

# Constitution of Brookdale Internet Radio Station

## Article I Name of Club

Brookdale Student Internet Radio Station

## Article II Mission of Club

The Brookdale Student Internet Radio Station (BSIRS) will serve as a venue for any student to host their own radio show that will be made available through the Internet via a webstream. This club will offer students the opportunity to explore the radio medium whether they would like to pursue it as a career or not. The offices and studios of the club shall be located at the facilities of Brookdale Public Radio.

## Article III- Membership

Full membership in this organization will be available to all Brookdale Community College students regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.

BIRS will hold membership rosters and sign-in sheets of regular meetings. Those items may be made available, when requested, to the Office of Student Life.

## Article IV- Executive Committee

Section 01. The Executive Committee shall be made up of the following officers:

- Student General Manager
- Program Director
- Music Director
- Production Director
- Treasurer

Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active – not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

## Section 02. Elections

The general active membership of the club shall hold elections for the Executive Committee once a year. Nominations for the Executive Committee shall be made one meeting prior to the general election. All active members will be made aware of the nominations prior to the election meeting.

The Faculty and/or Professional Staff advisor(s) shall be in charge of collecting and tallying the votes for the officers.

## Section 03. Duties of Executive Officers

### Student General Manager

- Work as liaison between the club and staff of Brookdale Public Radio.
- Presides over meetings of the club
- Acts as spokesperson for the club
- Co-ordinate major activities of the club (advertising, concerts, etc)
- Be assisted by Station Manager of Brookdale Public Radio

### Program Director

- Manage the schedule of DJs
- Handle fill-in shifts, when needed
- Act as Student General Manager in his/her absence
- Be assisted by Program Director of Brookdale Public Radio

### Music Director

- Collect playlists from shows.
- Report to trade magazines playlists for the week
- Speak with music industry to get music for jocks
- Be assisted by Music Director of Brookdale Public Radio

### Production Director

- Create spots for the club
- Make sure spots are replenished on a regular basis
- Be assisted by Assistant Program Director of Brookdale Public Radio.

### Secretary

- Keeps records of the meetings and formal business (ie minutes of meetings)
- Write letters for the organization
- Keep sign-up sheets for the regular meetings.

### Treasurer

- Shall be in charge of financial records of the club. (monthly financial reports)
- Prepare the budget for the club

### Section 04. Vacancies

If the office of Student General Manager is left vacant, the Program Director shall assume the duties until the next general election. If the Program Director leaves, the Music Director shall assume the duties until the next general election.

If the general membership decides through a majority vote, a special election can shall be scheduled. Rules of the special election shall follow the rules of the regular general election as per Article IV, Section 02.

### Article V Frequency of Meetings

The club shall meet no less than three times a term. The club will hold general meetings every other week during the term. If a special meeting is called for outside of that schedule the Secretary shall make the general membership aware of the meeting.

### Article VI Quorum

During all of its regularly scheduled meetings at least 60% of the active general membership shall be present. A quorum is required for formal business of the club, including but not limited to; General or Special Elections and the spending of funds of the club.

### Article VIII Funds

All monies of the organization shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life & Activities. Use of the allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC Treasurer and updated as needed.

#### Article IX Advisor(s)

The advisor(s) shall be a regular employee of the College. The duties of the faculty/staff advisor will be as defined in The Role of the Brookdale Club & Organization Advisor. The faculty and/or professional staff advisor may participate in all activities of the organization. The Office of Student Life and Activities will appoint an advisor each April. Appointments begin July 1 and conclude June 30 of the following year.

#### Article X Rules and Regulations

This organization shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Students of Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, the Student Handbook, as well as the general regulations of the College as provided by the Board of Trustees, by the State of New Jersey, and the Federal Government.

#### Article XI Amendments

This constitution may be amended by a two-thirds vote of the general membership, provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting on constitutional amendment. Before becoming effective all amendments must be approved by the Student Life Board and

Director of Student Life and Activities following procedure for recognition.