

KLPI 89.1 Constitution

Article I: Definition

Section 1: Name

This organization shall henceforth be known as KLPI.

Section 2: Purpose

This organization is established to create and maintain an interest in radio as a medium of communication. Its function shall be to provide a programming service primarily for Louisiana Tech University, including students, faculty, and employees, and secondarily for the remaining broadcasting area. In addition, participants involved in KLPI will obtain actual working experience in the operation of a radio station. KLPI will enforce and uphold the policies, rules, and regulations of the FCC and Louisiana Tech University.

Section 3: Locations

KLPI, as of ratification of this document, operates in Howard Hall on Louisiana Tech University's Campus. Within this location there are, at minimum, two separate rooms or areas. One being the "station," and the other being the "booth". The "station" is a place for member interaction as well as a place where items belonging to KLPI may be stored. The "booth" is a room or area where equipment that is needed in directly editing a live broadcast is kept for use.

Section 4: Membership

Membership in KLPI is open to any person enrolled at Louisiana Tech University without restriction to race, creed, orientation, sex, national origin, age, or disability. Membership in KLPI shall be comprised of three (3) groups: Trainee Members, Junior Members, and Senior Members.

Subsection A: Trainee Members

Trainee Members shall be Louisiana Tech University students who apply for membership. Each Trainee Member must complete one quarter of training under the Executive Staff Members. Training will include teaching the history of KLPI, operation of the booth and equipment, and rules and requirements that every KLPI member must follow to gain Junior and Senior Membership. A Trainee may not have voting privileges until passing all requirements and may not under any circumstances hold an Executive Staff position.

Subsection B: Junior Members

Junior Members shall be student members who have completed training to the satisfaction of the Personnel Director **and who have been voted in by a simple majority of Executive Staff.** Junior Members may hold Executive Staff positions in special circumstances, (as determined by the Executive Staff, and in such a case, the member in question immediately becomes a Senior Member). Junior Members also include Senior Members who have been demoted as the result of an official written warning. NOTE: This has nothing to do with current academic classification.

Subsection C: Senior Members

To become eligible for Senior Membership ranking, a member must complete at least one full quarter as a Junior Member and have not received any written warnings for violations of the rules or guidelines established by the Executive Staff and stated in the Constitution the previous quarter. Additionally, Senior Members are eligible for Executive Staff positions. NOTE: This has nothing to do with current academic classification.

Subsection D: Requirements

All standard members must be currently enrolled in classes at Louisiana Tech University. Members of KLPI must have read and signed a membership form agreeing to follow and abide by all rules and regulations of the FCC, Louisiana Tech University, and the KLPI Constitution. **All Trainee Members must have a signed membership agreement on file with the Personnel Director before beginning operation of the control board. Also, members must pass a competency exam prepared by the Personnel Director and approved by the General Manager before being granted Junior status. Additionally, all members must maintain a 2.0 quarterly GPA in order to remain on the air. Grades will be reported to the faculty advisor for verification.** Furthermore, Senior and Junior Members (excluding first-time Junior Members) must pass a quarterly competency exam prepared by the Personnel Director to remain on air.

Section 5: Alumni Members

Individuals, who were at one point a senior member that maintained good standing with KLPI and are no longer enrolled at Louisiana Tech University are known as “Alumni Members.” **This position does not extend to Junior Members or Trainee Members who are no longer enrolled.** Alumni members are not eligible for executive staff positions, nor are they allowed to vote on any official KLPI business. Alumni members are not allowed to assist in fulfilling the duty of any executive staff members unless through specific request by the respective executive staff member. This permission can be revoked at any time by any member of the executive staff. Alumni members are allowed within areas that are accessible to Junior Members. If an alumni member wishes to operate any equipment in the booth, a simple majority vote must be held among Executive Staff, determining the member’s permissions regarding booth equipment. An alumni member who has not passed this vote may be asked to leave and remain out of the booth by any junior member or senior member. NOTE: This position has nothing to do with the graduation status of the member.

Section 6: Format

Programming shall consist of music that represents the diversity of musical influences and tastes of the student body, as determined by the Program and Music Directors, through various methods, such as polling and surveys. This shall be done through Daily Programming and Specialty Programs. The format shall attempt to reflect all current musical interests.

Section 7: Daily Operations

Subsection A: Daily Programming

Daily Programming shall consist of musical genres that are popular and listened to by students at Louisiana Tech. Music for Daily Programming shall be obtained from record labels, promotion companies, independent labels, and from local musicians. An attempt shall be made to include as many genres and subgenres as possible, however restrictions can be made if a particular genre does not fit with other genres in rotation or is not favored by the majority of Louisiana Tech students. Popular genres not represented in Daily Rotation will be given priority for open spots available during specialty show format times. Popularity of genres will be determined by polls, student surveys, trade reports, and play testing of new material. Changes to Daily Format can be made at the request of the Program and/or Music Directors and approved by a two-thirds majority vote of the Executive Staff.

Subsection B: Request Daily Programming

While Daily Programming shall consist of music from the automated programming list as defined below by the Program and Music Directors, requests can be taken by DJs if the song does not violate community standards or FCC regulations and is from a genre or style that fits with Daily Programming.

Subsection C: Specialty Programming

The purpose of Specialty Programming is to give playtime to the music genres not included during Daily Programming. Priority for Specialty Shows will first be given to genres not included in Daily Format. Specialty Programs shall be given first to Legacy Shows (shows that have been active for 3 consecutive standard quarters), Senior Members, Junior Members, then to Auxiliary Staff members. A Specialty Program is in addition to the DJ's time spent during his or her Daily Show or staff hours.

Subsection D: Automated Programming

When DJs are not available for Daily or Specialty Shows, an automated music system shall be running. The programming shall consist of music currently in Daily Programming.

Subsection E: Training Program

Training Programs shall be set aside during Daily Programming for Trainees in order to get the Trainees accustomed to being a DJ. The Personnel Director shall be responsible for the training of all Trainees. Senior Members will be assigned by the Personnel Director to train each Trainee during Daily Programming. With authorization from the General Manager, the Personnel Director can assign a Trainee to a Junior Member.

Section 8: Quorum

During an assembly of General Staff, quorum shall consist of one-half of Senior Members plus one. For the purpose of Executive Staff business, quorum shall consist of 70% of Executive Staff.

Article II: Faculty Advisor & Officers

Section 1: Staff

Subsection A: General Staff

General Staff shall be the collective title for the members of KLPI who do not hold positions on either Executive Staff or Auxiliary Staff. Members of KLPI are not considered to be on General Staff until their training is completed. General Staff Members are required to attend General Staff meetings, and participate in at least one of the following staffs: Computer, Library, Music, News, Personnel, PR, Production, or Program.

Subsection B: Auxiliary Staff

Auxiliary Staff shall consist of those members who decide to invest their time in a staff in place of their DJ requirements. Auxiliary Staff members take part in the training process like all other members. **The Auxiliary Staff Member is required to devote an hour to assisting an Executive Staff Member in lieu of being on air.** It is the Personnel Director's duty to make sure the said hours are upheld. Auxiliary Staff is required to attend the weekly General Staff Meeting. Auxiliary Staff Members can only run for the Executive Staff position to which they have devoted their time.

Subsection C: Executive Staff

Executive Staff shall consist of those members who hold officer positions and have keys to the station as related to their duties. Executive Staff Members are held to the same requirements as General Staff, with the addition of being required to attend Executive Staff Meetings and hold a minimum of 5 office hours per week.

Section 2: Faculty Advisor

A Faculty Advisor shall be appointed by the Vice President of Student Affairs of Louisiana Tech University. The Faculty Advisor shall NOT exercise care, custody, and/or control over the funds of the organization; however, it is within the guidelines and purview of the Faculty Advisor to review, on a regular basis, any and all aspects of the banking procedures/guidelines/activities of the organization (including, but not limited to, canceled checks, bank statements, check books) in order for the organization to maintain its mission and purpose as an officially recognized organization on the campus of Louisiana Tech University.

Section 3: Officers

Subsection A: Definition

The officers of KLPI shall be responsible for the operation of the student radio station of Louisiana Tech University known as KLPI with the assigned frequency of 89.1 MHz.

Part 1: General Manager

The General Manager will act as a liaison between the University and the station in the absence of the Faculty Advisor. The General Manager cannot make permanent policy decisions but can make executive decisions, subject to review by the Executive Staff at the next regularly scheduled Executive Staff Meeting. The General Manager's executive authority includes suspension of any member's on-air privileges until that meeting occurs. The General Manager is responsible for making sure office hours are upheld by the Executive Staff and validating the timesheets of compensated members and submitting timesheets to the Faculty Advisor. The General Manager is responsible for obtaining and reviewing the grades of all members for the quarter, determining membership eligibility, and reporting it to the Faculty Advisor. The General Manager is also to be designated the Chief Operating Officer of KLPI and is responsible for the station's FCC compliance. The General Manager will act as a treasurer and manage KLPI's financial transactions. All expenditures must adhere to all state and university purchasing regulations. Expenditures/budgets must be approved by the Financial/Faculty Advisor. Furthermore, the General Manager will update membership and hazing training completion through University-designated procedures. During elections, the General Manager will act as an impartial party. The General Manager **works 20 hours per week** and reports to the Faculty Advisor.

Part 2: Program Director

Responsible for all programming aired on KLPI that includes Daily Programming, Specialty Programming, interviews, and talk shows. The Program Director is in charge of assigning shows. The Program Director is responsible for keeping the Automated Programming up to date with music from Daily Programming. Any change in format must be approved by the Executive Staff. When the internal duties of the Production, News, or Music Director conflicts with the duties of the Program Director, the Program Director is responsible for bringing the matter before the Executive Staff for resolution. The Program Director will review incoming media for profanity and format following reviews by the Music Director and Music Staff. The Program Director is responsible for pre-recorded programs and internally produced media such as promotional spots. The Program Director shall be the acting General Manager should he/she be unable to perform his/her required duties, with the approval of the Executive Staff and the Faculty Advisor. If not approved, then a suitable

replacement shall be chosen from the Executive Staff by majority vote of the Executive Staff and approved by the Faculty Advisor. The Program Director **works 15 hours per week** and reports to the General Manager.

Part 3: Personnel Director

Responsible for developing and administering a comprehensive training program for all new members of KLPI. The Personnel Director is responsible for the recruitment of Trainees. It is the Personnel Director's duty to keep a record of how many work hours the Trainees have completed and to maintain membership records for all members. The Personnel Director also maintains disciplinary records of the members. The Personnel Director will act as a liaison between Executive Staff and other KLPI members. The Personnel Director should be seen as a consultant for any Trainee problems regarding station operations and other personnel. The Personnel Director shall take attendance at General Staff meetings and bring persistent attendance infractions to the attention of the Executive Staff. The Personnel Director **works 15 hours per week** and reports to the General Manager.

Part 4: Production Director

The Production Director is responsible for the equipment in the station and sound/speaker equipment belonging to the station. The Production Director is also expected to understand the general operation of the station's equipment and perform corrective and preventive maintenance as required. The Production Director will screen all internally recorded media for quality control. The Production Director will manage the station's online broadcast. If a conflict between the Computer Director and Production Director develops, the Production Director should present it to the Executive Staff at the next regularly scheduled meeting. The Production Director reports to the Program Director on matters of recordings and to the General Manager on matters concerning equipment and **works 15 hours per week**.

Part 5: Music Director

Responsible for negotiating with record companies to receive new music and promotional items. The Music Director is responsible for rating and tracking all new recordings coming into the station, including reporting to the trade magazines and reporting websites as necessary. Likewise, it is the Music Director's job to screen all materials for obscenities and objectionable content. The Music Director is also responsible for the return of all albums checked out from the library for rating by DJs. The Music Director is responsible for reporting new music to the Program Director for pre-recorded and/or automated programs. The Music Director has the ability to appoint Specialty Music Directors with the approval of the Program Director. The Music Director reports to the Program Director and **works 20 hours per week**.

Part 6: Public Relations Director

Responsible for promoting the image of KLPI to the University and the community. The Public Relations Director will act as a liaison between concert and festival organizers and KLPI Executive Staff. The PR Director is also responsible for communicating with other on campus organizations and promoting KLPI events. The PR Director is responsible for managing all social media accounts for the station. The Public Relations Director reports to the General Manager and **works 15 hours per week.**

Part 7: News Director

Responsible for gathering and organizing all information, presenting announcements in a clear, concise, legible format. The News Director is responsible for all newscasts and campus information. The News Director is responsible for managing the news clipboard in the booth. The News Director will use recording software to create scheduled newscasts and will manage these files. The News Director reports to the Program Director and **works 5 hours per week.**

Part 8: Underwriting Director

Responsible for the underwriting program. The Underwriting Director is responsible for overseeing that all provisions of the underwriting agreement are adhered to. The Underwriting Director is also responsible for the negotiation of all advertisement spots. The Underwriting Director will provide add/remove deadlines to the Program Director with regards to advertisements. The Underwriting Director reports to the General Manager and reports to the Program Director on matters regarding advertisement spots and **works 5 hours per week.**

Part 9: Librarian

Responsible for the organization and cataloging of all music holdings that are contained in the music library. It is the duty of the Librarian to maintain an accurate, up to date, listing of all album holdings at the station. The manner of organization is primarily the decision of the Librarian; however, any major modifications must be made with Executive Staff approval. The Librarian reports to the Music Director and **works 5 hours per week.**

Part 10: Secretary

Shall take minutes at all KLPI General and Executive Staff Meetings. The Secretary shall also be responsible for the production of weekly newsletters for all members. The Secretary is responsible for checking and delivering mail to the appropriate General Members, Executive Staff, and Faculty regularly. The Secretary will also present all complaints from the Membership directed at any Officer at the next regularly scheduled Executive Staff Meeting. The Secretary shall also assist the General Manager in treasury and is responsible for knowing how much money is to be received by the station each quarter and for keeping records on how

much is spent. The Secretary will collect information regarding budget and expenditures and report this information to members during General Staff Meetings. The Secretary reports to the General Manager and **works 5 hours a week.**

Part 11: Computer Director

The Computer Director shall be responsible for the creation and maintenance of the KLPI website, KLPI databases, any other web-related technologies, and assist the Production Director when computer issues arise. The Computer Director shall screen all uploaded content for obscenities, KLPI-sensitive material, or any other material deemed to be objectionable. Said material shall be edited or removed as deemed necessary by the Computer Director. The Computer Director shall bring forth any web infractions to the Executive Staff during the next regularly scheduled Executive Staff meeting. Until that time, the Computer Director has the authority to revoke the offending DJ's web privileges. Restriction of permissions may be obtained by a 2/3 majority vote of the Executive Staff. The Computer Director is also responsible for editing the content and design of the website as necessary; however, any change that would cause a significant alteration in the functionality of the website and any other web-related technologies, such as adding or removing features or changing the overall framework of the website, must be approved by the General Manager and by a 2/3 majority vote of the Executive Staff. The Computer Director shall also report directly to the Production Director for any issues dealing with the integration of the computer systems at KLPI and to the General Manager on any matters concerning content issues. The Computer Director shall **work 10 hours per week.**

Part: 12: Student Worker(s)

Student Workers: Shall perform tasks as designated by the General Manager. The Faculty Advisor, with consultation with the General Manager of KLPI, shall have the authority, as the need arises, to secure student secretaries, to be paid minimum wage per hour worked, for the KLPI office.

Subsection B: Elections

The officers of KLPI shall be elected by a simple majority vote of a quorum of Senior Members and Junior Members with the approval of the Faculty Advisor. Upon election, an officer is subject to a probationary period of 30 days. If elections take place during the quarter, then the officer will not begin his/her probationary period until the start of the next school term when the complete Executive Staff is present. During the probationary period, the officer may be removed by a simple majority of the General Staff and two-thirds majority of the Executive Staff. A position need not be filled immediately and should not until a qualified applicant comes forth. An officer who has stepped down or has been removed from office cannot run for the same position without approval of the Executive Staff and the Faculty Advisor. Certain officers have election

requirements as defined below. If there should arise a situation where there are not two qualified candidates to run for a position, then with a $\frac{2}{3}$ majority vote of the Executive Staff and approval of the Faculty Advisor, the following guidelines of Parts 1-11 may be ignored. Nominations are to be opened one meeting prior to elections. All elections for every position will be held annually each Spring Quarter (with the exception of the General Manager, who may be elected in Winter Quarter) with the date to be determined by the Executive Staff and Faculty Advisor. Each officer shall be elected by a simple majority secret ballot vote. Election verifications shall occur as follows: results of all elections shall be verified by the members of the Executive Staff and the Faculty Advisor. If a simple majority is not attained on the first ballot, the top two candidates will take part in a run-off election. Complete results will be reported to the General Membership upon verification. Elected officials shall assume their positions at the annual installation banquet and shall serve one year unless asked to resign for reasonable cause. If an elected official vacates a position, KLPI may vote for a newly elected officer to fill the remaining time of service until the Spring elections are held. No election needs to take place within four weeks of the Spring elections.

Part 1: General Manager

The General Manager must have served a total of at least 1 comprehensive academic year in any Executive Staff positions.

Part 2: Program Director

The Program Director shall have attended at least 20 staff hours in Program Staff

Part 3: Personnel Director

The Personnel Director shall have attended at least a collective 35 Staff hours in any Staffs and have trained a trainee.

Part 4: Production Director

The Production Director requires a thorough understanding of the wiring and computer equipment at the station, as well as, attending 20 Staff hours in Production Staff. A candidate is deemed to be qualified by a two-thirds majority vote of the previous Executive Staff or a two-thirds majority vote of the current Executive Staff, depending on when the election occurs

Part 5: Music Director

The Music Director shall have attended at least a collective 20 Staff hours in Program and Music Staff

Part 6: Public Relations Director

The Public Relations Director must have a comprehensive system of uploading content to social media, as well as having attended at least 20 Staff hours in PR Staff.

Part 7: News Director

The News Director shall have attended at least a collective 20 Staff hours in News Staff and PR Staff.

Part 8: Underwriting Director

The Underwriting Director shall have attended at least a collective 20 Staff hours in PR Staff and Underwriting Staff.

Part 9: Librarian

The Librarian shall have attended at least 20 Staff hours in Library Staff.

Part 10: Secretary

This position requires the ability to take notes at both General and Executive Staff meetings and having the time to check the mail during the week. There are no hour requirements for Secretary, however the respective candidate must be a senior member.

Part 11: Computer Director

This position requires the ability to perform basic website troubleshooting, as well as knowledge in HTML, PHP, MySQL, or similar technologies. Responsibilities also include general IT. If there is not a qualified candidate present, the responsibilities of the Computer Director are delegated to the Production Director until a suitable candidate is found. A candidate is deemed to be qualified by a two-thirds majority vote of the previous Executive Staff or a two-thirds majority vote of the current Executive Staff, depending on when the election occurs.

Subsection C: Impeachment

At a regularly scheduled meeting, any member may request in writing that an officer be removed from his/her position. Discussion of the conduct of the officer is made and this request is automatically tabled until the next regularly scheduled meeting. A special meeting is automatically called if the next regular meeting is more than one week away. At the next meeting (or special meeting if necessary) more discussion of the conduct of the officer will be held and a vote of two-thirds of the Senior Members present is required to remove the officer provided a quorum is present. The position will be filled by special election at the next meeting.

Subsection D: Creation/Termination of a Position

The Executive Staff can create a necessary position by a two-thirds majority of the Executive Staff. This position should be added to the Constitution only after the position has been in existence at least a quarter as a trial period. A position can be removed by a two-thirds majority of Executive Staff if it is no longer deemed necessary. These modifications require approval of the Faculty Advisor. A removal does not take effect until the person currently in that position leaves for any reason.

Subsection E: Special Positions

The following positions in KLPI are required for various reasons and are appointed by the supervising staff member but do not receive an Executive Staff vote.

Part 1: Radio Representative

A radio representative is a member elected by two-thirds majority of executive staff that will attend other staff meetings such as those with the SGA, Union Board, and various others.

Part 2: Specialty Music Directors

The Specialty Music Directors are appointed by the Music Director with approval of the Program Director. They assist the Music Director in checking and reporting specialty music.

Part 3: Miscellaneous Staffs

Any Executive Staff Member may have a group of assistants.

Part 4: Summer Staff

The Summer General Staff shall be chosen by the General Manager, as well as, Executive Staff positions shall be appointed by the General Manager, but require the approval of the Faculty Advisor, in the event that a vital position be vacant during the summer quarter.

Subsection F: Authority and Conduct

All Executive Staff Members have the responsibility and authority to enforce any and all of the following: FCC regulations, university rules, and regulations governing student organization conduct, including but not limited to hazing, and rules set by KLPI. Additionally, all rules and guidelines as established by the Executive Staff of KLPI are within the bounds of the authority granted to all Executive Staff Members. The General Manager shall be the convening authority in all disciplinary cases within KLPI. In the case of disciplinary action involving the General Manager, the Faculty Advisor shall be the convening authority. All Executive Staff Members have the authority to issue verbal and written warnings. If a member receives two verbal warnings, for any offense, the next warning will be in the form of a written warning. If any member, with the exception of Executive Staff Members, receives three written warnings in a single academic year, said member is no longer in good standing with KLPI and the member's shows are immediately suspended. The member will be brought before the Executive Staff for review at their next scheduled meeting. It is during this time that the member can plead his or her case. Executive Staff will then decide by a simple majority vote on whether the member continues as a member or loses membership. Any member may be referred to the Department of Student Conduct and Academic Integrity for behavior inside or outside of KLPI, and an Executive Staff Member found Responsible for an alleged incident may be impeached. **If any member is found to have violated the station's Indecency/Obscenity**

policy as defined in the Member Handbook or has shown disregard for it to the satisfaction of an Executive Staff Member, said member is no longer in good standing with KLPI and is explicitly disallowed access to the booth area for a period of time until the next Executive Staff Meeting. Said member will be allowed, at the next Executive Staff Meeting, to plead their case. (In the event that a member is unable to attend the next executive staff meeting due to a scheduling conflict, the member is given up to, but not exceeding, two more chances to attend following executive staff meetings). If, by two-thirds vote of Executive Staff, the member is found to have willful disregard or negligence of the policy, the member will lose his or her membership and will thereafter be unwelcome and not allowed in the station of KLPI.

Part 1: Executive Staff

In the event that an Executive Staff Member receives **three written warnings** pertaining to Executive Staff job performance in a single academic year, the Executive Staff Member's shows are suspended, and the member is immediately brought before Executive Staff to plead his or her case. Executive Staff must then decide whether to remove the Executive Staff Member by a simple majority. An Executive Staff Member who has been voted for removal has one week to leave the position and nomination for the position will be held immediately at the next regularly scheduled General Staff Meeting. This does not apply to the General Manager, who can only be removed by impeachment.

Part 2: Alumni Members

In the event that an Alumni Member's conduct is called into question by the executive staff, a vote may be held at the next executive staff meeting. The member in question is not allowed to attend this meeting. This vote decides whether the member should be able to continue operation within KLPI. If the vote goes against the member, this effectively acts as a ban. This bars the member from being in locations that are exclusive to KLPI, a part of KLPI meetings, and chat boards as well.

Section 4: Meetings

Regular meetings shall be held at least weekly during regular academic quarters. The General Manager may also call special meetings at any time during the quarter. Date, time, and place shall be announced through postings, emails, and/or phone calls/texts by the General Manager at least 48 hours before the meeting. Robert's Rules of Order (found at robertsrules.org) shall guide KLPI and associated meetings. A meeting may be called by a petition of a simple majority of all Senior Members. KLPI Executive Staff Meetings shall be held separately from General Staff Meetings and will follow the guidelines as given above.

Subsection A: General Staff

Any General Staff Member who misses four meetings a quarter or three meetings in a row shall no longer be considered an active member and will

have their shows suspended for the remainder of the quarter and be placed on probation for the following quarter. If a member is placed on probation, they will be responsible for attending every scheduled meeting for one full quarter; however, if they fail to do so, their shows will be suspended, and membership will be revoked. Members may miss meetings if class scheduling conflicts with meeting times or if a member is scheduled for Daily Programming. Documentation must be presented to the Personnel Director and signed by the General Manager if the member is to be absent from a quarter of meetings due to class conflict. Program Director must provide documentation proving the member's scheduled Daily Programming. Said member will be excused and will not be held liable for missing any meetings. It is the responsibility of any member who misses a meeting to be informed of content missed and to notify the Personnel Director or General Manager the reason for absence, which will then be determined excused or unexcused. To remain in good standing, it is important a member notifies the **correct** Executive Staff Members about an absence, and more importantly, if the member has knowledge they are to miss a scheduled meeting, then said member is strongly recommended to notify in advance. Any other reasons not included above, for which permission is not given by Personnel Director or General Manager, may constitute a verbal warning.

Subsection B: Executive Staff

Executive Staff Members may only miss three General Staff Meetings but are otherwise treated as General Staff for missing meetings and may receive verbal warnings. **Executive Staff Members may only miss one Executive Staff Meeting each quarter and must have approval of the General Manager to miss future meetings.** Missing more than one Executive Staff Meeting may be cause for written warning.

Section 5: Compensation

Subsection A: Salary Positions

All Executive Staff shall be paid at an hourly minimum wage standardized by the U.S. Department of Labor.

Subsection B: Conditions of Employment

At least half-time enrollment at Louisiana Tech University is a requirement of all paid Executive Staff positions during the regular academic year. Summer employment requirements must meet university regulations for enrollment. A paid Executive Staff member must post at least 75% of their allotted hours and must be held within regular business hours from Monday to Friday. If an officer did not maintain regular business hours during the week, they may (with permission from the General Manager) make-up their missed hours on the weekend. **Any officer found submitting false work hours on their timesheet may have their sheet voided and may not be paid for the month.**

Article III: Hazing

Hazing, in any form, is strictly prohibited by Louisiana Tech University and will not be allowed by this organization or its individual members, and we will educate our members on the definitions of hazing, the possible consequences for committing hazing, the laws regarding hazing, and the negative effects of hazing. Any witnesses of hazing must immediately report the incident to the Faculty Advisor.

Subsection A: Definition of Hazing

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Some examples of hazing include but are not limited to the following acts:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Subsection B: Laws and Penalties for Hazing

Act No. 635 of the 2018 Regular Session of the Louisiana Legislature is an act to amend and reenact R.S. 17:1801 and to enact R.S. 14:40.8, to create the crime of criminal hazing.

Part 1: Criminal Hazing

It shall be unlawful for any person to commit an act of hazing. Any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both. If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based 2 on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of an organization that is a sanctioned or recognized member at the

time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to the following:

- (a) Payment of a fine of up to ten thousand dollars.
- (b) Forfeiture of any public funds received by the organization.
- (c) Forfeiture of all rights and privileges of being an organization that is organized and operating at the education institution for a specific period of time as determined by the court. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one quarter. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activities.

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

Part 2: KLPI and Hazing

KLPI will not tolerate hazing. Any member caught hazing will have their membership terminated immediately. The incident will also be reported to Tech Police and the Faculty Advisor by an Executive Staff Member as soon as they are made aware of the situation. If a member suspects a hazing incident, they have the responsibility to act. They are encouraged to report the incident to the Advisor and General Manager and report the incident to the Department of Student Activities. Additionally, reports of hazing can be submitted to the Student Conduct and Academic Integrity Office via the Incident Report form at <https://cm.maxient.com/reportingform.php?LouisianaTech>, in person in the Student Conduct office in Keeny 305, or by phone at 257-3396. Finally, hazing can be life threatening. If a member suspects that an act of hazing is creating an emergency, they are encouraged to contact Tech Police at 257-4018 or call 911.

Part 3: Hazing Training

All members will be required to complete the hazing training provided by the University. Upon completing the training, members will print out their certificate and submit them to the General Manager in a timely manner. The General Manager will then upload all certificates on Engage. If a member fails to complete the hazing training or turn in their certificate on time, they will have their shows suspended and they will not be recognized as an active member until the training

has been completed and the certificate has been submitted to the General Manager.

Article IV: Finances

KLPI will be financed by a quarterly University-assessed fee. From this money, KLPI will meet the operating expenses of the radio station. In addition, the Underwriting Program may supplement the income of KLPI by having outside sources sponsor part or all of KLPI's programming. An Executive Staff Member proposing the station purchase any material item above \$100 must present it to the Executive Staff for a $\frac{2}{3}$ majority vote to decide if the station needs the item. Should the vote pass, the member shall present the item and any comparison items for review. A discussion of the item's merits and a simple majority shall be required to move forward with purchasing the item. It is also understood that the organization's bank account cannot use Louisiana Tech's name, tax identification number, or logo in any form or fashion

Article V: Amendments

The Constitution of KLPI may be amended by a two-thirds majority vote by a quorum of Executive Members. Amendments are written and presented by Executive staff members. Executive staff members represent the members within their staff, thus are incentivized to propose amendments based on what fellow members want, NOT in one's self interest or self-preservation. The Constitution must be tabled for one meeting so that members can be given adequate notice to ensure their presence at the next meeting. Amendments or revisions may not go into effect until approved by the Louisiana Tech Student Organizations Committee. Additionally, all revisions require approval of the Faculty Advisor.