

WVBU  
1950



THE CONSTITUTION, BY-LAWS, RULES AND REGULATIONS  
OF  
RADIO STATION WVBU  
BUCKNELL UNIVERSITY  
LEWISBURG, PENNSYLVANIA 17837

WVBU 90.5 FM/AM 640  
Bucknell University



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WVBU-FM

WVBU-FM is licensed by the F.C.C. as a non-commercial, educational station. It is on channel 213, at 90.5 mega-hertz and broadcasts to the Bucknell campus, and the surrounding area. The antenna and transmitter are located on the roof of the university power plant. The programming is chiefly progressive rock and jazz. News, sports, and feature programs are also presented. Announcers are required to obtain a Third Class Restricted Radio-Telephone license from the F.C.C. within 90 days of their air clearance. If you are announcing on WVBU-FM remember that you are being heard outside of the campus of Bucknell University.

WVBU-AM "Super-64"

Super 64 broadcasts closed circuit to the campus of Bucknell University. It operates 24 hours a day on a frequency of 640 kilohertz. There are six transmitters: one in the WVBU tech room in the Carnegie Building, one in the power room in the basement of D-wing Swartz, and one in each of the dormitories in the down-hill area. Super 64 programming is primarily Top-40, with a portion of its broadcasts automated. Although the F.C.C. has no jurisdiction over carrier current systems, WVBU-AM is run with the same professionalism that you would find at any "on-the-air" AM station.

Both Super-64 and WVBU-FM are affiliates of ABC News. Super-64 is an affiliate of the ABC Entertainment Radio Network; WVBU-FM is an affiliate of the ABC FM radio Network.



### GENERAL POLICIES

In order to effectively manage an organization, there must be rules that need to be followed. This especially applies to the broadcast industry. WVBU is no exception. In order to do the best job possible, we need certain policies understood. The list that follows may not be too congruent, but nevertheless these are RULES!!!

#### I. STUDIOS (AM & FM)

##### 1. Cleanliness

- When done with a show, the studio is to be clean! Soda cans thrown out, records put away in their proper place, carts in order, excess garbage thrown out, patch cords hung up and logs neatly filed.

##### 2. Maintenance

- When turntables are not in use, leave them out of gear.
- Do not leave carts in machines for long periods of time. They fry (both machines and carts).
- Do not touch master power pot unless absolutely necessary.

##### 3. Miscellaneous

- There are to be no more than three (3) persons in any studio at any one time. Exceptions may be made for directors and V.I.P.'s.
- If you are not followed by a live show or one requiring use of the board, you must turn off the board when you leave.
- Make sure Tammies are set up properly (AM jock) if they are next. If you are the last jock to leave (AM or FM) you are responsible for making sure that all four magnecords are set up with Tammies.
- The last person in the station to leave is responsible for locking all the doors and turning out the lights. (Leaving doors unlocked for any reason whatsoever when the station is unattended will not be tolerated.)
- The News department is responsible for the upkeep and maintenance of the teletype.
- Sign on and off FM transmitter (FM jocks) as you are required to do it and record the exact time in the operations log which is always in the AM studio.

#### II. PRODUCTION

##### 1. Use

- If you wish to use this studio you must have advance permission from the production manager.

-2-



- All jocks have priority over the production board one (1) hour before their show, with the production manager having the highest priority.

- Station business has priority over all other business. Any outside organization's use of our facilities must be cleared through the station manager.

- This studio is for use only by station personnel, as is all of our equipment. You can not bring friends down to use the production studio while you are doing your show.

### III. OFFICE

#### 1. Use

- The typewriter is to be used only for station business. No exceptions!

#### 2. Supplies

- They are to be used only for station business.

### IV. SHOWS

#### 1. Responsibility

- If you take a show, you are responsible for it.

- If you know you can't do a show, you, not the program director, must find a replacement.

- If after extensive checking you can not find a replacement, go to your program director. In emergencies, go to any board member

- There are only two (2) ways to bag a show ...

- 1) Program director okays it, or

- 2) You have found a replacement who is willing to do it for you.

- If you fail to do a show and have not met the above requirements, disciplinary action will be taken.

#### 2. Air Rules

- You should be at the station at least one half hour ( $\frac{1}{2}$ ) before your show (news and sportscasters included).

- You must sign the log for the exact times you were on the air. You may not pre-sign the log. In other words, when you go on the air, or take over the console, you must sign on and enter the exact time; when you go off the air, or turn over the console, you must sign off and enter the exact time.

- The console is not to be left unattended.

- No cracking up over the air.

- Never remove a cart before it has run out. If it is absolutely necessary for you to do so, make sure you wind it out as soon as possible.

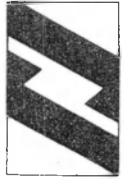
- Remove all patching after you are done with it.

- Logs are to be followed exactly.

- Keep all extraneous material (sodas, candy, etc.) off all the machinery.

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- Treat albums with care.
- Don't cut down the station over the air. Try building it up!
- Nitebeat and early morning jocks keep your door open to watch the production studio.
- Do not make any noise while at the station. Hallway and extraneous noise will not be tolerated.

V. GENERAL

1. Policies

- The presence and/or use of alcohol or drugs at this station is strictly prohibited and will not be tolerated. Any violation of this rule will result in immediate disciplinary action.

2. WVBU Constitution

- Our 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.

These are the official policies. Violations will be handled swiftly. If someone feels that the consequences are too stringent, they may appeal to a selected committee chaired by the station manager and consisting of board members, station personnel and, depending on the circumstances, administration officials.

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### AUDITIONS

If you want to get on the air here at WVBU-AM or FM as a disc jockey, sports, or news announcer, there are certain things that you will need to do. The Chief Announcer, who will be in charge of your training and testing, must first be notified of your desire. He/she will then arrange a time when both of you will meet in order that he/she can begin your training. Later, at any time you feel prepared, he/she will administer the following tests:

1. Practical Board Exam. You will be asked to leave the studio for a few minutes while the chief announcer prepares the board. That is, he/she will alter switches, knobs, etc. from their normal position. You will then be asked to return the board to its proper state and simulate getting either a record or cart on the air. This is to be followed by your voice and then the unused record or cart within two additional minutes. After a short period of questioning, if you have proved to the chief announcer that you have a passing knowledge of the operation of the board, you will then be required to make an audition tape.

2. Audition Tape. You will be given a tape on which you should record a typical one hour show following the appropriate log. News and sports trainees should just read a portion of the broadcast. This tape is an absolute necessity and must be passed by the chief announcer and the respective program director in order to gain air clearance.

3. After an audition tape has been passed by both the chief announcer and the respective program director, you are required to sit in on a minimum of three shows to be determined by the chief announcer.

Once you have met the above requirements, you will be cleared for the air.

NOTE: AM jocks will be required to make EAGO's at the discretion of the AM program director and the production manager.



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CART REGULATIONS

1. DO NOT ERASE any cart in order to record. There are plenty of blank carts available for new material.
2. ALL CARTS MUST BE APPROVED by the production manager and the respective program director.
3. All carts submitted for approval must be accompanied by the following information:
  - a. CART TITLE
  - b. LENGTH (playtime)
  - c. INTRODUCTION TIME
  - d. OUTCUE LINE

All members of the production staff must be approved by the production manager before they may be allowed to perform production work.

If you are not a member of the production staff but you have a need for a cart or for any production work to be done, see the production manager.

All production equipment and the production studio are under the domain of the production manager. If you have business to do in that area, he/she is the one from whom you must seek permission.





HINTS FOR A GOOD SHOW

1. Occasionally do a taped air-check of your show, and take note especially of your voice quality.
2. Make sure you check the new album section each week.
3. Ask for requests only if you intend to play them.
4. Do not invite your friends to visit you during a show unless you feel confident that you can handle the show, phone calls, requests and socializing at the same time. However, remember the limit of three (3) persons per studio; that means you and a maximum of two (2) other people.
5. You are responsible for everything that goes over the air during your show, whether it is originated by yourself or a visitor.
6. Practice talk-ups before you use them. Make sure you know what you are going to say before you say it.
7. Follow the log and format to the "tee".
8. Remember that your listeners' tastes are always more important than your own.
9. Never criticize WVBU over the air, and do not air personal gripes, especially of a political nature.
10. Avoid talking needlessly, but don't let your listeners think that your show is automated.
11. Vary your introductions and talk-downs of songs. Never fall into the bad habit of using a crutch phrase or word; the audience will pick it up immediately and change channels if they can before they fall asleep from boredom. A crutch phrase is one that is used over and over again; in other words, a pet phrase that you like to use but are not aware that you overuse it.



ENGINEERING SUGGESTIONS

1. Use slip-cueing for tight transitions.
  2. Keep a cart or two on deck at all times to play in case something goes wrong with the turntables, and vice versa.
  3. Experiment with the position of the mike and the levels to obtain the best voice quality.
  4. Make sure that the outer-studio noises do not go over the air.
  5. AM jocks: The only form of legal ID allowed by the AM program director is: "WVBU, Lewisburg"  
  
FM jocks: The only forms of a legal ID allowed by the F.C.C. are:  
    "WVBU-FM, (in) Lewisburg"  
    "WVBU-FM, 90.5, (in) Lewisburg"
- NOTE: You may talk around these ID's; however, for them to be legal, the call letters and town of location must appear as shown above.
6. Turn on the mike before raising the volume. Lower the volume before turning off the mike. This prevents the click from going over the air. Also, be conscious of the turntable switches. Either turn them on and then raise the volume, or use slip-cueing.
  7. Use the on the air monitor position throughout your show so that you get a better idea of what the person with the radio is actually hearing.
  8. Always play a cart in its entirety. Never stop it before the end, or before it has wound out and shut itself off.

NEWSROOM: ASSOCIATED PRESS TELETYPE

It is the responsibility of all jocks to, periodically during their show, go to the news wire and cut off and save the appropriate stories. Below, you will find a list of the types of stories that are to be saved. As you pull the appropriate stories, put them in organized piles on the desk and then hang the piles on the peg board near the AP machine. The news room has a basic rotating system. New material off the AP machine goes on the peg board, from the peg board, it is read by a news/sports caster and then hung on the bulletin board and is subsequently discarded from there. Keep the piles straight at all times. Don't mix up the different types of material!

SAVE THE FOLLOWING TELETYPE MATERIAL:

- 1) All State News
- 2) All Sports
- 3) Eastern Pennsylvania Zone Forecasts (especially Middle Susquehanna which is where we are)
- 4) National Weather (specifically "The Nation's Weather")
- 5) "Radio-TV" and General
- 6) Notes for News and/or Sports Directors
- 7) Urgents or Bulletins
- 8) All Corrections

If you have any questions concerning news, ask the News Director. Remember, the News Staff has responsibility for maintaining the AP machine (ribbon-changing, paper-changing, etc.).

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BOARD OF DIRECTORS

Radio Station WVBU, comprised of WVBU-FM and "Super 64", is directed by one student board. The WVBU Board of Directors consists of the following positions:

1. Station Manager
2. AM Program Director
3. FM Program Director
4. Chief Engineer
5. Chief Announcer
6. Music Director
7. Production Manager
8. News Director
9. Sports Director
10. Business Manager
11. Public Relations Director
12. Office Manager
13. Senior Adviser (non-voting)
14. Sales Manager
15. Directors-at-Large (3)

For a definition of the Board members' duties, refer to the WVBU Constitution.

The Board of Directors, basically, is responsible for all the workings of the station. We are committed to the the ethics of the broadcast field, which demands responsible broadcasting.

WVBU has one faculty advisor. He is Roland King, the Public Relations Director for the University. His office is located at 209 Marts Hall.

MONITOR VOL.  
PHONE VOL.  
MONITOR SELECT.

VU METERS

INPUT SELECTORS

CUE VOLUME

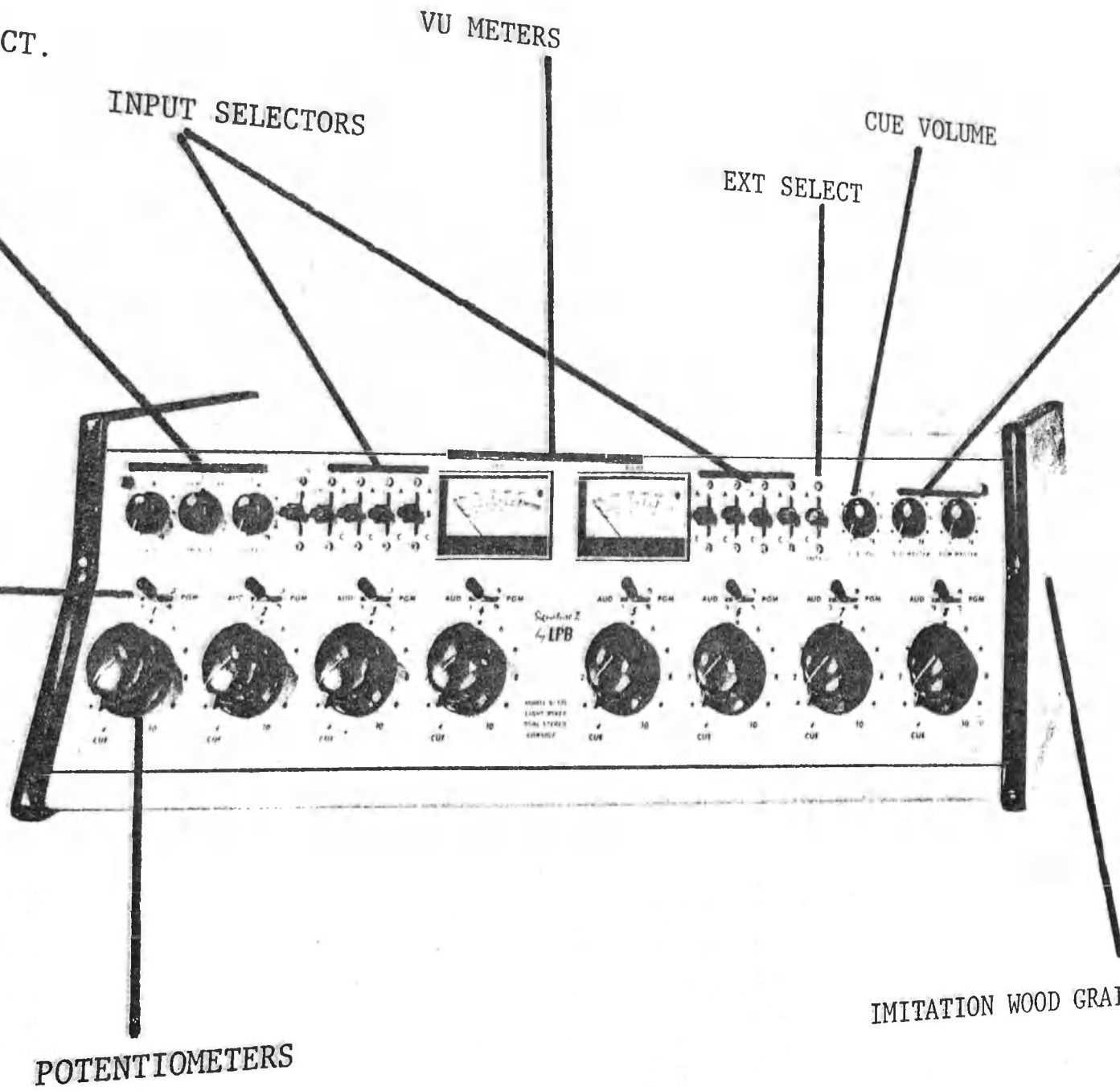
EXT SELECT

PROGRAM & AUD  
MASTERS

BUSS  
SELECT  
SWITCHES

POTENTIOMETERS

IMITATION WOOD GRAIN FINISH



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WVBU CONSTITUTION - Ratified April 27, 1972

Amended November 18, 1975; February 22, 1977  
September 15, 1977

I. Name

This organization shall consist of Radio Stations WVBU and WVBU-FM.

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. The Board of Directors shall consist of the following<sup>1</sup>:

1. Station Manager
2. AM Program Director
3. FM Program Director
4. Music Director
5. News Director
6. Production Manager
7. Chief Announcer
8. Chief Engineer
9. Business Manager
10. Public Relations Director
11. Sports Director
12. Office Manager
13. Sales Manager
14. Director-at-Large (three)
15. Senior Advisor (non-voting)\*

<sup>1</sup> Positions #1 through #13 shall be known as "Department Heads".  
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\* The word "Senior" refers directly to the student's academic class.



- B. All Board members, excluding the Station Manager, have the option of appointing an assistant. Appointment is automatically recognized by the Board of Directors. The assistant can, in absence of the regular Board member and with approval 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 Board member making the appointment lasts.
- C. Eligibility for Membership on the Board of Directors
1. To be eligible for a position on the Board of Directors, a candidate must be a freshman, sophomore, junior, or senior (when enrolled in a five year program of some form) at Bucknell University with a cumulative grade point average of 2.0 on a 4.0 system (minimum), and a member in good standing of WVBU.
  2. Any eligible staff member may hold more than one Board position, simultaneously, if necessary, during any one term. However, Board members (Department Heads) are not eligible for the position of Director-at-Large and no staff member shall hold more than one Director-at-Large position during any one term.
  3. 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 two months (60 days) before the election.

D. Nomination and Election of Candidates to the Board of Directors

1. Candidates for positions on the incoming Board of Directors (Department Heads) shall be nominated by any staff member in good standing and elected by the outgoing Board of Directors.
2. Candidates for the positions of Director-at-Large on the incoming Board of Directors shall be nominated by any staff member in good standing and elected by the specific staffs. (Each staff consisting of all members in good standing.)
3. Nominations shall be submitted at the next-to-last Board meeting of the first semester.
4. Elections shall be held at the last Board meeting of the first semester. Offices shall become effective on the first day of the second semester.





5. Procedure for nomination and election for all positions on the Board of Directors shall be governed by Roberts Rules of Order, except as stated above in subdivisions 1 and 2 of this paragraph. The secret ballot shall be used at all times where multiple candidates for a position occur. The decision of all votes will be recorded in the minutes of the designated meeting and available for public inspection. The numerical count shall not be recorded.

E. Duties of the Board of Directors

1. The Board of Directors shall formulate all policy concerning the daily operation of the station if not included in this Constitution and such policies shall be posted immediately.
2. All Board members are required to submit to the Business Manager a list of expenditures at the time they are to be made, for the preceding year. At the appropriate time all incoming Board members shall submit a budget for the coming academic year.

F. Duties of the Members of the Board of Directors

1. The Station Manager shall be responsible for all phases of station operations. He/she shall preside over all general and Board of Directors meetings, sign all papers concerning station policy, appoint committees with the approval of the Board of Directors, 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 Directors shall be responsible for all programming and in conjunction with the News Director and Sports Director, shall assign time slots for scheduled newscasts and sportscasts.
3. The Business Manager 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 Directors



stay within their budgets, and present a statement of financial standing at every Board of Directors meeting. He/she shall be informed in advance of all expenditures to be made by Board members above \$20.00.

4. The Office Manager shall be responsible for the efficient allocation of office work to a staff of secretaries, keep a record of minutes of all Board meetings, and insure the completion of any office work needing to be done for any other department of the station, especially the program logs.
5. The News Director shall be responsible for all scheduled news broadcasts in conjunction with the Program Directors and the Sports Director. He/she shall be responsible for the organization of all special news and commentary programs in conjunction with the Program Directors. He/she shall be responsible for the maintenance of all news facilities, including maintenance of the Associated Press Teletype.
6. The Chief Announcer is responsible for the training of prospective on-the-air staff members. It is also his/her duty to work with on-the-air staff members in conjunction with the Program Directors. Audition tapes approved by the Chief Announcer must be approved by the respective Program Director before the person is permitted on the air.
7. The Production Manager is in charge of production of all taped matter as assigned to him/her by department heads. All taped matter produced by the production staff must be approved by both the Production Manager and the respective Program Director prior to air-time. All tapes and production equipment are under the direction of the Production Manager.
8. The Chief Engineer shall be responsible for all technical matters, (i.e. repairs, building), in the station. He/she should hold a Federal Communications First Class Radio Telephone Operators Permit.
9. The Music Director shall have the responsibility of procuring records, as well as maintenance of the record library in a consistent, efficient, and functional manner. (The Music Director shall also be responsible for the limitation and/or emphasis of record programming according to air-time suitability.)



10. The Sports Director shall be responsible for all scheduled sports broadcasts, in conjunction with the Program Directors and the News Director. He/she shall be responsible for the organization of all special sports broadcasts, including correspondence with college Sports Information Directors, and provisions for transportation and communications in conjunction with all sports broadcasts.
11. The Public Relations Director shall be responsible for all station publicity, for the procurement of prospective new members to the station, and for the furthering of good relations between the station and all outside organizations.
12. The Sales Manager is responsible for obtaining any incoming advertising for Super-64, for the underwriting of any programs on WVBU-FM, and for the billing for said advertising and underwriting programs. He/she is also responsible for the arranging and billing of any commercial remote broadcasts on the part of Super-64.
13. The Directors-at-Large will be voting members of the Board of Directors and elected from each of the following departments: AM, FM, and News-Sports-and Internal Affairs. (The Internal Affairs Department, for the purpose of the particular application, shall consist of the following departments: Training, Engineering, Production, Office, Public Relation, Business, Sales, and Music.) The Directors-at-Large make up a standing committee chaired by the Station Manager directly responsible for relations and communications between the Board of Directors and the General staffs of WVBU.
14. The Senior Advisor shall be elected for the second semester only. He/she shall be responsible for advising the new Board of Directors and helping them to get adjusted. He/she shall be available for special projects as assigned by the Board.

G. Organization of the Staffs of the Board of Directors

All members of the Board of Directors shall be responsible for the organization and maintenance of a staff for the purpose of carrying-out the duties of each of their respective departments.



#### H. Removal of Members from the Board of Directors

Any member of the Board of Directors 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 positions(s).

#### I. Additions to the Board of Directors

By a three-fourths vote, the Board of Directors may expand or reduce the number of Directorships by the creation of a new position to relieve a present Director of a part of his constitutional duties. The new Directorship may be created only with the approval of the present Director. The constitution of the station shall apply in full to all new Directorships.

#### J. Board of Review

In the event that any punitive action has been taken against any staff member of WVBU, that staff member may appeal to the Board of Review. The Board of Review shall consist of two members of the Board of Directors, one Director-at-Large, and two members of the General Staff, all chosen random for each separate appeal through an impartial method. 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 staff member 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. Meetings

Meetings of the Board of Directors shall be held as determined by the Board of Directors. Two-thirds of the Board of Directors shall constitute a quorum. All meetings shall be open to all staff members.

#### V. Amendments

This Constitution shall be amended or revised at a meeting of the Board of Directors called for this purpose. Two weeks

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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 amendment to the Constitution.

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



BY-LAWS

I. Attendance at Meetings of the Board of Directors.

- A. Members of the Board of Directors are expected to attend all regularly scheduled meetings.
- B. Unexcused absences from these meetings shall consist of failure to notify the Station Manager of anticipated absences from a regularly scheduled meeting.
- C. Two unexcused absences 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.

II. No one is to participate in a console engineering, programming or announcing position unless he/she has the approval of the Chief Announcer and the respective Program Director.

III. General Station Policy and Regulations Concerning Programming Console Engineering and Announcing

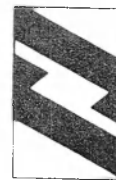
- A. There are to be no more than three persons in any studio at any one time. Exceptions may be made for Directors and off-campus visitors.
- B. Everyone who plans to broadcast must be cleared by the Chief Announcer and the Program Director.
- C. An excess of three latenesses for a broadcast shall result in suspension from the air. All suspensions must be carried out at the discretion of the Program Director involved.
- D. Permission must be obtained from the Program Director to alter broadcasting hours except in the event of technical difficulties.
- F. Members are responsible for their own shows. Members must find their own replacements; however, only members in good standing may be used as substitutes. Members absent from their shows without a replacement shall be automatically suspended from the staff for a length of time as determined by the Program Director.
- G. The station must be kept clean. It is the responsibility of all personnel to be sure that the station is in order before leaving.
- H. Logs must be filled out correctly by each console engineer or announcer.

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- I. All record must be returned to their proper locations. Unauthorized removal of records from the station premises is prohibited. Disciplinary action for these offenses is at the descretion of the Music Director.
- J. No persons except those authorized by the Chief Enineeer shall attempt to correct malfunctions in the equipment. If problems arise, call the Chief Engineer at once.
- K. No one shall use production equipment, including the production sutdio, without the approval of the Production Manager.
- L. The Station Manager and the Chief Engineer, aided by the FM Program Director, will handle all matters dealing with the Federal Communications Commission and will have complete control of all extended operations systems.
- M. Alcohol or illegal drugs in the studio shall result in the automatic and immediate suspension of the member involved for a length of time as determined by the Program Director. The members of the Board of Directors shall have the right and obligation to remove persons from the studio who violate this rule, and to inform the Program Director. Also, no alcohol or illegal drugs shall be permitted anywhere on station premeses. For the purpose of this rule, the Station Premesis shall be defined as anywhere ther is a green carpet on the floor. Also, anyone under the influence of alcohol or illegal drugs beyond the capacity to handle a show in a professional or ethical menner shall be suspended as per the instructions above.
- N. Gross negligence by any member of the staff in carrying out their duties shall result in a suspension for a period of time as determined by the Board of Directors.
- O. The management and staff of WVBU-AM/FM is committed and dedicated to upholding the provisions of the Communications Act of 1934 and all Rules and Regulations of the Federal Communications Commission.



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