

WITR
89.7 

BYLAWS

ABOUT THIS DOCUMENT

These bylaws were adopted on 22 February, 2015 by a vote of the active student membership at the first All Member Meeting of the Spring Semester. These bylaws replace any preceding designations of WITR, its board, and its responsibilities.

The Executive Board at the time of adoption consisted of:

- Joseph Makowski, General Manager
- Fernando Ellis, Program Director
- Vlad Ionescu, Chief Engineer
- Emily Kvale, Business Director
- Eli Clampett, Event Coordinator
- Sarah Collmus, Member at Large

The Administrative Advisor was Carol Reed.

TABLE OF CONTENTS

- I. NAME**
- II. PURPOSE**
- III. MEMBERSHIP**
- IV. EXECUTIVE BOARD**
- V. OFFICERS AND THEIR DUTIES**
- VI. MEETINGS OF THE EXECUTIVE BOARD**
- VII. MEETINGS OF THE MEMBERS**
- VIII. ADMINISTRATIVE ADVISOR**
- IX. INSTITUTE ADVISORS**
- X. PROHIBITED ACTIVITIES**
- XI. AMENDMENTS**

ARTICLE I: NAME

The name of this organization is WITR Radio (WITR). It derives its authority from the Rochester Institute of Technology (RIT) which holds license authorization BLED-19830104AE from the Federal Communications Commission (FCC) of the United States of America to operate and broadcast a non-commercial educational Class A station on channel 209, frequency 89.7 MHz.

ARTICLE II: PURPOSE

The purpose of WITR shall be to operate the non-commercial educational Class A station licensed by the FCC for the benefit of the RIT community and surrounding area by broadcasting music for entertainment, special events, general information, emergency alerts and public affairs.

ARTICLE III: MEMBERSHIP

- A. **Trainee** – Any RIT student, staff, or faculty member may be a Trainee of WITR. Trainees shall not have the right to vote at All Member Meetings. Trainees are eligible for Member status upon successful completion of a training program. The training program shall be created and revised by the Executive Board, which shall also have the power to certify members and determine the results of individual training programs.
- B. **Student Member** – A Student Member shall be a full or part time matriculated student of RIT that has successfully completed a WITR training program. Student Members shall have the right to vote at All Member Meetings. Membership is contingent upon active involvement in WITR, as determined by the Executive Board. Members not meeting this requirement shall be considered terminated by default and may appeal this action to the Executive Board.
- C. **Community Member** – A Community Member shall be an alumnus, a non-matriculated student, or a RIT faculty or staff member that has successfully completed a WITR training program. Members currently identified as community members prior to March 16th, 2010 shall continue to be identified as such and shall be listed in the Policies and Procedures Manual until such time as they are no longer station members; no additions shall be made to this list. Community Members shall not have the right to vote at All Member Meetings. Membership is contingent upon active involvement in WITR, as determined by the Executive Board. Members not meeting this requirement shall be considered terminated by default and may appeal this action to the Executive Board.
- D. **Consulting Member** – A Consulting Member shall be a past Student Member, Community Member or professional in the radio industry designated by the Executive Board. Consulting Members shall not have the right to vote at All Member Meetings. At the request of the Executive Board, Consulting Members may consult and provide guidance to the Executive Board.
- E. **Removal** – Membership may be terminated by a majority vote of the Executive Board. The decision may be appealed to WITR's Administrative Advisor.

ARTICLE IV: EXECUTIVE BOARD

- A. **Duties and Powers** – The management powers of WITR shall be vested in the Executive Board which shall have charge, control and management of the property, affairs, and funds of WITR. The Executive Board shall have the power and authority to perform all acts and functions consistent with these Bylaws and the Policies and Procedures Manual.
- B. **Eligibility** – In order to be considered eligible to hold an Executive Board position, a person must be an active Student Member. A candidate must be in good academic and judicial standing with the university and carry a cumulative GPA that meets the minimum requirement set by the Center for Campus Life.
- C. **Composition** – The Executive Board shall be composed of six Student Members who occupy the positions designated in Article V. No one person may occupy more than one Executive Board position at any time.
- D. **Election of the Executive Board** – Executive Board members shall be elected annually at the second All Member Meeting of the Spring Semester by a majority vote of Student Members. Nominations and elections shall proceed according to the Policies and Procedures Manual. Student Members may submit absentee ballots to vote for members of the Executive Board. All votes must be counted by the Administrative Advisor. Newly elected Executive Board members shall take office on the second Monday after the elections meeting.
- E. **Vacancies** – Any vacancy on the Executive Board shall be filled by majority vote of the remaining members of the Executive Board. Executive Board members so appointed shall hold office for the remainder of the term of the Executive Board member being replaced.
- F. **Term of Office** – Each Executive Board member shall serve for a term of one year and may be elected again for an unlimited number of terms while still an active Student Member.
- G. **Compensation** – Executive Board members shall receive stipends for their service in accordance with Institute policies. An Executive Board member may receive additional compensation for other services rendered to WITR. No Executive Board member can be self-appointed to a paid position over which they have authority.
- H. **Removal** – An Executive Board member may be removed from office by a majority vote of the remaining Executive Board members or by a two-thirds majority of the Student Members. This may be appealed to the WITR Administrative Advisor.

ARTICLE V: OFFICERS AND THEIR DUTIES

The officers of WITR shall be the General Manager, Program Director, Chief Engineer, Event Coordinator, Business Director, and Member at Large.

- A. **General Manager** – The General Manager shall be the supervisor of WITR Radio and is responsible for the affairs of the station. The duties and responsibilities of the General Manager include, but are not limited to, overall compliance with FCC, RIT, and WITR rules and regulations, presiding over Executive Board meetings, and all duties as specified in the Policies and Procedures Manual. The General Manager may determine a proxy during the academic year to serve as GM for the remainder of the term with the approval of a majority of the Executive Board.
- B. **Program Director** – The Program Director, reporting to the General Manager, shall be responsible for the consistency and quality of program content aired on WITR. The duties and responsibilities of the Program Director include, but are not limited to, scheduling of on air talent, the creation or cessation of shows, maintenance of daily program logs, appointment of program related positions, all duties as specified in the Policies and Procedures Manual, and duties as may be assigned by the General Manager.
- C. **Chief Engineer** – The Chief Engineer, reporting to the General Manager, shall be responsible for the technical operation of WITR Radio. The Chief Engineer shall supervise the construction and installation of station equipment, as well as ensure that all station equipment meet applicable standards set by the FCC. The Chief Engineer shall perform all duties as specified in the Policies and Procedures Manual and duties as may be assigned by the General Manager.
- D. **Event Coordinator**—The Event Coordinator, reporting to the General Manager, shall be responsible for all on and off campus events, including but not limited to concerts, fundraising, and music services for other organizations. The Event Coordinator shall oversee all event and performance contracts and properly file and document these contracts. The Event Coordinator shall perform all other duties as specified in the Policies and Procedures Manual and duties as may be assigned by the General Manager.
- E. **Business Director** – The Business Director, reporting to the General Manager, shall be the financial, marketing, sales and branding officer of WITR and shall have the custody and control of all the funds and securities of WITR. The Business Director shall be responsible for all business relationships, promotions, and marketing activities. The Business Director shall be responsible for the financial records, underwriting sales, and office operations of WITR Radio. The Business Director shall keep updated financial and budget records, and shall properly document the financial transactions of WITR. The Business Director shall perform all other duties as specified in the Policies and Procedures Manual and duties as may be assigned by the General Manager.
- F. **Member at Large** – The Member at Large, reporting to the general manager, shall serve as the representative of the WITR membership on the Executive Board. The Member at Large shall implement an organized system for member recruitment, training, and retention. The Member at Large shall keep and maintain membership lists as well as attendance records for All Member Meetings. The Member at Large shall be responsible for the annual Executive Board elections each spring. The Member at Large

shall perform all other duties as specified in the Policies and Procedures Manual and duties as may be assigned by the General Manager.

ARTICLE VI: MEETINGS OF THE EXECUTIVE BOARD

- A. **Weekly Meetings** – The Executive Board shall meet at least once per week on the RIT campus during the academic year on days and times designated by the General Manager. Meetings shall be conducted as designated in the Policies and Procedures Manual.
- B. **Emergency Meetings** – Emergency meetings of the Executive Board shall be called by the General Manager or by a majority decision of the Executive Board. Emergency meetings shall be held at such reasonable date, time and place as may be appropriate to the circumstances. Notice of the emergency meeting stating the date, time, place, and the matters to be acted upon at such meeting shall be delivered to each member of the Executive Board at least 24 hours prior to the date fixed for such meeting. Only matters set forth in the notice of the emergency meeting may be acted upon at the emergency meeting.
- C. **Quorum** – Quorum shall be established by the presence of a majority of the Executive Board Officers.
- D. **Voting** – Each Executive Board member shall have one vote and a majority vote shall be necessary for the exercise of the powers of the Executive Board unless otherwise required by these Bylaws, Institute policy, or applicable laws.

ARTICLE VII: MEETINGS OF THE MEMBERS

- A. **All Member Meetings** – The Member at Large shall schedule All Member Meetings at least twice per semester during the academic year. All Member meetings shall be held at RIT. The Member At Large will provide at least two weeks' notice prior to All Member Meetings shall be closed to the public and only WITR members and Advisors may be allowed to attend without an explicit invitation from the General Manager or Member at Large. Attending at least four All Member Meetings per year shall be mandatory upon penalty of termination of membership.
- B. **Emergency All Member Meetings** – Emergency All Member Meetings shall be called by the Member at Large or the General Manager. Notice of the Emergency All Member Meeting stating the date, time, place, and the matters to be acted upon at such meeting shall be delivered to the WITR membership at least 48 hours prior to the date fixed for such meeting. Only matters set forth in the notice of the Emergency All Member Meeting may be acted upon at the Emergency All Member Meeting.
- C. **Quorum** – Quorum shall be established by the presence of a majority of the voting membership.
- D. **Voting** – Any item presented at a WITR All Member Meeting for approval must first be approved by a majority vote of the Executive Board, except in the case of an Emergency All Member Meeting, which shall be conducted pursuant to Article VII Paragraph B. Action shall be authorized by vote of a majority of the WITR membership with voting rights, unless a larger number of the WITR membership with voting rights is required for such action by these Bylaws or applicable laws. The result of this vote shall be

binding unless the entire Executive Board votes to override it with approval from the Administrative Advisor, except in the case of a removal as described in Article IV Paragraph H.

ARTICLE VIII: ADMINISTRATIVE ADVISOR

- A. **Duties and Powers** – An Administrative Advisor shall be appointed by RIT. The Administrative Advisor shall be responsible for approving all WITR expenditures as presented by the Business Director. The Administrative Advisor shall have a standing invitation to Executive Board meetings.
- B. **Vacancy** – In the event of the resignation of the Administrative Advisor, RIT will appoint a new advisor. Until a new advisor has been appointed, the Director of the Center for Campus Life or their designee shall approve all WITR expenditures.
- C. **Compensation** – The Administrative Advisor shall not receive compensation for his or her service.

ARTICLE IX: INSTITUTE ADVISORS

- A. **Duties and Powers** – Institute Advisors may be appointed by the WITR Administrative Advisor with duties and responsibilities as determined by the Administrative Advisor. Institute Advisors shall have standing invitations to Executive Board meetings, and shall serve at the pleasure of the Administrative Advisor.
- B. **Compensation** – Institute Advisors shall not receive compensation for their services.

ARTICLE X: PROHIBITED ACTIVITIES

No substantial part of the activities of WITR shall consist of carrying on propaganda or otherwise attempting to influence legislation. WITR shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office, including the publication or distribution of statements. WITR shall not engage in or carry on activities not permitted by a corporation as described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future federal income tax law) and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future internal revenue law).

ARTICLE XI: AMENDMENTS

These bylaws may be amended by a majority vote by the Executive Board followed by an affirmative vote by no less than two thirds of the Active Student Membership. Amended bylaws may not be presented to the Active Student Membership without the approval of the majority of the Executive Board.