

88.5 KURE Ames Alternative Constitution  
Revised August 2015

ARTICLE I - NAME

The name of this organization shall be 88.5 KURE Ames Alternative. It shall also be referred to as KURE. KURE is a student organization as part of the Student Activities Center at Iowa State University and is incorporated in the State of Iowa.

ARTICLE II - PURPOSE & FUNDAMENTAL PRINCIPLES

Section 1. Purpose

The sole purpose of this organization shall be to provide radio facilities to serve Iowa State University and the general public. The radio facilities of KURE shall provide student and community member produced programs of entertainment, information, and education to the audience and the opportunity for practical experience in radio broadcasting and business operation.

Section 2. Fundamental Principles

- (a) The operation of KURE shall be in accordance with the Federal Communication Act of 1934, as amended, the laws and broadcast treaties of the United States, and the rules and regulations of the Federal Communications Commission.
- (b) The authority to broadcast shall be granted by the Federal Communications Commission.
- (c) The day-to-day administration and operation of KURE shall be by the Board of Directors.
- (d) KURE abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. KURE agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

- (a) Membership shall be open to all registered students at Iowa State University. Iowa State University and KURE do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.
- (b) Non-student community members, over 18 years of age, may be members of KURE but may not serve on the Board of Directors.
- (c) All members must abide by the Code of Conduct outlined in this constitution.
- (d) All members must complete the KURE Staff Agreement form before being granted membership to the organization.

Section 2. Membership Dues

No dues shall exist.

### Section 3. Privileges and Obligations

The Board of Directors shall establish privileges and obligations for voting and nonvoting members providing they are not in conflict with this constitution.

### Section 4. Voting Members

The voting members of KURE shall be the members of the Board of Directors.

### Section 5. KURE Member Classification

Upon joining KURE as a member, all individuals shall be classified as one or of the following depending on their involvement with the station:

- (a) Board Member
  - i. Any member of KURE who sits on the Board of Directors.
- (b) Disc Jockey (DJ)
  - i. Members of KURE who select music to play on-air as scheduled music programming or prepare discussion elements as scheduled talk programming.
  - ii. Any member of KURE who prepares a substitute program in the stead of the scheduled program.
- (c) Music Reviewer
  - i. Any member of KURE who sits on the Music Review Committee.
- (d) Sports Analyst
  - i. Any member of KURE who sits on the Sports Committee.
- (e) Production Specialist
  - i. Any member of KURE who sits on the Production Committee.
- (f) Engineer
  - i. Any member of KURE who sits on the Engineering Committee.
- (g) Kaleidoquiz Coordinator
  - i. Any member of KURE who sits on the Kaleidoquiz/QuicklyKwiz Committee.
- (h) Live Performance Coordinator
  - i. Any member of KURE who sits on the Live Performance Committee.
- (i) News Correspondent
  - i. Any member of KURE who sits on the News Committee.

## ARTICLE IV - BOARD OF DIRECTORS

### Section 1. Composition

- (a) The Board of Directors shall be comprised of the following members:
  - i. General Manager, as chair of the Board,
  - ii. Assistant General Manager,
  - iii. Treasurer,
  - iv. Internal Music Director,
  - v. External Music Director,

- vi. Sports Director,
  - vii. Programming Director,
  - viii. Events Director,
  - ix. Marketing Director,
  - x. Underwriting Director,
  - xi. Production Director,
  - xii. Operations Director,
  - xiii. Chief Engineer,
  - xiv. Kaleidoquiz Director,
  - xv. Public Relations Director,
  - xvi. Online Content Director,
  - xvii. Online Operations Director,
  - xviii. Live Performance Director,
  - xix. News Director,
  - xx. Adviser, as a non-voting ex-officio member,
  - xxi. Any additional members the board chooses to add, with or without voting powers.
- (b) Board positions listed in (a) may be shared by two individual co-directors if approved by a two-thirds (2/3) vote of the current Board of Directors.
  - (c) Board seats may be created or removed and responsibilities modified by a two-thirds (2/3) vote of the existing board.
  - (d) A board member may serve, filling the duties of an additional vacant position in cases of dire need. A board member can only take on duties of one additional position, unless specially approved by the Board of Directors.

## Section 2. Eligibility for Board Membership

- (a) Members of the Board of Directors must meet the following requirements:
  - i. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
  - ii. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  - iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## Section 3. Seating of Board Members

- (a) New members of the Board, including co-directors, may be seating in existing, vacant positions by a two-thirds (2/3) vote of the Board.

- (b) The Board may choose to add additional procedure to the seating of individual board positions or all board positions by a two-thirds (2/3) vote.

#### Section 4. Removal of Board Members

- (a) Board members may be removed from office for any violation of the Code of Conduct as stated in this constitution (ARTICLE VII, Section 2) via the process stated below.
- (b) Removal of a board member may be initiated by the General Manager or in response to a petition calling for such action, signed by two-thirds of the Board of Directors.
- (c) After removal is initiated, the General Manager shall notify the board member facing removal of pending action within 48 hours.
- (d) The Board will consider removal as regular business at the next Board of Directors meeting no less than 7 days after notification has been sent to the board member facing removal.
- (e) If the board member facing removal is the General Manager, the Assistant General Manager shall act in the General Manager's place as part of any removal proceedings.
- (f) In the event that a board member is removed or a board member resigns, the General Manager, or acting board chairperson, may appoint a temporary replacement until such time that a replacement can be found by standard procedures.
- (g) If a board member misses three consecutive meetings, their removal due to absence will be automatically added to the next week's agenda.
- (h) Board members may resign, and remove themselves from the Board of Directors with official notice via email to the Board with a minimum of one month.

#### Section 5. Term Length and Retention of Board Members

- (a) Board members shall have a term of office which ends at the end of the current academic year's spring semester.
- (b) The Board may choose to retain any, or all, members for the next term by a retention vote at the second to last meeting of the spring semester.

#### Section 6. Powers and Responsibilities of All Board Members

- (a) Each board member shall have authority to make policies governing his/her own domain and committees which they chair without amendment to this constitution providing these policies are not inconsistent with this constitution. Each board member shall be accountable to the rest of the Board with these policies and for the proper operation of their domain and committees.
- (b) Each board member will have only one vote, even if they are temporarily filling the duties of an additional seat.
  - i. Co-directors shall share a single vote.
  - ii. In the event that only one co-director is present at a meeting of the Board of Directors, the present co-director shall have the ability to vote without input from their co-director.
- (c) All board members are expected to regularly attend board meetings. In the event of an absence, the board member is expected to inform the General Manager of his/her absence in advance.

- (d) All board members are expected to log two (2) hours of office time, during regular business hours, each week in the KURE Office. Office hours are not required during university holidays/breaks, during dead week, or during finals week.
  - i. Co-directors are expected to each log two (2) hours per week but may choose to share the same office hours for convenience and to aid in the administration of their domain/committee.
- (e) All board members who chair a committee hold the ability to remove any non-board member from their committee if they are found to be in violation of the Code of Conduct outlined in this constitution or any policy created by the board member accountable for that committee.
- (f) Each board member shall be responsible for contributing to on-air quality by regularly listening to the station and contributing feedback to KURE members on their programs' production.
- (g) All decisions by the Board of Directors shall be approved by a two-thirds (2/3) vote of all active voting members.
- (h) Emergency votes of the Board of Directors, conducted via email, may be initiated by the General Manager. Records of such a vote shall be added in to the minutes of the following regular meeting of the Board of Directors.

#### Section 7. Powers and Responsibilities of Individual Board Positions

##### (a) General Manager

- i. The Board of Directors, by their authority, delegate the General Manager as responsible for the correct and efficient management of KURE.
- ii. Shall act in the best interest of KURE and shall represent the station's best interest to groups and organizations, or shall delegate such a representative authority to specific members of the Board of Directors.
- iii. Make all operating and policy decisions binding to the Board of Directors as a whole or to the station as a whole. Shall consult the Board before making such a decision.
- iv. Have authority to delegate special assignments not specified, provided assignments fall within general guidelines for the committee/board member being considered.
- v. Complete the Student Organization Purchase Card training and hold a Purchase Card.
  - 1. Expenditures of \$250.00 or more shall be presented to the Board of Directors for discussion and approval.
  - 2. Emergency expenditures of \$250.00 or more may be made without prior board approval if time does not permit for an emergency vote via email.
  - 3. Expenditures of less than \$250.00 may be approved by the General Manager without consulting the other members of the Board.
- vi. When the Operations Director seat is vacant, shall fulfill all duties pertaining to the seat.
- vii. Shall be responsible for ensuring a transition of incoming board members, training new board members, or appointing someone to facilitate such training.
- viii. Shall act as president of the Board, presiding at all meetings of the Board of Directors and performing all duties usually pertaining to the office.

- ix. Shall submit an annual report to the members of KURE at the Annual All-Staff Meeting.
- (b) Assistant General Manager
  - i. Shall assist the General Manager in the exercise of their duties and perform the duties of the General Manager at all times when the General Manager cannot give active service.
  - ii. Shall perform all duties pertaining to the office of secretary.
- (c) Treasurer
  - i. Advise the General Manager concerning all financial matters of KURE.
  - ii. Keep the financial records of KURE.
  - iii. Complete the Student Organization Purchase Card training and hold a Purchase Card.
    - 1. All expenditures shall be made following board approval unless given documented approval, by the General Manager, to make an emergency purchase.
  - iv. Shall be responsible for securing specified amounts of funding as required in any budget agreements of KURE and other organizations at Iowa State University.
  - v. Become acting General Manager, with full authority of the General Manager, in the absence of the General Manager and the Assistant General Manager.
  - vi. Serve as secretary in the absence of the Assistant General Manager.
- (d) Internal Music Director
  - i. Responsible for the cataloging, inventory, filing, and care of all KURE-owned medium on which music is stored.
  - ii. Responsible for the creation of music automation lists, with assistance from External Music Director.
  - iii. Ensure that appropriate music is available for all programs broadcasted on KURE.
  - iv. Shall co-chair the Music Review Committee with the External Music Director, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
- (e) External Music Director
  - i. Responsible for maintaining communications with promotional companies and music distribution organizations on behalf of KURE.
  - ii. Assists Internal Music Director with the creation of music automation lists.
  - iii. Responsible for updating adds and charting to the College Music Journal (CMJ) website.
  - iv. Shall co-chair the Music Review Committee with the Internal Music Director, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
- (f) Sports Director
  - i. Shall chair the Sports Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee..
  - ii. Coordinate with the Programming Director for scheduling of sports programs.
- (g) Programming Director

- i. Responsible for the selection, performance evaluation, suspension, and termination of on-air personnel (DJs), in accordance with the policies and procedures of this constitution.
  - ii. Responsible for the scheduling of regular and substitute DJs.
  - iii. Responsible for the scheduling of all on-air programs.
  - iv. Shall chair the Attendance Committee.
  - v. Shall chair the On-Air Quality Committee.
- (h) Events Director
  - i. Shall plan and coordinate KURE Fest and any other special events hosted by KURE.
  - ii. Shall coordinate with other entities planning events which KURE is sponsoring.
- (i) Marketing Director
  - i. Will maintain all KURE social media accounts in regards to advertising KURE and associated events and services.
  - ii. Will be responsible for marketing KURE to businesses and the community in regards to KURE and associated events and services.
- (j) Underwriting Director
  - i. Responsible for obtaining grants, sponsors, and funding for KURE.
  - ii. Responsible for all fundraising events and coordinating with other board members to arrange such events.
  - iii. Responsible for content of locally produced grant mentions and grant agreements.
  - iv. Responsible for scheduling of all grant mentions after consultation with the Programming Director.
- (k) Production Director
  - i. Shall chair the Production Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
  - ii. Shall work with the Chief Engineer to ensure that all KURE audio production equipment is up-to-date and in good repair.
  - iii. Oversee all productions in KURE's studios, or shall appoint an appropriate representative acting on his/her behalf.
- (l) Operations Director
  - i. Shall serve as KURE's Chief Operator and fulfill all necessary duties of the title required by the FCC.
  - ii. Shall review and sign-off on the weekly transmitter logs and emergency alert system (EAS) reports.
  - iii. Shall be a sitting member of the Attendance Committee.
  - iv. Shall work with the Chief Engineer to ensure that KURE is operating within technical broadcast regulations.
  - v. Will, at the end of each quarter, complete a programming report for KURE's records and public file.
  - vi. Shall be responsible for the filing of weekly transmitter logs, EAS reports, and board agendas and minutes in the station records.
- (m) Chief Engineer
  - i. Shall chair the Engineering Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its

- members, and taking responsibility for all operations and actions of said committee.
  - ii. Shall work with the Operations Director to ensure that KURE is operating within all applicable technical broadcast regulations.
  - iii. Shall work with the Production Director to ensure that all KURE audio production equipment is up-to-date and in good repair.
  - iv. Shall be responsible for planning and executing all station upgrades and changes.
  - v. Shall be responsible for the rental of KURE equipment.
- (n) Kaleidoquiz Director
- i. Shall be responsible for the production and execution of Kaleidoquiz and QuickyKwiz.
  - ii. Shall chair the Kaleidoquiz/QuickyKwiz Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
  - iii. Will coordinate with the other board members in securing equipment, facilities access, and other items needed for Kaleidoquiz and QuickyKwiz.
  - iv. Shall oversee the writing of all questions used in Kaleidoquiz and QuickyKwiz.
  - v. Shall consult directly with the Adviser and other university offices in obtaining the necessary permissions and paperwork for Kaleidoquiz and QuickyKwiz.
  - vi. Shall serve as the station's Risk Management Officer to:
    - 1. Help minimize potential risks for KURE activities,
    - 2. Recommend risk management policies or procedures to KURE,
    - 3. Submit documentation to Iowa State University's Risk Management Office,
    - 4. Ensure that Iowa State University policies are followed at all of KURE's events, and
    - 5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- (o) Public Relations Director
- i. Shall act as spokesperson for KURE to local media affiliates and prepare any press releases requested by the Board.
  - ii. Shall act as liaison between the general public and KURE, providing information and assistance in finding appropriate KURE personnel for requested service, question, or concern.
  - iii. Shall maintain a collection of current and relevant public service announcements.
  - iv. Shall be responsible for the filing of public service announcements in station records.
- (p) Online Content Director
- i. Shall be responsible for the review, addition, and removal of all content posted to the KURE website.
- (q) Online Operations Director
- i. Shall be responsible for the maintenance of all KURE website-based systems.
- (r) Live Performance Director



- i. Shall chair the Live Performance Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
  - ii. Shall be responsible for the production of the Live from KURE show including live artist recruitment, scheduling, interviewing, and recording of the show.
  - iii. Shall coordinate with the Programming Director for scheduling of live performance programs.
- (s) News Director
  - i. Shall chair the News Committee, acting as liaison between the members of said committee and the Board, overseeing the training of its members, and taking responsibility for all operations and actions of said committee.
  - ii. Shall be responsible for the production of at least two weekly news broadcasts per semester.
  - iii. Shall coordinate with the Programming Director for scheduling of news programs.
  - iv. Shall be responsible for the preparation and delivery of regular news updates to all on-air personnel.
- (t) Adviser
  - i. Assist as liaison between KURE and Iowa State University.
  - ii. Will be available on a volunteer/as needed basis to aid in the business needs of the membership of KURE.
  - iii. Approve physical arrangements and usage of Iowa State University facilities.
  - iv. Advise the Board of Directors on the administration of KURE.
  - v. Approve and sign each expenditure before payment.
  - vi. The Adviser may be removed from office for any violation of the Code of Conduct as stated in this constitution (ARTICLE VII, Section 2) via the same process as any other member/board member of KURE (ARTICLE IV, Section 4).

## ARTICLE V - MEETINGS

### Section 1. Regular Board Meetings

- (a) The Board of Directors shall have no less than six (6) regular meetings annually.
- (b) The Board of Directors shall hold regularly scheduled meetings at the specified time and location as determined by the Board of Directors.
- (c) All regular meetings shall be open to the public.

### Section 2. Special Meetings

- (a) Special meetings of the Board of Directors may be called by the General Manager and shall be called upon written request of at least six (6) board members.
- (b) Special meetings may be held as either open or closed to the public or membership of KURE.

### Section 3. Annual All-Staff Meeting

- (a) The Annual All-Staff Meeting of the station shall be held in the first quarter of each calendar year, and at such time and place as shall be determined by the Board of Directors, or in the absence of action by the Board, as determined by the General Manager.
- (b) The purpose of the meeting shall be:
  - i. To establish the board objectives which guide the Board of Directors,
  - ii. To receive reports of the officers of the Board of Directors,
  - iii. To consider such other business as may come before the meeting.
- (c) The agenda shall be prepared by the General Manager in consultation with the Board of Directors. This shall not preclude introduction of other business from the floor, provided that previous notice is not required.
- (d) Notice of the Annual All-Staff Meeting shall be given to all members of KURE at least fourteen (14) days in advance of the meeting.
- (e) All voting members as defined in Article III, Section 4, shall have voting privileges at the meeting.

#### Section 4. Quorum

The quorum for all meetings shall be a two-thirds (2/3) of the members of the Board. Non-voting members of the board and each individual co-director shall be counted towards the two-thirds (2/3) needed for quorum.

#### Section 5. Holidays, Dead Week, and Finals Week

No meetings of the Board of Directors or the general membership of KURE shall be held during Iowa State University recognized holidays, semester breaks, dead week, or finals week.

### ARTICLE VI - COMMITTEES

#### Section 1. Committees of the Board

- (a) The Board of Directors shall establish and determine the functions of committees, as it deems necessary, to assist the Board in carrying out its functions.
- (b) A committee may be created or dissolved by a two-thirds (2/3) vote of the Board of Directors.
- (c) Members of each committee shall answer to the designated committee chair.
- (d) The designated committee chair shall be held responsible for the performance and actions of their committee.

#### Section 2. Standing Committees

- (a) Attendance Committee
  - i. Shall consist of the Programming Director as chair, the Operations Director, and at least one other board member.
  - ii. Shall meet weekly to assess the attendance of programs scheduled over the previous week.
  - iii. Shall use the Attendance Policy in this constitution as the basis for the administration of attendance points.

- (b) On-Air Quality Committee
  - i. Shall consist of the Programming Director as chair and all members of the Board.
  - ii. Shall maintain and improve the quality of the station's programming through regular air checks and constructive criticism for all DJs.
- (c) Music Review Committee
  - i. Shall consist of the Internal and External Music Directors as co-chairs and any other individuals appointed by these directors.
  - ii. Shall listen to and review new music that comes in to the station, decide what should be added to the studio collection, and draft quality album reviews for the website.
- (d) Sports Committee
  - i. Shall consist of the Sports Director as chair and any other individuals appointed by the Sports Director.
  - ii. Shall assist the Sports Director in the planning and execution of KURE sports programming including regularly broadcasted shows, live sporting event broadcasts, and online content.
- (e) Production Committee
  - i. Shall consist of the Production Director as chair and any other individuals appointed by the Production Director.
  - ii. Shall assist the Production Director in the production of special programs and maintenance of audio equipment.
- (f) Engineering Committee
  - i. Shall consist of the Chief Engineer as chair and any other individuals appointed by the Chief Engineer.
  - ii. Shall assist the Chief Engineer in the maintenance, upgrades, and technical support of all equipment and computer/networking systems at the station.
- (g) Kaleidoquiz/QuickyKwiz Committee
  - i. Shall consist of the Kaleidoquiz Director as chair and any other individuals appointed by the Kaleidoquiz Director.
  - ii. Shall assist the Kaleidoquiz Director in the planning and execution of Kaleidoquiz and QuickyKwiz including but not limited to event planning, question writing, facilities preparation/reservation, and funding acquisition.
- (h) Live Performance Committee
  - i. Shall consist of the Live Performance Director as chair and any other individuals appointed by the Live Performance Director.
  - ii. Shall assist the Live Performance Director in the production of live performance programs including artist recruitment, interviewing, and recording.
- (i) News Committee
  - i. Shall consist of the News Director as chair and any other individuals appointed by the News Director.
  - ii. Shall assist the News Director in the planning and execution of KURE news programming including broadcasted news shows and online content.
- (j) Staff Involvement Committee
  - i. Shall consist of a member of the Board of Directors, appointed by the General Manager, as chair and any other individuals appointed by this director.

- ii. Shall arrange and carry out events and initiatives to engage and recognize the members of KURE including DJs and committee members.

## ARTICLE VII - STATION POLICIES

### Section 1. Membership Agreement and Policy Availability

- (a) Before being granted membership or access to any KURE equipment, property, or facilities all KURE members must agree, by completing the KURE Staff Agreement form, to abide by the Code of Conduct as described in this constitution.
- (b) A copy of the current station policies, Article VII of the 88.5 KURE Ames Alternative Constitution, shall be provided to all members before signing the KURE Staff Agreement form and shall be available upon request to any member or nonmember.

### Section 2. Code of Conduct

The Code of Conduct shall consist of all conditions described in Article VII of this constitution and any domain specific policies enacted by individual board members.

### Section 3. Promotions and Giveaways Policy

- (a) Current members of KURE, and direct relatives of current members of KURE, cannot win any giveaways or promotional materials distributed by KURE.
- (b) Rules to promotions and contests shall be listed on the KURE website.
- (c) KURE reserves the right to withhold promotions and/or giveaways from former KURE staff members.

### Section 4. Conflict of Interest Policy

- (a) No director or officer of the organization shall be disqualified from holding office in the organization by reason of any interest in any concern.
- (b) A director or officer of the organization shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate.
- (c) No transaction of the organization shall be voidable by reason of the fact that any director or officer of the organization has an interest in the concern with which such transaction is entered into, provided:
  - i. The interest of such officer or director is fully disclosed to the Board of Directors.
  - ii. Such transaction is duly approved by the Board of Directors not so interested or connected as being in the best interests of the organization.
  - iii. Payments to the interested officer or director are reasonable and do not exceed fair market value.
  - iv. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
- (d) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## Section 5. Attendance Policy

- (a) KURE requires regular reliable attendance by all individuals responsible for any broadcasting block.
- (b) The Attendance Policy is point based and a DJ accrues points in one of the following six ways:
  - i. Absence without notice: 5 points
    - 1. A DJ who fails to put on his/her show without providing any notice to the Programming Director, via email, shall receive 5 points.
  - ii. Absence with notice less than 48 hours in advance: 3 points
    - 1. A DJ who fails to put on his/her show, providing notice to the Programming Director, via email, less than 48 hours in advance shall receive 3 points.
  - iii. Absence with notice of 48 hours in advance or more: 1 point
    - 1. A DJ who fails to attend a show but provides notice at least 48 hours in advance shall receive 1 point.
  - iv. Repeated failure to fill the allotted broadcast block: 1 point
    - 1. DJs who repeatedly fail to fill a full show's programming block shall receive 1 point.
  - v. Repeated failure to provide show playlists or talk show documentation: 1 point
    - 1. DJs are required to submit their playlist via the DJ Dashboard for any music show they host. Additionally, talk shows are required to provide a summary of topics discussed and guests or commentators present. DJs who repeatedly fail to provide such documentation shall receive 1 point.
  - vi. Failure to correctly complete the Transmitter Log: 2 points
    - 1. DJs who fail to correctly complete the Transmitter Log shall receive 2 points.
- (c) DJs are expected to make an effort to find a substitute for their show for any planned absences. Substitutes should be contacted via the substitute email [kure-sub@iastate.edu](mailto:kure-sub@iastate.edu) with the day, date, and time of the show for which a substitute is required. This email shall not be considered official notice of an absence to the Programming Director.
- (d) Family and health emergencies are excluded from accruing points, however, notice should still be provided if possible and notification of a family or health emergency must be provided to the Programming Director within 5 days of the absence to avoid acquiring points.
- (e) Points are assigned by the Attendance Committee. The committee assigns points per the six means outlined above, however, they may lower or raise the point values of individual incidents as they see fit so long as they remain within the spirit of the Attendance Policy.
- (f) After points are assigned, show hosts are to be notified of having been assigned points and what his/her current number of attendance points are.
- (g) If a DJ wishes to appeal the assignment of points they must respond to the notification, via email, within seven days of having received said points.
- (h) The Attendance Committee shall rule on any appeals. If the DJ wishes to appeal the Attendance Committee's appeal decision they may appeal the matter to the General

Manager within seven days of the committee's ruling on his/her appeal. All decisions of the General Manager are final.

- (i) Any DJ that has accrued 10 or more points during a semester-long scheduling period (fall, spring, or summer) shall be immediately suspended from broadcasting for the remainder of the scheduling period.
  - i. At the start of the next schedule, following their first suspension, the suspended DJ may apply for a show but will do so without any consideration of seniority and will start the new schedule on probation with 5 points already assigned.
  - ii. If a DJ reaches 10 or more points while on probation they again shall be immediately suspended from broadcasting and shall not be considered for another show until one fall or spring scheduling period has elapsed.
  - iii. Following a second suspension, any future application shall be considered with hesitation and the DJ in question, if accepted, shall again be on probation with 5 points already assigned at the beginning of the scheduling period.

#### Section 6. Egregious Violation Policy

- (a) In order to adequately track and deal with exceptional circumstances and violations of KURE policy, the Board of Directors will follow and track acts considered to be egregious violations of policy in the following manner.
  - i. The egregious violation will result in a severe written warning from the Board.
  - ii. The second egregious violation, during the same scheduling period (fall, spring or summer semester) will result in immediate suspension with possible termination, pending a review by the Board of Directors.
- (b) The Board of Directors reserves the right to suspend or terminate a member without the first written warning in cases of violations which are exceptionally egregious.
- (c) Egregious violations include but are not limited to:
  - i. Any violation of FCC regulations,
  - ii. Violation of any local, state, or federal log,
  - iii. Repeated violation of any station policy,
  - iv. A second suspension under the Attendance Policy,
  - v. Repeated violation of on-air practices listed in the DJ Handbook,
  - vi. Theft of station property,
  - vii. Tampering with station equipment,
  - viii. Failure to notify relevant station personnel of outages during an operators scheduled programming block,
  - ix. Additional cases to be determined on a case-by-case basis by members of the Board of Directors and to be approved by the remainder of the Board.
- (d) Though this policy primarily pertains to the activities of operators while on air, it shall also govern the activities of all KURE members and their guests while in the KURE studio or offices or while publicly representing KURE and its interests.

#### Section 7. Theft Policy

- (a) Theft of any property in the KURE studio or office is absolutely unacceptable and is considered an egregious violation of station policy.

- (b) Any individual found to be in violation of this policy will be considered for immediate termination and will be prosecuted under student or civil judicial processes.

#### Section 8. Station Equipment Tampering and Unauthorized Use Policy

- (a) Tampering with, and the unauthorized use of, KURE station equipment is considered an egregious violation of station policy.
- (b) Tampering and unauthorized use of equipment includes but is not limited to:
  - i. Unauthorized use of patch bays,
  - ii. Use of station equipment without the expressed consent of a board member,
  - iii. Modifications of settings of equipment for any reason without the expressed consent of a board member, or
  - iv. Damage of any station property outside of normal use wear.

#### Section 9. Underwriting Announcement Policy

- (a) Grant reads must be read on a regular basis to be set by the Underwriting Director. Show hosts that fail to read a grant will be considered in violation of this policy.
- (b) Commentary on grant reads and/or businesses that contribute to KURE is not allowed and is considered a violation of this policy. Additionally, positive commentary is a violation of our FCC license and will be considered an egregious violation.
- (c) Any DJ found to be in violation of this policy will be given a verbal or written warning.
  - i. If a DJ is found to be in violation of this policy a second time during the same scheduling period (fall, spring, or summer semester) will be given a written warning.
  - ii. A third violation of this policy within the same scheduling period will be considered an egregious violation.

#### Section 10. On-Air Announcement Policy

- (a) DJs are required to read all announcements provided by the Board of Directors including but not limited to event readers, public service announcements, government of the student body (GSB) reader, weather, station ID, and news updates.
- (b) The specific times at which these items are to be read shall be posted in the studio.
- (c) Any DJ found to be in violation of this policy will be given a verbal or written warning.
  - i. If a DJ is found to be in violation of this policy a second time during the same scheduling period (fall, spring, or summer semester) will be given a written warning.
  - ii. A third violation of this policy within the same scheduling period will be considered an egregious violation.

#### Section 11. Guest Policy

- (a) In-Studio Guests
  - i. Show hosts may not have more than one guest in Studio A at any one time. Any additional guests must be in Studio B or the studio lobby.
  - ii. DJs may not have more than three guests total at the station. This limit is per show; Co-hosting DJs are not allowed extra guests.



- iii. Guests are expected to follow all station policies, the DJ hosting said guests will be held accountable for any policy violation made by their guests.
- iv. In-studio guests may not handle station equipment.
- v. An in-studio guest may never speak on air unless prior approval has been granted under the on-air guest policy.
- (b) On-Air In-Studio Guest
  - i. All on-air guests must read and acknowledge the station's on-air guest waiver prior to going on air.
  - ii. Shows with more than one on-air participant (including the host or co-host) require approval from the Programming Director or other relevant board member.
  - iii. DJs are required to have at least one semester of experience before they can be granted permission to have any on-air guest or a co-host.
- (c) On-Air Via Phone or Remote Broadcast
  - i. All on-air guests must read and acknowledge the station's on-air guest waiver prior to going on air.
  - ii. Shows using phone or remote systems must have additional approval by the Board of Directors.
  - iii. DJs using phone or remote systems must be trained by a board member or a selected delegate of the Board.

#### Section 12. Red Line Policy

- (a) KURE shall maintain a telephone line for official station purposes, referred to and labeled as the 'Red Line'.
- (b) This phone number is only used by KURE board members and the FCC.
- (c) DJs are required to answer this line whenever it is called and must deal with any call to this line promptly and respectfully.
- (d) Failure to answer the red line will be managed on a case by case basis of the Board of Directors and may be treated as an egregious violation.

#### Section 13. Intoxication and Substance Abuse Policy

- (a) KURE operators are legally obligated to not be under the influence of any substances legally available or otherwise.
- (b) The KURE studio and office is a substance free zone, it is considered a violation of this policy to be in possession of any substances legally available or otherwise.
- (c) Individuals found to be in violation of this policy will be managed on a case by case basis by the Board of Directors, any substance-related violations may be treated as an egregious violation.

#### Section 14. Federal Communications Commission Regulations

- (a) FCC Obscenity Regulations
  - i. Music, pre-recorded content, and broadcasted dialogue of DJs or guests cannot use language deemed profane, indecent, or obscene. This includes but is not limited to:
    - 1. Direct profanity,
    - 2. Overtly lewd slang and derogatory euphemisms,

3. Threatening and hateful speech,
  4. Explicit description or accounts of sex acts, acts of violence or abuse, lewd descriptions of bodily functions and discussions that would be inappropriate for broad public discussion, and
  5. Simulated or recorded audio of lewd or violent acts.
- (b) FCC Operation Regulations
- i. Board operators are required to make a station ID announcement at least once every hour, at the top of the hour. This may fall within a window of 3 minutes before and 3 minutes after the hour's advance.
    1. If content continues over into the next hour filled by automation the operator must make a station ID before switching over to automation.
    2. The station ID of KURE is structured to meet the legal requirements of the FCC and must be read as follows with no additions or substitutions: "Eighty-eight five, K-U-R-E, Ames Alternative."
  - ii. Board operators are required to correctly complete the transmitter log whenever broadcasting. Correctly completing the transmitter log includes:
    1. Signing in before beginning the broadcast,
    2. Using the operators full legal name,
    3. Only signing in a single operator,
    4. Signing in with blue or black ink,
    5. Signing "Automation" for any period of automated broadcast,
    6. Noting any times when transmitter power is lost or shut off,
    7. Noting any times when there is a significant period of silence due to technical difficulties, and
    8. Using accurate dates and times, these times cannot be falsified.

#### Section 15. Slander, Fair Reporting, and Persuasive Speech Policy

- (a) Any individuals on-air shall not make false, defamatory, or malicious claims of any person, product, company, or organization.
- (b) KURE members will make their best effort to broadcast truthful, fair, and unbiased information and will not participate in pranks or hoaxes while on air.
- (c) Operators cannot make calls to action, advertise or endorse products or services, or use persuasive speech of any kind over the air.
  - i. Underwriting, event information, and public service announcements shall be written using neutral language.
  - ii. Operators shall not deviate from the provided scripts.

#### Section 16. Distribution of Recorded Content Policy

- (a) KURE programming broadcasts containing pre-recorded music cannot be recorded or distributed. Exempt from this policy is programming that contains less than 30 seconds of a song, considered acceptable under Fair Use.
- (b) KURE reserves the right to archive, delayed broadcast, and rebroadcast content produce by KURE members for the purpose of broadcast on KURE.
- (c) KURE reserves the right to distribute recordings of musical performances and interviews recorded live in KURE's studio with the written consent of the artists and/or guest.

### Section 17. Broadcast Music Content Acquisition Policy

- (a) Music, interviews, and other pre-recorded content broadcast on KURE must be media owned by KURE members or from the station library.
- (b) Music cannot be acquired from sources KURE does not have the rights to disseminate or sources that broadcast violates terms of service. These include but are not limited to:
  - i. Youtube, and other video hosting websites,
  - ii. Online streaming services such as Spotify and Pandora,
  - iii. Social media sites such as Facebook, and
  - iv. Other media outlets' internet streams.
- (c) KURE must abide by the requests of distribution companies and artists when playing media KURE has received before general release date.
  - i. Without such consent, KURE members are not allowed to broadcast media before its general release date.

### Section 18. Social Media Policy

- (a) Only members of KURE who are approved by the Board of Directors may access and post on any of KURE's social media outlets.
- (b) Members approved for access to KURE's social media shall not distribute the password or account information to any other individuals.
- (c) Members of KURE posting on KURE's social media accounts are expected to follow the same language and content restrictions listed for on-air broadcasts in Section 14 and Section 15 of Article VII.
- (d) Members of KURE posting on KURE's social media are expected to use common sense and maintain an atmosphere of professionalism in all social media interactions and posts.
- (e) Any member of KURE found to be in violation of the Social Media Policy will be given a single warning. Following a second violation, said member will be banned from the use of any of KURE's social media.

## ARTICLE VII - FINANCES & FISCAL YEAR

### Section 1. Finances

All monies belonging to KURE shall be deposited and disbursed through a bank account established for KURE at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to KURE must approve and sign each expenditure before payment.

### Section 2. Fiscal Year

The fiscal year of KURE shall be July 1 through June 30.

### ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern KURE in all cases to which they are not inconsistent with the constitution or special rules of order KURE may adopt.

### ARTICLE X - AMENDMENTS & RATIFICATION

#### Section 1. Amendments

Amendments and changes to this constitution may be considered during regular business of the Board of Directors and must be approved by two-thirds (2/3) of the Board present to be enacted.

#### Section 2. Ratification

This constitution shall become immediately effective upon ratification by two-thirds (2/3) vote of the Board of Directors and shall supersede and make void all previous KURE constitutions, authorizations, or bylaws.

#### Section 3. Notification of Amendment & Ratification

- (a) The amended constitution will be submitted within 10 days to the Student Activities Center for approval.
- (b) All KURE members shall be notified of any amendments within 10 days of ratification.

### ARTICLE XI - DISSOLUTION OF THE ORGANIZATION

#### Section 1. Dissolution

KURE may be dissolved by a two-thirds (2/3) vote of the voting members in attendance at a duly called regular or special meeting of the Board. Ninety (90) days prior notice shall be required and this notice shall also be transmitted to the Government of the Student Body and the Student Activities Center.

#### Section 2. Final Liquidation

In the event of dissolution, after all liabilities and obligations of KURE have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of KURE shall be distributed, conveyed, assigned, or transferred to Iowa State University or the Government of the Student Body.

#### CERTIFICATION OF CONSTITUTION

This constitution was revised by the Board of Directors of 88.5 KURE Ames Alternative at a duly called meeting on August 17, 2015 with a quorum present as prescribed by the constitution.

The minutes of this meeting are on file in the KURE office.

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General Manager

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Assistant General Manager