



# **WVUD STATION HANDBOOK**

*(this version October 2011)*

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## WHAT IS WVUD

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WVUD is a 6,800 watt, non-commercial FM and HD radio station residing at 91.3 on the FM dial. WVUD serves the University of Delaware, the greater Newark vicinity, and surrounding areas. The radio station is a Registered Student Organization (RSO), but includes more than just students. Our diverse collection of students and community volunteers makes us one of the most unique radio stations in the area. Our station serves a triple mission; to serve the University of Delaware, to serve Newark, and to train students interested in broadcasting. While most people think of 'DJ-ing' when they think of radio, WVUD has a lot more to offer than that. There are a variety of positions 'on-air' and 'off-air' to accommodate the varying abilities and interests of our staff. Many of our staff members arrive at WVUD with one goal or mindset and leave with a much more well rounded involvement in the radio station. Whatever your goals, we think that you will enjoy being a part of WVUD, and we look forward to working together with you to continue to make WVUD the unique treasure that it is.



## WHAT IS THE BASEMENT?

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The Basement is an internet radio station that we operate out of the back studio at WVUD. The station is also available on HD radio and Campus Cable. This additional station allows for us to run separate programming from our FM station. Generally, it is set to play newer music from popular genres. It is also a place for new DJs to 'cut their teeth' in a less pressured environment than our FM station. We also use The Basement for some of our sports coverage that does not go on the FM. If you are looking for extra show time or are a new person looking to get comfortable on the air, The Basement is a great resource.

Keep in mind that if you wish to use the back studio for anything other than The Basement, you will need to be familiar with how to do your work without taking The Basement off line.

## HOW DO I GET A SHOW

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To obtain a show, you must pass our station exam and undergo training on the various pieces of studio equipment. You then must put an audition CD together for the Program Director. At this point, the PD will attempt to find you a slot. WVUD is block formatted, so your proposed show must fit into the parameters for the block you are considering. For this reason, it is not always possible to get a show right away. While you are waiting, you are welcome to practice on The Basement, or to sit in on various shows (some may even put you on the air) until something opens up.



Serving as a 'co-host' on a show does not guarantee that you will inherit that slot should the host ever leave. It is important to know that any time a slot opens up, the Program Director will take many things into consideration before choosing a successor. Shows are NOT guaranteed, although typically we do invite people to continue their shows from semester to semester. Our entire schedule is evaluated periodically, and sometimes shows must change times, or in rare circumstances, get dropped from the schedule. Show hosts that are active with WVUD on and off the air and fulfill all station requirements will receive preferential treatment when it comes to renewing time slots.

Also, please understand that the student block is for students. When you graduate, we will attempt to locate a slot for you, but it will not be in the student block. It is not always possible to accommodate show requests from recent graduates, but we do our best.

## HOW DOES MY VOICE GET ONTO THE AIR??

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Did you ever wonder how your voice actually gets from our basement to someone's radio? Here are a few brief words on the magic of the 'air chain'. When you speak into a microphone, or play a CD (or any source) through the board, the sound becomes an electronic signal that goes from our console, through some processing units, and ultimately to a Studio Transmitter Link. From there your audio is sent through fiber

optics, to the Christiana Towers where it is received by our transmitter and pushed up and out of the antenna. From there, your voice can magically appear on any radio box tuned to 91.3 fm in this area. Neat, eh?

## WHAT IS THE FCC?

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The FCC is the Federal Communications Commission and for all intents and purposes, is THE LAW when it comes to WVUD. The FCC grants us a license to broadcast on the air, and in exchange expects us to follow all of their rules. Any deviation from FCC rules can result in fines ranging into the tens of thousands. Some of the things that the FCC looks and listens for include...



**Legal Identification-** Our legal ID (WVUD, Newark for the FM, and WVUD-HD 2, Newark for The Basement) must be mentioned on air between 5 of and 5 past every hour. Failure to say those two words in that order at those times can result in a fine.

**Logs-** The FCC looks for proper maintaining of logs (transmitter and programming). It is essential that anyone who does a show fill these out completely and properly. These logs must be kept on file for 2 years and EACH mistake on a log may be cause for a fine.

**Non Commercial Rules-** Any deviation from non-commercial behavior may result in a fine.

**Obscenity/Indecency-** The FCC listens for content (in music and in spoken word) that is obscene or indecent and fines accordingly. We are responsible for ANYTHING that goes over the air on our station (music, guests, phone callers, etc). The FCC does not have any set guidelines on indecency or obscenity, so it is best to play it VERY safe. WVUD does not adhere to the 'Safe Harbor' provision. We expect 'clean' material at all times.

Public File- The FCC requires WVUD to keep many items in a file that is available for public viewing. These items include logs, contracts, issues programming summaries, EAS reports, and public correspondence.

The FCC may visit us at any time. Please keep your FCC requirements in mind at all times so that you or the station are not put at risk for penalties.

## **THE NON COMMERCIAL BAND**

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WVUD resides at 91.3 on the FM dial. This is the part of the FM band that ranges from 88.1 to 91.9. As part of this non-commercial band, WVUD is forbidden from doing commercials. We must be very careful when mentioning businesses. There are very limited ways (such as underwriting) in which we may do this. It is essential that you know what you may or may not do as it relates to being a non-commercial station. Any deviation from the rules could result in stiff penalties against the radio station.

### **UNDERWRITING**

Underwriting is a legal form of sponsorship mention. A business may choose to underwrite WVUD and provide us with money in exchange for on-air mentions. These mentions must be carefully worded. They may not include; prices, calls to action (come on in.....call now.....go to...etc), or qualitative statements (We have the best ribs in town!). Underwriting must be played at the times that are specified on the programming logs, and must be checked off once played. You may not play extra underwriting...only what is paid for by the client.

### **OTHER BUSINESS MENTIONS**

While it is best to avoid mentioning businesses at all, occasionally there is a legitimate need to do so. Be particularly careful about having business owners on the air as interview guests or phone callers. They are also required to adhere by FCC non-commercial rules...and you are responsible for them if they don't. Most businesses are in business to promote themselves and are not familiar with FCC rules.

You **MAY** mention businesses in this way.....

- If members of a business are listening to the station, you may acknowledge them. You should not give a testimonial about the quality of their business.
- If a charity event is being held at a business, you may mention it.
- If a performer or artist is appearing at a business, you may mention it (no prices, no calls to action!).
- If a performer or artist has a website, you may mention it, but should not do a 'commercial' for what they sell on it.

You **MAY NOT** mention businesses in this way.....

- Making on-air mentions of a business that you frequent just to mention them.
- If a business 'hooked you up' with a discount or free item, you can not acknowledge that.
- You can't tell people to go to, call, visit a website, etc... for any business. No calls to Action.
- You may not mention prices of any business.
- You may not talk about rumors, bad reviews, etc for any business.

## **WHAT IF I HAVE A BUSINESS?**

You may not use your access to WVUD to sell things on the air, or direct people to how to get in touch with you off the air to purchase items or services from you. If you want to mention your business or service on WVUD, you will need to purchase underwriting.

## **PAYOLA/PLUGOLA**

It is illegal to mention any business on the air in exchange for some sort of personal compensation. It is also illegal to play any music in exchange for cash/payment from the artist or promoter. Violation of this rule can be punished by the FCC and the authorities.

## **LEGAL IDENTIFICATION (AKA LEGAL ID)**

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Our legal ID MUST be done once per hour between 5 of and 5 past. You may do it more than that, but at the very least you must say....

**WVUD-NEWARK (FOR FM)...OR...**

**WVUD HD-2,NEWARK (FOR BASEMENT)**

...at those times. You may say whatever you want before or after WVUD-Newark (ie- this is 91.3FM WVUD-NEWARK from the University of Delaware) but those two items must be said together with nothing in between them.

## **EAS- EMERGENCY ALERT SYSTEM**

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WVUD is a part of the local EAS system. As such, there are a few responsibilities for our members. These are outlined in the EAS handbook that is in the main studio. A few highlights are below.

Once per day (usually the Java Time shift), we check our EAS receiver by switching the dial and listening for audio through the speakers for each of the stations that we monitor. The DJ then signs the appropriate space on the engineering log.

Up to twice per week, we receive EAS tests. Our DJs are asked to log it on the engineering log (the time it arrived and the fact that it was a 'RWT' or required weekly test. Staple the printer confirmation (found in the printer to the left in the newsroom) to the bottom of the log.

Once per week, at random, we transmit a weekly test during our shows. If you are the lucky person chosen, you will fire off the test at a break in your program. You can tell the audience that it is only a test, but you are not required to. To start the test, hit WEEK on the EAS machine, then enter our password (1111) and proceed. Log it (RWT) on the engineering log and staple the printer confirmation to the bottom of the page.

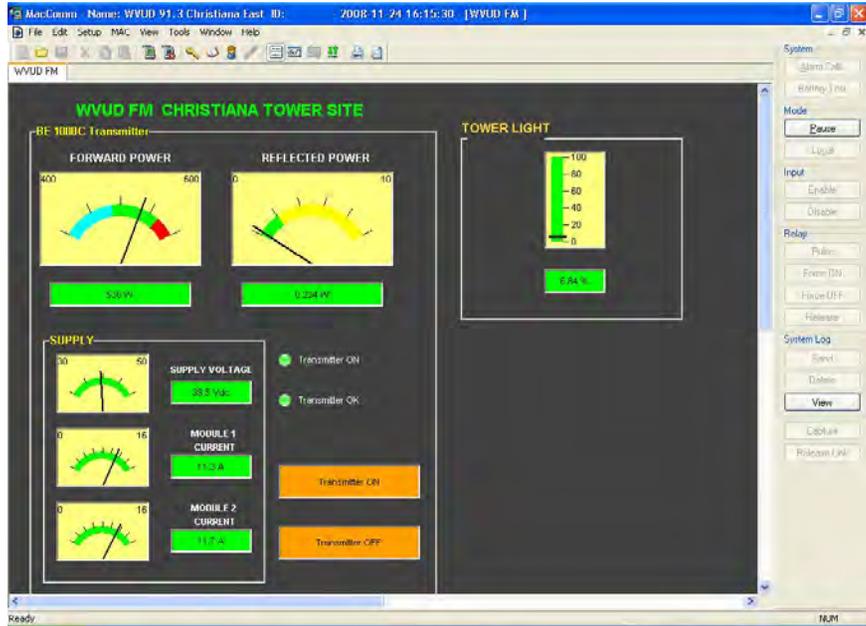
Once per month, we receive an automatic monthly test (RMT). This test will go on the air and supercede anything (including music) that you might be doing. At the conclusion of the test, log it onto the engineering log and staple the printer confirmation to the bottom of the page.

In the event of a real activation of the EAS (ie- weather alert, Amber alert), listen to the audio and copy down the message. Calmly relay the message to the listener (read the text twice). Repeat in five minutes and continue to monitor the situation and inform the listeners for a half hour.

Finally, WVUD is NOT a national EAS participant. Should a national EAS activation occur, you would follow the guidelines in our EAS handbook. These include informing the public as to the situation and then powering down the station until the emergency passes.







## WWUD Transmitter Control

### Taking meter Readings

1. Call the Transmitter by dialing: **????**
2. Input User when prompted: **????**
3. Input Password when Prompted: **????**
4. Get Power Supply Reading: 7121#
5. Get Module #1 Current Reading: 7122#
6. Get Module #2 Current Reading: 7123#
7. Get Forward Power Reading: 7124#
8. Get Reflected Power Reading: 7125#
9. Get Tower Light Condition: 7128#
10. Sign off 99#

#### Transmitter Limits

Forward Power		Reflected Power
467W	10% Under	Reading higher than 10 Watts cause damage
540W	Normal	
567W	5% Over	

## CHECKING TOWER LIGHTS WITH MACCOMM

Double click the MacComm icon on the PC. It will then connect to the transmitter. To confirm that the tower lights are working, look for the reading under tower lights to change periodically. If they aren't functioning, we need to inform the FAA (info in Emergency book).

## TAKING THE TRANSMITTER READINGS

Transmitter readings are taken by surfing to the proper website Log in as instructed by station personnel and in studio memo. PA Volts and Total PA current are obtained by clicking METERS and then CONTROLLER. You will then be given the option to select those two readings. Forward power and Reserve power are located on the main screen (Forward power is just listed as POWER). [Screen shots of this are in the appendix.](#)

## TAKING READINGS BY PHONE (if other methods don't work)

Dial the transmitter (directions posted at station)...follow the computer prompts and enter the user codes (blacked out here, posted at station).

Input the proper readings into the proper columns on the transmitter log (make sure you note the time as well). Deviation is found on the top panel on the studio equipment rack.

Reference the meter on the left for this number (generally, it's +/- 0) If any of the readings do not fall within the transmitter limits (listed above), note it under the remarks header and tell the Chief Engineer or Station Manager.

Step #9 will confirm that the lights are working with a number > 5. If the number is not > 5 try again. If you aren't getting a > 5 reading after multiple tries, inform the FAA.



## **GETTING CONNECTED (AND STAYING CONNECTED)**

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In addition to communicating with staff while you are actually AT the radio station, there are other ways to stay in touch.

General Staff meetings occur twice a month (and are mandatory). The first meeting of the month is for everyone, while the second meeting of the month is for student members. Important discussions are held at these meetings and are the best way to keep up to date on your station.



Additionally, minutes from General Staff Meetings, Operations Board Meetings, Station Newsletters, and Station Policy Memos are posted at the radio station on a regular basis.

Finally, our Google message group is a place for important information about the station to be relayed to the staff. Archived copies of minutes, newsletters, and memos are also available here.

Regardless of how you stay connected, remember that **YOU** are responsible for making sure that you are aware of any and all information that is presented in these forums.

### **WHAT HAPPENS WHEN I LEAVE WVUD?**

When you leave WVUD, whether by graduation or just by giving up your membership, you are eligible to join our alumni mail list (you do not have to be a UD alum for this). You are also invited to join our WVUD Facebook group. These are great ways to remain informed about WVUD since you will no longer be a part of our general staff Google group.

Also, please understand that the student block is for students. When you graduate, we will attempt to locate a slot for you, but it will not be in the student block. It is not always possible to accommodate show requests from recent graduates, but we do our best.

### **I WANT TO PROMOTE MY SHOW...WHAT CAN I DO?**

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With literally dozens of shows at WVUD, we can't promote them all as effectively as we would like. You are encouraged to promote your shows, but should be aware of some guidelines.

- All promotional ideas should be cleared with the Station Manager and the Promotions department.

- Any press release for a WVUD show should come from station management. You are welcome to draft the release and pass it along for approval.
- If you promote yourself to record companies or promotional companies, you must remember that anything they send (regardless of the name on the envelope) is WVUD property. They may send it to you here, but should never be sending you something at your home or office.
- The obtaining of concert tickets, sporting tickets, backstage passes, etc. should be coordinated through the music and promotions departments. If you attempt to obtain tickets under the WVUD banner and then someone else tries to do the same thing, we look bad and risk ruining that particular relationship. Getting tickets is a nice fringe benefit of being involved with the station, but we must coordinate how we go about getting them.
- Internet promotions....Facebook/Myspace, etc. You are welcome to set up a Facebook or Myspace (or whatever the next big thing is) account for your show. For you to have a site like this and promote it on the air, IT MUST BE CLEAN. We can not promote any site on the air if it contains content that would be inappropriate for our listeners (understand that not all of our listeners are adults and we must act accordingly). If you maintain a 'show site' that is not clean, you will not be allowed to promote it on the air. Also, please do not use your website to air 'dirty laundry' about the station. If you are unhappy with something that is going on, let us know, but keep it out of the public eye.....after all, why would anyone listen to a show that is conducted by someone that does not like the station that they 'work' for?
- Printed promotional material- Please clear any printed materials with the station. Keep in mind that schedules change, and printing something with a particular show time is a risky, and potentially expensive, endeavor.

## WHAT IS 'ACCEPTABLE USAGE' OF WVUD COMPUTERS?



WVUD is blessed to have an ample supply of computers in the radio station. If you think about our computer to studio ratio, it's quite impressive. All of our computers serve specific functions for the station, and any malfunctions of those computers severely diminish our ability to function. With that in mind, and considering how many people touch these computers on a day to day basis, we demand that you follow acceptable usage policies.

Domain servers are in place to help in monitoring computer usage.

We consider all of our staff to be responsible adults, so we try not to micromanage the computer usage, but we will act promptly and firmly when they are misused.

### Some helpful hints:

- Don't open any attachments (joke emails, executable files, etc.) unless you are absolutely certain what they are. We understand that folks check their email here, but please wait until you get home to open risky attachments.
- NEVER download any programs, music, etc. onto our computers. We have the computers set how we want them. If you feel that we need something additional on them, let us know.
- We understand that you surf the internet for show prep (and occasionally to fight boredom). Do not surf to any sites or conduct any searches that would not be considered appropriate in a work environment. Also, be particularly careful when using 'Myspace'. Most people don't realize, but Myspace pages, as a result of some of their active content, CAN cause virus and spyware problems on computers. If you don't know who owns the Myspace page, don't visit it.
- Some computers (like the main workstations in the production rooms) are reserved for one or two purposes only.....please do not attempt to do any other types of functions on these computers.
- If you check email, or use a log-in, make sure that you do NOT authorize the computer to remember your password.
- If you notice a problem with any of the computers, let us know at once.
- If you elect to upload music to our digital library, please follow the music uploading policies that are set forth in the station by-laws. You are responsible for what you upload.

## FOOD AND DRINK (AND SMOKING)

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Station policy is that food and drink are to remain **OUTSIDE** of the studios at all times. You are not permitted to have food/drink in the studios even if you think that it is far enough from the equipment as to not be a danger. There is a table outside of the air studio, it is expected that all food/drink will remain there and **NOT** enter our studios.

Smoking is prohibited inside the Student Center and WVUD. Smoking inside UD Student Center property could be grounds for removal from our station.



# WVUD GUEST POLICY

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WVUD values the impact that guests can make on our shows. We encourage you to use guests from time to time. We do, however, have a guest policy in place. This policy is addressed in the station bylaws. Essentially, you are only allowed 2 guests per show, maximum, unless you have prior approval. Guests are not allowed to be unattended anywhere in the station at any time, and should not be using technical equipment. There are too many expensive (and some priceless) items at WVUD, and we must be careful who we let near them. Remember that regardless of whether you have 1 or 2...or perhaps get approved for more, you are responsible for all of their actions on and off the air.



## SO, WHAT KINDS OF TOYS DO WE GET TO PLAY WITH?

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WVUD is armed with a wide array of studio equipment. There are subtle nuances to each studio, but the highlights include.

- Each broadcasting studio houses the following; 3 CD players, Cassette Deck, at least one MiniDisk recorder, CD recorder, 4 microphones, reel to reel deck, at least one turntable (air studio has two), a Klotz digital console (discussed elsewhere), IMedia Touch computer, show prep computer, TELOS (or similar) phone system.
- The main air studio also includes; MacComm software (transmitter readings), equalizer, Short/Cut recorder (for traffic and phone calls), EAS (emergency system), ZEPHYR (sports remote unit), and IKey (flash drive recorder)
- Production Studio One has; Pro Tools type recording set up, equalizer, direct connection to the performance studio, and SMARTI (sports backup unit)
- Production Studio Three has; IKey (flash drive recorder)
- Performance Studio Two has; Pro Tools type recording set up, Automation computer for pre-recording shows (a variety of options here)

# **A LITTLE ABOUT OUR STUDIOS**

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In addition to our wonderful air studio, there are a few other rooms that you should know about.

## **NEWS ROOM/OFFICE SPACE/PUBLIC AREA**

Due to space constraints, WVUD has combined its News Room with its public area and its office space.

There are two news workstations loaded with AP news software. There are also two printers available for STATION BUSINESS only. There is also a microphone hooked to one computer to allow for recording and editing from this room. The computers may be used for show preparations, but users must follow acceptable use guidelines when using them.

The third computer and two of the three lockable desk areas are for our office staff only.

Additionally, there is a small refrigerator and the world's first microwave (yes, this is the one that Edison personally built back in 1754)

This room must be kept clean for it to be functional. It is not a storage area or a lounge. Please clean up after yourselves.

## **WVUD REMOTE STUDIO**

WVUD is fortunate enough to have a remote studio upstairs in Perkins Student Center. We encourage DJs (especially students) to conduct shows from up there. It gives WVUD added visibility, which is a good thing. We've met lots of our listeners while broadcasting from this space. Set up is very easy, and we usually provide prizes to give away while you are there.

This space is also used as office space by our Operations Board members. Being in this open to the public area is a good way to network with potential student listeners or members. It is also good practice for those who are going to be going into broadcasting for a career.



NEWS ROOM



Remote studio

# PRODUCTION STUDIOS



Our production studios offer much of the same equipment as our air studio. In fact, each studio is able to serve as the 'air studio'. Production one is our primary production facility, while production three serves a dual purpose as a production studio AND an internet radio station.

One thing that sets our production rooms apart from the air studio are the different pieces of digital editing software that we use. A brief description of some of the software that we have is below. Full training on these programs is available upon request.

- **IMEDIA TOUCH-PRODUCTION**- This is where we add music to our digital library, set ending cues, categorize items, make items active or expired, and generally manipulate all of the audio that is available in our studios. Editing of audio can be done in this software but is often better accomplished through two other programs.
- **AUDACITY**- Audacity is a free (yes free!) multi track recording tool. It can handle many different types of audio (including proprietary IMedia Touch files) and can be used to do very complex, or rather simple pieces. Anything that is done in Audacity can be imported into IMedia Touch and therefore be used on the air. Entire shows can be created with this software. As a free program, Audacity can be clunky at times and with more intensive production might be slightly less efficient than one other program.
- **ADOBE AUDITION**- Formerly known as Cool Edit, Adobe Audition is one of the industry leaders in digital audio editing. While it is similar to Audacity, it is more powerful in many ways and is preferred by some in doing intricate or lengthy pieces of production. One drawback with

Audition is that it does not (at least yet) support IMedia Touch files. You can still create an entire show with this software, provided you have all of the music on disk or flash drive.

- NERO- Nero is a CD burning program. You can create compilations or complete copies of CDs with this software.

## **A MESSAGE REGARDING UPLOADING MUSIC**

Anyone uploading material to the WVUD computer must put their name in the Music ID section of the track info. They also should put an ACTIVE date and an End of Message (EOM) on the file. These are extra steps on the part of the person uploading the music, but are necessary to track who puts what on. While it is still the responsibility of the air DJ to make sure the content is clean, we will also hold the person who uploads the info responsible for it getting onto the air in violation of FCC law. Anything uploaded that doesn't have a name in the Music ID section will be deleted without warning. Guests should NEVER be allowed to upload anything.



## **OK, THE STUDIOS SOUND GREAT, BUT HOW DO I RESERVE ONE?**

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WVUD has two production studios that can be signed out to do production work. Both studios are equipped with everything you need to create quality work. Sign up sheets are located with the mailboxes at the back end of the radio station.

You may sign up for studios in 4 hour blocks. We ask that you only sign up for what you need. Studios will be held for 15 minutes and then become fair game, so be on time. Also, while we try to limit it, we sometimes need to bump people from studio time for mission critical projects for the station.

Since our studio space is limited, it is vital that we treat the equipment with respect. One day of studio 'down-time' could effect many people and have a trickle-down effect for days. Also, since studio space is at a premium, we ask that you be conscientious in signing out times. We want as many people to use the studios as possible.

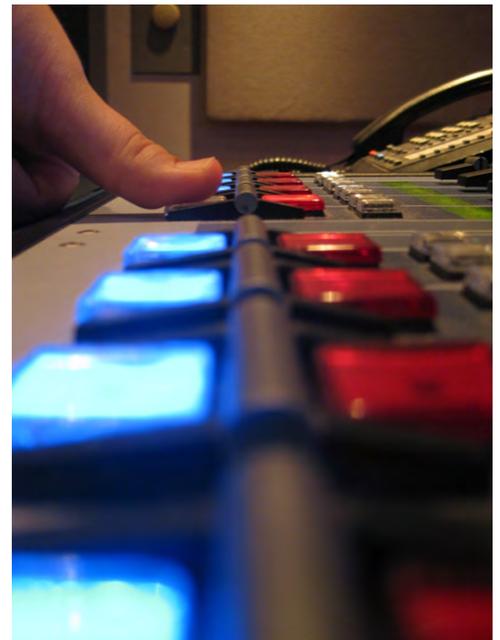
## **THE KLOTZ CONSOLE**

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WVUD has three Klotz digital consoles. These are in the three main studios at the station. These consoles are very 'state of the art' and as such have many buzzers and bells. The console is in fact a large computer interface, and all of the input channels are 'virtual'. It is possible to move various inputs to various spots on the board. It is also possible to customize the board to fit individual user needs.

Since this is a 'high tech' device, it is important that you not make changes without proper training. Ill advised changes can set off a chain reaction that will cause problems for all of the shows that follow yours.

Despite the 'intimidation' factor, the Klotz boards are powerful, flexible, and after time relatively user friendly.





- IMedia touch can be used to listen to and change segues. This is an advanced technique and requires practice/training.

Every person at WVUD needs to be familiar with synching our computer and putting it in auto-mode. This is vital for when we leave the station unattended. We have the computer set to take over and play certain types of music at certain times. To synch the computer, click the ON AIR button at the top right. Next, hit MOVE TO CURRENT TIME, then hit DONE. Your computer is now synched. When you are ready, turn AUTO ON at the top center panel and then start the computer playing. It is now set to operate while nobody is here.

## **WHY SHOULD I WEAR HEADPHONES?**

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Despite the fact that they might mess up your hair, headphones are an important part of doing a quality show. Headphones help you to hear how you are sounding. They enable you to hear your segues, mixes, co-hosts, news announcers, traffic reporters, phone calls, background music levels (can you be heard over your bed music?) and whether you are playing two songs at once. If you don't wear headphones, you stand a good chance of making errors on the air without even knowing it.

You are able to bring in your own headphones if you would like. WVUD will try to have a set of 'community headphones' available in the studio, but this is not always possible. Also, WVUD occasionally takes orders for inexpensive headphones. Take advantage of the price breaks we get if you want your own set!



## **AUDIO LEVELS, STUDIO VOLUME, AND PROCESSING**

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Audio levels are what determine the loudness and sound quality of any source that is being recorded or played from the air studio or production rooms. Maintaining proper levels is a never-ending battle, but is one that must be fought. If your level is too loud (far into the red zone of your meter), the sound will

become distorted and sound horrible to our listeners. If your level is too soft, it will be hard to hear, and will have a lot of background noise associated with it. In either case, poor levels will cause our signal processing units to work harder than they are intended to, and ultimately cause a poor listening experience for anyone who is tuned in.

Audio levels are maintained on each individual channel, and while the '0' mark is a good starting point, you will find that you have to constantly make small adjustments from song to song or source to source. Audio levels are NOT maintained by turning up or down the studio speakers. The studio speakers only effect what is heard in the studio and have no impact whatsoever on how a source sounds on the air. It is possible to have music CRANKED in the studio, yet have it be barely audible to the listener. Always look at your audio meters (on the computer monitor to the right of center in each room) to confirm that what you are sending is something that someone would want to receive.

Just a word on processing....Processing is done to our audio signals by a processor. The processor exists to make MINOR adjustments to our audio for those rare instances where we are not within prescribed parameters. Making it work non-stop or making it make massive changes does have a negative effect on how we sound. The best processor is one that is hardly ever called upon to make adjustments.

## **CUE AND TALKBACK FUNCTIONS**

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To listen to a channel/source without putting it on the air, select the CUE button at the bottom of the slider. This will direct audio to a separate speaker that will allow you to listen to and evaluate the source.

A related function is the Talkback or TB button. This button is primarily used when operating the phone as a speaker phone. Having this button selected on the phone channel will allow for you to hear the caller without putting them on the air. You speak to the caller through your microphone (without turning the mic on). This function works when using the phone through the TELOS phone hybrid.

## **MICROPHONE TECHNIQUES**

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While it is true that we are not a 'professional' radio station, it does us no good to talk into a microphone if nobody can hear or understand us! Our processing equipment is not powerful enough to 'limit' when you are too loud or 'boost' when you are not loud enough. The person at the main console must manage the audio levels efficiently, and should wear headphones to ensure the quality of the mix.



When you are on the mic, please consider the following...

- The microphone needs to be close to your face....Set this before you speak so that you don't have to move the boom arm while speaking (it's noisy).
  - For most microphones, concentrate on speaking directly into the microphone and not moving your head around while talking
  - For our main microphone, you actually must speak above the mic (aim at the shock mount) to get appropriate sounds. Talking directly into the mic could result in a 'pop filled' sound that is not pleasing to the listener.
- Microphones have different pickup patterns. Become familiar with what you need to do in order to 'sound' good. If you don't sound good, who will want to listen?

## **A FEW (HUNDRED) WORDS ABOUT PHONE CALLS**

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We receive many phone calls at WVUD. Some are for office business, others are for contests/requests, some are wrong numbers, etc. Only a small percentage of these calls ever make it onto the air. It is important that you understand a few policies that WVUD has regarding phone calls. It is equally important that you understand some of the basic technical aspects regarding the handling of these calls.

WVUD Policy regarding taking calls on the air- WVUD does not encourage the taking of live phone calls on the air. Since we do not operate with a delay system, it is VERY dangerous to put random people on the air. You are just as responsible for FCC violations that occur from a phone caller as you are if they came from your mouth. We do realize that occasionally you will want to use calls on the air. These should be cleared through the Programming Department. You are welcome to record phone calls through our Short/Cut recorder for playback on the air. This is the safest method.

Government guidelines say that you may not put a caller on the air without their permission. Exceptions are limited and include situations where it obvious that anyone that calls should expect to be put on the air. It is best to get permission from the caller before using them on air.

WVUD policy regarding long distance calls is that no station member is to make long distance calls without prior permission. Anyone disregarding this rule will be charged for the call and possibly removed from the station.

Let's talk about the two phone systems that WVUD uses.



## **COMDIAL SYSTEM**

This is a relatively standard handset system for calls that you do not need to record or put on the air. To dial out, select a line, dial 9 and then your number. When you are done, hang up. Standard ways of putting listeners on hold, talking on speakerphone, etc, will work on these phones.

To transfer a call to another extension, hit the TSFR button and then the Comdial extension # (between 10 and 24) to send the call to the person it was intended for.

To transfer a call to another line (to have it ring to the system again so that you can grab it with the TELOS system) hit TAP, then the extension you want (ie-2701) then hang up

To intercom within the building, hit the button twice that corresponds with the room that you want to intercom to.

## **TELOS SYSTEM**

You should take calls on the TELOS system if you anticipate using them on air, recording them, or wish to talk through the microphone to them.

To answer a call, hit the line that is flashing. You should then be able to talk to the caller through your microphone and hear them, provided the TB/CUE buttons are lit on the phone channel.

To put the call on the air, turn the phone channel on and up. Any channel that is up on the board (your mic, CD player, guest mic, etc) will be fed to the caller so that they may hear what is going on.

When you are done with the call, hit the drop button.

To transfer a call from the air studio, hit FLASH, then dial the extension (ie-2701) on the keypad, then hit DROP

To transfer a call from the production room, hit FLASH, then dial the comdial extension (between 10 and 24) for the person you want to transfer to, and then hang up

## **THE SHORT/CUT**



The Short/Cut is a digital recorder that is tied into the phone system. Used properly, it gives a way to record listener calls for playback, or to record traffic reports (so that we don't have to cut songs off to accommodate the report).

Ensure that the TELOS phone systems Rec Mode light is flashing. If this light is flashing, the short/cut will record every call you take from the TELOS. When you drop the line, the short/cut stops recording and then you can enter a file name and enter the file to cue it up (with the dial wheel) for airplay. You may also edit audio files quickly within the short/cut.

If you need to turn the short/cut on or off, the button is at the back left of the machine.

One warning about the short/cut. If you are playing a file back from it, and the phone system is in record mode....DO NOT ANSWER THE PHONE FROM THE TELOS while your file is playing....it will stop playing back in order to record the new phone call.

## ARCHIVING A SHOW

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There are a few ways that you can (if you choose) record your shows for posterity. Shows can be recorded onto blank CDs (CD-R, CD-RW) from the CD recorders in our main studio or production studio one. You can also record shows (multiple shows if you desire) onto minidisks from the MiniDisk recorders in the same two studios. If you have access to the production studio (ie-nobody is using it) you can record your show from the production one console into Adobe Audition or Audacity. Finally, if you have a flash drive, you can record your show (at a variety of bit rates) to a device called the 'I-Key'. The I-Key is especially useful for turning your show into a podcast later.

## EMERGENCY INFORMATION

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- There is a master phone list for the station posted at three locations. This is an internal list and the information should not be given out to anyone not affiliated with the station.
- In the studio, there is an EAS handbook that spells out emergency information related to the EAS.
- There is also an EMERGENCY binder that has all kinds of vital information that could be needed. This includes emergency contacts (our staff, the FAA (**should our tower light; go out**), other radio stations, etc.)
- While we hope that you never have an emergency situation to respond to, it is good to familiarize yourself with the resources that are available to you.

## STRANGE WEATHER SITUATIONS

Occasionally, the weather can do strange things to WVUD. When it is icy out, it is not uncommon for our reflected power to not be in the range that it normally is. It is also common for our transmitter to scale back it's power during ice storms. Please log any transmitter 'WARNING' messages that you come across during these times. Chances are that things are A-O-K, but you can never be too safe.



Another thing that happens is that occasionally you will get complaints (or complements) that our signal is reaching farther (or shorter) than normal. Atmospheric conditions are often to blame. If a listener

has a real concern regarding interference, please log it and let the Engineering department know so that they may investigate.

## **WHERE DOES THE MONEY COME FROM?**

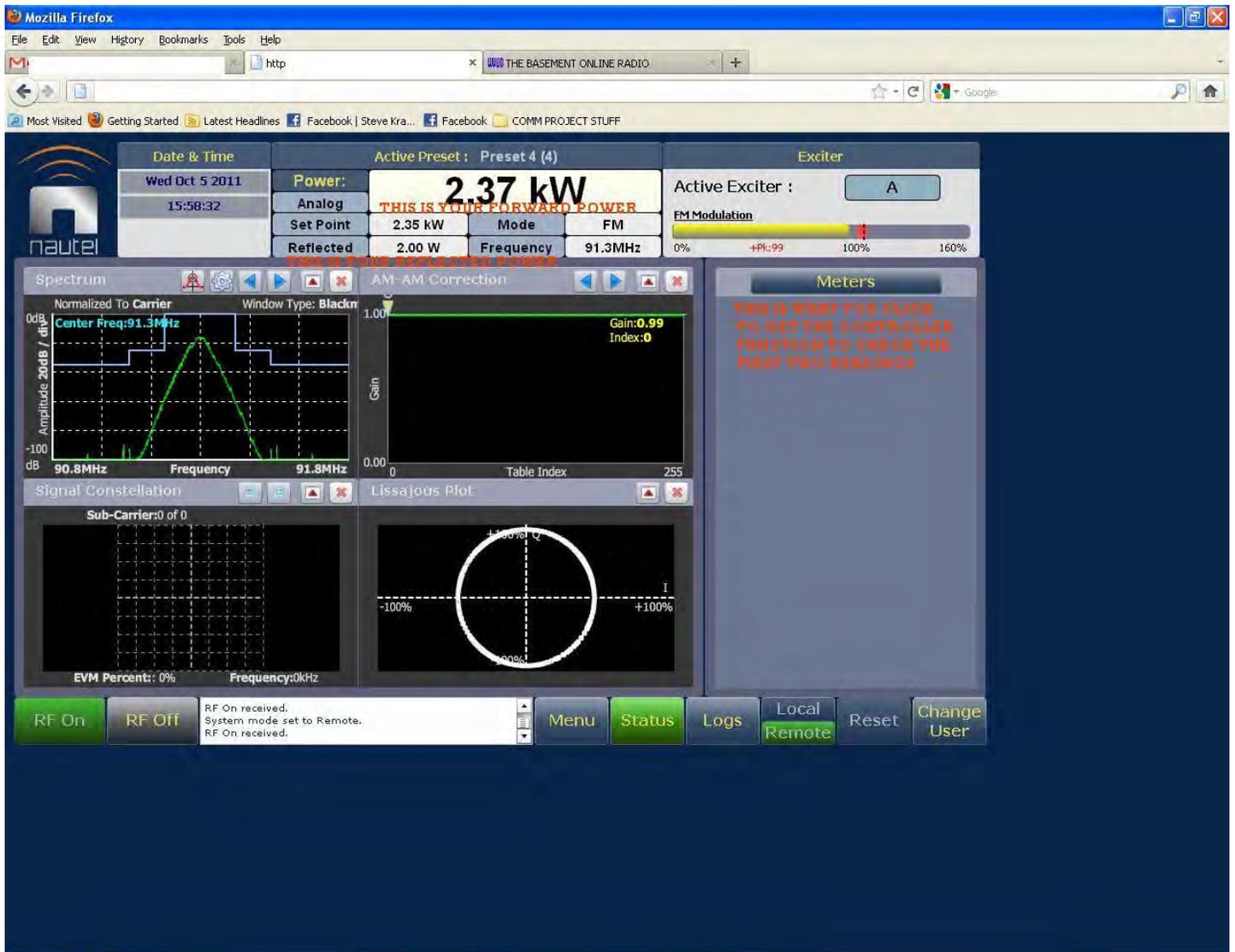
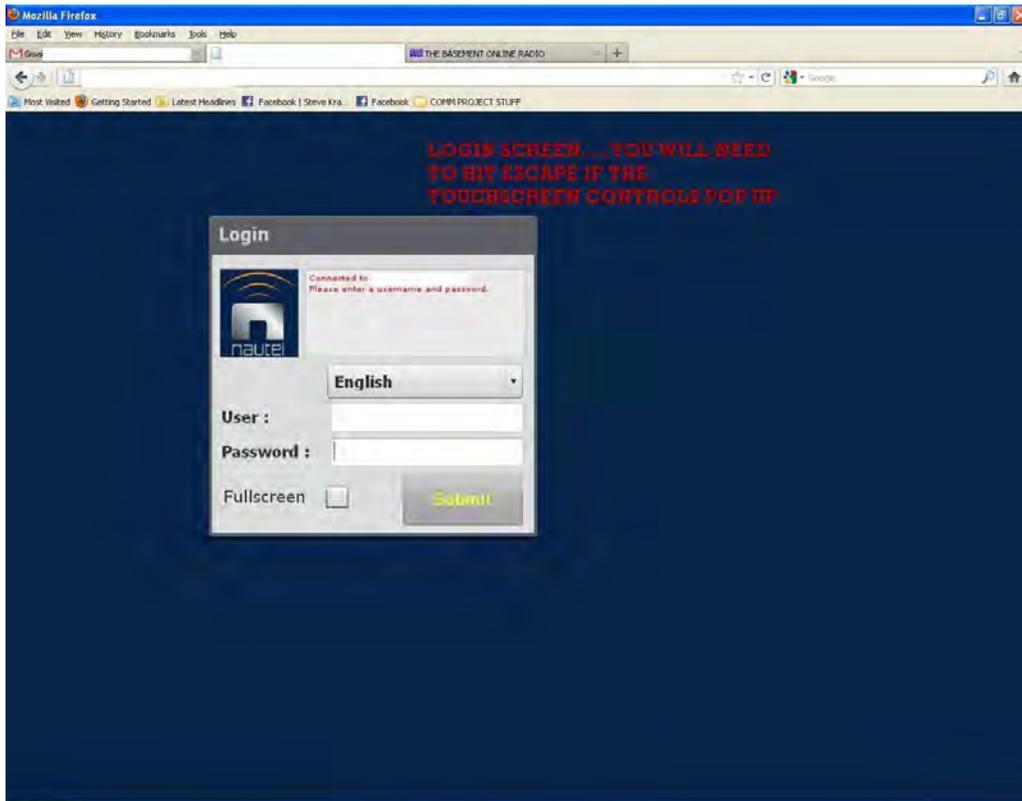
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WVUD is funded by a few different sources. Primarily, money comes from the University of Delaware. As a Registered Student Organization (RSO), WVUD is given an annual budget to work with. This money is augmented by underwriting (non-commercial commercials). The final way, and perhaps most important, that we get money is through our annual Radiothon. Radiothon is a 10 day pledge drive geared towards obtaining funds for larger ticket items (such as power increases, studio upgrades).

## **THIS HANDBOOK IS GREAT, BUT WHAT IF I NEED MORE INFO?**

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This handbook is meant as a brief overview of many of the common questions that come up when becoming a member of WVUD. If you would like further information, we highly recommend visiting the resources area at [WVUD.ORG](http://WVUD.ORG). This contains important items such as our Constitution, By-laws, Orientation Presentation, and an online version of this document. Additional information is always available through the Student Media office at (302) 831-3593. Thank you for taking the time to learn a little about WVUD.....we hope you enjoy your time at our radio station.





Date & Time  
 Wed Oct 5 2011  
 15:58:56

Active Preset : Preset 4 (4)

Power:	<b>2.37 kW</b>
Analog	
Set Point	2.35 kW
Mode	FM
Reflected	2.00 W
Frequency	91.3MHz

Exciter

Active Exciter : A

FM Modulation

0% +PK:98 100% 160%

### System Review

Transmitter Layout	Relevant Meters
<ul style="list-style-type: none"> <li>◇ Controller</li> <li>◇ Exciter A</li> <li>▶ RF Modules</li> </ul> <p><b>CLICK "CONTROLLER" AND THEN SELECT PA VOLTS AND TOTAL PA CURRENT</b></p> <p><b>READINGS APPEAR TO THE RIGHT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reject Power 1-2 (5kW A)</li> <li><input type="checkbox"/> IPA Volts</li> <li><input checked="" type="checkbox"/> PA Volts <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span></li> <li><input type="checkbox"/> Fan Volts A</li> <li><input type="checkbox"/> Fan Volts B</li> <li><input type="checkbox"/> Reject Fan RPM A1</li> <li><input type="checkbox"/> Reject Fan RPM A2</li> <li><input type="checkbox"/> Reject Fan RPM A3</li> <li><input type="checkbox"/> VSWR</li> <li><input checked="" type="checkbox"/> Total PA Current <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span></li> <li><input type="checkbox"/> DC-RE Efficiency</li> </ul>

RF On

RF Off

RF On received.  
 System mode set to Remote.  
 RF On received.

Menu Status Logs

Local Remote Reset Change User

## **DID YOU KNOW?**

- **YOU CAN USE AN IPOD AT WVUD BY TAPPING IN THROUGH THE MINI DISK PLAYER.**
- **YOU CAN PLAY MUSIC OFF OF FLASH DRIVES IN TWO WAYS.**
- **YOU CAN RECORD SHOWS ONTO FLASH DRIVES WITH OUR NEW FLASH DRIVE RECORDER.**

**ASK FOR TRAINING IF ANY OF THESE FEATURES INTEREST YOU!!!!!!**

# **Constitution of WVUD**

## **ARTICLE I**

The name of this organization shall be WVUD.

## **ARTICLE II**

### **A. Purpose**

The primary purpose of WVUD is to operate the non-commercial educational FM broadcast station licensed to the Board of Trustees of the University of Delaware. WVUD shall provide a broadcast service in the form of information and entertainment programming. All WVUD programming shall meet the public interest, convenience, and necessity of the University of Delaware and its surrounding communities.

A second purpose of WVUD is to provide an accessible learning environment in which interested individuals may participate, in order to gain knowledge and experience in various aspects of radio broadcasting.

### **B. Responsibility**

WVUD shall be responsible to:

1. The Board of Trustees of the University of Delaware and their agents for the operations of the radio station licensed to the board;
2. The Federal Communications Commission (FCC) for compliance with all Federal laws, rules, regulations, and policies pursuant to the operation of a Class A non-commercial educational FM broadcast station.

## ARTICLE III

### MEMBERSHIP

#### A. General Membership

The General Membership shall include full-time, matriculated, undergraduate students who participate in the duties and responsibilities of operating the station in accordance with the rules and regulations of the FCC and all applicable policies of the University of Delaware and WVUD.

##### 1. Purpose

- a. The General Membership is the policymaking body of WVUD. The General Membership shall establish policies to ensure that the purpose and responsibilities of WVUD as stated in Article II are implemented.
- b. The General Membership shall delegate to the Operations Board the authority to make decisions in order to implement policy.

##### 2. Qualifications

Any full-time, matriculated, undergraduate student having successfully completed and passed the membership test may be considered a General Member. Henceforth, these persons shall be designated as "Members."

##### 3. Term of Membership

Students shall be Members so long as they meet the qualifications outline in Section 2. Members in violation of this Constitution, the By-laws, or other station policies shall be notified by the Operations Board in writing and further action may be taken.

#### B. Associate Membership

The Associate Membership shall include part-time or graduate students who participate in the duties and responsibilities of operating the station in accordance with the rules and regulations of the FCC and all applicable policies of the University of Delaware and WVUD.

##### 1. Purpose

- a. The Associate Membership shall perform duties operating WVUD as determined by the General Membership.

##### 2. Qualifications

Any part-time or graduate student having successfully completed and passed

the membership test may be considered an Associate Member. Henceforth, these persons shall be designated as “Associate Members.”

### **3. Term of Membership**

Students shall be Associate Members so long as they meet the qualifications outline in Section 2. Associate Members in violation of this Constitution, the by-laws, or other station policies shall be notified by the Operations Board in writing and further action may be taken.

### **C. Responsibilities**

1. Members and Associate Members are to perform all duties in a manner that demonstrates to other Members and the listening and general communities an accurate and positive image of WVUD.
2. Members and Associate Members agree to adhere to all policies and procedures of the University and all local, state, and federal laws. Members and Associate Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. WVUD is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation
3. Members and Associate Members are required to keep current with policies of WVUD, the University of Delaware, the Federal Communications Commission, and other relevant agencies. While the Operations Board will provide access to appropriate documents, it is still the responsibility of individual members to regularly review such documents and obtain any required identification, permits, or licenses.
4. Active participation in WVUD requires adherence to the WVUD Constitution, the by-laws, and other station policies.
5. An individual's decision to participate in the activities of WVUD entails the acceptance of the following obligations:
  - a. Respecting the physical plant and equipment of WVUD.
  - b. Actively engaging in the off-air activities of the station.
  - c. Attending all Membership meetings.
  - d. Compliance with the decisions made by the General Membership and the Operations Board.

### **D. Rights**

1. Only General Members that abide by all responsibilities of membership shall be eligible to vote. However, voting rights will be forfeited after two unexcused absences from Membership meetings per academic year.
2. Members and Associate Members have the right to relevant and appropriate artistic and intellectual expression in all station activities.
3. Members and Associate Members have the right to participate in General Membership meetings. No eligible full-time undergraduate General Member may be denied the right to vote on matters presented by the Operations Board, and all votes shall count equally.
4. Members and Associate Members are entitled to receive training to perform on-air duties, including a clear statement of the requirements they must fulfill to be approved for such duties. All eligible Members and Associate Members are not guaranteed on-air duties. However, eligible General Members shall be given top priority for all on-air opportunities.
5. Members and Associate Members are entitled to privacy in their communications with the Operations Board. Communications with the Board, or any of its individual members, may not be released to anyone not on the Operations Board without expressed consent of the party or parties involved. A Member or Associate Member will receive notice when a third party requests information from the Operations Board on him or her.

#### **ARTICLE IV**

##### **MEETINGS**

1. The General and Associate Memberships shall meet at least twice per month during fall and spring semesters in order to ensure proper operations of WVUD. These meetings are mandatory for the entire General Membership.
2. Meetings of the General and Associate Memberships shall be scheduled by the General Manager who shall plan, write an agenda for, and chair all meetings.
3. A third of the eligible voting General Membership shall constitute a quorum at all Membership meetings. Special meetings of the Membership may be called by the General Manager upon receipt of a petition containing more than 50% of those members eligible to vote.
4. Any General Member who has two or more unexcused absences from Membership meetings in a given year will forfeit his/her right to vote for the remainder of the year and will serve a one-week suspension from WVUD activities (including air-time) for each absence after the first.

## **ARTICLE V**

### **OPERATIONS BOARD**

#### **A. Purpose**

The WVUD Operations Board shall supervise the daily station operation under the direction of the Station Manager, in accordance with Article II.

#### **B. Responsibility**

1. The Operations Board shall establish operating procedures and implement station policies. The Operations Board shall have full authority to make decisions for WVUD between General Membership meetings. The Operations Board will keep the General Membership informed of its current actions and decisions.
2. Members of the Operations Board may establish procedures within their defined jurisdictions. Any action or decision of any Operations Board member is subject to review by the entire Operations Board.

#### **C. Membership**

The membership of the Operations Board shall be open to any General Member as described in Article II, who has had at least one semester of experience working at WVUD. Additional qualifications may be specified in the by-laws.

1. General Manager
  - a. The General Manager shall be responsible for the efficient day-to-day operations of WVUD. The General Manager shall act to ensure that effective interdepartmental and intradepartmental activities and communications are maintained. The General Manager, along with the Station Manager, shall be liaison between WVUD and the University administration, Board of Trustees and faculty.
  - b. The General Manager shall be responsible for implementing the Constitution, By-laws, disciplinary policies, and other station policies.
  - c. The General Manager shall serve as a liaison and representative of WVUD to the University and surrounding communities.
  - d. The General Manager shall plan and chair all meetings of the Operations Board and the General Membership and shall provide a written agenda when necessary.

- e. The General Manager shall conduct ascertainment studies, in consultation with the Station Manager, and in compliance with FCC procedure.
- f. The General Manager shall conduct other short and long-term projects as directed by the Station Manager or Operations Board. As such, the General Manager may appoint standing and special committees.
- g. The General Manager shall oversee the maintenance of the membership list and contact information. In addition, the General Manager shall maintain a list of those members who are and who are not eligible to vote.
- h. The General Manager shall be responsible for maintaining WVUD's position in good standing with Student Centers. This includes completing all required paperwork for continuation of the organization.

## 2. Program Director

- a. The Program Director shall be responsible for all aspects of programming at WVUD.
- b. The Program Director shall prepare a schedule outline for all programming. This shall be done in direct consultation with other members of the Operations Board and on-air staff.
- c. The Program Director shall be responsible for monitoring, evaluating, and approving all on-air staff.
- d. The Program Director shall be responsible for scheduling eligible on-air staff to fill all air shifts. The Program Director has full authority to make changes to the day-to-day programming of WVUD. In addition, the Program Director has full authority to schedule preemptions and substitutions.
- e. The Program Director, in consultation with the General Manager and Station Manager, shall suspend on-air participation of any on-air staff that willfully violates University of Delaware, FCC, or WVUD regulations. **This includes violation of any or all membership responsibilities.**
- f. The Program Director shall consult with the Chief Engineer on matters relating to maintaining the technical competence of the on-air staff, and the technical quality of their work.

- g. The Program Director shall coordinate, with appropriate departments, the on-air promotion of WVUD programs and activities.
- h. The Program Director shall be responsible for coordinating all news and sports broadcasts in conjunction with the News and Sports Directors, respectively.
- i. In the case that the General Manager is unable or unwilling to fulfill his/her duties, the Program Director shall assume the title and role of General Manager.

### 3. Business Manager

- a. The Business Manager shall be responsible for monitoring the flow of incoming and outgoing money by keeping up-to-date balances on all accounts of WVUD.
- b. The Business Manager shall assist the Station Manager in the preparation and administration of the WVUD budget, in direct consultation with the Operations Board.
- c. The Business Manager, in direct consultation with the Development Director, shall be responsible for developing and maintaining an accounting system for WVUD's fundraising efforts (this system should provide the necessary records of donors, amounts, and other critical data).
- d. The Business Manager shall make requests for additional funding from the Allocations Board at the discretion of the Operations Board.
- e. The Business Manager, in consultation with the Station Manager, shall be responsible for planning, supervising, and implementing efforts to solicit financial support for WVUD from listeners and underwriters, within current FCC and University guidelines.
- f. The Business Manager shall set funding goals, and develop and implement a plan for realizing these goals. This shall be done in direct consultation with the Station Manager, Operations Board, and General Membership.
- g. The Business Manager shall supervise all aspects of WVUD's fundraising efforts, including Radiothon, concerts, and other on-air or off-air activities. The Business Manager may appoint a standing committee to oversee Radiothon.
- h. The Business Manager, working with the Public Relations Director, shall be responsible for providing financial support for the program

guide through advertising.

- i. The Business Manager, shall be responsible for maintaining accurate records of all fundraising activities and contributions.

4. Music Director

- a. The Music Director shall be responsible for day-to-day and long-term administration, acquisition, and maintenance of all music materials. This includes any and all genres of music.
- b. The Music Director shall coordinate music purchases, direct all communication with music companies, related agencies and artists. Any music acquired through affiliation with WVUD shall remain the property of WVUD.
- c. The Music Director shall monitor, through music logs and other appropriate means, the music played on WVUD, and work with the Program Director and music programmers to enhance program content.
- d. The Music Director shall be responsible for ensuring maintenance of the music library, archives, and music logs.

5. Public Relations Director

- a. The Public Relations Director shall be responsible for supervising all ticket, and other promotional, giveaways on WVUD. All promotional giveaways must be coordinated with the Promotions Director. That includes all on- or off-air giveaways. This is to ensure compliance with FCC, University of Delaware, and WVUD policies.
- b. The Public Relations Director shall coordinate remote broadcasts and concerts for WVUD. This shall be done in conjunction with the Operations Board.
- c. The Public Relations Director shall be responsible for maintaining an adequate supply of WVUD promotional material for giveaways at concerts, remote broadcasts, and other special events.
- d. The Public Relations Director shall be responsible for supervising all aspects of WVUD's public relations.
- e. The Public Relations Director shall be responsible for directing all media relations for WVUD. This includes developing and implementing a plan for external publicity, through other student and local media.

- f. The Public Relations Director shall create a new program guide for WVUD at the beginning of the fall and spring semesters.

6. Production Director

- a. The Production Director is in charge of the timely production of any 'mission critical' piece of production (promos, written PSAs, etc) as directed by the Operations Board. Additionally, the Production Director will ensure that canned programming (such as Star Date or Earth and Sky), and prerecorded PSAs (such as Sea Talk) are input into the IMedia Touch System. The Production Director will also serve as a resource for the general staff and shall attempt to help members produce their own pieces of production when requested. The Production Director shall work in consort with the Technical Department and the Chief Engineer in helping to train staff on the various pieces of production software at WVUD.

7. Sports Director

- a. The Sports Director, in consultation with the Program Director, shall be responsible for scheduling and executing all sports broadcasts for WVUD and WVUD-2.
- b. The Sports Director shall notify on-air staff whose shows are pre-empted by sports broadcasts at least one week in advance.
- c. The Sports Director shall be responsible for recruiting and maintaining a staff of announcers and studio producers.

8. Orientation Director

- a. The Orientation Director shall be responsible for overseeing the process of new members joining the station and can have a team or staff to help disperse new-student-workload
- b. The Orientation Director shall be responsible for gathering emails of interested students and new students, then inputting email addresses of those who pass the training quiz to the WVUD student google group (or WVUD staff google group as appropriate)
- c. The Orientation Director shall be responsible for providing new students with access to training PowerPoint video

- d. The Orientation Director shall be responsible for delegation of training and training of students along with the Chief Engineer and any other station members using the Training Checklist or on the Training Team
- e. The Orientation Director shall be responsible for scheduling new, trained students on the Basement with the Program Director's supervision
- f. The Orientation Director shall be adequately informed and trained on the process of becoming a DJ or a station member so that the Orientation Director can aid interested people become members, answer questions and explain the necessary steps, and be the 'go-to' person for new station members
- g. The Orientation Director shall be involved with the events at the beginning of semesters including, but not limited to, Fall and Springs Activities Night and WVUD interest meetings

9. News Director

- a. The News Director shall be responsible for all aspects of news reporting at WVUD.
- b. The News Director shall prepare a schedule outline for all news programming. This shall be done in consultation with the Program Director.
- c. The News Director shall be responsible for monitoring, evaluating, and approving all on-air news staff. The News Director shall be responsible for scheduling eligible on-air news staff to fill all news air shifts.
- d. The News Director shall be responsible for a weekly public affairs news show. This show should relay to the listeners of WVUD relevant news issues.
- e. The News Director shall consult with the Chief Engineer on matters relating to maintaining the technical competence of the on-air staff, and the technical quality of their work.
- f. The News Director shall have the right to interrupt regularly scheduled programming to report on late breaking news events.

- g. The News Director shall be responsible for coordinating and maintaining communications and relationships with outside and appropriate agencies as they relate to information programming.
- h. The News Director shall develop a library of printed and recorded resource material.
- i. The News Director shall coordinate, with appropriate departments, the production of public service announcements.

#### **D. Meetings**

1. The Operations Board shall meet at least weekly in order to ensure the efficient operation and management of WVUD.
2. Seven members of the current Operations Board shall constitute a quorum at all Operations Board meetings. Every member of the Operations Board shall be a voting member, except the General Manager. The General Manager shall vote only in the case of a tie.
3. In the case that a department chair cannot attend a meeting of the Operations Board, one assistant may be designated to vote as a representative of the department. Assistants must be undergraduate Members of WVUD.
4. Meetings of the Operations Board are open only to members of the Operations Board and those individuals whose presence has been requested by the Operations Board.
5. Special meetings of the Operations Board may be called with 24 hours notice by the General Manager or upon receiving a request to do so by any four members of the Operations Board.

## **ARTICLE VIII**

### **DISBURSAL OF ORGANIZATIONAL ASSETS**

The University of Delaware shall inherit the assets of WVUD should the group become defunct.

## **ARTICLE IX**

### **ELECTION AND REPLACEMENT OF OFFICERS**

1. The General Membership shall elect annually a General Manager, Program Director, Music Director, Business Manager, and Public Relations Director. The remaining members of the Operations Board shall be appointed by the General Manager, Program Director, Music Director, Business Manager, and Public Relations Director.
2. The annual elections shall be conducted at a meeting of the General Membership to be held no later than the last week of April.
3. Applications for all positions on the Operations Board will be made available two weeks prior to the application deadline.
4. Candidates are allowed to apply for multiple Operations Board positions by filling out the 1st question of the application for each desired position and ranking their preferred position choice. Candidates are only allowed to hold ONE office.

At the election, if a candidate is running for multiple positions, the name of the candidate will be listed on the ballot under each desired position. During the candidate's speech, the candidate will make it clear to voters which position he/she prefers. If the candidate is the sole person running for his/her less preferred position, the candidate should stress that voters should not vote for the candidate in that secondly desired position just because he/she is the only candidate. This responsibility is up to the candidate.

After the speeches, voters will rank their top choices for each position. This can be done on one single ballot that will be collected/handed in at one time. Winners will not be announced at the meeting. All candidates are to be notified of the results by the outgoing General Manager or Election Committee members prior to any announcements to the rest of the WVUD staff.

Every winning candidate has the choice to accept or decline being selected for a position, which would be particularly useful if one candidate won multiple positions.

5. The incumbent Operations Board shall hold a meeting for the purpose of reviewing the applications and nominating eligible candidates for General Manager, Program Director, Music Director, Business Manager, and Public Relations Director at least one week prior to the General Staff election meeting. Applications shall be returned to the Station Manager.

- The deadline for applications shall be the time the Operations Board nominations meeting is called to order. Only those individuals who have filed applications are eligible for office and may appear on the election ballot. The Operations Board shall review all applications for each office and shall determine which applicants meet the qualifications stipulated in Article VII, Part C of the Constitution. The Operations Board shall establish a list of qualified candidates and must conspicuously post this list and the applications immediately after the meeting.
6. Each elected office shall be voted on individually in separate closed ballots. Each ballot will list the nominees in alphabetical order with a box by each name to be checked. "None of the above" shall be listed as a choice on each ballot. Upon written request absentee ballots will be available to the General Membership and must be returned to the Station Manager prior to the election meeting. Only one box may be checked per ballot. Any ballot that has more than one box checked shall be considered invalid and shall not affect the vote. In addition, a ballot that has been returned blank shall be considered an abstention and shall not affect the vote.
  7. The Station Manager shall appoint volunteers from the General Membership to present, distribute, collect and count ballots.
  8. A majority of the votes cast, not including abstentions, shall determine the election. Should this simple majority not be reached, further balloting will be held between the choices receiving the first and second highest number of votes. Upon election to office, that individual's name will be removed from consideration for other positions.
  9. If one of the elected positions on the Operations Board becomes vacant, application and nomination procedures shall be instituted and an election held at the next General Staff meeting, unless there is not sufficient time for a two week review and application period.
  10. Immediately upon completion of the election, the General Manager, Program Director, Music Director, Business Manager, and Public Relations Director shall review the applications for the remaining Operations Board positions. Appointment to the Operations Board shall be made by a majority vote of the General Manager, Program Director, Music Director, Business Manager, and Public Relations Director. A list of appointees will be posted and the new Board will be presented to the General Membership at its next meeting. The General Manager shall convene the Operations Board within one week of their appointment.
  11. When there is a vacancy on the Operations Board, the members of the Board shall appoint an acting department head until such time that a new election is held, or a qualified candidate applies and a new appointment is made.
  12. Members of the Operations Board who were appointed, may be removed from office by a two-thirds vote of the other members of the Board, after due cause is demonstrated. Elected Board members may be removed from office by a two-thirds vote of the General Membership, after due cause is demonstrated.

13. In the event of a tie during an election for positions on the Operations Board:

If there are more than the tied candidates running for the one position, the candidates that are **not in the tie will be removed from the voting**. Then, a **re-vote** will happen to try to break the tie.

If there are only the tied candidates running, the **current members of the Operations Board who are seniors will not cast votes** (seniors means anyone who is graduating at the end of this Spring semester). With these members out of voting, a **re-vote** will happen to try to break the tie.

If the tie is not broken and if one of the tied candidates is **closer to graduation** than the other(s), this candidate will be declared the winner on the premise that the others will have future years with WVUD to run for that position again.

If the tie is not broken by difference in graduation years, then a **coin toss** will determine the winner.

## **ARTICLE X**

### **RATIFICATION AND AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

1. The Operations Board shall review the Constitution of WVUD annually at its first meeting in the fall. The Constitution can be approved by a two-thirds majority of the Operations Board, provided no amendments have been proposed.
2. The Constitution of WVUD can be amended by a two-thirds majority of the voting General Membership where two thirds of the eligible voting members are present. The amendment must be submitted in writing at the previous meeting and read aloud to the General Members in attendance. General Members unable to attend the amending meeting with valid excuse who still retain their voting privileges shall vote by absentee ballot before the meeting.
3. The By-laws of WVUD shall be approved/amended by the same process as the Constitution.

*The WVUD Constitution was ratified by a vote of the General Membership on 4/26/2011*

# WVUD Bylaws

## I. Introduction

WVUD operates in accordance with its Constitution as affirmed by its membership. These bylaws serve to maintain the integrity of the purposes, responsibilities, and activities of WVUD. The policies and procedures stated in the bylaws safeguard the rights of station members and promote the corresponding responsibilities of those who choose to participate in WVUD.

## II. Regulations and Enforcement of the Bylaws

These regulations provide guidelines for the conduct of individuals engaged in duties related to WVUD. They are superseded by the policies of the University of Delaware, the Federal Communications Commission and local, state, and federal statutes. Nothing in the bylaws is intended to prevent the Operations Board from making a referral to appropriate authorities if warranted by the conduct of an individual.

1. The Operations Board of WVUD is responsible for enforcing the bylaws. It is also charged with development and enforcement of Operations Policies. A complete set of Operations Policies, as well as the bylaws, shall be available in appropriate areas of the station.
2. The following is a list of conduct expectations for station members. Any station member who commits, aids or attempts to commit any of the following acts of misconduct at the station's facilities or in the community as a representative of WVUD, shall be subject to the station's disciplinary procedures and referral to the appropriate on or off campus authorities.

### Actions:

- A. Acts of physical violence or malicious harassment.
- B. Theft or intentional and unauthorized removal of property from the radio station premises or remote facilities.
- C. Willful or malicious violation of FCC Rules and Regulations, including those related to profanity and obscene language.

### Sanctions:

Minimum: Permanent loss of station membership

Maximum: Permanent loss of station membership and referral to the appropriate on or off campus authorities.

### Actions:

- D. Willful or malicious destruction of radio station property, premises or remote facilities.

### Sanctions:

Minimum: Payment of replacement or repair costs and suspension from station activities, length severity to be determined by the Operations Board.

Maximum: Permanent loss of station membership and referral to the appropriate on or off campus authorities.

Actions:

- E . Possessing or being under the influence of alcohol or illegal controlled substances on the station premises.
- F. Negligent destruction or defacement of radio station property, premises or remote facilities.

Sanctions:

Minimum: Written warning and/or payment of replacement or repair costs.

Maximum: Permanent loss of station membership and referral to the appropriate on or off campus authorities.

Actions:

- G. Smoking or bringing food or beverages into any area of the station where prohibited by Operations Policies.
- H. Violations of Operations Policies or Security Policies.

Sanctions:

Minimum: Written warning.

Maximum: Permanent loss of station membership.

3. Station members are responsible for the actions of their guests or any non-member they permit to accompany them to station activities or facilities. Actions of the guest which violate the bylaws will subject the host to the disciplinary actions described above. In addition, the guest may be referred to the appropriate on or off campus authorities.

### **III. The Procedure for Formal Disciplinary Hearings**

1. When a member of the station becomes aware of an alleged violation of the bylaws he/she shall notify the Station Manager promptly. The Station Manager, after reviewing both the evidence and the charges may verbally notify the alleged violator that interim sanctions may be applied pending the completion of the hearing. The Station Manager will send to the station member a written statement of the charge(s), and the date, time, and place of the hearing. The hearing will be held at the next regularly scheduled Operations Board meeting. Written notice of the hearing should be received by the accused at least two (2) days prior to the hearing.
2. The hearing will be held as an informal discussion between the Operations Board and the accused. Procedures of the hearing will be tape recorded. Seven Operations Board members must be present at disciplinary hearings in order for them to proceed. The hearing will be open or closed at the discretion of the accused. The person filing the charge(s) must be present. If the person filing the

charge(s) fails to appear at the hearing without prior notification, he/she must refile the charge(s) within three business days or the charge(s) will be dismissed. Should the Station Manager initiate the charge(s), the General Manager shall be designated the chair of the hearing.

3. After all evidence has been presented, and all parties have made their final statements, the accuser, accused, witnesses, and observers shall be dismissed.
4. The Operations Board shall discuss the case and decide the guilt or innocence of the accused, as determined by a 3/4 majority of those Operations Board members not directly involved in the case.
5. If the accused is found guilty, appropriate sanctions will be determined by a 2/3 vote of the Operations Board. The Station Manager shall have the right to veto these sanctions and determine other sanctions. In cases that do not jeopardize the station's license, the Operations Board shall have the right to override the Station Manager's veto and sanctions by a 3/4 majority vote. In cases which do jeopardize the station's license, the Station Manager's sanctions shall stand.
6. Immediately following the hearing, the accused and accuser will be notified verbally of the decision and any sanctions. Subsequently, the accused shall be notified in writing of the decision and sanctions no later than five days after the hearing.

#### **IV. The Procedure for Appeal**

1. Grounds for Appeal - Any person found guilty by the Operations Board has the right to request an appeal on the grounds that:
  - a. The hearing procedures were violated.
  - b. The sanction imposed is inappropriate, unreasonable or unjust.
  - c. The decision is contrary to the evidence.
  - d. There is new information which was not available at the time of the original hearing. The person who filed the original charges may not appeal the results of the Operations Board hearing.
2. The Appeals Board - Appeals will be heard by an Appeals Board whose five members and one alternate are elected from the General Staff in accordance with election procedures outlined in the Constitution and its bylaws. No members of the Operations Board may be elected to the Appeals Board. If an Appeals Board member cannot fulfill his/her term of office, a special election will be held in accordance with Constitutional procedure. The Appeals Board is chaired by the General Manager, or if he/she is directly involved in the grounds of an appeal, an Appeals Board member shall be designated the chair of the hearing. Both the Station Manager and the General Manager shall serve as non\_voting "ex-officio" members of the Appeals Board.
3. Request for an Appeal - To appeal either the sanctions or the decision, a written request specifying the grounds for the appeal must be submitted to the Station

Manager and any three members of the Operations Board. The written request for an appeal must be submitted no later than seven days after the written receipt of the original decision and sanctions of the Operations Board. The three Operations Board members will review the request and recommend whether or not an appeal is warranted. Within one week of receiving the recommendation of the three Operations Board members, the Station Manager will convene the Appeals Board. Written notice of the Appeals Board meeting should be received by the appellant at least two days before the hearing. Imposition of the sanctions may be deferred by the Station Manager pending the decision of the Appeals Board.

4. Appeal of the Sanctions - The hearing will be held as an informal discussion between the members of the Appeals Board and all parties involved. The procedures of the hearing shall be tape recorded. The hearing will be open or closed at the discretion of the appellant. Five members of the Appeals Board must be present for the hearing to proceed. In appeals of the sanctions, only the members of the Appeals Board and the appellant must be present. After all evidence has been presented and final statements have been heard, the appellant and all other witnesses and observers will be dismissed. The Appeals Board shall discuss the case and decide whether to recommend changing the sanctions. A sanction is removed by a vote of 4 of 5 members of the Board. The Appeals Board shall then discuss what new sanction shall be imposed. A vote of 3 of the 5 members of the Appeals Board shall impose a new sanction. The decision of the Appeals Board shall be final.
5. Appeal of the Decision - The hearing will be held as an informal discussion between the members of the Appeals Board and all parties involved. The procedures of the hearing shall be tape recorded. The hearing shall be open or closed at the discretion of the appellant. Five members of the Appeals Board must be present in order to proceed. In appeals of the decision, the party that filed the original charges, the appellant, all witnesses present at the Operations Board hearing, and any new witnesses must be present. After all evidence has been presented and final statements have been heard, the appellant, all witnesses, and all other observers shall be dismissed. The Appeals Board shall discuss the case and then vote on the appeal. A vote of 4 of 5 members of the Appeals Board for innocence overturns the original decision of the Operations Board. A vote of any less than 4 will uphold the decision and the sanctions originally imposed, unless the sanctions have been appealed as well. A vote of 4 members of the Appeals Board will return the case to the Operations Board in cases concerning procedural violations at the original hearing. All decisions of the Appeals Board shall be final.

## **V. Enforcement Procedures**

1. Written warning - An official notice of disapproval of specified actions issued by the Operations Board.

2. Payment of repair or replacements costs - Assessment of charges in an amount not in excess of damage or loss incurred.
3. Suspension from station activities, the length and severity of the suspension and the activities effected are to be specified by the Operations Board.
4. Permanent loss of station membership - The individual will be stripped of station membership, and denied participation in any station activities.
5. Referral of charges to appropriate on or off campus authorities. This may be as a result of a formal hearing of the Operations Board or decision of the Station Manager based on the seriousness of the offense.

## **VI. Community Volunteers**

WVUD also accepts contributions and participation from Community Volunteers. These Volunteers may serve any role designated by the General Membership or the Station Manager, but may not vote, hold office, or make policy at WVUD. Community Volunteers are guests of the University of Delaware and are subject to the policies of the FCC, the University of Delaware, and WVUD.

### **A. Terms of Volunteer Participation**

Community Volunteers must have completed the membership test to be considered Volunteers at WVUD. Community Volunteers must have also signed the Community Volunteer agreement, and must have that agreement on file with the Station Manager. Community Volunteers shall have their roles reviewed annually by the Operations Board.

### **B. Responsibilities**

1. Community Volunteers are to perform all duties in a manner that demonstrates to the membership and to the listening and general communities an accurate and positive image of WVUD.
2. Community Volunteers agree to adhere to all policies and procedures of the University and all local, state, and federal laws. Community Volunteers will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. WVUD is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
3. Community Volunteers are required to keep current with policies of WVUD, the University of Delaware, the Federal Communications Commission, and other relevant agencies. While the Operations Board will provide access to appropriate documents, it is still the responsibility of individual members to regularly review

such documents and obtain any required identification, permits, or licenses.

4. Active participation in WVUD requires adherence to the WVUD Constitution, the by-laws, and other station policies.
5. A Community Volunteer's decision to participate in the activities of WVUD entails the acceptance of the following obligations:
  - a. Respecting the physical plant and equipment of WVUD.
  - b. Actively engaging in the off-air activities of the station.
  - c. Attending monthly meetings of the Membership and Community Volunteers
  - d. Compliance with the decisions made by the General Membership and the Operations Board.

### **C. Rights**

1. Community Volunteers have the right to relevant and appropriate artistic and intellectual expression in all station activities.
2. Community Volunteers have the right to participate in monthly Staff Meetings with the General and Associate Memberships.
3. Community Volunteers are entitled to receive training to perform on-air duties, including a clear statement of the requirements they must fulfill to be approved for such duties. All eligible Community Volunteers are not guaranteed on-air duties.
4. Community Volunteers are entitled to privacy in their communications with the Operations Board. Communications with the Board, or any of its individual members, may not be released to anyone not on the Operations Board without expressed consent of the party or parties involved. A Community Volunteer will receive notice when a third party requests information from the Operations Board on him or her.

### **D. Representation**

One Community Volunteer may be selected by the Operations Board to serve as a non-voting counsel to the Operations Board to represent the interests and concerns of WVUD's Community Volunteers.

## **VII. Guest Policy**

No more than two visitors PER SHOW for any DJ. This is not limited to studio guests, but visitors in general. If you expect to have more than this, you must have prior approval from

the Station Manager, Engineer, General Manager, or Program Director. There will be no more rotating of people in and out of studio as your 'two guests'. Two individuals OTHER than the DJ per show, period. (Station members serving as guests do not count towards your two guests, but they must keep up with membership requirements). If a guest of yours shows up with additional people, they must be turned away. Also, live phone calls are your responsibility too. If a 'phone' guest breaks rules, you are accountable for that too.

You are responsible for your guests at all times. This includes their behavior and actions on and off air.

If you are caught with more than two guests, (either by direct observation, recorded evidence, or note from another station member, the following will happen)

1<sup>st</sup> offense- No guests for one month

2<sup>nd</sup> offense- One week suspension, no guests for four months

3<sup>rd</sup> offense- one month suspension, guest privileges revoked permanently

4<sup>th</sup> offense- termination

### **VIII. Profanity Policy**

1<sup>st</sup> offense- Written letter to DJ, copy kept on file

2<sup>nd</sup> offense- One show suspension

3<sup>rd</sup> offense- One month suspension

4<sup>th</sup> offense- termination

We are defining profanity as 'the big boys' ...not damn, hell, etc. We can hear these live on the air, have them reported to us by listeners or staff, or pick it off the skimmer.

Multiple offenses in the same show will be dealt with on a case by case basis...multiple instances in the same song will be considered one offense, although the DJs attentiveness/dependability will be called into question.

There is a 'clean record' provision for longer-term members. Offenses are cleared after 4 years.

### **IX. Music Uploading Policy**

Anyone uploading material to the WVUD computer must put their name in the Music ID section of the track info. They also should put an ACTIVE date and an End of Message (EOM) on the file. These are extra steps on the part of the person uploading the music,

but are necessary to track who puts what on. While it is still the responsibility of the air DJ to make sure the content is clean, we will also hold the person who uploads the info responsible for it getting onto the air in violation of FCC law. We cannot go back in time to fix old uploads, but from this point forward, anything uploaded that doesn't have a name in the Music ID section will be deleted without warning. Guests should NEVER be allowed to upload anything.

#### **X. Mandatory Retraining**

All participants in WVUD (General and Associate Members, Community Volunteers) are expected to have the most current knowledge of how to use all technology at WVUD. All participants must take part in mandatory retraining with the technical staff of WVUD at least once every four years.

#### **XI. Programming Priority**

WVUD's programming shall be determined by the Program Director, as outlined in the WVUD Constitution. Priority for programming will be given to General Members. Priority in all programming will be determined based on the participant's activity at WVUD and his or her attendance at the relevant mandatory meetings.

#### **XII. Agreements**

All Members must have read and signed the relevant Membership Agreement. All Community Volunteers must have read and signed the relevant Community Volunteer Agreement. Copies of all signed agreements must be on file with the Station Manager.

#### **XIII. Meetings**

As outlined in the WVUD Constitution, the General and Associate Memberships shall meet at least twice per month during the Fall and Spring Semesters. One of these meetings shall be open to Community Volunteers, and attendance by Community Volunteers shall be mandatory.

**ADDENDUM**  
**Student Off Air Volunteer Hours**

This policy places a minimum of required off-air volunteer hours for students currently on the FM to secure the time slots of their show. This policy also provides a system of priority for students wanting to be on FM.

**Requirements**

- Students on the FM need to complete 10 hours of volunteer time.
- This is required of each individual student on the FM.
- This needs to be completed two times a year:
  - January 15 – July 15 to secure time slots for the following Fall Semester Schedule
  - July 15 – January 15 to secure time slots for the following Spring Semester Schedule
- Things that count towards these hours include:
  - Attending meetings
  - Helping in the Music Dept. or Music Library
  - Helping with PSA/Promo Production
  - Volunteering for PR events (kiosks, tables at events, remote broadcasts, etc.)
  - Subbing for a show other than yours
  - Helping train new DJs (talk to Dave, Steve or Tech Director to be approved)
  - Volunteering during Radiothon (answering phones on other show, etc.)
  
  - Other volunteering can be requested and approved by Ops Board Members
- Priority will not change for students who are currently on FM that have done more than the required hours; completing the required hours is sufficient to secure the student's time slot.

**Consequences**

- If the hours are not completed, students will lose priority for the time slot of their show.
- These time slots will be available for other students who have completed the required hours.
- Priority for the available time slots will be based on who has completed more hours (up to the requirement or beyond requirement) if more than one student wants the same time slot.

**Non-FM Students**

- Although it is not required for students who are not on the FM to complete the required hours, priority for open time slots will increase for students who have completed more volunteer hours (up to the requirement or beyond requirement).

**Graduate Students**

- Graduate students who have time slots in the student block are held to the same standards under this policy as undergraduate students.

