

**THE CONSTITUTION OF THE NEW JERSEY
INSTITUTE OF TECHNOLOGY BROADCASTING
ASSOCIATION (WJTB)**

Revised May 2022

Article I: Name and Call Letters

The name of the organization shall be the New Jersey Institute of Technology Broadcasting Association (NJITBA) (“Organization,” “WJTB”), commonly named Jersey Tech Broadcasting. The call letters assigned by the Federal Communications Commission shall be **WJTB**.

Article II: Purpose and Responsibilities

II.A Statement of Purpose:

To benefit the University, the Organization shall operate facilities upon the campus of New Jersey Institute of Technology. The Organization will provide information and entertainment to the campus. Further, the Organization shall provide a service to the community each semester in a way that they deem appropriate and adequate.

The Organization shall provide members with the opportunity to gain experience proper use of modern broadcasting equipment, including audio and video broadcasting equipment. The Organization shall provide adequate training, workshops on sound engineering, and digital audio and video streaming alongside education surrounding the rules and responsibilities of content streaming. The Organization shall above all be responsible to broadcast non-offensive content to the student body and the public for entertainment purposes online and in person.

II.B Executive Board Responsibilities

The Executive Board also claims responsibility for all student-run shows, and therefore reserves additional rights and responsibilities governed within Article III. These rights include, but are not limited to, the right to revoke or suspend membership, and the right to remove broadcasts.

Article III: General Membership

General membership shall be limited to the full-time undergraduate students of the New Jersey Institute of Technology. Prospective members must meet and fulfill the following minimum requirements:

- Completion of a membership application.
- Completion of necessary training on all equipment.
- Understand and consent to the NJITBA-WJTB General Member contract.
- Regular attendance of organization meetings, both physical and virtual.

III.I Membership Application

Prospective members must fill out an application form through the modern and accepted medium as commonly used at NJIT. The most common, current medium is Highlander Hub.

III.II Training

All members must attend a training session at least once per semester.

III.III NJITBA-WJTB General Member contract.

Members will conduct themselves appropriately, both online and in person, regardless of whether they are actively representing the Organization. All members agree to adhere to the NJITBA-WJTB contract, described herein:

1. Non-Discrimination
 - a. Members are entitled to an environment that is free from discrimination based on race, gender, age, religion, ethnicity, or sexual orientation.
2. Safety
 - a. Members agree to nurture a safe and hospitable environment.
 - b. Members agree to not put other members and students in danger.
3. No Hate Speech
 - a. Hate speech will not be permitted and is a zero-strike offense.
4. Work Together
 - a. Members agree to speak amicably and in a cohesive manner, working together when needed.
5. Follow NJIT Rules
 - a. Members will abide by all rules set forth by NJIT.
6. Sexual Harassment
 - a. Sexual harassment is forbidden and covered by Title IX of the Education Amendments of 1972. Behaviors that NJITBA-WJTB may consider sexual harassment or sexual in nature include, but are not limited to, the following:
 - i. Unwanted sexual advances;
 - ii. Unwelcome touching;
 - iii. Sexually explicit messages on any platform associated with an NJIT organization or club, digital or not;
 - iv. Sexually explicit images on any platform associated with an NJIT organization or club, digital or not;
 - v. Browsing sexually explicit content during a lecture or open setting.
7. Members are liable for their actions.
 - a. Failure to act in a way congruent with a professional and mature member of the Organization following the NJITBA-WJTB General Contract, outlined above, may result in revocation of membership, at any time, by majority vote of the Organization's Executive Board.

III.IV Regular Attendance

Regular attendance is attendance of at least five general body meetings per semester.

III.V Right to Revoke

Members have the right to revoke their membership at any point, for any reason.

III.VI Right to Fair Elections

Members are entitled to a free and fair election, held between the 5th and 10th week of the Spring Semester each year, through Highlander Hub or any form of trustworthy medium which the majority rule of the organization's members deem appropriate.

III.VII Right to Vote

Members reserve the right to vote or abstain from voting.

Article IV: Broadcasting Membership

Members may choose to petition to become broadcasting members. Broadcasting membership is divided into tiers consisting of DJ and Senior DJ roles, herein also referred to as members, Broadcasters, or Senior Broadcasters.

IV.I Definition

DJ and Senior DJs are defined as members with an active and current programming being broadcast by the Organization. It is not limited by medium of broadcast, category of programming, or content of broadcast.

IV.II Rules for Broadcast

All broadcasts agree to follow the rules applicable to all general members, the rules set forth for broadcasting by the FCC, and any rule changes made by the Program Manager or the Executive Board of the Organization.

IV.III Show Approval

The Program Manager and the Executive Board of the Organization must approve all shows. Show approval is contingent upon:

IV.III.A No Hate Speech

- i. All broadcasting members agree to a zero-tolerance policy surrounding hate speech. This is including, but not limited to, speech that attacks a person based upon their chosen or inherited identities, age, race, religion, disability, or sexual orientation.
- ii. A violation of this policy can result in the immediate revocation of rights, membership, and access to WJTB and its property following Executive Board approval.

IV.III.B Length

- i. All broadcasts are, at minimum, 30 minutes in length and, at maximum, 1 hour.

- ii. Extended broadcast times may be permitted on a case-by-case basis.
- iii. DJs may choose to expand their show length after being promoted to Senior DJ to a maximum of 3 hours per week.

IV.III.C Reliability Agreement

- i. All broadcasters must agree be dependable members of WJTB and make a commitment to WJTB and its audience. As such, they must maintain regular show times.
 - a. Students at NJIT have a rigorous schedule. In a standard 16-week semester, DJs must be on air at their regular showtime for at least 10 weeks.
 - b. If a broadcaster will miss their scheduled time for any reason, they should notify the Program Manager and/or Executive Board to ensure a smooth broadcast in lieu of their absence.
 - c. All broadcasters must arrive on time or at least 5 minutes prior to airtime. Failure to arrive on time can result in losing access to perform during the regularly scheduled time.
- ii. **Violations**
 - a. No-Notice Absences
 - i. No-Notice absences totaling two or more per semester will result in the termination of the member's show.
 - b. Excused Absences
 - i. Excused absences totaling four or more per semester will result in a temporary suspension of the member's show.
 - c. Hours Due
 - i. Absences do not take away from the total amount of office hours due, calculated as 14 weeks of airtime per semester.

IV.III.D Office Hour Completion

- i. DJs agree to complete their allotted office hours in a timely manner, as laid out in Section IV.IV below.

IV.III.E Content

- i. All show content must be FCC compliant. Compliance is the responsibility of the member after approval has been granted.

IV.III.F Training & Orientation

- i. Before first broadcast, member agrees to join a training & orientation, regardless of tenure within the Organization unless the Program Manager grants an exception.

IV.III.G Final Approval

- i. If a member meets and agrees to all the criteria laid out in IV.III A-F, in addition to the rules of the NJITBA-WJTB contract, their show moves to the final approval phase.
- ii. If the schedule allows, with suitable coverage by an Executive Board Member or Senior Broadcaster, their show shall be approved.

IV.IV Office Hours

All broadcasting members must perform ½ hour for every 1 hour of scheduled broadcasts throughout the semester, excluding special variety hours and

- i. Office Hour Math:**
 - a. One hour performing office tasks = One office hour
 - b. One hour at an event = Two office hours.
- ii. Blitz Hours:**
 - a. At the discretion of the Program Manager, a special event may be declared, referred to as a blitz.
 - b. During the blitz, tasks related to the specific blitz operations count for three hours instead of the normal one or two hours, depending on the tasks.
 - c. Blitz can occur up to two times per semester, as necessary.
- iii. Tasks**
 - a. General office tasks can be considered any activities that occur outside of a live event when asked by an Executive Board member related to the duties of the Organization.
 - b. Live event tasks can be considered any activities that occur during the live event or in preparation for the live event as determined by the Live Events Manager and/or Program Manager.

IV.V Criteria for Promotion

A broadcaster may be eligible for promotion to a Senior role after one semester of consistent broadcasting if they have completed more than the required amount of office hours. Eligible candidates will be reviewed and voted upon by the Executive Board in private. Candidates shall be reviewed based on a variety of factors, including, but not limited to, their presence within The Organization.

IV.VI Additional Rights & Responsibilities By Seniority

Broadcasters are divided into two groups: General Broadcasters (“DJs”) and Senior Broadcasters (“Senior DJs”). DJ and Senior DJ members who provide the minimum requirements listed are entitled to the additional rights therein.

- i. DJ Responsibilities
 - a. Perform the minimum expected duties, listed above.

- b. Be moderately active within the club and online in the preferred group communication method.
 - ii. DJ Rights
 - a. DJs in good standing may invite members to club-only events.
 - b. DJs in good standing may perform shows up to one hour in length.
 - iii. Senior DJ Responsibilities
 - a. Meet all minimum requirements of a General Broadcaster.
 - b. Perform above the minimum required office hours.
 - c. Maintain a moderately active presence in the group communication method.
 - d. Adds positive value to conversations in person and online.
 - e. Help grow WJTB membership.
 - f. Transport equipment to and from the office.
 - iv. Senior DJ Rights
 - a. All General Broadcaster rights.
 - b. Right to remain a Senior DJ.
 - c. First access to show selection and scheduling.
 - d. Ability to expand show to 3 hours, schedule permitting.
 - e. Keycode access to the office.
 - f. Earn one “bonus hour” for every 3 hours served.

IV.VII Right to Remove or Demote

All shows are allowed upon the agreement that all rules are followed. WJTB and the Executive Board reserve the right to revoke a show for any reason, at any time, including, but not limited to, the violation of any of the rules within the Constitution or as laid out by the General Manager. DJs and Senior DJs face demotion at the discretion of the Executive Board.

Article V: Elections

Voting rights are given and recognized to any member who meets the requirements of Membership, laid out in Article III of the NJITBA-WJTB Constitution. Member must be in good standing and recorded within Highlander Hub (or whichever platform NJIT might choose).

V.I. Voting Dates

To accommodate members who commute, voting may occur over a period of no more than one week, occurring between the 5th and 10th week of the Spring Semester each year.

V.II. Eligible Candidates

Eligible candidates are defined as undergraduate student members in good standing, with a minimum GPA of 2.5 at the time of the election. Further, only members who have previously served on the Executive Board may run for General Manager.

V.III. Vote of No Confidence

Members may vote “No Confidence” for any candidate in any position, regardless of number of opposing candidates. A majority vote of “No Confidence” for General Manager will result in a special election, held two weeks after the date of the current election.

V.IV Winning

Members who obtain the majority of votes cast shall win the position. In the event of a tie, the acting General Manager will be the deciding vote.

V.V. Special Elections

In the instance of impropriety, lack of leadership, or no confidence, any member may seek an emergency election. This measure may only move forward with 80% of active member votes during a general body meeting. This may be conducted during any semester, at any time, and will conclude within one week of being declared.

Article VI: Officers and Corresponding Duties

VI.I Officer Positions

- i. The Executive Board shall consist of a General Manager, Radio Station Manager, Live Events Manager, Business Manager, Program Manager, Content Manager, Webmaster, and Public Relations Manager.

VI.II Dereliction of Duty

- i. Any Executive Board member is subject to review if tasks are not completed by a given deadline. This review will be conducted by the remaining Executive Board members, who can decide on suspension, probation, or removal of the violation Executive Board member. All removals must be reviewed and approved by the club advisor, with due process for appeals.
- ii. Executive Board members are exempt from Dereliction of Duty invocation if their absence can be proven for medical or mental health reasons. In the case of a health-related absence, a member reserves the right to maintain their position for one month or forfeit it at their own discretion. In the event of forfeiture, the presiding President shall find a replacement.

VI.III Required Attendance

- i. All Executive Board members are required to attend all club meetings. Each member may choose between the General Body Meeting and the Commuter Meeting, but must attend the weekly Executive Council meeting, barring unforeseen circumstances.

- ii. All meeting absences should be communicated to the Radio Station Manager or General Manager prior to the missed meeting.
- iii. Removal from a meeting will constitute absence from the meeting.

VI.IV Multiple Positions

- i. No single member may hold more than one position within a given term.
- ii. Multiple position may be *maintained*, but only in the instance of a vacancy awaiting appointment.

VI.V General Manager Role & Responsibilities

- i. The General Manager (GM) shall be the presiding officer at all General Body meetings as well as all Executive Council meetings, serving as the President of The Organization.
- ii. The GM shall be responsible for dealing with University Administration.
- iii. The GM shall assist in the development of a budget at the end of the term with the Business Manager.
- iv. The GM's Vote is the tiebreaker in any Executive Voting decision which otherwise would be split evenly.
- v. The GM shall assign Executive Board members in their various duties.
- vi. The GM shall, in the event of a vacancy on the Executive Council, nominate a member to fill their role.
- vii. The GM shall use their power to invoke penalties on any other officer not doing their jobs sufficiently after having given prior warning.
 - a. Penalties may be overturned with a two-thirds majority vote by the Executive Council.
- viii. The GM shall work with the Radio Station Manager, Live Events Manager, Program Manager, and Webmaster in training all broadcast Members.

VI.VI Radio Station Manager Role & Responsibilities

- i. The Radio Station Manager (RSM) shall be responsible for the day-to-day operation of the radio station and serves as the acting Vice President of The Organization.
- ii. The RSM shall be the acting General Manager in the event of an absence or dismissal.
- iii. The RSM shall oversee daily maintenance, replacement, requisition, and repair of all equipment with adequate documentation.
- iv. The RSM is accountable for assigning duties during office hours and oversees the required tasks, if necessary.
- v. The RSM has the power to invoke penalties on members who are caught damaging, abusing, or taking equipment without prior consent.
- vi. The RSM has the final vote deeming whether equipment is operational and safe for an event in lieu of the Live Event Manager's absence.
- vii. The RSM shall keep a log of which members have completed their hours each week and log attendance weekly within a spreadsheet.

- viii. The RSM shall work with the Program Manager to assign tasks to broadcast members during requisite office hours.
- ix. The RSM shall work with the Program Manager, Live Events Manager, General Manager, and Webmaster in training all broadcast members.
- x. The RSM shall collaborate with the General Manager to coordinate pay, budgeting, and communication with University Administration.

VL.VII Live Events Manager Role & Responsibilities

- i. The Live Events Manager (“LEM,” “Event Coordinator”) shall be responsible for maintaining all special event equipment.
- ii. The LEM shall oversee, schedule, and seek out events for NJITBA-WJTB to participate in, with no less than 5 per semester.
- iii. The LEM maintains the responsibility to oversee the conduct of other Executive Board members.
- iv. The LEM has the final vote in deeming equipment safe and operational for an event.
- v. The LEM shall work with the Radio Station Manager, Program Manager, General Manager, and Webmaster in training all broadcast members.
- vi. The LEM shall be responsible in taking attendance of participants at all live events.
- vii. The LEM shall work with the Program Manager to coordinate office hours at events to be conducted by broadcast members.
- viii. The LEM shall actively seek co-host opportunities with other clubs and organizations at NJIT.
- ix. The LEM shall, with the Webmaster and Program Manager, maintain all required activity-based websites by Senate including, but not limited to:
 - a. 25Live
 - b. Highlander Hub

VL.VIII Program Manager Role & Responsibilities

- i. The Program Manager (“PM”) shall be responsible for all broadcast members.
- ii. The PM shall be the deciding or sole vote for show approval.
- iii. The PM shall be responsible for all organizational materials.
- iv. The PM shall be responsible for taking meeting minutes each week at the Executive Council meeting.
- v. The PM shall be responsible for communicating necessary information to current members each week prior to each official meeting by email.
- vi. The PM shall be responsible for maintaining the radio email, contacts, and cloud storage.
- vii. The PM shall communicate weekly with broadcasters regarding special notices, including office hour standings.
- viii. The PM shall coordinate all broadcasts and shows, beginning broadcasts within two weeks of each semester.
- ix. The PM shall monitor and maintain office hour information related to broadcast members.

- x. The PM shall assist in taking attendance at all events.
- xi. The PM shall schedule social events off campus for the Executive Council at least once per year.
- xii. The PM shall work with the Content Manager to provide a consistent listening experience to the audience.
- xiii. The PM shall coordinate with the Webmaster and Public Relations Manager in obtaining show posters from broadcast members and all required information related therein.
- xiv. The PM shall work with the Radio Station Manager, Live Events Manager, General Manager, and Webmaster in training all broadcast Members.

VL.IX Content Manager Role & Responsibilities.

- i. The Content Manager (“CM”) is responsible for maintaining all content and databases for the Organization.
- ii. The CM shall maintain playlists and rotations to be played when broadcasts are not active.
- iii. The CM shall, with the Live Events Manager, create playlists for events based upon need.
- iv. The CM shall maintain final vote in all music and media played during non-operational hours.
- v. The CM shall, with the Webmaster, improve existing software or seek out replacement software related to streaming, when necessary.
- vi. The CM shall maintain all label and artist correspondence.
- vii. The CM shall be responsible for maintaining and increasing the discography of the station.
- viii. The CM shall be responsible for submitting all maintenance request to the Radio Station Manager.

VL.X Webmaster Role & Responsibilities

- i. The Webmaster is responsible for the digital representation of WJTB.
- ii. The Webmaster shall maintain the WJTB website and Highlander Hub profile.
- iii. The Webmaster shall maintain all software related to streaming and broadcasting and seek out suitable alternatives, if necessary.
- iv. The Webmaster shall have final vote in software subscriptions needed by the Organization.
- v. The Webmaster shall communicate with administration and technical support, when necessary.
- vi. The Webmaster shall serve as the Technology Manager for The Organization.
- vii. The Webmaster shall provide routine maintenance, support, and upgrades for technology within The Organization related to broadcasting.
- viii. The Webmaster shall collaborate with the Public Relations Manager and Program Manager to obtain show posters and digital media.

- ix. The Webmaster shall seek to improve upon existing digital infrastructure.
- x. The Webmaster shall be responsible for updating the website on a regular basis.
- xi. The Webmaster shall institute and execute a security policy.
- xii. The Webmaster shall work with the Radio Station Manager, Live Events Manager, Program Manager, and General Manager in training all broadcast Members.

VL.XI Business Manager

- i. The Business Manager (“BM”) shall be responsible for all monetary transactions.
- ii. The BM will keep correspondence with the Student Senate Finance Committee.
- iii. The BM will attend Cabinet Meetings on the first Monday of every month and submit all Senate request forms.
- iv. The BM is responsible for proposing an annual budget in the Spring Semester for the following school year.
- v. The BM is to collaborate with the Public Relations Manager to provide assistance with advertisements and promotional budgets.
- vi. The BM shall manage all professional communications.
- vii. The BM shall be responsible for maintaining software subscriptions as deemed necessary.
- viii. The BM shall, with the GM and RSM, work to modify the budget for future semester.

VL.XII Public Relations Manager

- i. The Public Relations Manager (“PRM”) is responsible for promotion The Organization in a positive and appealing manner.
- ii. The PRM is responsible for press releases to local and digital press.
- iii. The PRM is responsible for maintaining all social media related to The Organization.
- iv. The PRM is responsible for tracking growth and engagement through all social media sites through recorded screenshots at the beginning and end of each semester to provide quantifiable impact of The Organization.
- v. The PRM will collaborate with the Webmaster to provide a pleasing and appealing presence online.
- vi. The PRM will assist in tracking attendance at events.
- vii. The PRM shall provide content to The Vector Newspaper as requested.
- viii. The PRM is responsible for selling on-air advertisement time to local businesses and organizations.
- ix. The PRM is responsible for scheduling semesterly community service and interclub activities.
- x. The PRM shall work with the PM to provide updates through social media and through physical media.

Article VIII: Impeachment

An officer may be impeached by a two-thirds vote of the Executive Board, excluding the vote of the officer in question. The duties of the impeached officer shall be taken up by the remaining members of the Executive Board until a suitable replacement is obtained.

Article IX: Live Event Contracts

All clubs and organizations must fill out Live Event Request Form, available in person or on the website, at least two weeks prior to their event. An email request is also adequate provided it specifically details what is being requested. Any club not offering under the operation of student senate may be fined.

Any specific music must be specified on the request form or corresponded prior to the date of the event. Failure to provide a setlist is grounds for cancellation of WJTB participation in any event.

Should multiple events coincide with another, events will be accepted at will based upon priority, predicted attendance, and time of request.

All events requested are considered to be **unconfirmed** until otherwise specified by a WJTB Executive Board Member through email.

Article X: Meetings

Meetings for General Members shall occur no less than twice per week throughout the Fall and Spring semesters. Executive Board Members must attend at least one meeting per week. At least one meeting must occur during common hours to accommodate commuting students.

Article XI: Non-Discrimination Policy

The New Jersey Institute of Technology maintains a committed policy of non-discrimination on the basis of race, sex, sexual orientation, age, religion, ethnic origin, handicap, or veteran status in its employment policies, educational programs, and activities under university control. This organization, being a part of NJIT, shall comply with this policy in all administration, content, airplay, and messages. The Executive Board of The Organization must act in the best interest of the majority, NJIT, and the community.

Article XII: Amendments to Constitution

This document may be amended by a two-thirds vote of the Executive Board membership. Amendments shall take effect upon the approval of the Student Senate unless a later date was specified at the time of its proposal. The Student Senate Constitution Committee must then approve all constitution edits.

Updated May 2022.