

**COOG Radio**

**University of Houston – Main Campus**

**Organizational Constitution**

*Effective: February 8<sup>th</sup>, 2012*

*Retroactive: August 1, 2011\**

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## **I. General Summary**

COOG Radio is a non-commercial, student-run online radio station belonging to, funded through, and under the authority of the University of Houston – Main. COOG Radio is broadcast online via COOGRadio.com. COOG Radio is non-profit, and does not broadcast commercials. Advertisements of products and/or services offered by for-profit organizations are prohibited. Promotion can only be executed in non-promotional terms.

- a. Format
  - i. COOG Radio aims to differentiate itself from traditional radio stations. It strives to provide a rich variety of content, music or otherwise, that cannot be found on other stations in the Houston area.
- b. Operating Policy
  - i. As a student-run radio station, COOG Radio is accountable to the University of Houston-Main and its students. Online broadcasting format gives the station almost no geographical broadcasting limitations for potential audiences. However, COOG Radio's priority and primary objective is to serve the University of Houston-Main, its student body, and the Houston community.
- c. Organizational Structure (*See Appendix 1*)

## **II. Station Access**

- a. UH Administration/Technicians
  - i. Unlimited access.
- b. COOG Radio Department Heads (*See Appendix 1*)
  - ii. Unlimited access.
- c. COOG Radio DJs/Staff
  - iii. Access limited to COOG Radio business only.

## **III. Staff Hiring & Termination Practices**

- a. All COOG Radio Staff (ALL DEPARTMENTS) must be actively enrolled students in good standing within the University of Houston – Main Campus or its satellite campuses, University of Houston – Sugar Land or University of Houston – Victoria.
- b. Any familial, romantic, or other external relationship between hirer and an applicant must be made known to all Department Heads prior to hiring.
- c. DJ Hiring & Termination
  - i. Hiring
    1. Application must be properly filled out and received within the allocated timeframe. "Properly filled out" can also refer to spelling or grammatical mistakes, as well as lack of professionalism.
    2. DJ hiring may (and is recommended to) require a face-to-face interview.
    3. As on-air content diversity is crucial for college radio, show concepts pitched by potential DJs will be subject to what content has already been chosen for station.
    4. DJs who can effectively demonstrate a passionate knowledge of and for music and radio are given preference.
    5. DJs that are willing and able to work with a flexible schedule are given preference.
    6. If a DJ's application is selected, they will be granted an interview with the Station, Music, and Operation Directors. Hiring can be determined by a 2:1 vote.

7. COOG Radio may hold onto some applications for a certain semester that were not selected for the duration of that semester, and may select from them if there is an unexpected shortage of DJs mid-semester.
8. Applicants who were not selected are free to apply again for the next semester.
9. Returning DJs and subs who have demonstrated initiative and the ability to be consistently responsible will be given preference.
10. At the composing of this version of the constitution, there is no set term limit for DJs [except graduation]. DJ term limits will be discussed and decided by all Department Heads on a case-by-case basis and justifiable to relevant UH Administration.

ii. Termination

1. DJs will be subject to a "3 strike" policy for minor to medium infractions; each strike is indelible and will remain on record for the academic career of the DJ regardless of "term(s)".
2. Extreme infractions will result in immediate termination.
3. Missing more than 2 shifts without giving proper notice 24 hours in advance and making a clear and reasonable effort to ensure their slot is filled is grounds for termination.
  - a. Notices should be given via an e-mail sent to [reschedule@coogradio.com](mailto:reschedule@coogradio.com).
4. Excessive, disruptive tardiness is grounds for termination.
5. Theft, destruction, or defacing of property belonging to COOG Radio, the University of Houston, or COOG Radio Staff is grounds for termination.
6. Lack of a cooperative attitude, including inciting internal conflict, PR issues (*See Appendix 2*), refusal to follow station rules (*See IV. Station Rules & Information*), general rudeness, and blatant disrespect are grounds for termination.
  - a. Any infraction/harassment of another by a DJ of a discriminatory nature (gender, age, racial, religious...etc.) will result in immediate termination.
7. Insubordination is grounds for termination.
8. Termination of DJs will be discussed by all Department Heads (Station, Music, Operations, and PR/Marketing Director and Webmaster), and can be decided by a majority vote of 3:5.
9. All relevant UH Administration and COOG Radio staff must be notified immediately of any termination.

d. General/Other Staff Hiring & Termination

i. Hiring

1. Hiring per department will be handled by the corresponding department head.
2. Hiring process will include a face-to-face interview.
3. Non-DJ Staff applicants must show a significant interest, ambition, and/or ability for the position they are applying for.
4. Number of members in a department must be justifiable to other department heads & relevant UH Administration.

ii. Termination

1. Termination per department will be handled by the corresponding department head.
2. Staff will be subject to a "3 strike" policy for minor to medium infractions; each strike is indelible and will remain on record for the academic career of the DJ regardless of "term(s)".
3. Extreme infractions will result in immediate termination.
4. Excessive, disruptive tardiness can result are grounds for termination.
5. Theft, destruction, or defacing of property belonging to COOG Radio, the University of Houston, or COOG Radio Staff is grounds for termination.
6. Lack of a cooperative attitude, including inciting internal conflict, PR issues (*See Appendix 2*), refusal to follow station rules, general rudeness, and blatant disrespect is grounds for termination.
  - a. Any infraction/harassment of another by a staff member of a discriminatory nature (gender, age, racial, religious...etc.) will result in immediate termination.
7. Insubordination is grounds for termination.
8. All relevant UH Administration and COOG Radio staff must be immediately notified of any termination.

**IV. Station Rules & Information**

a. Prohibited Items

- i. Food & drinks are prohibited in the station.
  1. Candy and gum fall under the definition of "food".
  2. Exceptions will be made only for medical reasons (i.e. diabetes); in these situations, it is the DJ's responsibility to inform their DJ Captain or one of the Department Heads of the relevant condition.
- ii. Alcohol is prohibited on the University's grounds and in the station. This includes unopened containers of alcohol. Failure to abide by this rule will result in immediate termination.
- iii. Smoking is prohibited in the station.
- iv. Unauthorized visitors are prohibited; all Department Heads must be notified and approve of all guests.

b. Robo

- i. Robo should be activated at the times set by relevant Department Heads.
- ii. Robo should be used to prevent dead air.

c. Events

- i. COOG Radio events will be initiated, planned, and executed by the PR/Marketing Director and the PR team.
- ii. Non-COOG Radio sanctioned events should identify themselves as such.

**V. Music**

a. Show Guidelines

- i. Shows must match what was presented to the Department Heads. Unexpected, unsanctioned or frequent deviation is grounds for termination.

b. Library

- i. Removal of media, both physical & digital, from the COOG Radio library for non-station (i.e. personal, commercial) use is prohibited. Such removal/use will be considered theft and result in immediate termination and may also lead to legal action.
- c. Live performances, Interviews, Remote Broadcasts
  - i. Live performances, interviews (pre-recorded & live), and remote broadcasts must be approved by all Department Heads.

#### **VI. Non-Musical Content**

- a. Show Guidelines
  - i. Shows must match what was presented to the Department Heads. Unexpected, unsanctioned or frequent deviation is grounds for termination.
- b. Live performances, Interviews, Remote Broadcasts
  - i. Live performances, interviews (pre-recorded & live), and remote broadcasts must be approved by all Department Heads.

#### **VII. Programming Restrictions**

- a. Obscenity, Indecency & Profanity
  - i. Obscene language, subject matter, descriptions, indecent references and profanity not becoming of the station's or University's image is prohibited.
- b. General Policy
  - i. Profane language in passing (not directed at any individual, group, or audience or spoken with malicious intent) or in music lyrics, poetry, media clips...etc. is prohibited before 5 p.m.

#### **VIII. Copyrights, Trademarks & Intellectual Property**

- a. COOG Radio Name, Logo & Designs
  - i. "COOG Radio", "coog", hand-gesture (thumb to ring finger "paw"), and all other related slogans and terms are the property of the University of Houston – Main; unauthorized use and/or reproduction is strictly prohibited and may result in legal action.
  - ii. The COOG Radio Logo (*See attached; Figure 1.1*) is the original work and design of Gloria P. Cheng and created expressly for COOG Radio. In exchange for permanent credit for the work and the agreement that the work in its entirety not be altered in any way, the artist gives the University of Houston – Main free use of the work for the station for the life of the station. Unauthorized use and/or reproduction by entities other than the University of Houston - Main is strictly prohibited and may result in legal action.
  - iii. COOG Radio designs including all marketing collateral (i.e. fliers, t-shirts) are the property of the University of Houston – Main; unauthorized use and/or reproduction is strictly prohibited and may result in legal action.
- b. Music, Media & Assorted Works
  - i. Licensed
    - 1. Licensed music, media & assorted works given to the station for broadcast/publication will remain the property of the license holder and only be used accordant to the terms agreed upon by the owner and/or license holder.
  - ii. Non-licensed

1. Non-licensed music, media & assorted works given to the station for broadcast/publication will become the property of COOG Radio and may be used in subsequent, non-profit, station-related works. Original artist(s) will be credited, but may not be informed. Artists should be informed via CoogRadio.com or in person when possible, and should sign the COOG Radio Intellectual Property Waiver prior to providing material to the station. (*See Appendix 3*).
- c. Shows
- i. All shows broadcast on COOG Radio are the exclusive property of the station and the University of Houston – Main. Unauthorized recording, re-broadcasting, or other third-party use (i.e. podcasts) are strictly prohibited and may result in legal action.

**\*Footnote & Disclaimer:**

*This constitution and all rules laid out herein is retroactive to the date of August 1, 2011. All COOG Radio staff that joins the organization after this date are subject to and expected to abide by this constitution.*

*Certain items in this document are subject to change; COOG Radio Department Heads and the University of Houston - Main reserves the right to update and revise items in this document as needed. Amendments by COOG Radio Department Heads must pass with a 3:5 vote and be justifiable to relevant UH Administration.*

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This, the first Constitution of the University of Houston's COOG Radio, was collaboratively created and its contents agreed upon by its premier Department Heads, here undersigned:

_____	_____
Conner Clifton, Station Director	Date

_____	_____
Sofia Straus, Operations Director	Date

_____	_____
Josue Garcia, Music Director	Date

_____	_____
Gloria Cheng, PR/Marketing Director	Date
<i>Constitution Scribe</i>	

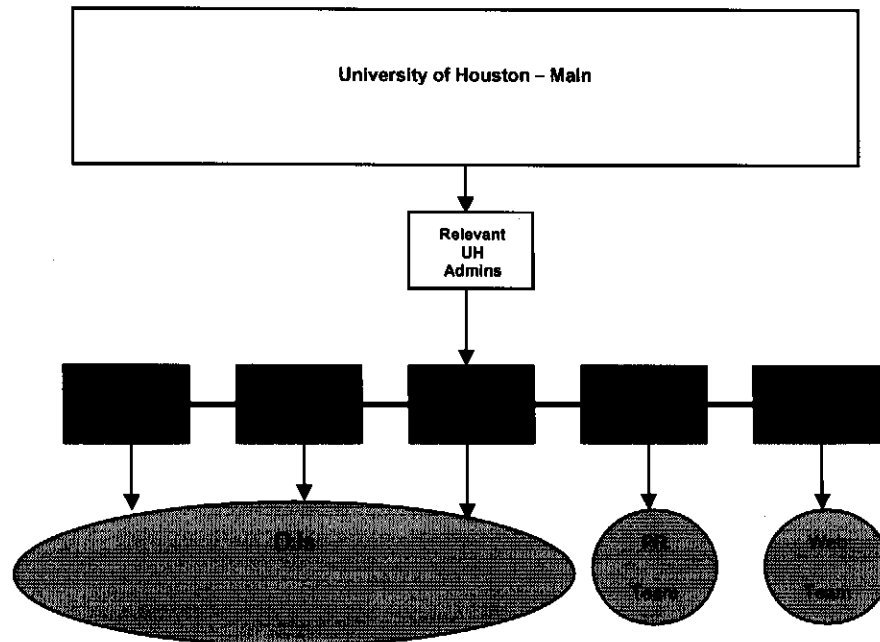
_____	_____
Alex Jimenez, Webmaster	Date

## Appendix 1: Department & Staff Positions

### COOG Radio Department Heads:

- Station Director (SD)  
Handles communication with UH Administration; first representative of the station. Also serves DJ Captain function.
- Operations Director (OD)  
Handles scheduling, logistics, and some administrative duties. Also serves DJ Captain function.
- Music Director (MD)  
Handles all music, music library, and manages DJs. Also serves DJ Captain function.
- PR/Marketing Director (PRD)  
Handles all non-music third-party incoming and outgoing communication/collateral. Manages all web content (website, Facebook, Twitter). Coordinates events.
- Webmaster (WM)  
Handles all IT, web, and internal e-mail; coordinates with UH IT.

1. All Department Heads commit to a 2-semester term.
2. Department Heads (premier DH's excluded) are nominated/elected to their position from within COOG Radio by the members of the group. Candidate must be an existing member in good standing (no strikes) and have been with the station a minimum of 1 semester. Candidate must be justifiable to relevant UH Administration.
3. Department Heads can be removed at any time by relevant UH Administration for failure to complete duties, to follow station rules (*See IV. Station Rules & Information*), or if he/she poses a threat to the University of Houston – Main or COOG Radio's image or reputation.
4. If a Department Head is unable to attend a vote, he/she may send his/her vote via e-mail prior to the corresponding meeting or request that the vote be delayed if time allows.
5. New positions with a support/assistant purpose can be created when necessary via a vote between the Department Heads; this can be decided by a 3:5 majority vote; new Department Head and/or support positions must be justifiable to relevant UH Administration.





**Coming Soon**

### Appendix 3: COOG Radio Intellectual Property Acknowledgment & Waiver

I, \_\_\_\_\_, the undersigned, attest that the material I am choosing to submit to the University of Houston's COOG Radio, is either original work by myself or legally obtained and legally given. I understand that if the submitted material does not fit the above description, I alone will be held responsible should legal issues arise.

I have read/been informed of the Intellectual Property policies of the University of Houston's COOG Radio, and understand that with my signature, I agree to the terms set forth in the COOG Radio Constitution (*See VIII. Copyrights, Trademarks & Intellectual Property*).

Description of Submission:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

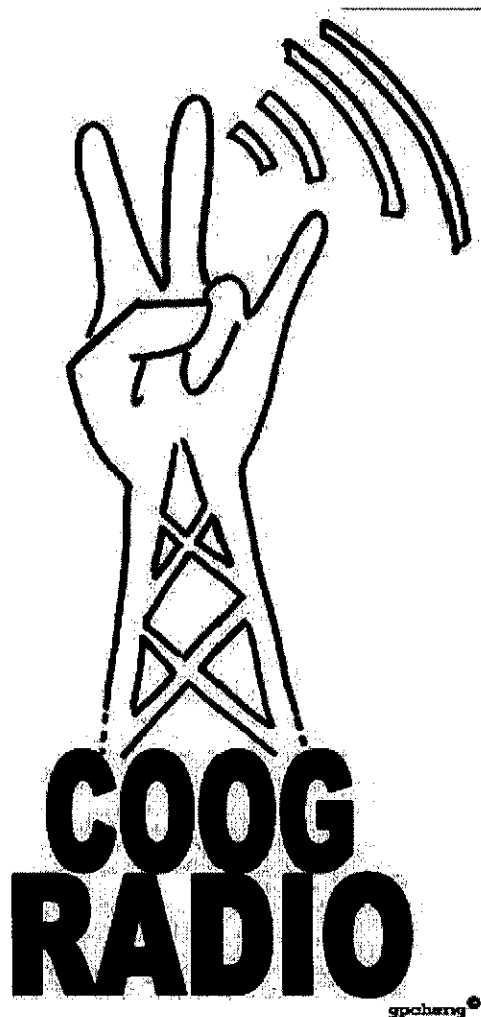
\_\_\_\_\_  
Date

-----COOG Radio Departmental Use Only-----

\_\_\_\_\_  
Submission Received By

\_\_\_\_\_  
Date

Figure 1.1 – COOG Radio Logo (See VIII. Copyrights, Trademarks & Intellectual Property, Section a, Subsection ii.)



\*Text "COOG RADIO" is red.