

Preamble:

WMFO is an FM broadcast station operating under the license of the Federal Communications Commission. The station is owned by the Trustees of Tufts University, who have delegated the authority of operation of the station to the general staff of WMFO, within the boundaries of the by-laws of Tufts University. In order to provide a permanent base for operations of WMFO, as a student and community organization, a business concern and a federal licensee, this constitution is hereby established.

I. Organization and Delegation of Authority:

A. The General Staff

1. The general staff is the body that the Trustees of Tufts University has delegated authority over the operations of the radio station. The general staff shall exercise this authority at the request of any of its members or by request of the Executive Board ("The Board")the Joint Board. In lieu of such requests, the general staff delegates its authority to the Board.
2. The general staff shall be made up of any member of the Tufts Community or any resident of the local community who performs duties for WMFO on a regularly scheduled basis. Fulfilling these criteria is at the discretion of the Joint Board.
3. The general staff must meet at least once a semester. Further meetings may be held at the request of any member of the general staff (subject to the review of the executive board) or by order of the Joint Board.
4. All decisions of the general staff shall be valid and binding only under the following circumstances:
 - a. Public notice of the meeting shall have been posted at least one week prior to the meeting. Public notice shall be constituted by conspicuous written notice of the meeting in a commonly used and easily accessible place within the radio station for the entire week or by an email one-week prior.
 - b. Half of the general staff will constitute a station meeting. Simple majority shall be the criterion of judgment in all general staff decisions, except where otherwise noted within this constitution.

B. The ExecutiveJoint Board

1. The Joint Board has the authority to oversee and control all operations of the station, subject to the review of the general staff. The Joint Board shall delegate its authority to the General Manager, whose decisions are subject to the review of the Joint Board at the request of any five general staff members.
2. The Board shall consist of the following members: The General Manager, the Assistant General Manager, the Program Director, the Music Director, the Operations Director, the Publicity Director, Training Coordinator, Volunteering Coordinator, Event Coordinator and Tickets Agent. The General Manager shall preside over meetings of the Board and shall have full voting privileges.

The Joint Board shall:

- a. be the operating body of WMFO.
 - b. be composed of an Executive Board and a Select Board.
 - c. have the authority to oversee and control all operations of the station, subject to the review of the general staff.
 - d. delegate its authority to the General Manager, whose decisions are subject to the review of the Joint Board at the request of any five general staff members.
3. The Board must meet at least once every two weeks during the semester. Further meetings may be held at the request of any member of the General Staff of the WMFO, subject to review by the General Manager. The Joint Board must meet at least once every two weeks during the semester. The General Manager shall preside over meetings. The General Manager may hold meetings for just the Executive Board, but these do not satisfy the two-week requirement.
 4. All Joint Board decisions shall be made by a simple majority vote, except where indicated otherwise in this constitution, during which at least two-thirds of the Joint Board is present in person or by proxy to the General Manager. All decisions shall be valid and binding subject to the review of the general staff at the request of any five staff members within two weeks of the decision of the Joint Board.
 5. The Joint Board will report all policy decisions by email to the general staff or at the regularly scheduled meeting.

C. Administration:

1. The Chief Operating Officer shall be in charge of maintaining WMFO's compliance with FCC regulations. This person may or may not be a member of the Tufts Student Body. The Chief Operating Officer has the right to attend and vote at all Board meetings.
2. The General Manager shall be an undergraduate student of Tufts University who has the authority to oversee and control all operations of the station, subject to the review of the executive board at the request of any five members of the general staff.
 - a. The General Manager has the responsibility to manage the station budget and allocate funds as needed. Expenditures not explicitly spelled out in the yearly budget must be approved by the Joint Board should they exceed \$100.00
 - b. The General Manager must keep a monthly report of the station's monetary status that may be viewed by any staff person upon request during the General Manager's posted office hours.
 - c. The General Manager is to prepare the yearly budget subject to the preliminary approval of the Joint Board and final approval of the Tufts Community Union Senate as amended.
 - d. The General Manager shall be the head representative of the station in its dealings with all individuals and organizations not affiliated with WMFO. The General Manager may delegate this authority to other members of the Joint Board as they see fit.
3. In order to facilitate station operation, the General Manager shall delegate specific duties to the various directors as follows:
 - a. The Assistant General Manager shall be an undergraduate student of Tufts University who shall assist all other directors. The Assistant General Manager will handle special projects and assignments at the request of the General Manager. The Assistant General Manager will also be in charge of fundraising for the station.

b. The Program Director shall be an undergraduate student of Tufts University who shall schedule and oversee the content of all on-air programs and specific events. The Program Director shall be in charge of maintaining and updating the studio access list and maintaining the online schedule.

c. The Music Director shall be a student of Tufts University who shall oversee and coordinate the acquisition of new music for our library. The Music Director shall be the primary representative to the various music companies.

d. The Operations Director shall oversee the day-to-day functioning of the station equipment and should be the primary keeper of the station's equipment. They shall set the policies in regards to equipment use, subject to the review of the Board.

d. The Publicity Director shall be a student of Tufts University who shall promote the station both on and off campus.

e. The Training Coordinator shall be in charge of the training program for new members. They shall be the primary person of contact for prospective DJs.

f. The Volunteering Coordinator shall arrange and promote volunteering activities at WMFO. They shall also be in charge of tracking volunteering.

g. The Events Coordinator shall be in charge of booking and arranging artists to perform both on air and around campus. They shall be the primary person of contact for anyone interested in organizing a WMFO event on campus.

h. The Tickets Agent shall be in charge of procuring tickets from local venues for use of both listeners and members.

3. The Executive board shall consist of undergraduate students attending Tufts University, with responsibilities and positions as follows:

a. The General Manager shall act as the Chairperson of the Executive Board, and as the Chairperson of the Joint Board. The General Manager shall preside over all Executive Board and Joint Board Meetings, in addition to responsibilities outlined in I.C.2.

b. The Assistant General Manager shall assist all other members of the Board. The Assistant General Manager will handle special projects and assignments at the request of the General Manager. The Assistant General Manager will also be in charge of fundraising for the station.

c. The Program Director is the head of the Programming Department. The Programming Department shall schedule and oversee the content of all on-air programs, write and enforce WMFO's policies, subject to the review of the Executive Board, provide training to ensure station members are knowledgeable about WMFO and Tufts' policies, ensure station members are trained to operate station equipment, oversee volunteering, and maintain the studio access list and online schedule.

d. The Music Director is the head of the Music Department. The Music Department shall be the conduit between WMFO and the music industry, and shall oversee and coordinate the acquisition, screening, and ripping of new music for WMFO's library, manage the rotation of new music for the staff to play, and interface with artists and venues.

e. The Operations Director is the head of the Operations Department. The Operations Department shall be responsible for all of the station's equipment, and shall purchase

and install new equipment, ensure the functioning of station equipment, address the inventory, storage, access, and disposal of station property, interface with Tufts facilities and technology departments, and set policies with regards to equipment use, subject to the review of the Executive Board.

f. The Publicity Director is the head of the Publicity Department. The Publicity Department shall be the conduit between WMFO and its audience, and shall promote the station both on- and off-campus, manage the station's online presence, and plan and host events.

4. Each Select Board position shall be named, report to a specific Executive Board position within the hierarchy, and have defined responsibilities drawn from that department. Select Board members must be undergraduate students at Tufts University. The Select Board structure may be altered by vote of the Joint Board.

a. After ratification and prior to any change by the Joint Board, the initial Select Board shall consist of the following members by department:

i. Reporting to the Assistant General Manager:

- Two Business Directors

ii. Programming Department, reporting to the Program Director:

- Training Coordinator

- Volunteer Coordinator

iii. Operations Department, reporting to the Operations Director:

- Facilities Director

- Webmaster

- Archivist

iv. Music Department, reporting to the Music Director:

- Tickets Coordinator

- Booking Coordinator

v. Publicity Department, reporting to the Publicity Director:

- New Media Director

- Events Coordinator

4. All Directors have the ability to form and create staffs to assist in their duties as they see fit. The directors shall be responsible for the procurement and oversight of their respective staffs. All directors may, without review, create and fill positions in order to further delegate authority.

5. The General Manager may create new positions on the Board as they see fit. The new positions, however, must then be considered for elections in the following election cycle.

5. All department heads may create teams of volunteers drawn from the staff to assist them in their duties. These volunteers are not members of the Joint Board. The department heads shall be responsible for the procurement and oversight of their respective volunteers.

6. Upon the approval of the Board, any of the positions on the Board may be made of a committee consisting of no more than three people with all individuals having one vote on the Board. The only exception to this is the position of General Manager as there can only be one.

6. Upon the approval of the Joint Board, any Joint Board position other than the General Manager may be made of a two-person committee. This may be done prior to elections, in which up to two individuals shall be elected for the next Joint Board without affecting the current

Joint Board. Each individual shall have one vote on the Board.

7. All directors shall be responsible for matters within their defined areas. They shall advise the General Manager on matters pertaining to those areas. Their decisions shall be subject to the review of the General Manager and the Joint Board.

8. In the absence of the General Manager, the Assistant General Manager shall have the full authority of the General Manager. In the absence of both of these people, the Program Director shall have the authority to act as such. In the unlikely event that all of these individuals are absent, the remainder of the Joint Board shall jointly act as the General Manager. All decisions made under such circumstances shall be subject to the later review by the General Manager. Any use, by an officer, of the authority of the General Manager that later is deemed to be inappropriate by the Joint Board, may constitute grounds for removal of the officer in question.

D. Creation and Removal of Board Positions:

1. If necessary, positions on the Executive Board and Select Board may be created or removed.

2. If a position on the Executive Board is created or removed, it must be done through constitutional amendment, and approved by the general staff. An election for that position must then also occur at the following staff meeting upon approval by the TCU Judiciary.

3. Any Select Board position may be created or removed with the sole approval of the Joint Board.

4. If a position on either board is created or vacant, the Joint Board may approve an appointment until the next all-staff meeting, whereat an election must be held as per II.A.5 guidelines.

5. If a position on either board is removed, the removal will come into effect during the following election cycle.

6. A temporary Select Board position of specific duration may be created according to I.D.3. The position's duration must be announced prior to election.

7. All new positions must follow the guidelines affecting all board members in this constitution.

II. Elections, Appointments, Dismissals, and Suspensions:

A. Elections and Appointments:

1. Elections shall occur in January. All student members of WMFO are eligible to run for any of the directorboard member positions. Only members of WMFO who have served one year on the Joint Board may run for General Manager. The general staff will hold an open election. Ratification shall be by a simple majority of the staff.

2. The current General Manager shall be in charge of organizing and running elections.

3. Board members shall serve for the following academic year. Their predecessors shall train the newly elected directorsboard members during the spring semester prior.

4. Offices left vacant in mid-year shall be filled by the Board, subject to the approval of the general staff at their next scheduled meeting. A Joint Board member position is considered vacant should its occupant submit a written resignation to the Board, the board member be removed per II.B, or the board member be promoted to fill another vacancy.

5. Vacant positions may be filled by interim appointment with the voted approval by the Joint Board, effective immediately. An election shall be held to fill the position at the next staff

meeting.

B. Removal of officersboard members:

1. The Board and the general staff shall have the right to remove any of the officersboard members during their term in office. To remove an officerboard member, the Joint Board must vote to do so and jointly draft a letter explaining the reason for the removal of the officerboard member in question. The officerboard member must be given notification that such a meeting will take place and must be given the right to attend the Joint Board meeting, speak, and vote in their defense. A two-thirds majority of the Joint Board must vote in order to remove a directorboard member. Once removed, the officerboard member in question may appeal to the full staff, but must do so within two weeks of removal by the Joint Board. The general staff shall either affirm the decision of the Joint Board or it may overturn it by a simple majority vote. The removed officerboard member must be given notice that such a meeting will take place and be allowed to attend, speak, and vote in their defense. If the board member in question is unable to attend the meeting, the board member may send a representative in his or her place. If a board member is removed from office, appointments and new elections are held in accordance to II.A.
2. At the written request of any five staff members, the Executive Board must meet and act within two weeks on the call for a removal of an officerboard member. Should the Joint Board decide that removal is necessary, part 1 above applies. Should the Joint Board decide that removal is not necessary, the five staff people may request in writing for a general staff meeting to consider the issue at the next general staff meeting. A two-thirds majority of the present general staff is needed to remove an officerboard member against the will of the Joint Board.
3. An officerboard member may only be removed on the grounds of dereliction of duty, or when grounds for dismissal from the general staff exist.
4. Removal from office shall not constitute dismissal from the general staff. An officerboard member may not be dismissed without first being removed from office.

C. Suspension.

1. Full Suspension

- a. The General Manager may suspend, subject to the review of the Joint Board, any member of the general staff from the station for a period of no longer than thirty days during any one semester
- b. Full suspension means that the staff member in question is barred from entering the station, being on air or participating in any WMFO event during the term of the suspension.

2. Air Suspension

- a. The Program Director may suspend, subject to the review of the Joint Board, any member of the general staff from being on the air for a period of no longer than thirty days during any one semester.
- b. Air suspension means that the staff member in question is barred from entering the on-air studio or being on air during the suspension.

3. Equipment Suspension

- a. The Operations Director may suspend, subject to the review of the Joint Board, any member of the general staff from using the station's equipment for a period of no longer than thirty days during any one semester.

b. Equipment suspension means that the staff member in question is barred from using the equipment in the equipment room, equipment closet, or entering the production studio during the term of suspension.

4. Violations of any of the conditions set forth by the suspensions can lead to dismissal from the station.

D. Dismissal.

1. The Joint Board may dismiss any member of the general staff from participation at WMFO. Such an action shall require a vote by simple majority of the Joint Board. The staff member must be informed of the Joint Board's intent before a meeting to dismiss. The staff member shall have the right to attend the meeting to hear the nature of the charges and to reply to those charges. The staff member, however, may be asked to leave during the Joint Board's deliberations.

2. Dismissal may be used only in the case of a staff member who has threatened or impeded the operation of the station.

3. Any dismissed staff member may petition the Joint Board for reinstatement after one semester of non-participation and in all subsequent semesters. At that time, the Joint Board may decide to continue with the dismissal or reinstate the staff member.

4. All Board decisions concerning dismissal or reinstatement shall be subject to the review of the general staff at the request of the individual in question at the next scheduled general staff meeting.

5. Any dismissed staff person is barred from entering the station, being on air, or participating in any WMFO event without the express written consent of the Joint Board. Violating this can result in a permanent ban from the station.

6. Any dismissed staff person awaiting appeal shall be treated as if undergoing a full 30-day suspension.

7. A violation of the station's alcohol or drug policy will result in an automatic dismissal. The current policy stands that no one in the station may be consuming alcohol or using drugs anywhere in the station. A dismissal due to alcohol or drug violations will be treated like any other dismissal in terms of the appeals' process.

III. Amendment and Ratification:

A. Amendment to this constitution shall require approval of two-thirds of the general staff present and voting at any meeting of the general staff with prior public notice that an amendment will be considered at that meeting. Once an amendment has been ratified by WMFO it requires the approval of the Tufts Community Union Judiciary (TCUJ) before going into effect.

B. No Amendment of or by-law may conflict with the by-laws of the Trustees of Tufts University, the laws of the Commonwealth of Massachusetts, or the laws of the United States. Any sections of this constitution in conflict with the laws of those governing bodies shall be null and void.

WMFO fully supports the Tufts University Equal Opportunity and Non-Discrimination policies. WMFO does not discriminate on the basis of race/ethnicity, color, religion, sex, including marital status, national origin, ancestry, age, sexual orientation, disability, or veteran status and will not tolerate any forms of harassment on the basis of these criteria. Violations may lead to disciplinary action including suspension or dismissal as well as criminal prosecution.