

Hofstra University
Internet Radio/Required Radio
Club Constitution

1) Club Name

- A. The name of this organization shall be Internet Required Radio
- B. The name of this organization shall be colloquially known as R.R.

2) Purpose

- A. This is a pre-professional club. The club goes into depth with Radio and Music Production. It is a club that explores the new online radio and podcasting platforms. We will learn, teach, and explore our audio production passions through this Internet Radio platform.
- B. This club doesn't just serve an educational purpose but allows you to build your resume, portfolio, gain experience, master your craft, and obtain advice from industry professionals. We are NOT a commercial radio station and we do NOT compete with WRHU, but the skills that students can gain from this program are skills that would otherwise be harder to obtain while only being involved with WRHU. We also hope to have our program grow into a place where students can obtain career-networking opportunities.

3) E-board Structure (Will make adjustments with what additional roles we need)

A. Director/ President

- a. President should understand the RR Internet Radio website and make sure everything runs properly
- b. Oversees every aspect of the Station and club
- c. Should have excessive knowledge on ProTools, audio equipment, and studio board.
- d. Should have mature networking skills and capability
- e. Make sure all members meet the deadlines for their shows.
- f. Be a model to all members, be responsible for mistakes if any. Also be helpful to the members; respond to any questions they have.

B. Assistant Director/ VP

- a. Make sure all deadlines are met.
- b. Record ALL information for the club.
- c. Be supportive to the President decisions.
- d. Make sure the President is not overwhelmed with responsibilities, while also working toward the same achievements.
- e. Incharge of Podcasts
- f. Helps oversee Content scheduling

C. Executive Assistant / Secretary

- a. Record ALL information for the club.

- b.** Appropriate time-management and scheduling skills.
- c.** Attendance recording (names, 700#, etc.) at events and shows, and maintaining the RR website schedule to make sure there are no scheduling errors (i.e. Radio Station Scheduling).
- d.** Responsible for any club-related emails to members.

D. Accounting/Treasure

- a.** In Charge of Fundraising, Budgets, and Sponsorship

E. Live Music Manager

- a.** Incharge of Coffee House show
- b.** Making sure Required Radio Live Events run smoothly
- c.** Make sure all Live event projects are Produced by deadlines
- d.** Reach out to venues and etc for VIP Media Credentials

F. News Director

- a.** Incharge of news from Pop culture and politics to Sports and National news.

G. Co-Music Production Managers

- a.** In charge of teaching music Programs (i.e. workshops)
- b.** In Charge of Studio Sessions
- c.** In Charge of obtaining Music Contacts
- d.** REQUIRED to have excessive knowledge on ProTools, audio equipment, and studio board. (Any other audio programs is encouraged but not required. (i.e. Logic))

H. Co-Media and Promotions Managers

- a.** In Charge of Social Media, Website Content, Posters, Facebook Live and Videography.

4) Election Rules

- A.** RR will have an Executive Board election at the end of each spring semester in accordance with SGA policy.
- B.** We will schedule a SGA rules committee to be present during our election using approved SGA election documents.
- C.** All members are encouraged to participate in voting.

5) Club Advisor

- A.** RR's faculty advisor is its founder, Professor Dennis Quinn. Professor Quinn has been in the radio industry for over five decades in New York City

radio. Now, he has seen a change in radio and is willing to work with the newer generations.

B. Professor Quinn created a clear guide and a strong foundation for us to start this club, which leaves plenty of room for our creative minds to develop in a professional environment.

6) Membership

A. The club is not limited to students in the School of Communication. All Hofstra students are welcome to join RR.

B. Students must provide information including 700# and academic year, in accordance with SGA policy.

C. Any student or nonstudent is welcome to participate as a guest if they are invited.

D. If members are using equipment from the School of Comm., make sure they understand the equipment and are using it in an appropriate way.

7) Meetings and Events

A. Workshops

a. Learn about what equipment to use, how to create “the most epic track”, how to work with musicians, live music set ups, and understanding the board.

b. Everyone writes out their ideas and then they are anonymously pitched to the group for raw feedback.

c. Learn how to create your portfolio on a digital platform and promote it to employers.

d. Past Required Radio students come back to talk about where they are in their careers and what role Required Radio has had in their lives. It will also give members the ability to network with these same individuals.

e. After creating all your projects, have someone outside of the club critique your work. (i.e. Industry Pros, Professors, etc.)

f. Possible field trip opportunities.

B. Meetings will be held once or twice a week; adjustments will be made to adapt to the Academic Calendar. In the future, there will be more categories and more genres for our shows. There will also possibly be a separate meeting every week for E-Board members.

C. From the beginning of the semester, we will schedule and arrange our shows and make sure all the responsibilities are clear for our members to assist in reaching their deadlines.

8) Terms and Conditions

A. DO NOT plagiarizes content.

B. When given feedback, DO NOT takes all comments to heart. We are here to make each other better.

- C.** DO NOT put people's idea pitches down. Every idea expressed could lead to success.
- D.** DO NOT PLAY with equipment, if you don't know what it does DON'T TOUCH IT.
- E.** During a live stream, DO NOT SAY "the seven dirty words"!!!
- F.** We will not tolerate disrespect towards Electoral board members, general members, faculty, and or guests.
- G.** We expect you to follow all University guidelines.
- H.** Failure to abide by these simple rules will have you permanently removed from the program, which can be noted for future opportunities like becoming a member of WRHU.