

Ripon College Student Senate

Agenda for Wednesday, April 20th 2016

- I. Call to Order
- II. Approval of Old Minutes
- III. Committee Reports
 - A. Secretary Raygo
 - B. Treasurer Carlson
 - C. Vice President Wilson
 - D. President Edquist
 - E. Dean Ogle
 - F. What's Up With Your Group?
 - G. One Fund Talk Back
 - H. Miscellaneous Committees
- IV. Old Business
 - A. Sociology Club Constitutional Revision
 - B. Student Senate Constitutional and Operating Rules Revisions
- V. New Business
 - A. DREAM Intent to Organize
 - B. Ducks Unlimited One Fund
 - C. Orientation Committee One Fund
 - D. WRPN Constitutional Revisions
 - E. L'Alliance Francophone (Francophone Alliance) One Fund Request
 - F. Cultural Diversity Club Constitutional Revisions
- VI. Announcements
- VII. Open Forum
- VIII. Adjournment

Ripon College Student Senate

Minutes for Wednesday April 13th, 2016

- I. Call to Order
 - A. 6:30PM
- II. Interested Freshman Representatives
 - A. Abby Jenks
 - B. Maddie Hantzsch
 - C. Motion Passes in the eyes of the Speaker
- III. Approval of Old Minutes
- IV. Committee Reports
 - A. Secretary Raygo
 1. No Report
 - B. Treasurer Carlson
 1. The One Fund is at \$35,660.00
 - C. Vice President Wilson
 1. Updated officer lists should be sent in as they happen.
 - D. President Edquist
 1. Need to start sending emails about minutes being sent out.
 2. Committee emails have started to come in.
 3. Wants to start committee to discuss possible changes of the MyRipon Portal
 - a) Anyone interested can email President Edquist
 4. Next week, Senators that will be missing next week's meeting need to find substitutions
 - E. Dean Ogle
 1. Will be leaving early to attend another meeting
 2. Melissa Bemus will be leaving the College as of May 2nd
 - a) College has listed a posting for the position
 - F. What's Up With Your Group?
 1. Love Your Melon
 - a) Did Candygrams that were very successful
 - b) Last week they nominated a new exec board
 - c) Will be attending Superhero day for a sick child
 2. WRPN

- a) Restructuring the organization
 - b) Has been very busy with events
- 3. EGOR
 - a) Worked on project to build Aquaponics tank, is on hold
 - b) Trying to build a green space downtown next to 314 Watson Street
 - (1) Has been approved by city pending Senate approval
 - c) Earth Week
 - (1) There will be a movie
 - (2) Discover Green Lake presentation on Thursday
 - (3) Friday there will be a guided Prairie Walk
 - (4) Saturday Contreebute - Planting trees by the Plant building
 - (5) Saturday Night - Pub Party
- 4. Society of Physics Students
 - a) Is building a rocket to compete next week
 - b) Is also working on a hoverboard
- 5. Ripon Live!
 - a) Springfest
 - (1) Have things lined up but can't announce
 - b) Wine About It Event on Saturday
 - c) Ripon Live Showcase on Saturday
 - (1) Prize winner will get to perform at Springfest and paid
- 6. Parallax
 - a) Distribution Party April 29th 6-8PM
- G. One Fund Talk Back
 - 1. None
- H. Student Activities Report
 - 1. The transportation deadline for the end of the semester is April 27th.
 - 2. As groups start to change leadership, please remember to send updated contacts to Melissa Bemus and indicate when the new leaders will start their roles.
 - 3. It is not too early to start turning in event forms for next year 2016-2017. Please encourage your groups to start turning those in.
- I. Miscellaneous Committees
- V. Old Business
 - A. None
- VI. New Business
 - A. International Relations Club One Fund

1. Motion to Table One Fund Request
 - a) Passed in the eye's of the Speaker
 2. There has been an accounting issue that needs to be looked into more.
- B. Sociology Club Constitutional Revision
1. Interested in changing name to "Students for Social Justice" to appeal to more students.
 2. Passed in the eye's of the Speaker
- C. WRPN One Fund
1. Want to purchase new speakers
 2. Next year they would be able to use the speakers at lots of events next year.
 3. The speakers were chosen based on quality of brand and the perceived quality of the speakers
 4. Passed in the eye's of the Speaker
- D. Blue Mountain Project One Fund
1. Introduction of the group to Senators
 - a) Want to help with the Back to School camp
 - b) Would include plane tickets and lodging
 - c) Methods of funding have included their budgeted amounts, GoFundMes, Fundraisers at Mugs and Culver's
 2. Ripon has worked with BMP for 10 years
 - a) Volunteer opportunities are important for students
 - b) Ripon College plays an important role in the community in Jamaica
 - c) Very rewarding opportunity
 - d) Open to all students
 3. Student volunteers have to fundraise to participate
 4. \$5,812 is total need of One Fund
 5. This summer they will work with a summer fun camp to prepare for the school year.
 6. Due to the cost of the One Fund, this will be a Ballot Vote
 - a)

Senator Freiermuth	Yes
Senator Peterson	Yes
Senator Hantzsch (Substituted)	Abstain

Senator Jenks	Abstain
Senator Enright	No
Senator Folivi	No
Senator Schultz	No
Senator Caelwaerts	Yes
Senator Clemmer	Yes
Senator Beger	Yes
Senator Perez	Yes
Senator Wozniczka	Yes
Senator Alvares	Yes
Senator Hogmire	Yes
Senator Valdez	Yes
Senator Zeman	Yes
Senator McDonald	Yes
Senator Stehlik	Yes

b) 13-3-2

c) Passes by Majority Vote

E. Senior Class Board One Fund

1. One Funding just for Timber Rattler's Game
2. Lamers gave \$50 off of bus
3. Chose Grassy Knoll tickets to reduce cost
4. Typically have 80 students attend
5. Passed in the eye's of the Speaker

F. Leadership Summit One Fund

1. June 8th-10th in DC
 - a) Issues of Debt, Diversity and other issues on campus
 - b) Represent Ripon College and bring back ideas
 - c) Looked into plane and driving
 - d) Will pay own taxi costs and pay any extra food expenses

2. Questions of why the President's Discretionary Fund
 - a) Has \$1000
 - b) Should be used for Senate, but not just President Edquist
 - (1) Could be used in many ways on campus
 - c) Through NCLC
 - d) Suggestions of things that could potentially brought back and President Edquist would be open to taking them and sessions he should attend
 - e) Comes out of this year's One Fund instead of next year's One Fund
 - f) Would purchase tickets immediately
 - g) Passed in the eye's of the Speaker
- G. Student Senate Constitutional and Operating Rules Revisions
 1. Would need to have elections again next year if we don't change rules
 2. Need to update to include clause issued by Student Judiciary Board
 - a) Motion to Amend the Clause as Written by J-Board
 - (1) "Student Senate of Ripon College must hold elections. After elections have occurred and if there are no candidates, meaning absolutely zero interest for a vacant senator spot, the executive board can appoint senators with written advice from their advisor."
 - (2) Passed
 - b) Should solve all issues in Constitution we are aware of
 3. Passed in the eye's of the Speaker
- H. EGOR One Fund
 1. Included visual of green space
 - a) Presented plan to city council
 - b) The area is dirty and dangerous currently
 - c) Approved by the city council
 - d) Want to improve downtown area and increase the quality of the area
 - e) Asking for \$5,000
 2. Asking local businesses and want to resources they already have
 - a) Are not allowed to build playground
 - b) Would be maintained by Stuart's Landscaping
 - c) Originally planned to excavate but will now plan to just use top soil
 - d) Would give money that was unused and would not be able to legally build with less due to approval
 3. Plan to even out ground, clean up glass and other debris
 4. Would raise ground 1 foot

5. Money would go mostly to lay topsoil, would have to consult with city engineer to excavate
6. Can't use volunteers for excavation for liability issues
7. \$2000 from Office of President, \$2500 from budget, the city is not paying anything but they will assume the maintenance costs
8. City is in debt and engaged in another Splash Pad park project
 - a) EGOR would be interested in helping, but the city is legally obligated to maintain park
9. Will start immediately
 - a) Would try to complete project before the end of the school year
10. Local business will lay topsoil
 - a) Volunteers will help with rest of the project
11. Will leave grassy area where playground would have been
12. Cost break down of the total \$10,000 cost besides the \$5,000 EGOR contributions
 - a) Bike rake, trellis, tables, topsoil
 - b) Rest of the money is allotted for unforeseen costs
13. Seen as good idea to extend into the downtown area
14. The City of Ripon will own space
15. Professor Wittler would be helping a lot to maintain the space and help the plants take to the soil.
16. EGOR would own everything on the lot and could move it if the land was sold at any point in the future
17. Due to cost of the One Fund, a Ballot Vote is required
 - a) Senator Freiermuth casted a ballot but left unexcused, Senators voted against allowing his vote
 - b)

Senator Peterson	No
Senator Hantzch (substituted)	Abstain
Senator Jenks	Abstain
Senator Hogmire	Yes
Senator Valdez	Yes
Senator Beger	Yes
Senator Folivi	Yes
Senator Clemmer	Yes
Senator Stehlik	Yes
Senator Schultz	Yes

Senator Alarez	Yes
Senator Caelwaerts	Yes
Senator Wozniczka	Yes
Senator Zeman	Yes
Senator McDonald	Yes
Senator Perez	Yes

- c) 13-1-2
- d) Passed by Majority Vote

- VII. Announcements
 - A. Murder Mystery is happening on Friday
- VIII. Open Forum
 - A. Happy at length of the meeting
 - B. Ballot votes should be written seriously
- IX. Adjournment
 - A. Adjourned at 7:26PM

DREAM Intent to Organize

11 April 2016

Ripon College Senators,

We are declaring our intent to organize the Disability Rights Education Activism Movement (DREAM) as a recognized student group operating on the campus of Ripon College. The purpose of DREAM includes the following items. First, it will provide a safe, supportive, and accepting environment for students of all levels of ability, disability, physical and mental illness, and/or physical and mental condition. Second, it will provide comprehensive and accessible education to Ripon College and the surrounding community with regards to definitions of disability, disability rights, and issues of ableism, with the broader purpose of combating ableism and intolerance. It will serve as a vehicle for activism on Ripon College campus and beyond, through educational programming, community outreach, collaborative activities with other organizations and any other events, specifically regarding issues of disability. It will lobby for greater accessibility and disability awareness within and throughout Ripon College campus and all its official activities and it will establish DREAM as an official organization at Ripon College. We will be organizing with Rachel Stanley (stanleyr@ripon.edu) as our president and Mary Unger (ungerm@ripon.edu) as our advisor.

Thank you for your time,

DREAM Officers:

Rachel Stanley

Rachel Steiner

Sebastian Cooper

Rachel Brand

Maddy Vega

DREAM Constitution

April 6, 2016

Article I: Name of the Organization

The name of this organization shall be the Disability Rights, Education, and Activism Movement (DREAM).

Article II: Purpose of the Organization

The purpose of DREAM shall be:

1. To provide a safe, supportive, and accepting environment for students of all levels of ability, disability, physical and mental illness, and/or physical and mental condition;
2. To provide comprehensive and accessible education to Ripon College and the surrounding community with regards to definitions of disability, disability rights, and issues of ableism, with the broader purpose of combating ableism and intolerance;
3. To serve as a vehicle for activism on Ripon College campus and beyond, through educational programming, community outreach, collaborative activities with other organizations and any other events, specifically regarding issues of disability;
4. To lobby for greater accessibility and disability awareness within and throughout Ripon College campus and all its official activities; and
5. To establish DREAM as an official organization at Ripon College.

Article III: Terms of Membership

Section 1. Membership in DREAM shall be available to all interested students, faculty members, and staff members of Ripon College. DREAM shall not withhold membership from or discriminate against members or potential members based on race, ethnicity, nationality, immigration status, age, class, gender identity, gender expression, sexual orientation, or disability or illness.

Section 2. Membership in DREAM shall be defined by participation in at least one general meeting of DREAM, online or offline. Attending an event sponsored by DREAM shall not constitute membership in and of itself.

Article IV: Programming and Education Responsibilities

Section 1. DREAM shall be responsible for the planning and implementation of a Disability Week during the month of November, which shall include at least two events. The Week and its events shall be announced on the Calendar of Events.

Section 2. DREAM shall be responsible for the planning and implementation of at least two events during the Spring semester. These events shall be announced on the Calendar of Events.

Article V: Advisor

The role of the advisor will be to be aware and supportive of the group's activities and facilitate communication with faculty and staff.

Article VI: Officers and Roles

Section 1. The Officers are: President, Vice President, Secretary, Treasurer, and Public Relations Chair. Officers constitute the executive board.

Section 2. Elections:

- A) All members are eligible for office in the organization.
- B) The President, Vice President, Secretary, Treasurer, and Public Relations Chair will be elected annually by all of the group members that are present at the election meeting. This election must be completed by the second week in April. This election will be announced at least one week prior to nominations. The announcement will take place in at least one meeting as well as any form of contact the group. is currently working under.
- C) Nominations for Officers will be taken from the floor at the meeting prior to the election meeting.
- D) The Vice President will act as chair for the election of officers and prepare ballots.
- E) After elections the current officers will help transition the newly elected officers.
- F) Officers shall assume their official duties upon closing of the school term and shall serve for a term of one year.

Section 3. If any position becomes vacant, vacancies shall be filled by a majority present following a similar nomination/election process to that outlined above.

Section 4. The President will:

- A) Oversee meetings.
- B) Prepare agendas for each meeting.
- C) Act as the formal contact for the group.
- D) Acts as a mediator between the organization and other entities on campus.
- E) Appoint a member to fulfill duties of vice president, secretary, treasurer, or public relations chair during meetings in the case of an absence at a meeting.
- F) Appoint members as chairs of committees as deemed necessary with collaboration with officers.

Section 5. The Vice President will:

- A) Perform the duties of the president in case of absence.
- B) Maintain correspondence and collect student activities mail.
- C) Chairs all officer elections..
- D) Assume duty of President if current president steps down or is no longer available.

- E) Attend What's Up With Your Group? and other required Student Senate meetings.

Section 6. The Secretary will:

- A) Maintain minutes of all meetings.
- B) Make the minutes accessible to all current members after each meeting.
- C) Make sure the meeting times and locations are included on the Calendar of Events.
- D) Organizing and foreseeing scheduled online meetings and ensuring that all active members are aware of online meetings.

Section 7. The Treasurer will:

- A) Be responsible for club finances.
- B) Create annual budget proposal in collaboration with the other officers.
- C) Review account printouts with President after costly events.
- D) Collects member dues if required.
- E) Help coordinate fundraising events with other members.

Section 8. The Public Relations Chair will:

- A) Be in charge of creating and distributing flyers.
- B) Be responsible for sending out campus-wide emails.
- C) Contact other campus groups when support is needed.
- D) Create and submit press releases before/after important events if deemed necessary by the officers.
- E) Help maintain any online pages or social media created for the group.

Article VII: Meetings

Offline meetings shall be held at least monthly and announced on the Calendar of Events. Online meetings shall be scheduled as desired.

Article VIII: Amendments

This constitution may be amended by majority vote of members present, with the amendments being noted in the group minutes prior to the vote. This constitution shall be ratified by the Ripon College Student Senate. The constitution shall be reviewed at least every two years and revised if deemed necessary. It shall be reviewed by the executive board, and made available to all members.

Ducks Unlimited One Fund

Dear Senate,

Ducks Unlimited, in coordination with YAF and Blaster Club, would like to host an evening at the Ripon Rifle and Pistol Club on Friday, April 29th. The event promotes safe handling and training on firearm usage. The event also teaches students about competitive shooting events such as cowboy, 3 gun, and trap. We will have certified instructors at every station guiding students step by step. The club will only charge us for ammo as they wish to encourage a large group of students to attend.

Shoot the Stress Away	
\$16.00	2 boxes of shotgun shells for each shooter - \$8.00 per box
\$7.00	1/2 box of 9mm per shooter - \$14 per box
\$4.00	1 box .22 rimfire per shooter
\$0	Ammo for cowboy (FREE)
\$0	Membership Fee (WAIVED normally \$25 per person)
\$0	Instructor Fee (WAIVED)
\$27	Per Person
\$675	Total for 25 people

Thank You,
Josh Schubring - Ducks Unlimited Chairperson
Benjamin Wozniczka - YAF President
Alex Mehr – Blaster Club

Orientation Committee One Fund

April 12, 2016

Members of the Student Senate:

On behalf of the 2016 Ripon College Orientation Committee, we would appreciate your consideration of the following One-Fund proposal:

REQUEST

The Orientation Committee seeks \$1,400 to fund the annual performance of the Milwaukee-based improvisational comedy troupe ComedySportz on Tuesday, August 23, 2016. The performance would be in the evening on the Harwood Union lawn or in Great Hall depending on the weather or other elements.

RATIONALE

The activity fee has supported this program for many years. The cost has stayed the same since at least 2004 thanks to the generosity of Comedy Sportz as well as their appreciation of our loyalty to their program. This event has truly become a tradition on campus for new and old students alike. The show will continue to be open to all students, faculty and staff.

The request covers the contracted fee charged by ComedySportz for their six-person show. The Orientation Committee will cover the cost of refreshments, meals for the performers and any other related expenses. In all promotional materials, we will identify the Student Senate as a co-sponsor of the program.

We appreciate your thoughtful consideration of this proposal, and we welcome your questions at the Student Senate meeting.

Sincerely,
2016 Orientation Committee Leadership Team
Brittany Mangin
Addie McCauley
Megan Ringo
Zach Schmidt

Constitution of WRPN FM at Ripon College

Article I-Name

Section 1. The name of this organization shall be WRPN **Ripon College Radio Station or simply WRPN. 90.1 FM.**

Section 2. The name of this organization shall not be changed without approval of the Federal Communications Commission and the Ripon College Student Senate.

Article II-Ownership & Oversight **Switch with Article III**

Section 1. *Licensing.* WRPN-FM is licensed to the Ripon College Board of Trustees.

Section 2. *Authorization.* WRPN-FM is authorized by the Federal Communications Commission in

Washington D.C. to broadcast on an assigned frequency of 90.1 megahertz on the FM

band, with an effective radiated power of 250 watts.

Section 3. **1.** *General.* WRPN-FM is managed and maintained by the students and friends of Ripon College.

2. The opinions and material presented by individual DJs are not necessarily those of the staff, management, or owners of WRPN **or Ripon College.**

Section 4.**3.** WRPN is ultimately responsible to the Ripon College Student Senate and Board of Trustees.

Article III-Purpose & Mission **Switch to Article II**

Section 1. WRPN-FM provides music, news, weather, sports, and community affairs **programming and commentary** to the students, faculty, and staff of Ripon College as well as **Ripon College Community** the surrounding communities of Brandon, Green Lake, Ripon, Rosendale, and Pickett.

Section 2. WRPN-FM is a non-profit radio station operated by students as an educational entity of Ripon College. It serves as an outlet for members of the college community to engage in radio broadcasting.

Article IV-Membership

Section 1. This organization, as an extension of the Ripon College community, is committed to the principles of equal rights and equal opportunity and adheres to the non-discriminatory policies within the organization without regard to gender, sexual orientation, race, color, religion, age, national or ethnic origin, or disability.

2. *Composition.* The membership of this organization shall consist of Ripon College students, Ripon College staff or faculty, and other approved members as determined by the Executive Staff, which may include residents of the WRPN-FM listening area.

a. A member of WRPN shall be defined as one from the group who attends one or more meetings in a semester

b. All members are voting members if they attend one meeting per month.

Section 2. *Selection of the air staff.* Candidates must submit an application for a show time. The Executive Staff chooses air staff members based on evidence of responsibility/maturity, format choice, scheduling availability, creativity, and voice quality.

3. **A General Member may, if interested, submit an application to the Executive Staff to become a member of the air-staff (DJ).**

a. The Executive Staff shall decide whether or not the perspective DJ is worthy based upon evidence of responsibility, maturity, creativity, choice of format and scheduling ability

b. Any DJ who is selected to the WRPN on-air staff must attend a training session conducted by the Executive Staff at the beginning of each semester. At any time, however, the General Manager may require a training session for any staff member.

c. All air staff members shall abide by all WRPN regulations and uphold the morale and reputation of WRPN and Ripon College at large.

d. The air-staff have the right to receive meeting minutes, but are not considered voting members until they attend a meeting.

e. In the case that an air-staff member wishes to run more than one show per week, it shall be up to the discretion of the executive staff to allow or deny their request.

Section 3. *Equal Opportunity.* This organization, as an extension of the Ripon College community,

is committed to the principles of equal rights and equal opportunity and adheres to the

non-discriminatory policies within the organization without regard to gender, sexual orientation, race, color, religion, age, national or ethnic Origin, or disability. **Moved to Section 1.**

Section 4. *Training.* Any DJ who is selected to the WRPN on-air staff must attend a training session conducted by the Executive Staff at the beginning of each semester. At any time, however, the General Manager may require a training session for any staff member.

Section 5. *Obligations of the air staff.* All air staff members must follow all WRPN and Federal Communications Commission regulations and uphold the morale of the station and Ripon College. These rules and regulations are set forth in the WRPN Training Manual which is located in the office and viewable upon request. The basic rules are set out in the DJ contracts all air staff are required to sign. The WRPN Executive Staff may change these rules and regulations at any time.

Article V-Officers & Management

Section 1. WRPN-FM is managed by a General Manager, a faculty advisor, an appointed Executive Staff of Ripon College students, and by the Director of Student Activities and Orientation.

Section 2. *Positions of the Executive Staff* In addition to the aforementioned titles, the WRPN-FM Executive Staff shall consist of a Program Director, Secretary, Music Director, **General Manager, Assistant General Manager, Engineer, Treasurer, and Public Relations Director.** News Director, and Sports Director, and Equipment Manager. Other positions shall be created and appointed, or dissolved, by the General Manager as needed upon the approval of a majority vote of the Executive Staff.

Section 3. **The Executive Staff will be selected in the spring semester through a nomination and voting process. All Executive Staff positions will be voted on by all eligible voting members present at the meeting.** *Selection of the General*

Manager. The General Manager(s) will be selected in the spring semester through an application and interview process. WRPN FM's faculty advisor the current Executive Staff, and the current General Manager will interview each candidate. If The current General Manager is a candidate of the position only the current Executive Staff and the faculty advisor-will be involved in the interview and selection process.

Section 4. *Selection of the Executive Staff.* The Executive Staff will be selected in the spring

semester through an application and interview process. A committee commissioned by the newly appointed General Manager which may or may not include the faculty advisor and the Director of Student Activities and Orientation will interview and select individuals for the Executive Staff.

Article VI-Duties

Section 1. *Executive Staff* The entire Executive Staff is responsible for maintaining the

station. **WRPN studio.** This includes ensuring that all proper paperwork is available for DJs (i.e

. log sheets) and that the station is in working order. The Executive Staff is also required to attend any scheduled meetings that are run by the General Manager (excepting special circumstances and pre-arranged/ excused absences). Finally, the Executive Staff is responsible for training all of the air staff each semester and for monitoring the programming of WRPN-FM. **They are also to hold all WPRN staff members accountable for abiding by the constitution.**

Section 2. **General Manager. The General Manager is Responsible for:**

a. The General Manager serves **Acting** as chief executive and decision maker of the station.

as well as the chief organizer of the Executive Staff. The General Manager is in charge of finances for WRPN-FM and is in charge of campus and community relations.

b. **Having a strong working knowledge of the ability of the rest of the WRPN staff as well as knowledge inner workings of the station**

c. **Being a public representative on campus and acting accordingly.**

Section 3. **Assistant General Manager. The Assistant General Manager is responsible for:**

a. **Working with the General Manager in delegating and ensuring tasks are accomplished in a timely manner.**

b. **Having understanding of WRPN policy and station function, as well as staff abilities.**

c. **Assistant General Manager will run meetings in the absence of the General Manager.**

4. **Program Director.** The Program Director is responsible for:

a. **Training the air staff and maintaining the DJ handbook**

- b. Compiling and distributing the WRPN-FM schedule each semester. The Program Director is also responsible for dealing with scheduling problems of the air staff as they occur. The program Director is the main monitor of the on-air performance of the DJs. The Program Director is also the event coordinator for all of WRPN-FM's events, including but not limited to BrainBowl, Radiothon and Springfest.
- c. **Monitoring broadcasts for obscenities and overall quality**
- d. **Maintaining a strong relationship between the air-staff and executive staff.**
- e. **Working with the Public Relations Director to ensure that the WRPN schedule is published.**

Section 4. 5. *Secretary.* **The Secretary is responsible for:**

- a. **Compiling agendas, taking attendance, Recording meeting minutes for WRPN's meetings.**
- b. **Organizing WRPN's paperwork and maintaining an organized office, which includes getting WRPN's physical mail from Student Activities and Orientation Office.**
- c. **Keeping record of meeting minutes and agendas in WRPN's digital database which includes running WRPN's email account.**

The Secretary is in charge of recording meeting minutes and making sure delegated tasks are accomplished. The Secretary is in charge of emails that do not fall under the jurisdiction of another Executive Staff member. The Secretary is the office manager and assists the General Manager in office work.

- 6. **Treasurer. The treasurer is responsible for:**
 - a. **Handling accounts and finances for WRPN, including annual subscription payments.**
 - b. **Attending budget hearings and generating monthly finance reports.**

7. **Music Director. The Music Director is responsible for:**

- a. The Music Director is the chief correspondent with the recording industry and is expected to upload the music the station receives. The Music Director is also the organizer of the music library and playlist as the General Manager or the Executive Staff sees fit. **Organizing WRPN's digital music library and updating the automation playlists.**
- b. **Maintaining associations with music licensing services (i.e. BMI, ASCAP), enforcing station rules for Air Staff, and the streaming service, and working with the Treasurer to make sure they get paid.**

c. Maintaining station logs and **making sure the air-staff log their songs**. The Music Director is also in charge of updating PSAs and keeping correspondence with bands whose music the station plays.

8. Engineer. The Engineer is responsible for:

a. Understanding the equipment in the station, which includes but is not limited to; soundboard, speakers, and DJ equipment. The Engineer should also have a knowledge of computer systems.

b. Maintaining organization of equipment and storage room.

c. Teaching WRPN staff to use and maintain equipment.

d. May also delegate to IT professional or professionals.

9. Public Relations Director. The Public Relations Director is responsible for:

a. Running Public Relations committee consisting of Social Media, Event Planning, Alumni Correspondence and other P.R. positions as needed.

b. Working with the Exec staff as well as any person or persons working with the Public Relations Director to ensure that all P.R. representatives are given the correct tasks and all P.R. events are scheduled and executed in a timely manner

10. The Executive Staff members of WRPN are given access to the studio, and WRPN Office at any time during Union hours. Executive Staff members also have the rights to preempt programming for college or community issues coverage without notice.

Section 6. *News Director.* The News Director is the chief news reporter for WRPN.

The News Director is in charge of maintaining news sources and judging what is newsworthy. The News Director oversees the news shows and selects news staff.

Section 7. *Sports Director.* The Sports Director is in charge of overseeing all sports broadcasting and sports shows, including selecting staff if need be. The Sports Director determines what sports to broadcast and helps the Equipment Manager maintain remote broadcasting equipment used to broadcast sporting events.

Section 8. *Equipment Manager.* The Equipment Manager is responsible for checking all equipment prior to start-up each semester to determine if the station is in working condition. The Equipment Manager is also in charge of maintaining remote broadcasting equipment and the recording studio.

- Section 9. *Social Media Director.* The Social Media Director is in charge of all online activity. The Social Media Director is responsible for updating information on any web pages/sites used by WRPN. The Social Media Director must also communicate with the Executive Staff to keep the community up to date on upcoming events.
- Section 10. *Executive Staff Rights.* The Executive Staff members of WRPN are given access to the studio, and WRPN Office at any time during Union hours. Executive Staff members also have the rights to preempt programming for college or community issues coverage without notice.
- Section 11. *Special Rights of the General Manager.* The General Manager is allowed clearance to the school vehicle pending approval by the Ripon College Business Office for WRPN purposes only. The General Manager also has the right to purchase items on the WRPN account for WRPN purchases only; These items must also be approved by 2/3 vote from Executive Staff before purchase.

Article VII-Meetings

- Section 1. **All meetings will be run by Robert's Rules of Order.**
General staff meetings. General staff meetings will be called as warranted by the Executive Staff.
- Section 2. *Executive Staff meetings.* The WRPN Executive Staff shall meet at the beginning of each semester. Other meetings will be announced as needed.
- Section 3. Meetings shall be called by the General Manager.
- a. *Staff Meetings:* Staff meetings will be called by the general manager as needed, but meetings must be called at least once every four weeks.
 - b. *Executive Staff meetings:* The WRPN Executive Staff shall meet at the beginning of each semester. Other meetings will be announced as needed.
- 2. The minimum number of members of this organization needed to conduct business shall be the half of the Executive Staff plus one, which does not include any pre-arranged absences/excused absences.**

Article VIII-Quorum Voting

- Section 1. The minimum number of members of this organization needed to conduct business shall be the Executive Staff minus any pre-arranged/ excused absences. **WRPN will abide by Robert's Rules for voting matters.**

Article IX-Removal from Office

Section 1. *Misconduct by the General Manager and Executive Staff* The Executive Staff and the General Manager may be subject to disciplinary action for committing any of the following forms of misconduct.

a.) Use of a school vehicle for personal purposes.

b.) Use of WRPN funds for personal purposes.

c.) Embezzlement of WRPN funds or recorded material.

Unapproved usage of resources and possessions of the station

c. d.) Use of WRPN name for purposes other than those of the station.

d. e.) Misuse of influence. This includes but is not limited to, threatening or abusing any DJ, and/or failing to comply with WRPN and FCC regulations as found in the WRPN Training Manual.

e. f.) Negligence of duties as outlined in Article VI.

f. g.) Any further actions deemed inappropriate or unlawful by the Exec Board is grounds for dismissal.

Section 2. *Disciplinary action of the General Manager.* The General Manager is subject to disciplinary action (including the possibility of dismissal) from the faculty advisor, Director of Student Activities and Orientation, and the Student Senate.

Section 3. *Disciplinary action of the Executive Staff.* Should any member of the Executive Staff commit any of the forms of misconduct found in Article 1, Section 1, parts "a-e", the General Manager will dismiss the staff member. If the misconduct committed is found in "f", the General Manager will discuss the matter with the staff member to establish dates by which the duties must be completed. If the work is not completed by the set date, the General Manager shall dismiss the Executive Staff Member from his/her duties.

2. The executive staff shall vote on discipline of all other staff members, including dismissal or the removal of key privileges.

Article X-Advisor

Section 1. WRPN-FM will have a Ripon College staff or faculty member as its primary advisor. The WRPN Staff considers the advisor an honorary member of WRPN.

Section 2. The role of the advisor shall be as a non-voting participant who mediates conflict among the Executive staff and remains a liaison between the station and the Director of Student Activities and Orientation. The advisor must also pre-approve events.

Section 3. If the current advisor is no longer able to fill this role, the Executive Staff and General Manager will contact faculty to take on this position.

Article XI-Funding

Section 1. This organization shall be funded through the student activity fee.

Section 2. The Ripon College Student Senate will determine the annual budget for this organization with input from the Executive Staff each spring.

Article XII-Constitution and Amendments

Section 1. The WRPN Constitution may be amended by a 2/3 vote by the Executive Staff. The entire Executive Staff must be present when an amendment is up for approval.

Section 2. The constitution shall be ratified by a consensus vote among the Executive Staff.

Section 3. This constitution and/or amendments or changes shall not become valid until a complete copy of the constitution with any amendments or changes has been submitted to the Student Senate, approved by the Senate and then filed with the Student Activities and Orientation Office.

Constitution ratified: (February 1961, June 1980, October 1994, January 2001, November 2011, October 2013)

L'Alliance Francophone (Francophone Alliance) One Fund Request

Dear Student Senate,

L'Alliance Francophone is requesting \$70 in order to take 9 students to the airing of *De battre mon coeur s'est arrêté* (*The Beat That My Heart Skipped*) at L'Alliance Française de Milwaukee. The event takes place on April 23, 2016 at 1:00 PM. This event will be the last official event of "La Mois De La Francophonie" (La Francophonie Month). Interested members of the Ripon community were invited, of which the first 9 were selected. The event itself and parking are free. Students will also be covering their own meals.

This event is a great first step for L'Alliance Francophone of Ripon to create a lasting relationship with L'Alliance Française de Milwaukee. Students on campus will also have the opportunity to meet other francophone-minded persons and continue the development of their French skills. Along with the encouragement of future collaborations, attending this event will continue our organization's mission of encouraging Francophones and Francophiles to "learn more about francophone culture, practice their French communication skills, participate in francophone events, and get involved with the Francophone community outside of Ripon College".

The breakdown of costs is as follows:

\$0.20/mile X 82.3 miles one-way = \$16.46

\$16.46/one-way = \$ 32.92 Roundtrip

5 persons/Car **\$65.84 for 2 cars**

=

We are requesting \$70 in order to account for possibly getting lost. All money not utilized will be returned to Student Senate.

I look forward to answering any questions and thank you for your consideration,

Marthe F.,
L'Alliance Francophone Acting President

Constitution of the Cultural Diversity Club

Article I - Name

The name of this organization shall be the Cultural Diversity Club.

Article II - Purpose

The purpose of the Cultural Diversity Club is to highlight the various cultures represented on the campus of Ripon College. This will be achieved through various activities including movies, trips, a fashion show, presentations about different countries, dances, sponsoring of speakers and musicians, study breaks, and other activities such as International Dinner.

Article III - Membership

- 1) The membership of this organization shall consist of all interested members of the student body, faculty, and staff of Ripon College.
- 2) This organization, as an extension of the Ripon College Community is committed to the principals of equal rights and equal opportunities and adheres to non-discriminatory policies in all opportunity without regard to gender, sexual orientation, race, color, religion, age, national or ethnic origin, or disability.
- 3) Members are those individuals who help organize and participate in at least two activities of the club (which can include meetings). **This will be confirmed through attendance sheets.**

Article IV - The Advisor(s)

- 1) The advisor(s) shall support the activities of the club and offer guidance when necessary to maintain smooth functioning of the club.
- 2) The advisor(s) shall abide by all guidelines in the Student Organization Handbook.

Article V - Officers and their respective duties

- 1) the officers of this organization shall consist of the following:
 - President: The President shall be in charge of all activities sponsored by Cultural Diversity Club **including** International Dinner, preside over meetings, and maintain a working relationship with the Student Activities and Orientation office. **The president also will write necessary emails/letters, including those to administrators, speakers, club members, and other colleges and universities.**
 - Vice President: **If Publicity chair position is not filled, vice president will assume those roles. The VP shall also get the mail from the Student Activities and Orientation Office on a weekly basis. In the absence of the President, the Secretary will perform the President's duties.**

- Treasurer: The Treasurer will be in charge of keeping records of the club's finances. The Treasurer will act as the intermediary between the club and the business office and shall be prepared to account for the club's spending at anytime the club, a Ripon College student, faculty, or staff member inquires. The Treasurer will also help the President prepare the proposed budget for the follow academic year. In absence of the President, the Treasurer will perform the President's duties.
- Secretary: The duties of the Secretary include taking minutes and **attendance at each executive and general meeting**. The minutes of the meeting shall be kept in the official binder of the club **which shall be kept in the mailbox in SAO**. In the absence of the President and **Vice President**, the Secretary will perform the President's duties.
- Publicity Chair: Publicity Chair shall be responsible for coordinating publicity for all club events. Publicity can include flyers, posters, all campus emails, press releases, etc.

2) The officers of the club will form the Executive Committee.

3) The Executive Committee shall meet **weekly**.

4) An Executive member shall not miss more than 3 executive meetings a semester. If it happens, they will be removed from the board.

5) In the spring, the President and the Treasurer will prepare a proposed budget for the upcoming academic year based on the past academic year's budget. This proposed budget and other information requested by Student Senate will be presented at the annual Budget Hearing.

Article VI - Elections

1) Elections will be held at the end of each academic year in April.

2) At the beginning of the next academic year, the President will call a general meeting; at which time any vacant positions will be nominated by the members. The following week the nominee will prepare a speech and then be voted into place by a majority vote.

3) All officers shall hold their office for the entire academic year.

4) If any positions become vacant, vacancies shall be filled by an interested party, as soon as possible.

Article VII - Meetings

1) Meetings of this club shall be determined by the Executive Committee .

2) Thereafter, meetings shall be called by the Executive Committee.

3) There should be at least two general meetings a month when possible.

Article IX - Quorum

For Executive meetings: The minimum number of members of this organization needed to conduct business is 4 executive members.

For general meetings: The minimum number of members of this organization needed to conduct business is one executive member and 3 other members.

Article X - Funding

The Cultural Diversity Club shall be funded through Student Senate, as petitioned by the President and the Treasurer.

Article XI - Constitution and Amendments

- 1) Before presenting any new amendments to the members, the Executive Committee should discuss the amendments with the advisor.
- 2) This Constitution and/or amendment shall not become valid until it is approved by Student Senate and a copy has been placed in the Student Activities Office, Ripon, Wisconsin.

Constitution Ratified: March, 2016