

**WMPG
Constitution and By-Laws
Approved 12/09/15**

Section One - Name

The name of this organization shall be WMPG, hereinafter referred to as the Organization.

Section Two - Location

The Organization shall maintain offices and studios on the campus of the University of Southern Maine, hereinafter referred to as USM.

Section Three - Purpose

A. To serve, in accordance with Federal Communications Commission rules and regulations, the public interest, convenience, and necessity.

B. WMPG empowers University of Southern Maine students and community members to create diverse, innovative, high quality media, foster the exchange of ideas, and celebrate the many cultures of USM and surrounding communities for broadcast to the world.

Section Four - Volunteer Staff Membership

A. To qualify for volunteer staff membership an individual must have worked on a regular basis for the Organization for at least the previous three months in one of the following capacities:

- * As a qualified on-air programmer or an on-air announcer on a regularly scheduled program.
- * As a producer of a regularly scheduled live or taped program
- * As a support person who contributes to the Organization's operations on a regular basis.

B. All duly qualified volunteer staff members in good standing shall have the right to vote at all regular or special meetings of the staff.

C. The Station Manager shall determine who is eligible for volunteer staff membership.

Section Five – WMPG Advisory Board

A. The responsibilities of the WMPG Advisory Board include, but are not limited to:

1. Providing advice regarding WMPG operating policies, financial well-being and long-term planning;
2. Making recommendations to the Student Senate for the hiring of a Station Manager, Development Director, and Program Director and all other paid positions;
3. Approving the program schedule, as submitted by the Program Director, three (3) times a year;
4. Hearing and deciding grievances of volunteer staff members and making recommendations to management on said grievances according to the grievance policy;
5. Making final determinations when a volunteer staff member's standing is in question
6. Other affairs, activities, and concerns of the Organization.

B. The Advisory Board shall consist of sixteen (16) members who shall be as follows:

1. Six (6) standing members who shall be determined by virtue of their position at USM or within the Organization as follows:

- * A representative chosen by the USM Student Senate;
- * A representative of Campus Life appointed by Dean of Students;
- * A representative of the USM faculty and staff;
- * The Station Manager of WMPG;
- * The Program Director of WMPG;
- * The Development Director of WMPG.

2. There shall be ten (10) members of the Advisory Board elected to serve two (2) years terms as follows:

- * Six (6) volunteer staff members in good standing;
- * Four (4) WMPG listeners.

C. The Station Manager of the Organization, the Program Director of the Organization, and the Development Director of the Organization shall be non-voting members.

D. Seven (7) voting members shall be considered a quorum (50%, +1).

E. Regular meetings of the Board shall normally be held on the second Wednesday of each month at 7 p.m. at the offices of the Organization or some other agreed upon time and/or location.

F. Special meetings of the Board may be called by an officer provided notice is given to all members ten (10) business days in advance of the special meeting.

Section Six - Election of Volunteer Staff Members to the Board

A. Any duly qualified volunteer staff member expressing an interest in becoming a member of the Advisory Board shall notify the Station Manager or the Program Director before the first Monday in February of each year. A list containing the names of all candidates and a list containing the names of all staff members eligible to vote shall be posted in a prominent location at the offices of the Organization by the following Wednesday in February.

B. The Station Manager shall prepare a sufficient number of ballots containing the names of all volunteer staff members nominated as candidates to the Advisory Board with additional spaces for write-in candidates.

C. Voting shall be conducted during the regular office hours of the Organization beginning on the second Monday in February and continuing through the fourth Monday in February. One ballot shall be distributed by the Station Manager, or the Program Manager, directly to each individual volunteer staff member eligible to vote. Each volunteer staff member may vote for three (3) candidates. The Station Manager shall ensure that all ballots are cast in secret and held in a secure ballot box until 5:00 p.m. EST, on the fourth Monday in February. At this time the Station Manager shall open the ballot box in the presence of at least two (2) non candidate observers and any other volunteer staff members wishing to observe the counting of the ballots. The three (3) candidates receiving the most votes shall be elected to serve as members of the Advisory Board beginning at the next regular meeting for a term of two years.

D. In the event of a tie(s) the candidates elected to the Advisory Board, and not involved in a tie, shall caucus and vote to break the tie(s).

E. In the event a volunteer staff member elected to the Advisory Board becomes unable to complete his or her elected term at a time when at least six months of service remain, then an election should be held at a volunteer staff meeting to be called by the Station Manager with at least two (2) weeks notice. The election shall be held no later than four weeks after the vacancy occurs unless the vacancy occurs within three months leading up to a normal election. Nominations and balloting by volunteer staff members eligible to vote shall be supervised by the Station Manager who shall assure that the election is conducted in a fair manner.

Section Seven - Election of Listeners to the Board

A. Each year at the regular meeting in July, the Advisory Board shall elect two (2) WMPG listeners to serve as a member of the Board for a two-year term beginning at the next regular meeting.

B. The Organization shall make sufficient on-air announcements prior to the election, soliciting volunteers. Interested listeners must express in writing their reasons for wanting to serve on the Advisory Board. To qualify, candidates must have no current significant connection to the Organization other than as listeners. The Board shall make their determination based on the candidates' written responses and personal interviews.

Section Eight - Officers of the Board

The officers of the Board shall be:

- * Chair
- * Vice-Chair
- * Secretary
- * Treasurer

Only volunteer staff representatives may be elected to serve as the Chair and Vice Chair. Only voting members of the Advisory Board are eligible to serve as Secretary or Treasurer. The officers shall be elected annually at the regular Board meeting in March.

Section Nine - Officer's Duties

A. The Chair shall preside at all meetings of the Board; shall have the authority to call special Board meetings; and perform all other duties as from time to time may be assigned by the Board.

B. The Vice-Chair shall, in absence of the Chair, perform the duties and exercise the powers of the Chair, and perform all other duties as from time to time may be assigned by the Board.

C. The Secretary shall record or cause to be recorded all votes and minutes of all proceedings in a book to be kept for that purpose, and perform all other duties as from time to time may be assigned by the Board.

D. The Treasurer shall render to the Board at each regular meeting a monthly accounting of the financial condition of the Organization as reported by the Station Manager; chair the Budget Committee; and perform all other duties as from time to time may be assigned by the Board.

Section Ten - Committees

A. The Advisory Board may appoint from its number, or from among persons as the Board sees fit, one or more advisory or standing committees, and at any time may appoint additional members thereto. The members of any such committee shall serve at the discretion of the Advisory Board. The recommendations of committees must be submitted to the Board for approval.

B. There shall be two (2) standing committees of at least three (3) and not more than seven (7), members as follows:

1. Budget Committee: shall review the financial condition of the Organization, recommend a budget, and recommend changes to the annual budget as necessary.
2. Planning Committee: shall evaluate and recommend long-term goals for the Organization.

Section Eleven - Parliamentary Procedures

The rules contained in the Scott, Foresman; Robert's Rules of Order, Newly Revised, most recent available edition, shall be the parliamentary authority for all procedures not covered by these by-laws.

Section Twelve - Amendments

The Advisory Board shall have the power to make, alter, amend and repeal these by-laws. Any such action must be proposed at a regular or special meeting of the Board, and be adopted at a subsequent meeting. Furthermore, the action must be presented at a regular or special voluntary staff meeting at least ten (10) days but not more than thirty (30) days prior to the meeting at which said change(s) is to be voted upon. Comments at the regular or special voluntary staff meeting shall be brought to the following Advisory Board meeting for consideration.

Section Thirteen – Timelines

The Station Manager has reasonable discretion to adjust timelines established by this document on account of unforeseen circumstances, i.e. extreme weather, University closing, etc.

Section Fourteen - Harmony

All activities of the Organization shall be in keeping with the rules and regulations of the State of Maine and the University of Southern Maine Student Senate.