

88.5 KURE Ames Alternative Constitution  
Revised February 2020

ARTICLE I - NAME

- I. 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

- I. 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

- I. 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.
- II. The authority to broadcast shall be granted by the Community Media Broadcasting.
- III. The day-to-day administration and operation of KURE shall be by the Board of Directors.
- IV. 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

- I. 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.
- II. Non-student community members, over 18 years of age, may be members of KURE but may not serve on the Board of Directors.
- III. All members must abide by the Code of Conduct outlined in this constitution.
- IV. 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 non-voting 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 more of the following depending on their involvement with the station:

- I. Upper Management
  - A. Consists of the following positions:
    1. General Manager
    2. Assistant General Manager of Broadcast
    3. Assistant General Manager of Publicity and Events
- II. Board Member
  - A. Any member of KURE who sits on the Board of Directors.
- III. Non-Voting Member/Interns
  - A. Non-voting members of KURE who are appointed by two-thirds (2/3) vote of the Board of Directors for any of the following positions;

1. Production Intern
2. Programming Intern
3. Live Programming Intern
4. Engineering Intern
5. News Intern
6. Events Intern
7. Any additional members the board chooses to add, by two-thirds (2/3) vote.

B. The powers and responsibilities of the positions listed above shall be determined by the Board of Directors via two-thirds (2/3) vote.

IV. KURE Staff

A. Any member of KURE who sits on a committee or hosts a show on KURE, including those that serve as show substitutes.

ARTICLE IV - BOARD OF DIRECTORS

## Section 1. Composition

- I. The Board of Directors shall be comprised of the following members:
  - A. General Manager, as President of the Board
  - B. Assistant General Manager of Broadcast as Vice President of the Board
  - C. Assistant General Manager of Publicity and Events as Secretary of the Board
  - D. Treasurer
  - E. Programming Director
  - F. Programming Intern
  - G. Production Director
  - H. Production Intern
  - I. Chief Engineer
  - J. Engineering Intern
  - K. Internal Music Director
  - L. External Music Director
  - M. Live Director
  - N. Live Intern
  - O. Senior News Director
  - P. News Director
  - Q. News Intern
  - R. Sports Director
  - S. KQ/QK Director(s)
  - T. Events Director,
  - U. Events Intern
  - V. Underwriting Director,
  - W. Marketing Director,
  - X. Graphic Designer,
  - Y. Adviser, as a non-voting ex-officio member,
  - Z. Any additional members the board chooses to add, by two-thirds (2/3) vote, with or without voting powers.
- II. Board seats may be created or removed and responsibilities modified by a two-thirds (2/3) vote of the existing board.
- III. A board member may fill the duties of an additional vacant position in cases of 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

- I. Members of the Board of Directors must meet the following requirements:
  - A. 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.

- B. 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.
- C. 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

- I. New members of the Board may be seated in existing, vacant positions by a two-thirds (2/3) vote of the Board.
- II. 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

- I. Board members may be removed from office for any violation of the Code of Conduct as stated in this constitution (ARTICLE VII, Section 2) or for not fulfilling the assigned duties of their office via the process stated below.
- II. Removal of a board member may be initiated by the General Manager, Assistant General Manager of Broadcast, Assistant General Manager of Publicity and Events or in response to a petition calling for such action, signed by two-thirds (2/3) of the Board of Directors.
- III. After removal is initiated, the party that initiated removal shall notify the board member facing removal of pending action within forty-eight (48) hours.
- IV. The Board will consider removal as regular business at the next Board of Directors meeting no less than seven (7) days after notification has been sent to the board member facing removal.
- V. If the board member facing removal is the General Manager, the Assistant General Manager of Broadcast shall act in the General Manager's place as part of any removal proceedings.
- VI. In the event that a board member is removed or a board member resigns, the General Manager, or acting board head, may appoint a temporary replacement until such time that a replacement can be found by standard procedures.
- VII. If a board member misses three consecutive meetings, their removal due to absence will be automatically added to the next week's agenda.

- VIII. Board members may resign, and remove themselves from the Board of Directors with official notice via email to the Board with a minimum of two (2) weeks.

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

- I. Board members shall have a term of office which ends at the end of the current academic year's spring semester.
- II. Upper Management may choose to retain any, or all, members for the next term by initiating a retention vote at the second to last meeting of the spring semester.
  - A. The retention vote shall be conducted by blind vote.
  - B. All members of the Board of Directors shall be up for vote during the retention vote.
  - C. To be retained, a member of the Board of Directors must obtain a two-thirds (2/3) vote.

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

- I. Each board member shall have authority to make policies governing his/her own department and committees which they head 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 department and committees.
- II. Each board member will have only one (1) vote, even if they are temporarily filling the duties of an additional seat.
- III. All board members are expected to regularly attend board meetings. In the event of an absence, the board member is expected to inform a member of Upper Management of his/her absence in advance.
- IV. All board members are expected to log two (2) hours of office hours, 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.
- V. All board members who head 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.
- VI. 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.
- VII. All decisions by the Board of Directors shall be approved by a two-thirds (2/3) vote of all active voting members.
- VIII. 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 Core Board Positions

### I. General Manager

- A. The Board of Directors, by their authority, delegate the General Manager as responsible for the correct and efficient management of KURE.
- B. 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.
- C. 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.
- D. Have authority to delegate special assignments not specified, provided assignments fall within general guidelines for the committee/board member being considered.
- E. Complete the Student Organization Purchase Card training and hold a Purchase Card.
- F. Expenditures of \$250.00 or more shall be presented to the Board of Directors for discussion and approval.
- G. 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.
- H. Expenditures of less than \$250.00 may be approved by the General Manager without consulting the other members of the Board.
- I. Shall be responsible for ensuring a transition of incoming board members, training new board members, or appointing someone to facilitate such training.
- J. 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.
- K. Shall submit a biannual report to the members of KURE at the All-Staff Meeting each semester.

### II. Assistant General Manager of Broadcast

- A. 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.
- B. Shall manage the Broadcast Committee, and oversee the operation of all sub-committees formed under the Broadcast Committee.
- C. Shall perform all duties usually pertaining to the offices of vice president.
- D. When the Chief Operator seat is vacant, shall fulfill all duties pertaining to the seat.

### III. Assistant General Manager of Publicity and Events

- A. Shall assist the General Manager in the exercise of their duties.
- B. Performs the duties of the General Manager when the Assistant General Manager of Broadcast cannot give active service.
- C. Shall manage the PREMU Committee, and oversee the operation of all sub-committees formed under the PREMU Committee.



- D. Shall perform all duties usually pertaining to the offices of secretary.
- IV. Treasurer
- A. Advise Upper Management concerning all financial matters of KURE.
  - B. Keep the financial records of KURE.
  - C. Complete the Student Organization Purchase Card training and hold a Purchase Card.
  - D. All expenditures shall be made following board approval unless given documented approval, by the General Manager, to make an emergency purchase.
  - E. Shall be responsible for securing specified amounts of funding as required in any budget agreements of KURE and other organizations at Iowa State University.
  - F. Become acting General Manager, with full authority of the General Manager, in the absence of the General Manager and the Assistant General Managers.
  - G. Serve as secretary in the absence of the Assistant General Manager of Publicity and Events.
  - H. Attend the Annual Allocation Hearing in the Spring Semester along with the General Manager and Adviser.
- V. Programming Director
- A. Responsible for the selection, performance evaluation, suspension, and termination of on-air personnel (DJs), in accordance with the policies and procedures of this constitution.
  - B. Responsible for the scheduling of regular and substitute DJs.
  - C. Responsible for the scheduling of all on-air programs.
- VI. Events Director
- A. Shall coordinate with KURE Fest, Kaleidoquiz, and Quickykwiz directors to plan and implement all special events including but not limited to KURE Birthday, Clubfest, KURE Fest, KQ, QK, and Staff Socials.
  - B. Shall coordinate with other entities planning events which KURE is sponsoring.
  - C. Shall serve as the station's Risk Management Officer to:
  - D. Help minimize potential risks for KURE activities,
  - E. Recommend risk management policies or procedures to KURE,
  - F. Submit documentation to Iowa State University's Risk Management Office,
  - G. Ensure that Iowa State University policies are followed at all of KURE's events,
  - H. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- VII. Marketing Director
- A. Will maintain KURE's online web presence in regards to advertising KURE and associated events and services.
  - B. Will be responsible for marketing KURE to businesses and the community in regards to KURE and associated events and services.
  - C. Shall act as spokesperson for KURE to local media affiliates and prepare any press releases requested by the Board.

- D. 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.
  - E. Shall maintain a collection of current and relevant public service announcements.
  - F. Shall be responsible for the filing of public service announcements in station records.
- VIII. Underwriting Director
- A. Responsible for obtaining grants, sponsors, and funding for KURE.
  - B. Responsible for all fundraising events and coordinating with other board members to arrange such events.
  - C. Responsible for content of locally produced grant mentions and grant agreements.
  - D. Responsible for scheduling all grant mentions after consultation with the Programming Director.
- IX. Production Director
- A. Shall head 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.
  - B. Shall work with the Chief Engineer and the Assistant General Manager of Broadcast to ensure that all KURE audio production equipment is up-to-date and in good repair.
  - C. Oversee all productions in KURE's studios, or shall appoint an appropriate representative acting on his/her behalf.
  - D. Shall be responsible for the rental of KURE equipment.
- X. Chief Operator
- A. Shall serve as KURE's Designated Chief Operator and fulfill all necessary duties of the title required by the FCC.
  - B. Shall review and sign-off on the weekly transmitter logs and emergency alert system (EAS) reports.
  - C. Shall work with the Chief Engineer to ensure that KURE is operating within technical broadcast regulations.
  - D. Will, at the end of each quarter, complete a programming report for KURE's records and public file.
  - E. Shall be responsible for the filing of weekly transmitter logs, EAS reports, and board agendas and minutes in the station records.
- XI. Chief Engineer
- A. Shall head 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.
  - B. Shall work with the Chief Operator to ensure that KURE is operating within all applicable technical broadcast regulations.

- C. Shall work with the Production Director and the Assistant General Manager of Broadcast to ensure that all KURE audio production equipment is up-to-date and in good repair.
  - D. Shall be responsible for planning and executing all station upgrades and changes.
- XII. Adviser
- A. Assist as liaison between KURE and Iowa State University.
  - B. Will be available on a volunteer/as needed basis to aid in the business needs of the membership of KURE.
  - C. Approve physical arrangements and usage of Iowa State University facilities.
  - D. Advise the Board of Directors on the administration of KURE.
  - E. Approve and sign each expenditure before payment.
  - F. 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).

#### Section 8. KURE Internship Program

- I. Powers and Responsibilities
  - A. Shall be responsible for all tasks as assigned in the corresponding position description.
- II. Direct Report
  - A. All broadcast interns shall report to the Assistant General Manager of Broadcast.
  - B. All PREMU interns shall report to the Assistant General Manager of Publicity and Events.
- III. Promotion to Directorship
  - A. After one academic semester, all KURE Interns shall be eligible for promotion to directorship.
  - B. Upper Management will motion to vote the eligible interns into a director position; the vote must pass the board of directors with a two-thirds (2/3) vote.

### ARTICLE V - MEETINGS

#### Section 1. Regular Board Meetings

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

#### Section 2. Special Meetings

- I. Special meetings of the Board of Directors may be called by the General Manager and shall be called upon written request of at least three (3) board members.
- II. Special meetings may be held as either open or closed to the public or membership of KURE.

### Section 3. Bi-Annual All-Staff Meeting

- I. The bi-annual All-Staff Meeting of the station shall be held in the first and third quarters 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.
- II. The purpose of the meeting shall be:
  - A. To establish the board objectives which guide the Board of Directors,
  - B. To receive reports of the officers of the Board of Directors,
  - C. To review standard on-air procedures
  - D. To review new policies
  - E. To consider such other business as may come before the meeting.
- III. The agenda shall be prepared by Upper Management in consultation with the Board of Directors. This shall not preclude the introduction of other business from the floor, provided that previous notice is not required.
- IV. Notice of the bi-annual All-Staff Meeting shall be given to all members of KURE at least seven (7) days in advance of the meeting.
- V. If a staff member is unable to attend, they shall be forwarded the relevant information that pertains to their position following the date of the All-Staff Meeting.
  - A. If deemed necessary, a meeting may be scheduled to relay the required information to the staff member.
- VI. All voting members as defined in Article III, Section 4, shall have voting privileges at the meeting.

### Section 4. Quorum

- I. The quorum for all meetings shall be a two-thirds (2/3) of the members of the Board.
- II. Non-voting members of the board shall be counted towards the two-thirds (2/3) needed for quorum.

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

- I. 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

- I. The Board of Directors shall establish and determine the functions of committees, as it deems necessary, to assist the Board and non-voting Directors in carrying their functions.
- II. A committee may be created or dissolved by a two-thirds (2/3) vote of the Board of Directors or by decree of a member of Upper Management.
- III. Members of each committee shall answer to the designated committee head.
- IV. The designated committee head shall be held responsible for the performance and actions of their committee.
- V. The operation of each committee shall be evaluated, monitored and supervised by the direct manager of the designated committee head.

### Section 2. Core Standing Committees

- I. Upper Management
  - A. Shall consist of the General Manager, Assistant General Manager of Broadcast, and the Assistant General Manager of Publicity and Events.
    1. Furthermore, Upper Management shall consist of any other individuals appointed by the standing members approved by two-thirds (2/3) vote.
  - B. Shall act as the primary form of management at the station, acting as consul in addition to having primary administrative powers over the station.
  - C. Shall be responsible for planning and directing the work of KURE staff members.
  - D. Shall strategically plan the goals of KURE annually.
  - E. Shall undertake all tasks and responsibilities as deemed necessary by its members.
- II. Music Review Committee
  - A. Shall consist of the Internal and External Music Directors as co-heads and any other individuals appointed by these directors or members of Upper Management.
  - B. 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.
- III. Sports Committee
  - A. Shall consist of the Sports Director as head and any other individuals appointed by the Sports Director or member of Upper Management.
  - B. 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.
- IV. Production Committee
  - A. Shall consist of the Production Director as head and any other individuals appointed by the Production Director or member of Upper Management.

- B. Shall assist the Production Director in the production of special programs and maintenance of audio equipment.
- V. Engineering Committee
  - A. Shall consist of the Chief Engineer as head and any other individuals appointed by the Chief Engineer or member of Upper Management.
  - B. Shall assist the Chief Engineer in the maintenance, upgrades, and technical support of all equipment and computer/networking systems at the station.
- VI. Kaleidoquiz/Quickkwiz Committee
  - A. Shall consist of the Kaleidoquiz Director and/or Quickkwiz Director as head/co-heads and any other individuals appointed by the Kaleidoquiz Director and/or Quickkwiz Director or member of Upper Management.
  - B. Shall assist the Kaleidoquiz Director and Quickkwiz Director in the planning and execution of Kaleidoquiz and Quickkwiz including but not limited to event planning, question writing, facilities preparation/reservation, and funding acquisition.
- VII. Live Committee
  - A. Shall consist of the Live Director as head and any other individuals appointed by the Live Director or member of Upper Management.
  - B. Shall assist the Live Director in the production of live performance programs including artist recruitment, interviewing, and recording.
- VIII. News Committee
  - A. Shall consist of the News Director as head and any other individuals appointed by the News Director or member of Upper Management.
  - B. Shall assist the News Director in the planning and execution of KURE news programming including broadcasted news shows and online content.
- IX. Programming Committee
  - A. Shall consist of the Programming Director as head, and any other members appointed by the Programming Director or member of Upper Management.
  - B. Shall exist to coordinate the use of studio space and air-time scheduling.
  - C. Shall establish and enforce standard programming quality expectations across all departments.
  - D. Shall assist the Programming Director with recruitment and training of KURE members.

## ARTICLE VII - STATION POLICIES

### Section 1. Membership Agreement and Policy Availability

- I. 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.

- II. 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

- I. 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

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

#### Section 4. Conflict of Interest Policy

- I. No trustee or director of the organization shall be disqualified from holding office in the organization by reason of any interest in any concern.
- II. A trustee or director 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.
- III. No transaction of the organization shall be voidable by reason of the fact that any trustee, director, or officer of the organization has an interest in the concern with which such transaction is entered into, provided:
  - A. The interest of such trustee or director is fully disclosed to the Board of Directors.
  - B. Such transaction is duly approved by the Board of Directors not so interested or connected as being in the best interests of the organization.
  - C. Payments to the interested trustee or director are reasonable and do not exceed fair market value.
  - D. No interested trustee 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 a transaction may be authorized.
- IV. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

#### Section 5. Attendance Policy

- I. KURE requires regular reliable attendance by all individuals responsible for any broadcasting block. Programming blocks on KURE are a privilege. They are given out

with the understanding that quality programming will be regularly provided in the allotted time. The goal of the attendance policy is not to penalize individuals but to provide the station with an objective means to ensure reliable programming to listeners. The attendance policy is point based and a show host accrues points in one of the following six (6) ways:

- A. Absence without notice, or notice within six (6) hours before showtime: Five (5) points
  - 1. A show host who fails to put on his/her show without providing any notice or notice within six (6) hours of their showtime receives five (5) points.
  - 2. Providing no or late notice of an absence is unacceptable in nearly all cases save for some emergencies (details below). Without notice, we have a show on the schedule that didn't happen, hurting our credibility with our listeners.
- B. Absence with notice between six (6) and twenty-four (24) hours in advance: Two (2) points
  - 1. A show host who fails to put on his/her show without providing notice at least twenty-four (24) hours in advance of his/her show, but still providing notice, receives two (2) points. Absences with this little notice hurt our credibility as well but to a lesser extent.
- C. Absence with notice of twenty-four (24) hours in advance or more: One (1) point
  - 1. A show host who fails to attend a show but provides notice at least forty-eight (48) hours in advance receives one (1) point. This isn't enough to penalize someone who is absent but still is there to record an individual's absence.
  - 2. Repeated absences, even with notice, are bad for the station's quality of programming so although one absence, with proper notice, is only worth one (1) point these points help establish a pattern if they build up.
- D. Failure to fill the full broadcast block: Two (2) points
  - 1. Failure to fill a full show's programming block is nearly as bad as an absence. A show block is the host's responsibility to fill, five to ten (5-10) minutes of automation between shows is not acceptable as this will result in songs partially played and is generally poor programming. This includes starting a show more than ten (10) minutes late or finishing a show early.
- E. Failure to provide show playlists/rundowns: One (1) point
  - 1. Providing playlists allows us to correctly report royalties, and rundowns help give us at the station the content of talk shows at a glance, and help shows organize their content into blocks. All playlists/rundowns should be sent to [broadcast@kure885.org](mailto:broadcast@kure885.org) and should include in the subject line "**\*Show Name\* \*Date\* (mm/dd/yyyy) Playlist/Rundown**".



2. Playlists/rundowns should be sent on a deadline of a week from the show's airdate, and preferably as soon as your show is over. Failure to do so will accrue one (1) point.
- F. Failure to correctly complete Transmitter Log: Two (2) points
  1. Completing an accurate and timely station log is an FCC requirement.
- II. 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 Broadcast Committee (broadcast@kure885.org) within five (5) days.
- III. Points are assigned by the KURE Broadcast Committee.
  - A. The committee is led by the Assistant General Manager of Broadcast.
- IV. The committee assigns points per the six (6) means outlined above however they may lower or raise the point values of individual incidents as they see fit so far as they remain within the spirit of the attendance policy.
  - A. 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.
- V. If they wish to appeal the awarding of points they must respond to the notification by email within seven (7) days.
  - A. The Broadcast Committee rules on any appeals.
  - B. If the host wishes to appeal the Broadcast Committee's appeal decision they may appeal the matter to the Broadcast Committee (broadcast@kure885.org) within seven days of the committee's ruling on his/her appeal.
  - C. All decisions of the Broadcast Committee are final.
- VI. Any show host that has accrued more than ten (10) points during a semester-long scheduling period (fall, spring, or summer) is immediately suspended from broadcasting for the remainder of the scheduling period.
  - A. At the start of the next schedule they may apply for a show and will start the new schedule on probation (with five (5) points) at the start of the schedule.
- VII. If a host reaches ten (10) or more points while on probation they are again suspended from programming and future applications will not be considered until one (1) fall or spring scheduling period has elapsed.
- VIII. Any future application for a programming block will be considered with hesitation and the host, if accepted at the discretion of the Broadcast Committee, will again be on probation with five (5) points at the beginning of the schedule.

## Section 6. Egregious Violation Policy

- I. 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.
  - A. The egregious violation will result in a severe written warning from the Board.

- B. 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.
- II. 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.
- III. Egregious violations include but are not limited to:
  - A. Any violation of FCC regulations,
  - B. Violation of any local, state, or federal log,
  - C. Repeated violation of any station policy,
  - D. A second suspension under the Attendance Policy,
  - E. Repeated violation of on-air practices listed in the DJ Handbook,
  - F. Theft of station property,
  - G. Tampering with station equipment,
  - H. Failure to notify relevant station personnel of outages during an operators scheduled programming block,
  - I. 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.
- IV. 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 it's interests.

#### Section 7. Theft Policy

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

- I. Tampering with, and the unauthorized use of, KURE station equipment is considered an egregious violation of station policy.
- II. Tampering and unauthorized use of equipment includes but is not limited to:
  - A. Unauthorized use of patch bays,
  - B. Use of station equipment without the expressed consent of a board member,
  - C. Modifications of settings of equipment for any reason without the expressed consent of a board member, or
  - D. Damage of any station property outside of normal use wear.

#### Section 9. Underwriting Announcement Policy

- I. 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.

- II. 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.
- III. Any DJ found to be in violation of this policy will be given a verbal or written warning.
- IV. 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.
- V. A third violation of this policy within the same scheduling period will be considered an egregious violation.

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

- I. DJs are required to read all announcements provided by the Board of Directors including but not limited to event readers, nonprofit partner readers, public service announcements, Iowa State University Student Government (StuGov) reader, weather, station ID, and talk show disclaimer.
  - A. The specific times at which these items are to be read shall be posted in the studio.
- II. Any DJ found to be in violation of this policy will be given a verbal or written warning.
- III. 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) they will be given a written warning.
- IV. A third violation of this policy within the same scheduling period will be considered an egregious violation.

#### Section 11. Guest Policy

- I. In order to maintain the quality of the broadcast show, hosts are limited in the number of guests (on-air or otherwise) they may have in the studio at any one time. The show host responsible for a broadcast block is responsible for maintaining a quiet atmosphere in which to broadcast his/her show.
- II. The policy varies for different types of guests; in-studio, on-air, and on-air via phone/remote.
- III. Guests are considered non-regular members of a show or people who are not associated with or do not volunteer for KURE.
- IV. The show host is ultimately responsible for all guests and their actions.
- V. In-Studio Guests
  - A. Show hosts may not have more than three guests total at the station. This limit is per show; you are not allowed extra guests if you have two (2) hosts.
  - B. The number of people on air speaking during a show is not to exceed 4.
  - C. Guests are expected to be quiet and respectful of KURE and Friley Hall.
  - D. In-studio guests may not handle station equipment, only the authorized show hosts may operate any station equipment.

- E. An in-studio guest may never be on air unless prior approval was granted under the On-Air Guest Policy (copies available in the lobby).
- VI. On-air in Studio
- A. All on-air guests must read and sign the station on-air guest waiver prior to going on air (copies available in the lobby).
  - B. To have an on-air guest and/or show co-host, a show must be pre-approved by the Broadcast Committee for more than one on-air operator and/or speakers.
  - C. Show hosts are required to have one semester of experience before they are allowed to have any on-air guest and/or co-host. This requirement can be waived by the approval of the Broadcast Committee.
  - D. Shows with more than two on-air participants, including co-hosts or on-air guests, require approval by the Broadcast Committee.
- VII. On-air via phone/remote
- A. All on-air guests must read and sign the station on-air guest waiver prior to going on air (copies available in the lobby).
  - B. An email exchange for confirmation is sufficient for phone/remote guests.
  - C. Shows using phone/remote systems must have additional approval by the Broadcast Committee.
  - D. Shows using phone/remote systems must be trained by a member of the Broadcast Committee.

#### Section 12. Red Line Policy

- I. KURE shall maintain a telephone line for official station purposes, referred to and labeled as the 'Red Line'.
- II. This phone number is only used by KURE board members and the FCC.
- III. DJs are required to answer this line whenever it is called and must deal with any call to this line promptly and respectfully.
- IV. 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

- I. KURE operators are legally obligated to not be under the influence of any substances legally available or otherwise.
- II. 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.
- III. 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

- I. Any individuals on-air cannot use language deemed profane, indecent, or obscene. This includes but is not limited to:
  - A. Direct profanity (see Song Selection Guidelines).
  - B. Overtly lewd slang and derogatory euphemisms.
  - C. Threatening and hateful speech.
  - D. 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.
- II. Music and other pre-recorded content broadcast cannot contain language profane, indecent, or obscene. This includes, but is not limited to:
  - A. Direct profanity (See Song Selection Guidelines).
  - B. Overtly lewd slang and derogatory euphemisms.
  - C. Threatening or hateful speech.
  - D. 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.
  - E. Threatening and hateful speech
  - F. Simulating or recorded audio of lewd or violent acts.
- 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 three (3) minutes before and three (3) minutes after the hour's advance.
  - A. If content continues over into the next hour filled by automation the operator must make a station ID before switching over to automation.
  - B. 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:
  - A. Signing in before beginning the broadcast,
  - B. Using the operators full legal name,
  - C. Only signing in a single operator,
  - D. Signing in with blue or black ink,
  - E. Signing "Automation" for any period of automated broadcast,
  - F. Noting any times when transmitter power is lost or shut off,
  - G. Noting any times when there is a significant period of silence due to technical difficulties, and
  - H. Using accurate dates and times, these times cannot be falsified.

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

- I. Any individuals on-air shall not make false, defamatory, or malicious claims of any person, product, company, or organization.

- II. 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.
- III. Operators cannot make calls to action, advertise or endorse products or services, or use persuasive speech of any kind over the air.
  - A. Underwriting, event information, and public service announcements shall be written using neutral language.
  - B. Operators shall not deviate from the provided scripts.
- IV. No political endorsements shall be made on-air.

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

- I. KURE's music royalties and broadcast license allows for live FM broadcast and live real-time internet streaming.
- II. KURE programming broadcasts containing pre-recorded music cannot be recorded or distributed. Exempt from this policy is programming that contains less than thirty (30) seconds of a song, considered acceptable under Fair Use.
- III. KURE reserves the right to archive, delayed broadcast, and rebroadcast content produced by KURE members for the purpose of broadcast on KURE.
- IV. 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

- I. Music, interviews, and other pre-recorded content broadcast on KURE must be media owned by KURE members or from the station library.
- II. Music cannot be acquired from sources KURE does not have the rights to disseminate or sources that's broadcast violates terms of service. These include but are not limited to:
  - A. Youtube, and other video hosting websites,
  - B. Online streaming services such as Spotify, Apple Music, and Pandora,
  - C. Social media sites such as Facebook, Twitter, Soundcloud
  - D. Other media outlets' internet streams.
- III. KURE must abide by the requests of distribution companies and artists when playing media KURE has received before its general release date.
- IV. Without such consent, KURE members are not allowed to broadcast media before its general release date.

#### Section 18. Social Media Policy

- I. Only members of KURE who are approved by the Board of Directors may access and post on any of KURE's social media outlets.

- II. Members approved for access to KURE's social media shall not distribute the password or account information to any other individuals.
- III. 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.
- IV. 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.
- V. 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.

#### Section 19. Logo Use Policy

- I. Use of or reference to the KURE logo, name, or staff is strictly prohibited in any type of published or public media including but not limited to clothing, internet sites, blogs, or social media sites unless given explicit permission by the Board of Directors.

### ARTICLE VIII - FINANCES & FISCAL YEAR

#### Section 1. Finances

- I. 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 forty-eight (48) hours after collection. The Adviser to KURE must approve and sign each expenditure before payment.

#### Section 2. Fiscal Year

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

### ARTICLE IX - PARLIAMENTARY AUTHORITY

- I. 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

- I. 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

- I. 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

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

### ARTICLE XI - DISSOLUTION OF THE ORGANIZATION

#### Section 1. Dissolution

- I. 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.
- II. Ninety (90) days prior notice shall be required and this notice shall also be transmitted to the Iowa State University Student Government and the Student Activities Center.

#### Section 2. Final Liquidation

- I. 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 the Iowa State University Student Government or the Student Activities Center.



CERTIFICATION OF CONSTITUTION

- I. This constitution was revised by the Board of Directors of 88.5 KURE Ames Alternative at a duly called meeting on February 17th, 2020 with a quorum present as prescribed by the constitution.

*Raegan Nervig*

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General Manager

*Alexis Renderos*

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Assistant General Manager of Broadcast

*Andrea Thompson*

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Assistant General Manager of Publicity and Events