

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

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## WVBU - FM

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 university power plant. The programming is chiefly progressive and classic rock. News, sports, specialty shows 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. An Application form must be completed and sent to the FCC before going on the air. The half of the form not sent to the FCC acts as a temporary license until a permanent one is acquired.

## GENERAL POLICIES

In order to effectively manage an organization, there must be a system of rules and regulations. 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 the RULES!!!

### I. STUDIOS

1. Cleanliness - When done with a show, the studio is to be left clean. Soda cans thrown out, records and CD's put away in their proper place, carts in order, excess garbage thrown out, and logs neatly filled-out and filed. There is to be NO smoking in any of the studios.
2. Maintenance - Do not leave carts in the machines for long periods of time, they fry both the carts and the machines. Report any damages or malfunctioning equipment immediately. All levels should be kept at 14 or below. Turning levels higher than 14 will not increase power output as the optimod cuts the sound down. *However, distortion increases*
3. Miscellaneous -
  - a. There are to be no more than three persons in any studio at any one time. Exceptions may be made for directors or VIP's.

- when you can leave the station* ←
- b. The last person in the station to leave is responsible for shutting down the studios, locking all the doors and turning off the lights. Leaving doors unlocked for ANY reason will not be tolerated.
  - c. Always remember to sign on and off in the transmitter log (when required), program log and playlist log and record the exact time of the operation.
  - d. The News department is responsible for the upkeep and maintenance of the A.P. machine.

## II. PRODUCTION

### 1. Use -

- a. Any licensed dj may use the production studio on a first come basis.
- b. All dj's have priority over the production board one hour before their show, with the production manager having the highest priority.
- c. Station business has priority over all other business. Any outside organization's use of our facilities must be cleared through the station manager.
- d. This studio is for use only by station personnel, as is all our equipment. You may 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.
- 2. Supplies - They are to be used only for station business.

## IV. SHOWS

### 1. Responsibility

- a. If you take a show, you are responsible for it.
- b. If for some reason you cannot do a show, YOU, not the Program director, must find a replacement.
- c. If, after **EXTENSIVE** checking, you cannot find a replacement, go to the Program director. In emergencies, go to any board member. You **MUST** notify the Program director at least 24 hours prior to your show when you are unable to find a replacement. Late calls will be considered the same as bagging your show altogether. Refer to section VI of this document for discipline action in regards to bagging a show.

### 2. Air Rules -

- a. You should be at the station at least 15 minutes prior to your show, news and sportscasters included.
- b. You must sign all logs for the exact times you were on the air. You may not pre-sign logs.
- c. The console is never to be left unattended.
  - 1. Non-licensed people may not run the board.
  - 2. Licensed DJ's who have not been cleared by the Chief Announcer may not run the board.
- d. Be professional, don't cut down the station or its policies over the air. Try building it up--we CAN be better than WQSU.
- e. Treat albums, CDs and tapes with care, they are expensive to replace. Always clean records before playing in order to maintain sound quality. Do not clean the album while the turntable is spinning as this will burn out the motor. Clean the record by manually spinning the turntable only.
- f. Keep all extraneous material (sodas, food, etc..) off all the machinery.
- g. Never remove a cart from the machine before it has run out. If it is absolutely necessary to do so, make sure to wind it out as soon as possible.

## V. GENERAL

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

### 1. Morality -

- a. The presence and/or use of alcohol or drugs at this station is strictly prohibited and will not be tolerated.
- b. The FCC and WVBU has a strict policy against the use of obscenities on the air.
- c. Vandalism or theft will not only be dealt with by WVBU, but also through the university disciplinary system and the local police.

### 2. Format -

- a. Dj's with 2 1/2 hour shows must play at least 4 songs from the current playlist.
- b. Dj's with 1 1/2 hour shows must play at least 3 songs from the current playlist.
- c. Some speciality shows are exempt from following the playlist. Consult with the Program director to determine which shows are exempt.

## VI. DISCIPLINE

1. Format - Failure to follow format will result in the following:
  - a. first offence: written warning.
  - b. second offence: drop 10 spots on the seniority list.
  - c. third offence: drop 15 more spots on the seniority list.
  - d. fourth offence: loss of your show for the semester.
2. Morality - Failure to follow the basic moral standards set by WVBU rules will result in action depending on the severity of the act. A general guideline is as follows:
  - a. first offence: written warning.
  - b. second offence: loss of your show for the semester.
3. No-Show - Failure to do your assigned show or to find a replacement will result in the following:
  - a. first offence (2nd semester seniors): loss of your show.  
first offence all others: drop half way down on the seniority list.
  - b. Second offence: loss of your show for the semester.

## VII. WVBU CONSTITUTION

1. Our Constitution is a binding document and in any case of uncertainty it is to be consulted as the supreme authority.
2. 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.
3. An Appeal of the Station Manager's ruling may be made within 24 hours of the decision. The request will be brought before an appeal board consisting of the Program Director, Music Director, Chief Engineer and Senior Advisor within one week of the request. The decision of the appeal board is final.

## AUDITIONS

If you want to get on the air here at WVBU 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 interest. He/she will then arrange a time when both of you will meet in order to begin your training. When you feel confident enough to proceed, you must go through the following procedures:

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, CD or cart on the air. Once the Chief Announcer has determined that you have a working knowledge of the board, you may begin 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 format. News and sports trainees should just read a portion of a mock broadcast. This tape is an absolute necessity and must be passed by the Chief Announcer and Program Director in order to gain air clearance. Full details on what is required on an audition tape may be obtained from the Chief Announcer.

3. After an audition tape has been passed by both the Chief Announcer and the Program Director, you are required to sit in on a minimum of three shows with a board member before receiving air clearance. Each show does not have to be with the same board member.

4. Once you are cleared for the air, you will be given a form for a class three radio-telephone operator's license. You must fill it out and send it in before you go on the air.

## 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 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 and playlist each week.
3. Ask for requests only if you intend to play them.
4. Do not invite 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 people per studio; that means you and a maximum of two other people.
5. You are responsible not only to WVBU but also to the FCC 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. Make sure to play songs from the playlist!!
8. Remember that your listeners' tastes are always more important than your own.
9. Never criticize WVBU over the air (that's what **The Bucknellian** is for...) 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 over-use 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, for example the AP machine. Close the studio door when talking over the air.
5. You must use a legal station ID every quarter of an hour. The only legal ID forms allowed by the FCC are:
  - a. "WVBU-FM (in) Lewisburg"
  - b. "WVBU-FM, 90.5 (in) Lewisburg"You may talk around these ID's; however, for them to be legal, the call letters and town must be said as written above.
6. Turn on the mike before raising the volume level. Lower the volume before turning off the mike. This prevents the click from being heard over the air. Also, be conscious of the turntable switches. Either turn them on and then raise the volume, or use slip cueing.
7. Always play a cart in its entirety. Never stop it before the end, or before it has wound out and shut itself off.

## STAFF AT WVBU

Radio station WVBU is directed by one student board and a support staff. The Board of Directors at WVBU consists of the following positions:

1. Station Manager
2. Program Director
3. Music Director
4. Business Manager
5. Chief Engineer
6. Sales Director
7. Office Manager
8. Senior Advisor (non voting)

The support staff consists of the following positions:

1. Chief Announcer
2. Promotions Manager
3. Production Manager
4. Operations Director
5. News Director
6. Sports Director

For a definition of the Board member and support staffs' duties, refer to the WVBU Constitution.

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

WVBU has one faculty advisor. She is Catherine Blair of the Writing Center. Her office is located in the Writing Center in Roberts Hall.

WVBU CONSTITUTION - Ratified April 27, 1972

Amended November 18, 1975; February 22,  
1977; September 15, 1977;  
September ??, 1990.

I. Name

This organization shall consist of Radio station 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:

1. Station Manager
2. Program Director
3. Music Director
4. Business Manager
5. Chief Engineer
6. Sales Manager
7. Office Manager
8. Senior Advisor (non voting)

B. The Support Staff shall consist of the following:

1. Chief Announcer
2. Production Manager
3. Promotions Manager
4. Operations Director
5. News Director
6. Sports Director

C. All Board and staff members, excluding the Station Manager, have the option of appointing an assistant. Appointment is

automatically recognized by the Board of Directors. 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 Board member making the appointment lasts.

D. Eligibility for Membership on the Staff

To be eligible for a position on the Staff, 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 at least a 2.0 on a 4.0 system, and a member in good standing at WVBU.

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

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.

E. Nomination and Election of Candidates to the Staff

1. Candidates for positions on the incoming staff shall be self nominated and elected by the outgoing Board of Directors.
2. Nominations shall be submitted at the next-to-last Board meeting of the first semester.
3. Elections shall be held at the last board meeting of the first semester. Offices shall become effective on the first day of January.
4. Procedure for nomination and election for all positions on the staff shall be governed by Roberts Rules of Order, except as stated above in subdivision 1 of this paragraph. The secret ballot shall be used at all times when 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.

#### F. 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 the Constitution, which will be posted immediately, and distributed by mail to all DJ's ASAP.
2. All Board members are required to submit to the Business Manager a list of expenditures at the time they are made with receipts. At the appropriate time all incoming Board members shall submit a budget for the coming academic year.

#### G. Duties of the Members of the Staff

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 PD 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. At the beginning of each semester, the Program Director shall design and have copies made of a semester program guide for campus distribution. In the event that a dj cannot do his/her show, cannot find a replacement and contacts a board member within 24 hours, it then becomes the Program Directors duty to find a dj for that time slot. He/she shall also work in conjunction with the Sales Manager and the Promotions Director to plan and run Spring Marathon.

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 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 above \$20.00
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 twice a month 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 Chief Engineer shall be responsible for all technical matters, (i.e. repairs, building) in the station. Any job that is beyond the capabilities of the Chief 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 the efficient allocation of office work to a staff of secretaries, keep a record of minutes of all Board and staff meetings, and insure the completion of any office work needing to be done for any other department of the station, especially the mail.
7. The Sales Manager is responsible to procure underwriting for programs on WVBV-FM, and for the billing for said underwriting. The Sales Manager shall also work in conjunction with the Program Director and the Promotions manager to coordinate Spring Marathon.
8. The Senior Advisor shall be elected for the second semester of his/her senior year 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.

9. The Chief Announcer is responsible for the training of prospective dj's. Included in this is planning and attendance of the fall activities fair for new students, and the planning of the WVBU Jan-plan. 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 Chief Announcer must be approved by the Program before the person is allowed on the air.
10. The Production Manager is in charge of production of all taped matter as assigned him/her by department heads. 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.
11. The Promotions Manager shall be responsible for all station publicity. 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. The Promotions Manager shall also work in conjunction with the Sales Director and the Program Director to plan Spring Marathon.
12. The Operations Director 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 Operations Director. It is then the responsibility of the Operations Director to find dj's willing to do the remote.
13. The News Director shall be responsible for all scheduled news broadcasts in conjunction with the Program Director and the Sports Director. He/she shall be responsible for the organization of all special news and commentary programs. He/she shall be responsible for the maintenance of all news facilities, including maintenance for the Associated Press machine.



14. The Sports Director shall be responsible for all scheduled sports broadcasts, in conjunction with the Program Director 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.

#### H. 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.

#### I. Addition to 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. 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 two members of the Board of Directors, two staff members and two dj's, all chosen at 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 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. Meetings

Meetings of the Board of Directors and Staff 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 station members.

#### V. 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.

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

## BY-LAWS

### I. Attendance at Staff Meetings

- A. Members of the Staff 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 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 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.
- D. Permission must be obtained from the Program Director to alter broadcasting hours except in the event of technical difficulties.
- E. 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.

- F. The station must be kept clean. It is the responsibility of all personnel to be sure that the station is in order before leaving.
- G. Logs must be signed and filled out correctly by each console engineer or announcer.
- H. All records, tapes, CD's and carts must be returned to their proper locations. Unauthorized removal of recordings from the station premisses is prohibited. Disciplinary action for these offences is at the discretion of the Music Director.
- I. No persons except those authorized by the Chief Engineer shall attempt to correct malfunctions in the equipment. If problems arise, call the Chief Engineer at once.
- J. No one shall use the production equipment, including the production studio, without the approval of the Production manager.
- K. The Station Manager and the Chief Engineer, aided by the Program Director, will handle all matters dealing with the Federal Communication Commission and will have complete control of all extended operations systems.
- L. Alcohol and illegal drugs in the studio shall result in the automatic and immediate suspension of the member(s) 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 premises. Also, anyone under the influence of alcohol or illegal drugs beyond the capacity to handle a show in a professional or ethical manner shall be suspended as per the instructions above.
- M. 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.

N. The management and staff of WVBU-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.