

Preamble: Explanation/Definition of Physical Plant of Radio Station/Digital Assets and Infrastructure

Physical Plant of the Radio Station: The physical plant of the radio station is a facility in the Department of Television, Radio & Emerging Media. Located on the 3rd floor of Whitehead Hall, it is comprised of three studios, the BCR Executive Board Office, open work space and the faculty office of the Director of Radio. Responsibility for the maintenance of the station's physical plant not including soundboards and broadcast/streaming equipment lies with the College and is the responsibility of the Department of TREM. Stewardship of this space is a shared responsibility among the active members of WBCR who will partner with TREM staff, the Director of Radio, Faculty Advisor of WBCR and the Chair to ensure that the space is maintained, safe, kept in good repair and functional.

- a. Soundboards, broadcast/streaming equipment and other audio/studio equipment:** Some of these are shared resources among the Dept. of TREM and Brooklyn College Radio/WBCR. Funding for upgrades, remote equipment, and other large ticket items and replacements will be shared among the TREM Dept. and Brooklyn College Radio and negotiated on a FY by FY basis collaboratively between the EBoard of BCR (as represented by the General Manager and Business Manager) the Director of Radio, Faculty Advisor of WBCR and the Chair of TREM. This permanent co-funded or solely TREM Department funded equipment becomes part of the physical plant described above insofar as it may also be used by students in TREM courses who use the studios during offtime for VO work, documentary narration, etc.. Remote equipment purchased solely from Brooklyn College Radio budgets for use by its hosts and contributors in the field remains the sole property of BCR

Digital Assets and Infrastructure of WBCR: WBCR's existence as an internet radio station relies upon the establishment and maintenance of an ever-expanding host of net-based and digital services, licenses and memberships. These digital assets form the true infrastructure of the station without which it cannot exist or broadcast.

- a. Definition of Digital Assets and Infrastructure:** Any service, subscription, membership or account that is required to maintain and ensure the continued operation of the broadcast/streaming service of WBCR. Also, all social media accounts branded as "WBCR" or "Brooklyn College Radio" and used to publicize content, drive traffic and otherwise publicly represent the station. This includes those that exist now and those that may be established or invented in the future.

Article I: Declaration of Organizational Intent

1. WHEREAS, the students of Brooklyn College voted in a 1982 referendum to assess themselves a fee in support of the robust operation of a campus radio station (Brooklyn College Radio);

2. WHEREAS, the subsidy afforded to Brooklyn College Radio in conjunction with advising and administrative support from the Department of Television and Radio the Brooklyn College TV Center has led to the station becoming one of the largest student organizations on campus;

3. WHEREAS, Brooklyn College Radio affords students from all walks of life the ability to express themselves creatively and develop professionally, extending the College's educational mission far beyond the classroom, via the production of music, public affairs, news, sports, and other programming;

4. THEREFORE, be it resolved, under the powers of the College President as chief executive officer of this campus, and by a referendum of the College's student body, that a governance structure and operational policies be established for Brooklyn College Radio which maximizes the station's mission and opportunities for students to develop both creatively and professionally.

Article II: Governance Structure of Brooklyn College Radio

1. As a student-chartered and -funded organization, Brooklyn College Radio is operated and managed by a student Executive Board. The Executive Board is elected by a ballot of Brooklyn College Radio's student-participants and producers, to be conducted each Spring semester. This election must be announced over the air on Brooklyn College Radio as well as on the station's website for at least one month prior to the ballot.

2. Members of the Executive Board must be active and qualified members of Brooklyn College Radio with prior experience as a program producer, and must submit a written statement of candidacy for review by the station membership at least one week prior to the yearly election.

3. Executive Board members serve terms of one academic year and may be re-elected. A student may not hold more than one Executive Board position in any given year. Executive Board members are expected to work collaboratively, with many shared duties between them. The following positions constitute the Executive Board.

a. General Manager: The General Manager is responsible for overseeing and directing the day-to-day operations of Brooklyn College Radio, in conjunction with other Executive Board members. The General Manager functions as the President of the organization for the purposes of campus student activity regulations. As a paid position, the General Manager oversees the work of the rest of the Executive Board and functions as the ultimate arbiter with regard to all operational decisions made on behalf of the station, and in conjunction with other E-Board members is responsible for the enforcement of its policies and compliance with all applicable broadcast regulations. The General Manager is also jointly responsible, along with the Business Manager, for making sure station finances are kept in order and for developing the station's annual budget. Finally, the General Manager is the primary liaison between Brooklyn College Radio and the relevant campus entities that oversee and facilitate student organizations and their compliance with applicable campus policies. Per the above Preamble regarding the physical and digital assets of WBCR the General Manager is responsible for interfacing with TREM Dept. Staff regarding any repair or other needs

as regards the physical plant of WBCR in a timely manner. Additionally, the General Manager is responsible for ensuring that all password protocols for services, licenses and other entities as regards maintenance of the digital assets of the station are strictly followed and to communicate and collaborate with the Director of Radio, Faculty Advisor of WBCR and the Chair of TREM to ensure uninterrupted broadcast service of WBCR (see #8. Below.)

b. Program Director: As the primary point of contact for all programmers at Brooklyn College Radio, the Program Director is responsible for developing the regular schedule of programming offered by the station each semester and, if applicable, over breaks. The Program Director functions as the Vice President of the organization for the purposes of campus student activity regulations. As a paid position, the Program Director, with the assistance of other relevant Executive Board members, facilitates the application process for programming slots, evaluates and awards applications, coordinates station trainings, and oversees the station's internship protocol. The Program Director also collaborates with the News, Sports, Music, and Promotions Directors on the development and scheduling of all other elements of Brooklyn College Radio programming, such as special broadcasts, public-service announcements, news and sportscasts, and station imaging.

c. Business Manager: The Business Manager, in conjunction with the General Manager, is responsible for Brooklyn College Radio finances and budget development. The Business Manager functions as the Treasurer of the organization for the purposes of campus student activity regulations. As a paid position, the Business Manager is the primary point of contact for all financial transactions involving the day-to-day-operations of the station, and has the primary responsibility for making sure station expenditures are processed in a timely manner.

d. Promotions Director: The Promotions Director is the primary point of public contact for Brooklyn College Radio; as such, the Promotions Director is responsible for promoting the station both to the Brooklyn College community and beyond. The Promotions Director functions as the Secretary of the organization for the purposes of campus student activity regulations. As a paid position, it is the Promotions Director's responsibility, in conjunction with other E-Board members, to cultivate and maintain relationships with other campus and community organizations, and to spearhead student recruitment campaigns. The Promotions Director's duties also include the creation and coordination of station events and talent appearances; the production, in coordination with the Program Director, of station imaging efforts such as promos, IDs, and special campaigns; and keeping station volunteers informed of relevant activities regarding the station's promotional operations. Finally, the Promotions Director serves as the primary overseer of all station merchandising efforts and the design of promotional items.

e. News Director: The News Director is responsible for the production of newscast and other news content for Brooklyn College Radio. As a paid position, the News Director cultivates, trains, and oversees a stable of volunteers to produce the station's daily newscasts. In conjunction with the Program and Promotions Directors, the News Director

also facilitates relevant special-event and public-affairs programming efforts for the station. Finally, the News Director provides assistance as necessary to Brooklyn College Radio's regularly-scheduled news and public affairs programs.

f. Sports Director: The Sports Director is responsible for cultivating, training, and overseeing a stable of volunteers to provide live coverage of Brooklyn College sporting events. As a paid position, the Sports Director chooses which teams and seasons to cover and liaises with the College's Office of Recreation, Intramurals and Intercollegiate Athletics to facilitate game and team coverage. Broadcasts of such events are coordinated in conjunction with the Program Director. The Sports Director also serves as the liaison between the station and the larger CUNY-wide sports community and its leagues/teams. Finally, the Sports Director provides assistance as necessary to Brooklyn College Radio's regularly-scheduled sports programs.

g. Music Director: The Music Director is responsible for the maintenance and security of the station's music library, including music programming utilized during times of station automation. As a paid position, the Music Director is the primary point of contact between Brooklyn College Radio and music promoters, distributors, labels, and other industry organizations. The Music Director collects data on the station's music airplay through a logging system and provides weekly reportage of this airplay to relevant charting organizations. In conjunction with the Program and Promotions Directors, the Music Director also facilitates music-based special events.

h. Online Content Manager: The Online Content Manager is responsible for the maintenance of the station's web site, social media presence, and streaming infrastructure. As a paid position, the Online Content Manager works closely with the Program, Promotions, News, Sports, and Music Directors to facilitate the distribution of Brooklyn College Radio programming beyond the station itself utilizing selected online platforms. The Online Content Manager also works with relevant colleagues to maintain the online archive of station policy and operations documents, and conducts outreach to other campus and community organizations for online cross-promotional opportunities.

4. Additional student staff positions may be created to facilitate the operations of Brooklyn College Radio, as determined by the station's Executive Board. However, student staff shall not be considered a formal part of the Executive Board, nor shall they function as a proxy for Board members in matters of station governance.

5. The Executive Board will meet once a month during the fall and spring semesters, with meetings facilitated by the Faculty Advisor. A quorum, as defined by a majority of the Board (5 of 8 members in attendance) is required to conduct any station business that requires a vote of the Board.

6. The student Executive Board is assisted and advised in the operation of Brooklyn College Radio by a Faculty Advisor appointed by the Chair of the Department of Television and Radio, along with the Department's Director of Radio. The primary responsibility of faculty to the station is to facilitate the work of the Executive Board and to make sure the station conforms to

its governance structure and operational policies. Faculty may also undertake initiatives, in conjunction with the Executive Board, to enhance the station's mission of educational and professional development. In the case of vacancies in the roles of Director of Radio and/or Faculty Advisor of WBCR the Chair of the Department of Television, Radio & Emerging Media is the defacto faculty member "in charge" of assisting and advising the operation of Brooklyn College Radio. As the TREM Chair is the Executive Officer of the TREM Department the Chair also has substantial authority and flexibility to deputize members of staff to help support the BCR Eboard and to fill gaps in Faculty Advisor or Radio Director guidance as may be needed.

7. In circumstances involving malfeasance on the part of any member of the Executive Board, that member may be removed from their position by a three-fourths majority vote of the Board meeting in quorum or, in the case of exceptional circumstances which threaten the operations of Brooklyn College Radio, by the station's Faculty Advisor, Director of Radio and/or the Chair of the Department of Television, Radio & Emerging Media. Please see Article VII: Force Majeure for actions to be taken if the entire E-board becomes inactive or unable to fulfill its duties.

8. As student executive board membership is fluid and changeable and the tenured faculty of the Department of TREM is generally not, the Director of Radio, WBCR Faculty Advisor and the Chair of TREM must have access to all digital assets and infrastructure as defined in the Preamble.

- a. The Director of Radio, WBCR Faculty Advisor and/or Chair of TREM must be listed as the co-contacts and/or emergency recovery contacts on all accounts pertaining to digital assets and infrastructure.
- b. It is the responsibility of the General Manager, the Business Manager, the Online Content Manager and the Promotions Director to coordinate with the Director of Radio, Faculty Advisor of WBCR and Chair of TREM to make sure that this password protocol is followed.

9.. In circumstances where unexpected vacancies occur on the Executive Board, the Board is empowered to appoint a replacement nominated by the General Manager, provided they receive a unanimous vote of the Board meeting in quorum, and their election meets all other criteria defined by campus student activities regulations.

Article III: Student Membership and Apprenticeship

4. Any actively registered undergraduate or graduate student at Brooklyn College is eligible for membership in Brooklyn College Radio. Membership may be extended to alumni at the discretion of the station's General Manager and Program Director.
2. All who desire membership in Brooklyn College Radio will be required to fill out an application form used to collect contact information and assess their particular interests. They will also be required to attend a training session on general station operations and sign a contract stating that they have read and fully understand Brooklyn College Radio's constitution and policies, and consent to abide by them.
3. All who desire to produce programs on Brooklyn College Radio will be required to intern for a

term lasting no less than one semester, provided they meet the membership eligibility requirements as outlined in Section 2 of this Article. During this period, the intern will be required to assist with the production of their assigned program as directed by the program's producer(s) and station Program Director, or to assist members of the Executive Board with their duties.

4. The Program Director is required to assess the progress of each intern at least once during a term. At the end of each term, each program producer or Executive Board member will complete an assessment evaluation of their intern. This evaluation will be tendered to the Program Director by no later than the last week of each term. The Program Director will determine whether the intern meets the eligibility requirements to become a program producer.

Article IV: Program Eligibility and Production

4. All programs that air on Brooklyn College Radio must be approved and scheduled by the Program Director, who has the primary responsibility to assemble the station's programming schedule in a timely manner every semester. Any station programming over breaks between semesters is determined at the discretion of the General Manager, Program Director, and station's faculty advisors.
2. The Program Director is solely responsible for soliciting applications for program slots; these applications must include the name and contact information of all program producers, as well as a program proposal/synopsis.
3. The determination of eligibility for and scheduling of all programs on Brooklyn College Radio rests solely with the Program Director, who is required to consider a program applicant's experience, compliance with station policies, and record of service to the station. No Brooklyn College Radio programmer may stake a prior claim to any given time slot.
4. Programmers are expected to abide fully by all station policies, and to adequately inform and educate their guests on these policies. Although Brooklyn College Radio does not require a license from the Federal Communications Commission to broadcast, it and its programmers follow all applicable FCC rules regarding the operation of noncommercial educational radio stations.
5. Brooklyn College Radio programmers may be suspended or expelled from their programs for violations of station policies, as outlined in this Constitution and the station's Operations Handbook. The severity of any punitive action will be determined in consultation with the station's General Manager, Program Director, Faculty Advisor, and Director of Radio. It is the General Manager's responsibility to enforce all suspensions and expulsions, with the assistance of the Program Director, Faculty Advisor, and Director of Radio if necessary.
6. Appeals of long-term (i.e., semesterly or yearly) suspensions and expulsions must be tendered in writing to the Executive Board, who will consider them in a timely manner. Overturning a suspension or expulsion requires a three-fourths majority vote of the Board meeting in quorum.

Article V: Station Operations Handbook

4. The Brooklyn College Radio Operations Handbook is a document that articulates all station policies, member obligations, and operation of station facilities beyond those outlined by this Constitution. This document will be maintained by the station's General Manager and Program Director in consultation with the Faculty Advisor and Director of Radio, who may update and/or modify its language as necessary to facilitate the smooth operation of the station.
2. A copy of the Handbook will be made available to every station member. The Handbook will also be posted to the station's website and physical copies housed in each of the station's production studios.

Article VI: Station Finances

4. Every Spring semester, Brooklyn College Radio's General and Business Managers will develop an operating budget for the station, following the fiscal year as determined by the collection and disbursement of the student activity fees that fund the station.
2. The budget document must contain appropriate line items that clearly illustrate how the disbursed funds will be allocated to maintain station operations. The expenditure of funds received in excess of operational expenses will be determined by the Executive Board, who must affirmatively consent to all such expenditures.
3. At each meeting of the Executive Board, the Business or General Manager will provide a comprehensive overview of station finances and facilitate discussion about their effective and constructive use.
4. The primary responsibility for due diligence over station finances rests with the Business Manager and General Manager, who are jointly responsible for the timely processing of all financial transactions involving the station's operations and capital projects.

Article VII: Force Majeure

The pandemic revealed that Student-Run organizations can be negatively affected by events beyond all control. In this case it resulted in WBCR ceasing to exist for almost two years. This cannot be allowed to happen again.

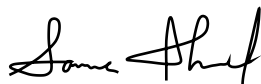
1. A Force Majeure is here defined broadly as: any event or set of circumstances that interferes with Brooklyn College Radio's ability to access and use the station's physical plant or digital assets/infrastructure and thus threatens the continued existence of WBCR as a vibrant, streaming radio station and service. Its specific definition is: any event or set of circumstances that leaves the Brooklyn College Radio club without a functioning E-Board as was experienced in 2020-2022 and this is the only circumstance under which this clause should be activated.

2. In the event of a clearly observable and actual or imminent Force Majeure, the Director of Radio, Faculty Advisor of WBCR and/or Chair of TREM is authorized and empowered to step in and take actions such as to maintain the broadcast/streaming service of WBCR, using Departmental resources (if necessary) to fund and ensure continuance of subscriptions, licenses and memberships as well as programming. This may include the appointment of an interim or acting Executive Board or the delegation of those activities to a faculty or staff member so as to maintain station operations.
3. Per Article II, Section 7 this includes active intervention to ensure the reestablishment of a functioning Executive Board as expeditiously as possible.
4. Once the crisis has passed the re-established Brooklyn College Radio Eboard will work with the Director of Radio, Faculty Advisor of WBCR and Chair of TREM to negotiate reimbursement of the Department of TREM for expenses incurred by the Department in the maintenance of WBCR digital assets during the period of the force majeure.
5. It is to be emphasized that activation of a Force Majeure in no way overrides or affects the student-chartered and -funded identity or operation of Brooklyn College Radio or WBCR. This is to be used as a last resort only when failure to act would result in the complete loss of WBCR as was experienced in Spring, 2020. The Department of TREM will have no access to the WBCR student budget as maintained by the Student Government structure and all activity undertaken during the force majeure shall have as its goal the expeditious reestablishment of Brooklyn College Radio as a student-run club with a functioning E-Board per this Constitution.

Signed,



Joel Dave Duncan, President, General Manager, WBCR



3/3/22

Samia Ahmed, USG Representative