remaining Executive Board members within three weeks.

Section 6:

In the event that the General Manager is unable to fulfill their duties, the chain of succession through the process of a General Manager interview is as follows: Live Event Coordinator, Business Director, Program Director, and Promotions Director. If any of the following executive board roles cannot fulfill the former General Manager role, a new General Manager (from either the executive board or general staff) will be chosen through an interview process.

ARTICLE VI – ELECTORATE

Section 1:

The electorate of WQRI 88.3 FM shall consist of undergraduate students of Roger Williams University who pay the Student Activities Fee and are in good judicial standing within the organization. Exceptions will be made under extenuating circumstances and these shall be at the discretion of the General Manager and the Organization Advisor.

Section 2:

WQRI 88.3 FM elections shall take place no later than the Wednesday before Winter Break. These elections shall cover elections for all positions of the Executive Board of WQRI 88.3 FM.

Section 3:

Candidates must participate in the nomination process as outlined by the WQRI 88.3 FM Bylaws. Instructions must be made available in writing at least two weeks prior to the nomination process.

Section 4:

The following are the requirements for office for all WQRI 88.3 elections:

- a. All candidates must have and maintain a minimum G.P.A. of 2.50 and not be on academic disciplinary probation at the time of candidacy or throughout the length of the term.
- b. Candidates for General Manager must have served on WQRI 88.3 FM General Staff for at least two academic semesters.

Section 5:

WQRI 88.3 FM officers elected in the general elections shall take office immediately following the election. A short period after this time shall be considered a period of transition, where retiring officers will retain their duties and be assisted by the newly elected officers. Retiring officers will advise and explain duties to incoming officers during this period.

Section 6:

General Staff members who wish to vote during executive board elections must be a standing and active member of WQRI in order for their vote to count. No outside personnel or third parties will interfere in the WQRI executive board election.

Section 7:

Any position left unfilled during spring elections shall be appointed by the Executive Board or Manager's Council no later than the last week of September.

ARTICLE VII – COMMITTEES

Section 1:

WQRI 88.3 FM shall occasionally establish before WQRI events, several standing committees as outlined in the WQRI 88.3 FM Bylaws. Standing committees shall be charged with specific duties of WQRI, and shall be created and altered with a two thirds majority vote of the Executive Board.

Section 2:

WQRI 88.3 FM shall, from time to time, create any number of ad-hoc committees charged with a specific task of WQRI 88.3 FM. The ad-hoc committee shall directly report to an Executive Board of WQRI who will lead the ad-hoc committee. At the completion of such a task, the ad-hoc committee must report back to their leading Executive Board member and WQRI. Such committees shall be created and dissolved with a majority vote of the Executive Board.

Section 3:

The membership of a WQRI 88.3 FM standing and ad-hoc committees may consist of both Executive Board and general staff members.

ARTICLE VIII – MEETINGS

Section 1:

All meetings of WQRI 88.3 FM shall be open to the University community unless two-thirds of any of these bodies votes for a closed session.

Section 2:

WQRI 88.3 FM must meet at least once a week, every week of a semester excluding university scheduled breaks, holidays, and finals week. However, meetings may be cancelled by a consensus of the Executive Board in the case of extenuating circumstances.

Section 3:

Standing Committees must meet once a week during a semester, preferably during the general staff meetings.

Section 4:

Special meetings of any of the above may be called by the appropriate Executive Board member or at the request of a majority of the staff, whether it be Executive Board or General Staff, as long as at least three business days notice is given.

Section 5:

Executive Board meetings require a quorum of two-thirds of the voting members before business can be transacted.

Section 6:

All general staff are required to sign in to the WQRI 88.3 meeting for their vote to be recognized.

Section 7:

All absences must be excused prior to the meeting. Two unexcused meeting absences may lead to expulsion from WQRI.

ARTICLE IX – DISCIPLINARY PROCESS

Section 1:

The attendance policy states that any disc-jockey of WQRI 88.3 FM must attend the weekly staff meetings. If a disc-jockey is unable to attend said meetings, they must contact the Secretary and/or the General Manager to inform them of their absence at least three days in advance.

Section 2:

If a disc-jockey has two unexcused absences within a calendar semester, they may be subject to a disciplinary meeting with the General Manager and Organization Advisor or suspension from WQRI depending on the circumstances.

ARTICLE X – APPEALS PROCESS

Section 1:

If a radio personnel violate any of the policies outlined here and in the DJ Manual, the Executive Board has the right to take action. Upon one's first violation, the person in question receives a written warning; this warning will be documented in order to ensure the accuracy of the date of this citation. A second violation will result in suspension from WQRI at the discretion of the Executive Board and Organization Advisor.

Section 2:

Upon receiving a written warning, the person in question has two weeks from the date the warning is given to appeal to the station's General Manager. The person in question will then present their appeal to the Executive Board at a designated meeting. The hearing will take place no sooner than two weeks and no later than four.

ARTICLE XI – IMPEACHMENT

Section 1:

An impeachment may be initiated against any Executive Board member of WQRI 88.3 FM for dereliction of duties or gross misconduct by bringing a Motion of Impeachment to the Executive Board meeting, which must be cosponsored by at least two Executive Board members.

Section 2:

A Motion of Impeachment, once brought to the Executive Board meeting, cannot be brought to discussion or hearing until the next regularly scheduled meeting. Any individual subject to impeachment proceedings shall be entitled to a fair and equitable hearing at which time charges will be presented with an opportunity for refutation.

Section 3:

The entire Executive Board and select General Staff members shall serve as the adjudication body. A WQRI advisor, selected by a majority vote of the Executive Board, shall preside over the hearing. A two-thirds vote is required to expel any member of the WQRI Executive Board. Neither the individual subject to impeachments, nor the individual bringing the impeachment charges, may serve as a member of the adjudication body.

ARTICLE XII – BYLAWS

Section 1:

WQRI 88.3 FM shall adopt a body of Bylaws to compliment this Constitution.

Section 2:

The WQRI Bylaws may be amended at any time, provided that general staff members receive no less than one weeks' notice of the proposed change and the proposal receive two-thirds majority vote of those present and voting at the general staff meeting.

Section 3:

This Constitution shall in all cases take precedence over the Bylaws of WQRI.

ARTICLE XIII – CONSTITUTIONAL AMENDMENTS

This constitution may be amended by a two-thirds majority vote of the general staff of WQRI and a majority vote of the electorate voting in a referendum.

ARTICLE XIV – CONSTITUTIONAL RATIFICATION

Section 1:

This Constitution must be approved by a two-thirds majority vote of the general staff present and voting at a general staff meeting.

Section 2:

Upon general staff approval, this Constitution must be approved by a majority vote of the electorate present and voting in a referendum.

Section 3:

This Constitution shall take effect upon approval of the Roger Williams University Student Senate.

ARTICLE XV – FEDERAL COMMUNICATIONS COMMISSION

WQRI 88.3 FM is a FCC licensed radio station that must abide by the policies and guidelines that are in place by the FCC.