

CONSTITUTION

Of the

Campus Radio Station KVSC

ARTICLE I: NAME & PURPOSE

Section A – Name

The name of this organization shall be KVSC 88.1 FM.

Section B – National Affiliation

“KVSC is not affiliated nationally, however the station is licensed by the Federal Communications Commission.”

Section C – purpose

The purpose of this organization shall be:

To provide staff members (student and community volunteers) with practical professional experience in operating an FM radio station, to keep listeners informed through quality, community-based programming with an emphasis on campus and local issues and events coverage and to provide listeners with musical programming which is a diverse alternative to other music formats in the broadcast market.

ARTICLE II: MEMBERSHIP AND DUES

Section A – Eligibility

Membership of KVSC is non-discriminatory on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, membership on a local commission, or status with regard to public assistance.

ARTICLE III: OFFICERS

Section A – Officers

The officers shall be a President, Vice President, Secretary and Treasurer.

Section B – Eligibility

The Program director shall be a full time SCSU student.

Section C – Election

The officers shall be elected by application process and selection at the end of every spring semester.

Section D – Term

The officers shall serve for one year and their term of office shall begin at the commencement of the summer semester.

Section E – Vacancy

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by special selection by radio station management.

ARTICLE IV: DUTIES OF OFFICERS

Section A – President

The President is responsible for maintaining a consistent quality level of broadcasting on KVSC. This includes working closely with the station manager, news and sports directors, music directors, training, marketing and the on air staff.

The President assists with pledge drives, station remotes and trivia weekend.

Overall the President's position is challenging, demanding, and rewarding. Job

requires a minimum of 20-25 hours per week in order to be a successful and effective President.

Section B – Vice President

The Vice President is responsible in assisting the Program Director with their responsibilities and obligations. Such responsibilities include working with announcers to maintain a consistent and quality broadcast on KVSC. The Vice President ensures specific weekly tasks are completed. Scheduling emergency Alert System tests, concert guest list proposals, emailing guest lists, updating web-site with Featured Artist Spotlight weekly, assist with KVSC announcer needs and air-checks. The Vice President can expect to dedicate 10-15 hours per week to KVSC.

Section C – Secretary

The Secretary is responsible for the news programming on KVSC. There are eight newscasts each weekday and updates throughout the weekend. The Secretary determines the format of the Newswatch program, News Features, Special Series and live reports. The Secretary is the main contact during breaking news events such as severe weather, fires, and law enforcement activity. The Secretary should expect to dedicate a minimum of 15-20 hours a week to maintain adequate coverage of campus and community news events.

Section D – Treasurer

The Treasurer is responsible for underwriting programming to help raise funds for the station. This includes developing and maintaining current business contracts and

clients, developing proposals, trade-outs, and ensuring billing is followed through to payment. The Treasurer also works with the programming department on station promotions. This can include, but is not limited to: live remotes, campus events, contests, Trivia weekend, Mississippi Music Fest, KVSC's Birthday Bash, appearances at the annual Benton County Fair and Minnesota State Fair appearance. The Treasurer also helps develop and find sponsorship for promotional pieces such as bumper stickers, mouse pads, and other logo items. The Treasurer communicates regularly with the Station Manager and can expect to dedicate between 15-20 hours a week to KVSC.

ARTICLE V: MEETINGS

Section A – Meetings

Meetings shall be held Monday or Tuesday of every week during the regular school year.

Section B – Special Meetings

KVSC holds two semester all staff meetings. The fall semester meeting prepares for the school year and membership drive, along with preparation for KVSC's annual trivia contest. The Spring Semester meeting focuses on KVSC spring pledge drive, applications for new student directors, KVSC's Birthday celebration. It is also a time to share ideas, get feed back from the on air staff and discuss new station policies.

Section C – Quorum

A quorum shall consist of at least two thirds of members of the majority of the voting membership.

Section D – Parliamentary Authority

Robert's Rules of Order, newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A – Responsibility

Management of KVSC shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B – Membership

This committee shall consist of the officers, as listed in Article III, and the faculty adviser.

Section C – Meetings

The committee meetings shall meet once weekly, entire staff meetings are held once a semester.

Section D – Quorum

A quorum of this committee shall consist of two thirds of the majority of the voting membership.

ARTICLE VII: FACULTY ADVISOR

Section A – Selection

The faculty adviser is the Station Manager of the radio station. The Station Manager is the main contact person and responsible for the day to day operation of

KVSC. The Station Manager is hired through established hiring practice by St. Cloud State University.

Section B – Duties

The responsibilities of the faculty advisor shall be to:

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities.
3. Serve as a liaison between the University and the organization, interpreting, if necessary, university policy or philosophy.
4. Attend meetings and activities regularly.
5. Oversee all expenditures of the organizations

St. Cloud State University will provide equal education and employment opportunities to all persons following the Civil Rights Act of 1964 (CRA), as amended, which prohibits certain forms of discrimination in providing educational programs under Title IX and employment under Title VII. Specifically the CRA prohibits discrimination based on race, color, national origin, sex, or religion. Federal law also prohibits discrimination based on age, disability, pregnancy and certain Veteran status. The State of Minnesota further prohibits discrimination based on marital status, sexual orientation, receipt of public assistance or membership on a human rights commission.

In compliance with the law and as an integral part of the mission of this university, St. Cloud State University is committed to providing equal education and employment opportunities to all students and employees regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, disability, and other mentioned immutable characteristics. To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Ellyn L. Bartges, who is the university Designated Officer, Title IX Coordinator/Officer and the Equity & Affirmative Action Officer (phone 308-5123 or via email at affirmativeaction@stcloudstate.edu). At www.stcloudstate.edu/affirmativeaction/policies, you will find SCSU policies and procedures pertaining to discrimination, harassment and sexual assault, as well as information on resources available to you.