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I. Name and Purpose

A. Name

1. The name of this organization, as of March 2010, will no longer be the call letters WAQU with the identifier, The Squirrel. By a majority vote, this organization will be known now as AQ Sound.

B. Mission Statement

1. AQ Sound will provide student produced broadcasts through a web-casting service that provides relevant programming to the Aquinas College Community that includes music, campus events, sports, news, and club activities; and content that is reflective of the current culture of the majority and be inclusive of the minority of the student body at Aquinas college.
2. AQ Sound will not be a television broadcast service.

C. Format

1. As of March 2012 AQ Sounds format shall be an organized everything format. Each day of the week shall be assigned the following genres:
 - i. Monday: Classic Rock
 - ii. Tuesday: Indie Rock and Local Music
 - iii. Wednesday: Alternative Rock
 - iv. Thursday: Talk/News/Sports
 - v. Friday: Pop/ Top 40 music
 - vi. Saturday-Sunday: Contemporary Mix

II. Membership

A. Non-Discrimination Policy

1. AQ Sound will accept membership of the undergraduate, graduate, staff and faculty population of the Aquinas College student body.
2. AQ Sound will not close membership to any member of the undergraduate student body based on age, skin color, gender, handicapped status, height, marital status, national origin, political persuasion, religion, sexual orientation, veteran status, weight, or hair color.

B. Requirements

1. In order to join AQ Sound one must attend either the first meeting of the fall or spring semesters - OR - attend two consecutive meetings throughout the course of the semester.
2. In order to be a member of AQ Sound one must attend all meetings, as well as their schedule program, unless otherwise excused by the Station Manager or Program director.
3. AQ Sound members must be part of a sub-committee. Attendance is necessary unless excused by committee leader or Programming Director.
4. AQ Sound members are recommended, but not required, to take CN185 Introduction to Radio Production.
5. As of March of 2013 it is a requirement for all Executive Board members to take CN185 Introduction to Radio Production.
6. AQ Sound members are to uphold Aquinas College Student Code of Conduct, respect Aquinas College values and fully participate in all AQ Sound Activities.
7. AQ Sound members cannot produce obscene on-air content. Obscenity shall be defined as, according to United States law:

- i. An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
- ii. The material must depict or describe, in a patently offensive way, sexual conducts specifically defined by applicable law; and
- iii. The material, taken as whole, must lack serious literary, artistic, political, or scientific value.

C. Dismissal

- 1. If an AQ Sound member is found in violation of Section A or Section B the Station Manager, Programming Director and/or Advisor is permitted to take action up to and including issuing a reasonable amount of verbal and/or written warnings; and/or dismissal of membership. If a membership is dismissed because of violations of Section A or Section B, the member may reapply for membership the following semester.
 - i. Dismissal from AQ Sound for obscene on-air content is immediate termination of membership for the remainder of the academic school year. The individual may reapply for membership the following academic school year. However, any individual dismissed for obscene content will never be permitted to become an executive board member.
- 2. Suspension
 - i. AQ Sound Member may be suspended if found in producing indecent content. Suspension shall be determined by the Station Manger, Programming Director, and Advisor. Indecency shall be defined as:
 - a. Language or material that, in context, depicts or describes in terms patently offensive as measured by contemporary community standard; Aquinas College policies and standards; or contains sexual or excretory organs, or activities.

III. The Executive Board

A. Nominations

- 1. A nominee must be a member of AQ Sound for at least one semester.
 - i. A Station Manager nominee must have held an Executive Board position for at least one semester.
 - ii. It is recommended, but not required, that the Programming Director, Music Director, News and Sports Director, Technical Director, and Promotions Director to have spent at least one semester on the respective committees.
- 2. An Executive Board member cannot hold the same position for more than five semesters.
- 3. Nominations must be done in the meeting before March 1st.

B. Election of Executive Board Members

- 1. All positions are to be elected annually in a ballot vote by the general members of AQ Sound the first meeting after March 1st.
- 2. The new Executive Board will assume their responsibilities on April 1st. However, the remainder of the academic school year will be used as a transitional and training period between the two executive boards.

C. Executive Board Position and Responsibilities

- 1. Station Manager
 - i. The Station Manager will be recognized as the President of AQ Sound.

- ii. The Station Manger is to report to the Faculty Advisor.
- iii. The Station Manager will uphold this constitution to the highest degree possible within the interest of the AQ Sound.
- iv. The Station Manager will oversee all station operations.
- v. The Station Manager supervises station personnel and moderate all disputes within the organization.
- vi. The Station Manager will be responsible for working with the Technical Director for ensuring proper licensing is in place.
- vii. The Station Manager will review activities with each station officer at executive board meetings.
- viii. The Station Manager will oversee all committee meetings.
- ix. The Station Manager does hold voting power at executive meetings, but does not hold voting power in general membership meetings. The Station Manger can vote in general membership meetings if there is a tie.
- x. The Station Manager will work with the Student Senate Representative in the development for a budget each year.
- xi. The Station Manager’s responsibilities include, but are not limited to all the duties stated above.

2. Program Director

- i. The Programming Director will be recognized as the Vice President of AQ Sound.
- ii. The Programming Director is to report to the Station Manager.
- iii. The Programming Director is responsible for develop schedule of on-air programming for station each semester.
- iv. The Programming Director is responsible for on-air personality management, including but not limited to:
 - a. Scheduling;
 - b. Training; and
 - c. Disciplinary action.
- v. The Programming Director is responsible in creating off-air programming. This includes:
 - a. Organizing and conducting annual events;
 - b. Creating and organizing fund raising events;
 - c. Creating new programs, such as bringing a band to campus; and
 - d. Collaborate with other clubs to create new original programming.
- vi. The Programming Director is recommended, but not required, to participate in Aquinas College Programming Board.
- vii. The Programming Director is in charge of recruitment of members to the station. The Programming Director will work in conjunction with the Promotions Director to accomplish this goal.
- viii. The Programming Director is to work with the Student Senate Representative in the development of a budget for each year.
- ix. The Programming Director is to manage Programming Committee.
- x. The Programming Director’s responsibilities include, but are not limited to all the duties stated above.

3. Music Director
 - i. The Music Director is to report to the Station Manager.
 - ii. The Music Director is to create all automated playlist. These automated playlist should be updated at minimum once a week. The automated playlist must include, but are not limited to:
 - a. Station identification at the top of the hour and at minimum once every 10 minutes after that;
 - b. Club and Campus promotions;
 - c. News and Sports reports every 30 minutes; and
 - d. Appropriate music for that day.
 - iii. The Music Director is responsible to remain in contact and develop relationships with music labels.
 - iv. The Music Director is responsible for retrieving music for AQ Sound. This includes but is not limited to:
 - a. Retrieving Music directly from Music Labels;
 - b. Retrieving Music through donation; and
 - c. Purchasing Music for the Station.
 - v. The Music Director is responsible for reviewing all music for AQ Sound. All Music for AQ Sound must be reviewed before being uploaded to the station. This reviewing process includes, but is not limited to:
 - a. Inspecting that the content of a song is neither indecent nor obscene.
 - vi. Only the Music Director can upload music to AQ Sound Playlists.
 - vii. The Music Director is to work with the Student Senate Representative in the development of a budget for each year.
 - viii. The Music Director is to manage Music Committee.
 - ix. The Music Director's responsibilities include, but are not limited to all the duties stated above.
4. News and Sports Director
 - i. The News and Sports Director is to report to the Station Manager.
 - ii. The News and Sports Director is responsible for reporting daily the latest news and sports that is relevant to the Aquinas Community. This includes but is not limited to:
 - a. Aquinas College news and sports;
 - b. Grand Rapids news and sports updates;
 - c. Michigan news and sports updates;
 - d. National news and sports updates; and
 - e. International news and sports updates.
 - iii. The News and Sports Director is responsible for coverage of significant Aquinas News and Sports events.
 - iv. The News and Sports Director is responsible for orchestrating interviews that are relevant to News and Sports events within the Aquinas Community. This includes but is not limited to interviewing Aquinas's students, athletes, faculty, and coaches.
 - v. The News and Sports Director is to work with the Student Senate Representative in the development of a budget for each year.

- vi. The News and Sports Director is to manage the News and Sports committee.
 - vii. The News and Sports Director's responsibilities include, but are not limited to all the duties stated above.
5. Technical Director
- i. The Technical Director is to report to the Station Manager.
 - ii. The Technical Director is to work with the Station Manager to ensure AQ Sound is in compliance with licensing requirements.
 - iii. The Technical Director is to be the Liaison between AQ Sound and Aquinas's Information Technology Services (ITS).
 - iv. The Technical Director is responsible for maintaining the streaming server and keep AQ Sound within the requirements and limits put upon by ITS.
 - v. The Technical Director is responsible for the maintenance and ensuring that AQ Sound is current with the latest web-casting software.
 - vi. The technical Director is responsible to cooperate with ITS web content support specialist to maintain and update the website.
 - vii. The Technical Director is to work with the Programming Director in training all AQ Sound members in the proper use of AQ Sound's technology.
 - viii. The Technical Director is to work with the Student Senate Representative in the development of a budget for each year.
 - ix. The Technical Director is responsible for managing the Technical Committee.
 - x. The Technical Director's responsibilities include, but are not limited to all the duties stated above.
6. Promotions Director
- i. The Promotions Director is to report to the Station Manager.
 - ii. The Promotions Director is to create promotional opportunities for AQ Sound. This includes, but is not limited to:
 - a. placing advertisements around campus;
 - b. coordinating programs with the Programming Director.
 - iii. The Promotions Director is to work with the Student Senate representative to network with other clubs and organizations on campus to promote and organize advertisement services provided by AQ Sound.
 - iv. The Promotions Director is responsible for recording all AQ Sound promotional material for on-air purpose.
 - v. The Promotions Director is to work with the Student Senate Representative in the development of a budget for each year.
 - vi. The Promotions Director is to manage the Promotions Committee.
 - vii. The Promotions Director's responsibilities include, but are not limited to all the duties stated above.
7. Student Senate Representative
- i. The Senate Representative is to report to the Station Manager.
 - ii. The Senate Representative is to advocate in the interest of AQ Sound in Student Senate.

- iii. The Senate Representative is to attend Student Senate meetings and abide by their code of conduct and regulations.
- iv. The Senate Representative is to work with the Promotions Director and Programming Director in networking with other clubs to produce cross promotions and events.
- v. Senate Representative is in charge of managing all budgetary needs. This includes, but is not limited to:
 - a. Payment for all licenses;
 - b. Reimbursement for all recites; and
 - c. Organizing a budget for each school year.
- vi. The Senate Representative will work with all other Executive Board members and Advisor to develop a budget for each year.
- vii. The Senate Representative’s responsibilities include, but are not limited to all the duties stated above.

8. Secretary

- i. The Secretary reports to the Station Manager.
- ii. The Secretary is responsible for all revisions and modifications to the AQ Sound Constitution
- iii. The Secretary is to record minutes at general membership meetings and executive board meetings.
- iv. The Secretary will distribute general membership meetings minutes to all members of AQ Sound.
- v. The Secretary is to maintain a current AQ Sound member contact list which should be updated at least once a semester.
- vi. The Secretary is to maintain and update AQ Sound Events calendar.
- vii. The Secretary is to maintain and update AQ Sound Social networking websites on a regular basis.
- viii. The Secretary’s responsibilities include, but are not limited to all the duties stated above.

D. Impeachment of Executive Board Members.

- 1. If an Executive Board member fails in his/her duties as a general member of AQ Sound (Article II, Sections A,B) and/or fail in their duties as an Executive Board member of AQ Sound (Article II, Section C), then that Executive Board member (heron known as the Defendant) can be nominated for impeachment by any member of AQ Sound (hereon known as the Complainant).
- 2. Following the nomination, the Executive Board, the Advisor, the Complainant, and the Defendant will have a meeting to discuss whether the nomination for impeachment is valid. If the nomination is valid, the following general membership meeting will have a ballot election for the impeachment of the Defendant.
- 3. If the impeachment is successful, the Defendant's former Executive Board position will be vacated immediately. Nominations will then be accepted to fill the vacated position. The election for the vacated position will be held at the following general membership meeting.

IV. Advisor Responsibilities

A. Advisor's Responsibilities to Aquinas College

1. The Advisor to AQ Sound is familiar with college policies and regulations in accordance to AQ Sounds needs.
2. The Advisor needs to be aware of all off-campus travel and overnight travel participated by AQ Sound.
3. The Advisor is expected to attend all meetings for advisors held by the Campus Life Office and is to serve as an active liaison between AQ Sound and Campus Life.

B. Advisor Responsibilities to AQ Sound

1. The Advisor is to serve as a resource to AQ Sound.
2. The Advisor is to attend at minimum two Executive board meetings and two general membership meetings a semester.
3. The Advisor is encouraged to be present at all AQ Sound off-air programming. The Advisor must attend at minimum one off-air program per academic school year.
4. The Advisor is to encourage to assist AQ Sound in significant and annual programs.
5. The Advisor is to assist with the formulation and/or revision of the AQ Sound constitution and its bylaws.
6. The Advisor is to work with the Executive Board to create efficient and effective administration.
7. The Advisor is to assist orienting new officers to their positions and developing leadership skills of members.
8. The Advisor is to help in the handling any major problems or emergencies within the organization.
9. If the Advisor is to resign from his/her position, he/she should notify the organization and the Campus Life Office two week prior to resignation.
10. The Advisor is to notify Communication Department Chair of any Executive Board Member that wishes to gain credit as defined in CN 186 in the Communication Department Curriculum and decide if that particular Board Member meets either pass or fail criteria for the credit.

C. The Responsibility of the Executive Board to the Advisor

1. AQ Sound Executive Board is responsible for finding potential advisors. AQ Sound will request that the advisor sign the registration form and enter an initial letter of intent to serve as the advisor for the group, as dictated by Campus Life policy.
2. AQ Sound Executive board is to ask the advisor for his/her opinion and advice when difficulties arise within the organization.
3. An updated copy of the AQ Sound's constitution must be given to the advisor.

V. Sub-Committees

A. Sub-Committee Selection Process

1. AQ Sound members must take part in a sub- committee, unless excused by the Programming Director or committee leader (Article II, Section B, subsection 3).
2. AQ Sound Members will be divided into committees at the first general membership meeting of each semester.
3. AQ Sound Members are allowed to choose which committee to participate on, however if any one committee has more participants than necessary - OR - if

one committee lacks any participants, AQ Sound members may be asked to join committees that are in need of participants.

B. Programming Committee

1. The Programming Committee is run by the Programming Director.
2. The Programming Committee is to support the Programming Director in all of his/her duties.
3. The Programming Committee is to assist in organizing and executing all on and off-air programming. This includes but is not limited to:
 - i. Live broadcast;
 - ii. Booking bands for campus; and
 - iii. Hosting annual AQ Sound events.
4. The Programming Committee responsibilities include, but are not limited to all the duties stated above.

C. Music Committee

1. The Music Committee is run by the Music Director.
2. The Music Committee is to support the Music Director in all of his/her duties.
3. The Music Committee is to assist in finding music for AQ Sound.
4. The Music Committee is to assist in the review music before going on-air.
5. The Music Committee responsibilities include, but are not limited to all the duties stated above.

D. News and Sports Committee

1. The News and Sports Committee is run by the News and Sports Director.
2. The News and Sports Committee is to support the News and Sports Director in all his/her duties.
3. The News and Sports Committee is to assist in recording all daily News and Sports Coverage.
4. The News and Sports Committee is to assist in interview Aquinas's students, athletes, faculty, and coaches on News and Sports relevant to the Aquinas Community.
5. The News and Sports Committee responsibilities include, but are not limited to all the duties stated above.

E. Technical Committee

1. The Technical Committee is run by the Technical Director.
2. The Technical Committee is to support the Technical Director in all of his/her duties.
3. The Technical Committee will be trained in how to properly use and set up all the technical equipment, hardware, and software for AQ Sound.
4. The Technical Committee responsibilities include, but are not limited to all the duties stated above.

F. Promotions Committee

1. The Promotions Committee is run by the Promotions director.
2. The Promotions Committee is to support the Promotions Director in all of his/her Duties.
3. The Promotions Committee will assist in the creation of all promotional material. This includes but is not limited to:
 - i. Recording on-air promotions; and
 - ii. Creating flyer designs.

4. The Promotions Committee responsibilities include, but are not limited to all the duties stated above.

VI. Polices

A. Controversial Speaker and Topic Policy

1. A Controversial topic is any topic that would otherwise be considered indecent and not obscene by Article II, Section C, Clause 2. Example topics include but are not limited to criticisms of Catholicism, use of birth control and abortion.
2. If a program wants to discuss a controversial topic and/or host a speaker from within or outside the Aquinas Community to discuss a point of view or represent a topic that may be considered controversial, the program must follow Aquinas College approval process under the school's Controversial Speaker policy. This Process includes but is not limited to:
 - i. Writing a Proposal to the Station Manager, Programming Director, and Advisor of potential controversial speaker and/or discussed within a four week period and prior to any contractual agreements. The subject will be reviewed and potentially altered or cancelled without disruption. The proposal should include, but is not limited to:
 - a. Name of Show, host(s), and any guest that will be featured in discussion of this content;
 - b. What is the topic you would like to discuss?
 - c. What are your discussion points you would like to get across?
 - d. How will you cover the Catholic Perspective and/or opposing point of views of topic?
 - e. Any other Information that Aquinas College should know about the discussion of this controversial topic.
 - ii. The Station Manager, Programming Director, and Advisor will report the discussion request in writing to the Director of Student Affairs. The Director of Student Affairs may prohibit or authorize the discussion to be allowed on-air. The Director of Student Affairs may inquire further information on controversial discussion.
 - iii. The Director of Student Affairs will consult with a Provost and the Provost will then decide whether or not the discussion will go on-air. If the discussion then need further review, it will be done so by an ad hoc advisory committee. The decision of the ad hoc committee will stand unless the President of Aquinas College reverses the decision.
 - iv. It shall be the responsibility of the program's host along with the Station Manager and Programming Director to demonstrate to the ad hoc committee that the proposed discussion represents a unique educational benefit and is the best way to engage the intended audience on the relevant subject matter in keeping with the mission of Aquinas College.
3. Any member of AQ Sound who violates this process and continues on with discussion of controversial topic or host a controversial speaker will be found of producing Indecent content and shall be suspended under Article II, Section C, Clause 2.

B. General Speaker Policy

1. If a show's host wants to have a speaker from the Aquinas Community, He/she must give a one-week notification to the Programming Director, Station Manager, and Advisor.
2. All guest and speakers from outside the Aquinas Community must give a four-week notification prior to any contractual agreements so they can be reviewed by the Station Manager, Programming Director and Advisor, and potentially altered or cancelled without a disruption.
3. The notification for all speakers shall include, but is not limited to:
 - i. The name and Contact information of the show, its host, and its guest(s);
 - ii. What/who your guest represents (i.e. Company, group or philosophy);
 - iii. What topics will you discuss with your guest?
 - iv. Any other information that the Programming Director, Station Manager, and Advisor should know.

C. Equipment Policy

1. All on-air personalities are required to sign-in for their shift in a work log and check to see that all equipment is in the booth.
2. If equipment is missing, please contact the Technical Director and Station Manager. The Technical Director and Station Manager will then contact Campus Life.
3. If this notification does not take place, the last to sign in will be held responsible for missing equipment and will go through Aquinas College judicial process on charges of theft. If multiple parties fail to report through then all parties will be put through the Aquinas College judicial process.

VII. By-Law Changes Process

A. College Policy

1. Any by-law can be changed immediately without notice if Aquinas College mandates that a change must be made.

B. Changing the Constitution

1. Any Article, Section, clause, or Sub-clause that needs to be edited, added or removed shall go through the following process:
 - i. Any AQ Sound executive board member can propose a change to the AQ Sound constitution.
 - ii. All proposed changes must be approved by the Executive Board and Advisor before being submitted to all AQ Sound members for a vote.
 - iii. After Executive Board and the Advisor approve of the proposed changes, the changes will then be presented to all AQ Sound Members at the next AQ Sound meeting. The proposed changes will then be voted upon at the following AQ Sound general membership meeting. The proposed changes will be made available to all AQ Sound members between meetings.
 - iv. A majority (over 50%) of AQ Sound members must vote in approval of the proposed changes in order for them to pass and be included in the constitution.

C. Crisis Constitution Changes

1. An emergency constitution change can take place if AQ Sound is in jeopardy of losing standing or deteriorating as an organization. If the Station manager

declares a “Crisis Situation” to the Executive Board and they unanimously vote that the declared situation is a crisis.

2. Constitution changes must be completed before the Station manager declares that the station is in crisis to the executive board. If the station manager declares a crisis and receives permission from the Executive Board to make changes, but does not have the proposed changes completed, the Station Manager must wait until the next Executive Board meeting and receive a unanimous vote again to make constitution changes.
3. Once the Executive Board approves of all the changes, the final version of the revised constitution will be presented to all AQ Sound members to be voted on in the same matter as Article VII, Section B.

VIII. CN 186 Credit

- A. The Station manager, Programming Director, Sports and News Director, Music director, Promotional Director, Technical Director, Treasurer and secretary are all eligible to receive the CN 186 credit.
- B. The AQ Sound Student Senate representative does not receive credit for serving their executive board function because it can then be argued that every Student Senate representative in the college that serves the same function as the AQ Sound representative can then apply for the CN 186 credit.
- C. To avoid having someone going over 18 credits, the above credit must be applied for in a letter to the Communication’s Department Chair.
- D. The CN 186 credit is a pass or fail credit, as defined by Aquinas College’s Communication Department curriculum. Pass or fail credit is determined by the advisor.
- E. The CN 186 credit must be applied for by the second week of the semester.
- F. The CN 186 credit can only be obtained once.

IX. Amendments

- A. In retraction to Article II, Section B, Clause 5 only the Station manager is required to take CN185, Introduction to Radio Production for three credits.
- B. If an Executive Board member resigns, there is immediate need to fill that position, and there are two or fewer nominees, nominations and elections can occur during the same general membership meeting as the resignation.
- C. The Station Manger, Programming Director, Music Director, Technical Director, Promotions Director, Treasurer and Secretary are responsible to keep a written record of activities of AQ Sound to be placed in the AQ Sound Archive. The archive should include but is not limited to:
 1. Meeting Minutes
 2. Detailed descriptions and assessment of programs
- D. The Technical Director shall maintain a Technical Record which should include but is not limited to:
 1. How to set up the station booth
 2. How to set up remote broadcasting
 3. How to fix common technical issues
- E. The Promotions Director shall Maintain an Advertisement Record that shall include but is not limited to:
 1. All on-air advertisements as resources for the on-air talent
 2. Update these resources on a weekly basis

- F. The News and Sports Director shall maintain a News and Sports Record that shall include but is not limited to:
 - 1. All news and sports reports as resources for the on-air talent
 - 2. Update these resources on a weekly basis
- G. The position of Student Senate Representative (Article III, Section C, Clause 7) will be removed from the Executive Board.
 - 1. The responsibility of attending t and acting as the AQ Sound Representative at the Register Student Organization (RSO) meetings is shared between the Station Manager and Programming Director.
 - 2. The representative is to advocate in the interest of AQ Sound, attend all RSO meetings and abide by the RSO code of conduct and regulations.
- H. The position of Treasurer will be added to the Executive Board.
 - 1. The Treasurer is to report to the Station Manager.
 - 2. The Treasurer is to be in charge of managing all budgetary needs. This includes but is not limited to:
 - i. Payment for all licenses
 - ii. Reimbursement for all receipts
 - iii. Organizing a budget for each school year
 - 3. The Treasurer will work with all other Executive Board members and Faculty Advisor(s) to develop a budget for each year.
 - 4. The Treasurer's responsibilities include, but are not limited to all the duties stated above.