

# Constitution and By-Laws

## 90.5 WVBU

*(updated October, 2005)*

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### **PART TWO: By-Laws**

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## I. STUDIOS

### A. Substance Policy

There is to be NO smoking, illegal substances, or alcoholic beverages on WVBU premises at any time. The presence and/or use of alcohol or drugs at WVBU is strictly prohibited and will not be tolerated. Violation of this rule will result in disciplinary action from not only WVBU, but also from the Office of Public Safety and/or the administration of Bucknell University at the discretion of the Board of Directors. Members of the Board of Directors shall have the authority and obligation to remove all persons who violate this rule from the premises. Furthermore, anyone under the influence of alcohol or illegal drugs beyond the capacity to handle a show in a professional or ethical manner shall be removed, as per the instructions above, and face disciplinary action from the Board of Directors.

### B. Cleanliness

The studio is to be kept clean at all times. This includes: glass, aluminum, and paper properly recycled, records and CD's put away in their proper place, garbage thrown out, and all logs neatly and properly filled-out.

### C. Maintenance

Any damaged or malfunctioning equipment must be immediately reported to the Chief Engineer. No one is to participate in a console engineering, programming or announcing position without the approval of the Director of DJ Training and the Program Director. No persons except those authorized by the Chief Engineer shall attempt to correct malfunctions in the equipment.

## II. PRODUCTION

1. No one shall use the production equipment, including the production studio, without the approval of the Production manager.
2. DJ's in training must first be instructed how to use the equipment in the production studio by the Director of DJ Training, before they may use the production studio. After receiving that instruction, they will be considered WVBU-trained-DJ's, but not WVBU DJ's, which they will become after fulfilling all of WVBU's on-air requirements.
3. A weekly schedule will be posted on the production studio door by the Program Director. Licensed DJ's, as well as DJ's in training, must sign up for use of the production studio. Anyone on the Board of Directors reserves the right to "bump" anyone who has signed up, if the production studio is needed for station business.
4. The production studio and its respective equipment are for use by WVBU-trained DJ's only and may not be used by non-WVBU-trained DJ's without the express written consent of the WVBU Station Manager. (e.g. A DJ may not bring non-WVBU-trained DJ's to use the production studio while the DJ is doing their show.)

### III. OFFICE

#### A. Supplies

All WVBU office supplies are to be used exclusively for station business by WVBU DJ's only.

#### B. Keys

Only Board Members may hold keys to any WVBU office and studios.

#### C. Admittance

Non-Board Members are not permitted in any WVBU office unless accompanied by a board member.

## IV. SHOWS

### A. Eligibility

Everyone who plans to broadcast must be cleared by the Director of DJ Training and then the WVBU Board.

### B. Responsibility

1. A DJ is responsible for all shows selected by that DJ.
2. A DJ is solely responsible for finding a replacement if that DJ is unable to do a show they either selected or agreed to serve as a replacement for. Only WVBU DJ's in good standing may be used as replacements.
3. If a DJ is unable to attend their show, that DJ must notify the Program Director at least 24 hours prior to the scheduled show\*. If the Program Director is unavailable, the DJ must then notify the Station Manager. The Program Director and/or Station Manager shall then arrange for automation programming to be scheduled.

\*Except in the event of an emergency, which shall be determined by both the Station Manager and Program Director, contacting either of the above officers within 24 hours of the scheduled show shall result in that DJ automatically dropping 3 spots on the seniority list. If a DJ has committed 3 such violations of not contacting with advance notice, with the next such violation that DJ shall then forfeit their show for the remainder of the semester and automatically drop to the bottom of the seniority list. Failure to notify either the Program Director or Station Manager before missing a regularly scheduled show shall be considered "bagging" a show altogether.

### C. Air Rules

1. All DJ's must be at the station at least 15 minutes prior to the start of their scheduled show.
2. One tardy for a broadcast shall result in suspension from the air. All suspensions will be carried out at the discretion of the Program Director.
3. Permission must be obtained from the Program Director to alter regularly scheduled broadcasting hours.
4. There are to be no more than six persons in either studio at any given time, including the DJ on duty. Exceptions may be made only with permission from the WVBU Board of Directors.
5. The last person to leave the station is additionally responsible for starting the automation -programming, turning off the lights, closing all doors, and locking the main door.
6. The transmitter log must be signed, with the time recorded, whenever the transmitter is turned on or off by the DJ who does so. This is an FCC requirement.
7. The program log must be signed at the exact time when a DJ begins their show, and at the exact time when a DJ ends their show. (i.e. Logs may not be pre- signed)
8. The music log must accurately record all songs played, with legal station ID's, PSA's, playlist, and listener request selections denoted as appropriate. The order in which the songs were played is also to be recorded accurately.
9. All records, tapes, and CD's must be returned to their proper locations. Unauthorized removal of recordings from the station premises is prohibited. Disciplinary action for these offenses is at the discretion of the Music Director and/or Station Manager.
10. All extraneous material (e.g. beverages, food) must be kept off of and far from all equipment at all times.
11. Non-WVBU-trained DJ's are strictly prohibited from operating either studio, or its respective equipment, under any circumstances.
12. The console is never to be left unattended by the scheduled DJ.
  - a. Non-licensed people may not run the board.
  - b. Licensed DJ's who have not been cleared by the Director of DJ Training may not

run the board.

c. An exception may be made in the event of an emergency. (e.g. a fire alarm) If the DJ is able to return shortly, that DJ may play a non-indecent CD on 'continue'. If the DJ is unsure when return will be possible, that DJ is to begin automation programming and must immediately notify the Program Director.

#### D. Harassment

1. If a DJ receives a harassing and/or threatening phone call, that DJ is to regard the phone call as a serious threat. That DJ shall then immediately lock the station door and not open the door for any reason. That DJ is to immediately notify the Station Manager and Public Safety, who will then unlock the door when they arrive. That DJ should also note the exact time of the call.

2. Whenever a personal opinion is stated, the DJ must state that the views expressed by that DJ are not those of WVBU, its Board of Directors, or Bucknell University.

3. Verbal degradation on the air of WVBU, its policies, or its Board of Directors will not be tolerated, as it serves no useful purpose. The Board of Directors volunteers its time and receives no compensation, so any of the above on-air infractions are subject to punitive actions as seen fit by the WVBU Board of Directors. Any and all complaints or criticisms are to be voiced to the Board of Directors and/or the faculty advisor for WVBU.

### V. GENERAL

Refer to Section VI of this document for discipline action to be taken in the result of infractions for the following policies.

#### A. Morality

1. WVBU, in conjunction with F.C.C. policy, has a strict rules governing against the use of obscenities on the air (by the DJ's themselves and the music they play). The DJ may NEVER use obscene or indecent language at ANY TIME. WVBU, in

conjunction with F.C.C. policy, has declared a Safe Harbor period from 10 p.m. until 6 a.m., during which the restrictions on playing indecent recorded material are lifted. Any DJ playing controversial recorded material must play the warning CD track over the air before they play any indecent material. Obscenity and indecency guidelines are posted in the studio at all times. If the DJ is unsure about the indecency or obscenity status of certain materials, they should first consult a member of the Board of Directors or simply not air the material in question.

2. If a DJ accidentally plays a song containing indecent material at a time not during the Safe Harbor period or a song containing obscene material, that DJ is required to use the delete button on the broadcast delay to prevent the material from going over the air. If the DJ fails to use the broadcast delay to avoid airing the indecent or obscene material, the DJ must immediately take the offending song off of the air, and then to issue an on-air apology to the listeners of WVBU immediately. The DJ will automatically be suspended for 2 weeks for the first offence. They will lose their show and be banned from WVBU studios and airwaves for the remainder of the semester for a 2nd offence.

3. Vandalism or theft will not only be dealt with by WVBU, but also by the university disciplinary system and the local police.

4. All DJs must sign the Michael Bell clause stated below before they will be permitted to do a show on WVBU.

## B. Show Format

1. A legal station ID must be given at the top of every hour. This is an FCC requirement. A legal station ID must include both the call sign (i.e. WVBU) and the community of the license (i.e. Lewisburg). Announcing the frequency (i.e. 90.5) is optional, but strongly encouraged. The legal station ID must be spoken by the DJ, and may not feature any promotional material. Listed below are the only legal station ID's:

"WVBU-FM Lewisburg"

"WVBU 90.5 Lewisburg"

"WVBU Lewisburg"

2. A PSA must be played at least once an hour.

3. Each show is required to play six different selections from different albums on

the current playlist, and to record those selections appropriately. The Music Director reserves the right to divide the playlist into sections and to require a set number of selections from each section, so long as the total number of required selections is six. The present requirements are 3 heavy playlist, 2 medium playlist, and 1 light playlist.

4. The Station Manager reserves the right to require all DJ's to broadcast selected underwriting or promotional announcements.

5. The Program Director reserves the right to exempt certain shows (e.g. specialty shows) from the above requirements, if the exemption is seen as in the best interest of the station.

## VI. DISCIPLINE

### A. Substance Policy

Any DJ who violates the substance policy of WVBU will immediately lose their show, and forfeits the privilege of being a DJ for WVBU. The DJ may not be reinstated. Anyone found in violation of the substance policy of WVBU shall be referred to the office of Public Safety and/or the administration of Bucknell, at the discretion of the Board of Directors.

### B. Morality/By-Laws

Failure to follow the above moral standards set by WVBU or the By-Laws of WVBU will result in action depending upon the severity of the offense. A general guideline is as follows:

1. first offense: written or verbal warning.

2. second offense: loss of show for the semester. \*Depending upon the severity of the violation, the WVBU Board of Directors reserves the right to deviate from these guidelines if deemed necessary or appropriate by a majority vote of the Board of Directors. Penalties may range from a written warning to expulsion from

the radio station to legal action by Bucknell University

#### C. Show Format

Failure to follow show format will result in the following:

1. First offense: written warning.
2. Second offense (second semester seniors): loss of show. Second offense (all others): drop 15 places down the seniority list.
3. Third offense: loss of show for the semester.

#### D. No-Show

Failure to do an assigned show or to contact the appropriate personnel will result in the following:

1. First offense (second semester seniors): loss of show. First offense (all others): drop half way down the seniority list.
2. Second offense: loss of show for the semester.

#### E. Negligence

Gross negligence by any member of the station in carrying out their duties shall result in a suspension for a period of time as determined by the Board of Directors.

#### F. Loss of DJ Privileges

Any DJ who has lost the privilege of being a WVBU DJ, whether by suspension or by expulsion, may not appear on the premises of WVBU at any time. Failure to

adhere to this policy shall be referred to Public Safety. A DJ who has lost their DJ privileges may apply for reinstatement. If the WVBU Board of Directors grants reinstatement, that DJ must then proceed through DJ training and again successfully fulfill all requirements expected of a new DJ. Upon completion of said requirements, that DJ must then pass a vote of approval by the WVBU Board of Directors before being declared a WVBU DJ and granted air clearance.

#### G. Board Members

In recognizing the fact that members of the WVBU Board of Directors are the ones who must set the example for other DJ's to follow, any member of the WVBU Board of Directors who violates the By-Laws of WVBU such that they lose their show for a semester shall be brought up at the next regularly scheduled meeting of the Board of Directors by the Station Manager for removal from the Board of Directors.

Removal procedure shall Section V, Article I of the WVBU Constitution. Any DJ indefinitely suspended by the Station Manager shall also be brought up for removal from the Board of Directors at their next regularly scheduled meeting.

### VII. WVBU POLICY

This Constitution is a binding document and in any case of uncertainty, it is to be consulted as the supreme authority.

The Station Manager is charged with the "authority to enforce the rules and By-Laws and to make necessary decisions concerning their enforcement". In the case of any uncertainty concerning the meaning of the By-laws or rules, the Station Manager is to be consulted.