

Constitution and By-Laws

90.5 WVBU

(updated October, 2005)

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I. NAME

This organization shall consist of radio station WVBU. WVBU - FM is licensed by the Federal Communications Commission as a non-commercial, educational station. It is located on channel 213, at 90.5 mega-hertz and broadcasts to the Bucknell University campus, and the surrounding area. The antenna and transmitter are located on the roof of the Charles Dana Engineering Building. The programming is chiefly alternative and modern rock. News, sports, specialty shows and feature programs are also presented.

II. PURPOSES

The purpose of the above stated organization is to provide a laboratory wherein the students of Bucknell University may learn through training and practical experience the elements of the field of broadcasting. Intrinsic in its effort to fulfill this purpose is the object to provide radio entertainment, service, and education for residents of Bucknell University and the surrounding area.

III. STATION ORGANIZATION

A. Board Members

The Board of Directors shall consist of the following:

1. Station Manager (non-voting)
2. Program Director
3. Music Director
4. Officer of Finance
5. Student Engineer
6. Office Manager
7. News Director
8. Sports Director
9. Director of DJ Training
10. Promotions Manager
11. Sales Director
12. Production Manager
13. Director of Remote Services

B. Advisors

The Support Staff shall consist of the following:

WVBU has two faculty advisors. They are Jason Snyder and Donald Krech. WVBU's Professional Engineer is Todd Fogle.

C. Assistants

All Board Members, excluding the Station Manager, have the option of appointing an assistant. If an assistant is desired they can be appointed during elections. Appointment must be approved by the Board of Directors for seniority privileges to apply. The assistant to Board Members can, in the absence of the same, vote for the Board Member absent. The assistant's term will last as long as the Board Member appointing desires, or as long as the term of the Board Member making the appointment.

D. Eligibility for DJ Membership

Any person who is enrolled as a full-time student at Bucknell University or who is employed by Bucknell University as a faculty or administrator is eligible to be a WVBU DJ. Anyone who does not fit these prerequisites may not be a DJ without the consent of the Dean of Students and the General Counsel.

E. Eligibility for Board Membership

To be eligible for a position on the Board of Directors or as an assistant to a Board Member, a candidate must be a WVBU DJ in good standing. A member in good standing shall be defined as one who has participated in station activities for a period of not less than the previous 60 days prior to the election.

Any eligible Board Member may hold more than one position simultaneously, if necessary during any one term.

F. Elections

1. Candidates for positions on the incoming staff shall be self-nominated. The incoming Board of Directors shall be elected by the outgoing Board of Directors.
2. Nominations sign-up shall be posted in the station by the Station Manager at least three weeks before the scheduled election, and be removed by the Station Manager no more than three days before the scheduled election.

3. Elections shall be held at the next-to last meeting of the Board of Directors for the Fall semester. Officer transition shall occur at the last Board of Directors meeting for the Fall semester.

4. Procedure for nomination and election for all positions on the staff shall be governed by the Board of Directors. They shall conduct the elections by holding interviews for each candidate, verbally discussing each candidate, and voting on each position. Any current Board Member applying for a position shall not participate in the verbal discussion or voting for the position for which they have applied.

5. All members of and assistants to the Board of Directors who have attended at least 80% of all scheduled meetings and activities during their term as a member of or assistant to the Board of Directors can vote in the election. Members of and assistants to the Board of Directors who have not fulfilled these requirements shall not be permitted to vote in the election, although they may still run for a position. The Station Manager will not have a vote, except in the event of a tie, in which case the vote of the Station Manager shall break the tie.

G. Duties of the Board

1. The Board of Directors shall formulate all policy concerning the daily operation of the station. Station policy shall either be included in the Constitution, posted in the station, or distributed to all DJ's.

2. All Board Members are required to submit to the Officer of Finance a list of expenditures at the time they are made with appropriate receipts. At the appropriate time, all Board members shall submit a budget to the Business Manager for the coming academic year.

H. Duties of Individual Board Members

1. The Station Manager shall be responsible for all phases of station operations. He/she shall call and preside over all DJ, Staff and Board of Directors' meetings, sign all papers concerning station policy, appoint committees with the approval of the Board, and act as a member ex-officio of all departments and committees. He/she will have no voting privileges in any station elections except in the case of

a tie where his/hers will be the deciding vote. The Station Manager shall have the authority to enforce the rules and By-Laws and to make necessary decisions concerning their enforcement. However, he/she must inform the Board of Directors of such decisions at the next regular meeting of that body.

2. The Program Director shall be responsible for all programming in conjunction with the News Director and Sports Director. The Program Director is responsible for designing time, format and individual programs for each semester. He/she is also responsible for checking all logs for rules violations and keeping track of infractions. The Program Director will also be the point of contact for anyone who cannot do their show. The DJ must contact the Program Director at least 24 hours in advance of missing a show, so that the Program Director can arrange for automation programming to be set up.

3. The Officer of Finance shall be responsible for the handling of all financial matters concerning the station, make out the yearly budget of the station with the aid and approval of the Board of Directors, see that all staff members stay within their budgets, and present a statement of financial standing at every Board of Directors meeting. He/she must be informed in advance of all expenditures to be made by staff members.

4. The Music Director shall have the responsibility of procuring albums, as well as maintenance of the album libraries in a consistent, efficient and functional manner. The Music Director shall be responsible for compiling a playlist once a week to send to music magazines and post in the station. He/she shall also be responsible for all related correspondence to record companies and music magazines.

5. The Student Engineer shall be responsible for all technical matters, (e.g. repairs, building) in the station. Any job that is beyond the capabilities of the Student Engineer should be brought up at a Board of Directors' meeting and contracted out. The Chief Engineer should hold a Federal Communications First Class Radio Telephone Operators Permit.

6. The Office Manager shall be responsible for keeping a stock of all office supplies, keeping a record of minutes of all Board meetings, and completing any office work needed to be done for any other department of the station. The Office Manager will furthermore be responsible for picking up and distributing all mail in a timely fashion.

7. The Sales Manager is responsible for the procurement and billing of underwriting for programs on WVBU-FM. The Sales Manager shall also be responsible for all station publicity, including the publishing of a program guide each semester. In addition, he/she shall direct and keep track of all giveaways,

whether for underwriting or general publicity, including station T-shirts, bumper stickers, etc.

8. The Director of DJ Training is responsible for the training of prospective DJ's. Included in this is planning and attendance of the fall activities fair for new students. It is also his/her duty to work with on-the-air staff members in conjunction with the Program Director. Audition tapes approved by the Director of DJ Training must be approved by the Program Director before the person is allowed on the air.

9. The Production Manager is in charge of production of all taped matter as assigned him/her by department heads. He/She is also in charge of producing promos for any shows that request them. All taped matter produced by the production staff must be approved by both the Production Manager and the Program Director prior to air-time. All tapes and production equipment are under the direction of the Production Manager. He/she is responsible for upkeep and cleanliness of the domain. He/she is also in charge of keeping the PSA's current and up to date.

10. The Director of Remote Services is in charge of the remote equipment WVBU owns for the use of parties and dances. All arrangements for use of the equipment must be made through the Director of Remote Services. The Director of Remote Services will arrange to have signed contracts submitted to the Officer of Finance prior to any remote services job. It is then the responsibility of the Director of Remote Services to find DJ's willing to do the remote. Board members are preferred to carry out the remotes. Any DJ who wants to do a remote must submit an application through the Director of Remote Services and must be voted on by the board.

11. The News and Sports Director shall be responsible for all scheduled news broadcasts in conjunction with the Program Director. He/she shall be responsible for the organization of all special news, sports and commentary programs. He/she shall be responsible for the maintenance of all news facilities, including maintenance of the computer and the upkeep of the on- air notebook with press releases and PSA's.

12. The Senior Advisor(s) shall be elected for the second semester of his/her last year at Bucknell only. He/she shall be responsible for advising the new staff and helping them to get adjusted. He/she shall be available for special projects as assigned by the board.

I. Addition of Members to the Staff

By a three-fourths vote, the Board of Directors may expand or reduce the number of staff by the creation of a new position to relieve a present staff member of part of his/her constitutional duties. The new position may be created only with the approval of the present staff member whose duty is being cut. The Constitution of the station shall apply in full to all new staff positions.

J. Removal of Members from the Staff

Any member of the staff may be removed from office by a three-fourths vote of those members present at a regularly scheduled Board of Directors meeting, using the method of secret balloting. A resolution for impeachment shall be made one week prior to removal proceedings. When cases of impeachment or vacancy for any other reason arises, the Board of Directors shall immediately appoint an interim Director for the position.

K. Attendance at Staff Meetings

1. Members of the Board and their assistants are required to attend all regularly scheduled meetings. Advisors are expected to attend all regularly scheduled meetings. 2. An unexcused absence shall be determined at the discretion of the Board of Directors. 3. Two unexcused absences for Board Members or their assistants will result in a warning by the Board to the delinquent member. A third unexcused absence will result in an automatic movement for impeachment, to be introduced by the Station Manager.

L. Board of Review

In the event than any punitive action has been taken against any DJ or staff member of WVBU, that person may appeal to the Board of Review. The Board of Review shall consist of a quorum consisting of two-thirds of the members of the Board of Directors. The Board of Review shall be chaired by the Station Manager as a non-voting member, and will meet at the call of the Station Manager. When

the circumstances warrant it, a member or members of the Administration of Bucknell University may be called in, at the request of the Station Manager or the person making the appeal, to sit on the Board of Review in an advisory capacity. All decisions made by the Board of Review are final.

IV. BOARD MEETINGS

Meetings of the Board of Directors and Staff shall be held as determined by the Station Manager. All meetings shall be open to all station members.

V. COMPLETION OF A TERM BY A BOARD MEMBER

After successfully completing a term as a Board Member he/she is eligible to move to the top of the Seniority List. The Station Manager will determine the eligibility and consult the Program Director to make the changes. The Board Seniority list will be established by length of duration on the board, followed by graduation year, followed by the date that each person became a DJ.

Assistants will be eligible to move up three spots at the end of a successful term. The residing Board Member over the assistant will serve as the determining factor.

VI. AMENDMENTS

This Constitution shall be amended or revised at a meeting of the Board of Directors called for this purpose. Two weeks notice shall be given for this meeting. Contemplated changes shall be posted at the beginning of the two week period. A vote of three-fourths of the entire Board of Directors shall be required for any changes to the Constitution.

VII. RATIFICATION

This Constitution shall be considered in effect on February 10, 1969.

PART TWO: By-Laws

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I. STUDIOS

A. Substance Policy

There is to be NO smoking, illegal substances, or alcoholic beverages on WVBU premises at any time. The presence and/or use of alcohol or drugs at WVBU is strictly prohibited and will not be tolerated. Violation of this rule will result in disciplinary action from not only WVBU, but also from the Office of Public Safety and/or the administration of Bucknell University at the discretion of the Board of Directors. Members of the Board of Directors shall have the authority and

obligation to remove all persons who violate this rule from the premises. Furthermore, anyone under the influence of alcohol or illegal drugs beyond the capacity to handle a show in a professional or ethical manner shall be removed, as per the instructions above, and face disciplinary action from the Board of Directors.

B. Cleanliness

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

C. Maintenance

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

II. PRODUCTION

1. No one shall use the production equipment, including the production studio, without the approval of the Production manager.
2. DJ's in training must first be instructed how to use the equipment in the production studio by the Director of DJ Training, before they may use the production studio. After receiving that instruction, they will be considered WVBU-trained-DJ's, but not WVBU DJ's, which they will become after fulfilling all of WVBU's on-air requirements.
3. A weekly schedule will be posted on the production studio door by the Program Director. Licensed DJ's, as well as DJ's in training, must sign up for use of the production studio. The Board

of Directors reserves the right to "bump" anyone who has signed up, if the production studio is needed for station business.

4. The production studio and its respective equipment are for use by WVBU-trained DJ's only and may not be used by non-WVBU-trained DJ's without the express written consent of the WVBU Station Manager. (e.g. A DJ may not bring non-WVBU-trained DJ's to use the production studio while the DJ is doing their show.)

III. OFFICE

A. Supplies

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

B. Keys

Only Board Members may hold keys to any WVBU office.

C. Admittance

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

IV. SHOWS

A. Eligibility

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

B. Responsibility

1. A DJ is responsible for all shows selected by that DJ.
2. A DJ is solely responsible for finding a replacement if that DJ is unable to do a show they either selected or agreed to serve as a replacement for. Only WVBU DJ's in good standing may be used as replacements.
3. If a DJ is unable to find a replacement, that DJ must notify the Program Director at least 72 hours prior to the scheduled show* and inform the Program Director of all efforts made to find a substitute. If the Program Director is unavailable, the DJ must then notify the Station Manager. The Program Director and/or Station Manager shall then assist the DJ in finding a substitute, although the responsibility for finding a substitute shall still be that of the regularly scheduled DJ. If both the Station Manager and Program Director determine that the DJ has not made a reasonable effort to find a substitute, that DJ will be required to find a substitute without their assistance.

*Except in the event of an emergency, which shall be determined by both the Station Manager and Program Director, contacting either of the above officers within 72 hours of the scheduled show shall result in that DJ automatically dropping 3 spots on the seniority list. If a DJ has committed 3 such violations of not contacting with advance notice, with the next such violation that DJ shall then forfeit their show for the remainder of the semester and automatically drop to the bottom of the seniority list. Failure to notify either the Program Director or Station Manager before missing a regularly scheduled show shall be considered "bagging" a show altogether.

C. Air Rules

1. All DJ's must be at the station at least 15 minutes prior to the start of their scheduled show.
2. One tardy for a broadcast shall result in suspension from the air. All suspensions

will be carried out at the discretion of the Program Director.

3. Permission must be obtained from the Program Director to alter regularly scheduled broadcasting hours.
4. There are to be no more than four persons in either studio at any given time, including the DJ on duty. Exceptions may be made only with permission from the WVBU Board of Directors.
5. The last person to leave the station is additionally responsible for shutting off the studio power and transmitter, 'sleeping' the computer, turning off the lights, closing all doors, and locking the main door.
6. The transmitter log must be signed, with the time recorded, whenever the transmitter is turned on or off by the DJ who does so. This is an FCC requirement.
7. The program log must be signed at the exact time when a DJ begins their show, and at the exact time when a DJ ends their show. (i.e. Logs may not be pre- signed)
8. The music log must accurately record all songs played, with legal station ID's, PSA's, playlist, and listener request selections denoted as appropriate. The order in which the songs were played is also to be recorded accurately.
9. All records, tapes, and CD's must be returned to their proper locations. Unauthorized removal of recordings from the station premises is prohibited. Disciplinary action for these offenses is at the discretion of the Music Director and/or Station Manager.
10. All extraneous material (e.g. beverages, food) must be kept off of and far from all equipment at all times.
11. Non-WVBU-trained DJ's are strictly prohibited from operating either studio, or its respective equipment, under any circumstances.
12. The console is never to be left unattended by the scheduled DJ.
 - a. Non-licensed people may not run the board.
 - b. Licensed DJ's who have not been cleared by the Director of DJ Training may not run the board.
 - c. An exception may be made in the event of an emergency. (e.g. a fire alarm) If the DJ is able to return shortly, that DJ may play a non-indecent CD on 'continue'. If the DJ is a closing DJ and has already met the FCC requirement for a minimum of 5 hours in a broadcast day, that DJ is to shut down the station for the night, regardless of the length of the emergency. If the DJ is unsure when return will be

possible, that DJ is to shut down the station for the remainder of the broadcast day and must immediately notify the Program Director.

D. Harassment

1. If a DJ receives a harassing and/or threatening phone call, that DJ is to regard the phone call as a serious threat. That DJ shall then immediately lock the station door and not open the door for any reason. That DJ is to immediately notify the Station Manager and Public Safety, who will then unlock the door when they arrive. That DJ should also note the exact time of the call.
2. Whenever a personal opinion is stated, the DJ must state that the views expressed by that DJ are not those of WVBU or of its Board of Directors.
3. Verbal degradation on the air of WVBU, its policies, or its Board of Directors will not be tolerated, as it serves no useful purpose. The Board of Directors volunteers its time and receives no compensation, so any of the above on-air infractions are subject to punitive actions as seen fit by the WVBU Board of Directors. Any and all complaints or criticisms are to be voiced to the Board of Directors and/or the faculty advisor for WVBU.

V. GENERAL

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

A. Morality

1. WVBU, in conjunction with F.C.C. policy, has a strict rules governing against the use of obscenities on the air (by the DJ's themselves and the music they play). The DJ may NEVER use obscene or indecent language at ANY TIME. WVBU, in conjunction with F.C.C. policy, has declared a Safe Harbor period from 10 p.m. until 6 a.m., during which the restrictions on playing indecent recorded material are lifted. Any DJ playing controversial recorded material must play the warning CD track over the air before they play any indecent material. Obscenity and

indecent guidelines are posted in the studio at all times. If the DJ is unsure about the indecency or obscenity status of certain materials, they should first consult a member of the Board of Directors or simply not air the material in question.

2. If a DJ accidentally plays a song containing indecent material at a time not during the Safe Harbor period or a song containing obscene material, that DJ is required to immediately take the offending song off of the air, and then to issue an on-air apology to the listeners of WVBU immediately.

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

B. Show Format

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

"WVBU-FM Lewisburg"

"WVBU-FM, 90.5 Lewisburg"

2. A PSA must be played at the top of every hour, immediately following the legal station ID.

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

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

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

VI. DISCIPLINE

A. Substance Policy

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

B. Morality/By-Laws

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

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

C. Show Format

Failure to follow show format will result in the following:

1. First offense: written warning.
2. Second offense (second semester seniors): loss of show. Second offense (all

others): drop 15 places down the seniority list.

3. Third offense: loss of show for the semester.

D. No-Show

Failure to do an assigned show or to find a replacement will result in the following:

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

2. Second offense: loss of show for the semester.

E. Negligence

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

F. Loss of DJ Privileges

Any DJ who has lost the privilege of being a WVBU DJ, whether by suspension or by expulsion, may not appear on the premises of WVBU at any time. Failure to adhere to this policy shall be referred to Public Safety. A DJ who has lost their DJ privileges may apply for reinstatement. If the WVBU Board of Directors grants reinstatement, that DJ must then proceed through DJ training and again successfully fulfill all requirements expected of a new DJ. Upon completion of said requirements, that DJ must then pass a vote of approval by the WVBU Board of Directors before being declared a WVBU DJ and granted air clearance.

G. Board Members

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

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

VII. WVBU POLICY

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

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