

**WBSU – 89.1 THE POINT
CHARTER
February 22, 2016**

MISSION STATEMENT

1. To provide students, faculty, staff, administrators, and surrounding local populations radio programming which serves the public interest, convenience, and necessity.
2. To provide College at Brockport; State University of New York students with a facility to gain experience in broadcasting, engineering, programming and other learning opportunities to supplement those currently being offered by the Department of Communication and other academic disciplines.
3. To provide a forum for all items of interest to the college and community and to be accessible to those who wish to make use of the facilities in order to serve the public, in accordance with prevailing FCC and SUNY guidelines.
4. WBSU provides this charter in exchange for annual funding as a “Priority Service” of the Brockport Student Government (BSG).

ARTICLE I – GENERAL ORGANIZATION

Section 1. The facility shall be called “WBSU-89.1 The Point” or “station.”

Section 2. The station is defined as the studios, business offices, and other facilities. Therein, all located within the Seymour College Union, and the transmitter and antenna, located on top of Mortimer Hall.

Section 3. The Operations Manager, Engineering Director, FM Program Director, News Director, **Sales Director**, Circuit Program Director, Sports Director, Public Relations Director, Production Director, Website Director, and Music Director shall comprise the Board of Directors.

Section 4. The General Manager, a College at Brockport; State University of New York employee, shall be an advisor to the Board as defined in Article IV.

Section 5. The WBSU General Membership shall be all voting members of the station, as Defined in Article IV.

Section 6. All currently enrolled students of College at Brockport; State University of New York shall be eligible for membership in accordance with this Charter, College at Brockport; State University of New York college, and BSG guidelines and procedures.

ARTICLE II – BOARD OF DIRECTORS

- Section 1. The Board of Directors shall initiate policies as may be necessary for Station operations, which must be documented and posted.
- Section 2. The Board shall meet when called by the Operations Manager, whenever a majority of the Board of Directors so request or by petition of one third of the General Membership. In addition, the Board shall meet weekly during the College Academic Year.
- Section 3. Five (5) Directors shall constitute a quorum, except where specifically noted otherwise in this Charter, a simple majority of the Directors present shall carry all motions. There shall be no voting by proxy or absentee.
- Section 4.** Appointed directorship shall be terminated upon two (2) unexcused absences or by the third late arrival per semester from scheduled board meetings. Excused absences include sickness, death in family, or extenuating circumstances. For an absence to be counted as excused, at least one week's notice must be given to the board, and a substitute shall sit in for the excused director. **In the case of the Circuit and FM director, who normally do not have ADs, a member deemed responsible enough to represent the respective department may be accepted as a substitute. A current director on the board of directors may not be considered as a substitute for FM or Circuit.**
- Section 5. Appointed directorship may be revoked at the request of both the Operations Manager and General Manager for poor performance, inability to fulfill responsibilities or conduct deemed detrimental to the organization.
- Section 6: If a director's position is or becomes vacant during the semester the Operations Manager will assume the responsibilities of that position until it is filled. *The Operations Manager may temporarily appoint the Assistant Director if the Assistant Director is eligible in accordance to BSG policy, (Article III; Section 1: Subsection A-4) and capable of taking on the associated responsibilities of the vacant directorship.* This position may be filled at any point during a semester permanently through a posted application process, at the discretion of the Operations Manager.
- Section 7. Each director shall keep regular office hours (minimum of 5/week) during station business hours.
- Section 8.** **A station member may apply for more than one directorship position during a given semester. The appointment of multiple directorships to one member is to be determined by the Operations Manager and the General Manager. If a member holds multiple directorships on the board, they will only get one (1)**

vote in each board decision. They will also be responsible for holding a total of five (5) office hours per week.

Section 9. A station member may apply to be a director if they have a minimum GPA of 2.0 and plan to have a 6 credit minimum load during the semester holding office and have been a member of the station for at least one full consecutive semester. A full semester is defined as joining the station before October 1st for spring directorship application or before March 1st for fall directorship application.

ARTICLE III – DIVISION OF RESPONSIBILITIES

Section 1. Board of Directors

A. Operations Manager

- (1) (S)he is the financial officer of the station, in consultation with the General Manager. The signatures of both the Operations Manager and General Manager shall be required for the encumbrance and disbursement of BSG-allocated funds, in accordance with BSG procedures.
- (2) (S)he assumes primary responsibility for the day-to-day station operations and supervision of officers and staff, in consultation with the General Manager.
- (3) (S)he presides at all Board and General Membership meetings.
- (4) (S)he shall appoint members of the Board of Directors in consultation with the General Manager, and shall appoint a secretary to record and publicize the minutes of the station meetings. In accordance with BSG policy, all director candidates must have and maintain a 2.0 GPA overall, have voting status at least six (6) weeks prior to appointment, and be in good PR standings upon appointment.
- (5) (S)he shall consult with the General Manager in the employment of the Chief Engineer, a SUNY employee and/or independent contractor.
- (6) (S)he shall compile and submit budgets and other instruments of BSG funding, in consultation with the General Manager.
- (7) (S)he shall meet weekly with the General Manager, FM Program Director and Music Director with regard to the upkeep of the FM Music Rotation.
- (8) (S)he shall meet monthly with the General Manager, FM Program Director, Music Director, Sales Director, Website Director, Production Director, and

the Public Relations Director to discuss the brand of WBSU-89.1 The Point.

(9) (S)he shall post the voting status of all members before midterm break of each semester in a public forum at the station.

B. FM Program Director

- (1) (S)he is responsible for the scheduling of a minimum five (5) hours each week of educational and informational programming. The FM Program Director is also responsible for staff scheduling and supervision in consultation with the General Manager and the Operations Manager. The General Manager is assigned final programming authority under FCC and SUNY rules.
- (2) (S)he shall preside over all Board meetings and General Member meetings in the absence of the Operations Manager.
- (3) (S)he shall be acting Operations Manager upon the vacancy of the position of Operations Manager until an election can be conducted in accordance with this Charter.
- (4) (S)he, along with the Circuit Program Director, nominate candidates for promotion from Circuit to FM in consultation with the General Manager and Operations Manager.
- (5) (S)he shall regularly evaluate and/or critique announcing staff through air checks to promote the development of professional skills. Air checks shall be done for every member of the FM department at least three (3) times per semester; once after the member's first air shift and once within ten (10) days before or after midterm examination week and at least once within the last 3 weeks of the semester.
- (6) (S)he shall meet weekly with the General Manager, Operations Manager, and Music Director with regard to the upkeep of the FM Music Rotation.
- (7) (S)he shall be responsible for editing the daily playlist.
- (8) (S)he may establish coherent and logical processes and policies as laid out in FM jocks semester contracts.
- (9) (S)he shall meet monthly with the Operation Manger, General Manager, Music Director, Sales Director, Website Director, Production Director, and

the Public Relations Director to discuss the brand of WBSU-89.1 The Point.

C. Sales Director

- (1) (S)he shall be responsible for all on-air revenue generating activities of the station.
- (2) (S)he, in cooperation with the Production department, shall be responsible for the preparation of all underwriting marketing scripts and/or announcements subject to final approval from the Operations Manager and General Manager.
- (3) (S)he shall be responsible for the execution and processing of underwriting/marketing contracts, including supervision of related station traffic, issuance of monthly customer billings, and collection of accounts receivable, in consultation with the Production Director, Operations Manager, and General Manager.
- (4) (S)he shall be responsible for recruitment and training of staff as may be required to further the above-listed pursuits, in consultation with the Operations Manager and General Manager.
- (5) (S)he shall receive wages in accordance with a commission-based compensation plan supervised by the Operations Manager and General Manager and shall coordinate the wages of the subordinates, as appropriate, in a similar manner.
- (6) (S)he shall meet monthly with the Operation Manger, General Manager, FM Program Director, Music Director, Website Director, Production Director, and the Public Relations Director to discuss the brand of WBSU-89.1 The Point.

D. News Director

- (1) (S)he shall monitor the overall quality and effectiveness of news and/or information programming and recommend, where appropriate, modifications to the FM and Circuit Program Directors respectively.
- (2) (S)he shall be responsible for the recruitment, training, and scheduling of all newscasters and/or news staff.
- (3) (S)he shall assist the General Manager and/or other staff in ongoing public ascertainment.

- (4) (S)he shall regularly evaluate and/or critique news casting staff through air checks to promote the development of professional skills. Air Checks shall be done for every news reporter at least three (3) times per semester; once after the member's first air shift and once within ten (10) days before or after midterm examination week and at least once within the last 3 weeks of the semester.
- (5) (S)he shall be responsible for the production and staffing of all station on-air news broadcasts and needed equipment in consultation with respective directors, managers, and Chief Engineer.
- (6) (S)he shall be responsible for assigning people to upload and maintain Public Affairs Programming throughout the academic school year.

E. Circuit Program Director

- (7) (S)he shall be responsible for the recruitment, training, and scheduling of all Circuit station announcers, in consultation with the Operations Manager and subject to the final approval from the General Manager.
- (8) (S)he shall regularly evaluate and/or critique announcing staff to promote the development of professional skills.
- (9) (S)he, along with the FM Program Director, nominate candidates for promotion from the Circuit to FM in consultation with the Operations Manager and the General Manager.

E. Sports Director

- (1) (S)he shall be responsible for the recruitment, training and scheduling of all station sportscasters, in consultation with the FM and Circuit Program Director.
- (2) (S)he shall regularly evaluate and/or critique sports casting staff through air checks to promote the development of professional skills. Air checks shall be done for every sports reporter at least three (3) times per semester; once after the member's first air shift, once within ten (10) days before or after midterm examination week and once within 3 weeks before finals week. An aircheck must also be conducted of the play-by-play and color commentators after their first broadcast and halfway through their broadcast season.

- (3) (S)he shall be responsible for the production, promotion, and staffing of all station on-air sports broadcasts and needed equipment, in consultation with respective directors, managers, and Chief Engineer.
- (4) (S)he shall supervise the installation and maintenance of remote sports casting facilities, including leased telephone lines and similar facilities, in consultation with the Operations Manager, General Manager, and Chief Engineer.

F. Public Relations Director

- (1) (S)he shall coordinate the preparation of all Public Relations activities and announcements for the station.
- (2) (S)he shall post PR Event openings on the main message board as soon as they become available.
- (3) (S)he shall coordinate the preparation and/or release of all station press releases and/or other publicity devices, with the Operations Manager and General Managers in accordance with budget allotment.
- (4) (S)he shall recruit and train other staff in the techniques and policies of this department.
- (5) (S)he shall meet monthly with the Operation Manger, General Manager, FM Program Director, Music Director, Sales Director, Website Director, and Production Director to discuss the brand of WBSU-89.1 The Point.
- (6) (S)he may appoint a member deemed responsible enough to serve as the Digital Media Manager for the station. The Digital Media Manager shall be responsible for monitoring and analyzing all social media platforms that the station uses. They must also report their findings to the Public Relations Director. The findings shall be shared at every brand meeting. The Digital Media Manager shall fulfill all the requirements of an Assistant Director.

G. Music Director

- (1) (S)he shall recruit and train other staff in the techniques and policies of this department.
- (2) (S)he shall be responsible for the general upkeep of all music libraries.

- (3) (S)he shall recommend music releases to the FM Program Director for possible on-air use.
- (4) (S)he shall meet weekly with the General Manager, FM Program Director and Operations Manager with regard to the upkeep of the FM music rotations.
- (5) (S)he shall meet monthly with the Operation Manger, General Manager, FM Program Director, Sales Director, Website Director, Production Director, and the Public Relations Director to discuss the brand of WBSU-89.1 The Point.
- (6) (S)he may appoint an, or assume the role of, editor for all album, song, and concert reviews prior to publishing, as well as any other music related published work.

H. Production Director

- (1) (S)he shall recruit and train other staff in the techniques and policies of this department.
- (2) (S)he shall be responsible for the general upkeep of the entire production complex.
- (3) (S)he shall be responsible for the quality of all pre-recorded station program material which must be cleared through the respective Program Directors.
- (4) (S)he shall provide allotted time for production facility use for station members.
- (5) (S)he shall, in cooperation with the Sales Director, be responsible for the preparation of all underwriting/marketing scripts and or announcements subject to final approval of the Operations Manager and General Manager, as well as being responsible for all recorded on-air station and underwriting announcements.
- (6) (S)he shall meet monthly with the Operation Manger, General Manager, FR Program Director, Music Director, Sales Director, Website Director, and the Public Relations Director to discuss the brand of WBSU-89.1 The Point.

I. Engineering Director

- (1) (S)he shall recruit and train other staff in the techniques and policies of this department.
- (2) (S)he shall be responsible for the maintenance and upkeep of the engineering equipment in consultation with the Chief Engineer, General Manager, and Operations Manager.
- (3) (S)he shall be responsible for the development of technical training programs for all station personnel using station equipment.
- (4) (S)he may test operating proficiency of all station members.

J. Website Director

- (1) (S)he shall recruit and train other staff in the techniques and policies of this department.
- (2) (S)he will be responsible for the maintenance, upkeep, accuracy, and ongoing collection of information to be presented on the website.
- (3) (S)he will be responsible for the continuing development of the website.
- (4) (S)he shall meet monthly with the Operation Manger, General Manager, FM Program Director, Music Director, Sales Director, Website Director, Production Director, and the Public Relations Director to discuss the brand of WBSU-89.1 The Point.

K. Assistant Directors

1.) Assistant directors for each department shall be responsible for assisting the director of said department.

2.) Assistant Directors shall hold a minimum of two (2) office hours per week.

3.) If an Assistant Director wishes to be an Assistant Director for more than one (1) department, they must bring their case to the board of directors. After presenting their case, the board of directors will determine if they are capable of handling multiple assistant directorships.

4.) If an assistant director believes the director of their department is abusing their role, they may bring their concerns to the board of directors. The assistant director must bring forth substantial evidence to support their concerns.

NOTE: If a director wishes to hold a meeting for their department, they must give the department at least 5 business days' notice.

Section 2: Committees

A. Election Committee

- (1) The Election Committee will consist of three (3) station members who are to be appointed from three (3) nominated candidates from the General Manager and any members nominated by the Board of Directors.
- (2) The Election Committee will proceed according to the terms set in Article V.
- (3) The Election Committee will assign a chairperson to handle all correspondence of the Election Committee and any outside party. This chairperson will also supervise all committee meetings and all elections overseen by the Election Committee.

B. Election Recall Committee

- (1) The Election Recall Committee will be established only upon a petition or challenge of an Operations Manager election. The General Manager will nominate members of this committee.
- (2) The Election Recall Committee will proceed according to the terms set in Article V.
- (3) The Election Recall Committee will be discharged of their duties once the recall election results are established.

C. Charter Committee

- (1) When formed, the Charter Committee will consist of one Director, one Non-Director veteran member and one new member from Fall Recruitment or spring semester.
- (2) This committee will remain intact until the Charter is submitted for approval through BSG.
- (3) If a position of the Charter Committee becomes open, the Board of Directors will appoint another member to fill the position.

ARTICLE IV – GENERAL MEMBERSHIP

Section 1. Any person who attends two (2) consecutive station General Meetings and who satisfies applicable BSG and/or SUNY policies shall be a General Member (“member”) and shall be vested with full voting rights and such other privileges as may accrue to such a position. All members must have held voting status for one month prior to an election to be eligible to vote.

Section 2. Membership shall be available regardless of race, sex, age, national origin in or basis of religion, and shall not be restricted to the students majoring in Communication. Compensated

employment of qualifying members shall comply with all Equal Opportunity Employment and Regulations of the Federal Communications Commission and other authorities.

Section 3. The General Membership shall be convened by the Operations Manager and/or Board of Directors, in accordance with this Charter during the academic calendar on at least a bi-weekly basis provided that at least a five (5) business days notice shall be given of each meeting date, time, and location.

Section 4. Voting status shall be revoked upon failure to attend two (2) general meetings per semester, provided that the Operations Manager may waive this disqualification on a case-by-case basis in the event of an advanced documented, bona-fide absence due to academic, religious, medical, and/or other circumstances beyond the control of the member. If a member misses four (4) meetings overall, whether they be excused and/or unexcused, they will lose voting status. If a member loses voting status due to missing four (4) overall meetings, they may ask the Board of Directors to review their reasoning of absence. If the board decides by a majority vote that their reasoning for missing four (4) meetings is deemed valid, they may regain voting status.

Section 5. An appointed secretary shall maintain the minutes and records of attendance, which shall be prominently posted at the station and conveyed to the Operations Manager and General Manager.

Section 6. The General Membership shall annually elect the Operations Manager in accordance with the terms of this charter.

Section 7. On-air DJ activity is permitted only along with participation in one or more of the following departments: Sales, News, Sports, Production, Programming, Music, Website, Public Relations, and Engineering at the discretion of the department director in consultation with the Circuit and FM Program Directors and the General Manager. In order to acquire and maintain an FM on-air shift, members must have voting status as defined in Article IV, Section 1. If an FM staff member loses voting status, he/she will be suspended from his/her shift(s) for two (2) weeks.

Section 8. If an FM jock quits the FM staff and/or the station and would like to rejoin, the former jock must go back to the Circuit for an evaluation process for no less than three (3) weeks or by the Board's discretion (if they wish to rejoin).

Section 9. In order to be eligible for any live, on-air position, a student must be registered for a class at the time of application. This excludes persons joining the station for their first academic semester.

ARTICLE V – ELECTION OF OPERATIONS MANAGER

Section 1. The candidate(s) shall have completed at least two (2) consecutive semesters as a

member and/or Director, one of which must be the semester of application, satisfy all WBSU, BSG and SUNY policies for qualification and submit a letter of application to the Election Committee as defined in Article V, Section 3.

Section 2. Term of office shall be for one (1) calendar year, commencing May 1 with the exception of non-traditional elections, and shall occur during a General Meeting in April. The meeting shall be conducted in accordance with Article IV, except as described below.

Section 3. The General Manager shall, no later than February 15 of each year, recommend to the Board of Directors the names of three (3) active members to serve as the Election Committee, including a Chair. The Board may appoint alternate nominees, but shall compose and charge the Committee no later than March 1.

Section 4. The Election Committee shall announce the impending election, determine and announce appropriate procedures, and prepare the official election ballot. The Committee shall not accept application letters before March 2.

Section 5.

(A) The election shall be conducted in accordance with Section 2 of this Article, except that the Election Committee shall preside over that part of the General Meeting designated for the election. The Committee will allot time for an individual's opening/closing statements, questions, and answers among the nominees and members. Election shall be by secret ballot by voting members certified by the Operations Manager and the Elections Committee Chair in accordance with Section 4 of this Article. Write-in and proxy ballots shall not be counted.

(B) Election shall be effected by a simple majority of members present. In the event no candidate receives a majority on the first ballot, the ballots shall be counted and the candidate receiving the least number of votes shall be disqualified, if there are more than two (2) candidates. Additional ballot(s) will be taken and counted in this manner, each time disqualifying the candidates with the least number of votes, until a simple majority is achieved. Vote totals shall not be revealed by the Election Committee to anyone at anytime except for conditions of Article V, Section 6. In the event of a tie between two (2) candidates a revote shall be instituted.

(C) In the event of an unopposed candidate, voting members will be presented the option to vote for the candidate, opposing the candidate, or to abstain their vote in the election. If a simple majority of the voting members oppose the candidate, the General Manager and Board of Directors will assume the responsibilities of the Operations Manager until the position is filled. A further election will occur no later than thirty (30) days from the date of the original election.

Section 6. In the absence of election challenge(s) filed pursuant to the Constitution of the Brockport Student Government, the Election Committee shall certify and convey the

election result within five (5) business days to the General Manager and to BSG. Such notification shall finalize the election and the Election Committee will be automatically discharged. In the event a valid election challenge is accepted and announced by the General Manager and/or BSG, the Committee shall remain intact until disposition of the challenge.

ARTICLE VI – RECALL OF ELECTION OF OPERATIONS MANAGER

Section 1. The Operations Manager shall be recalled from office by a two-thirds (2/3) vote of the General Membership with voting status, as follows:

- (A) A petition for recall bearing the signatures of two fifths (2/5) of the active membership, as certified by the Board of Directors, shall be presented to the General Manager. The Board shall appoint a new Election Committee, consistent with other Articles of this Chapter, which shall select a chair, announce procedures, and time and place for the election.
- (B) In lieu of a General Membership petition for recall, the Board of Directors may initiate a Recall Election through a two-thirds (2/3) vote of its members. Operations Manager will only be allotted one vote if holding more than one Director status. The Recall Election shall proceed in accordance with Section 1. (A) of this Article and other applicable Article(s). The Recall shall carry or be denied on the basis of one (1) ballot vote, only. NO reconsideration shall be allowed.
- (C) Whether initiated by petition of the General Membership or by the Board of Directors, the Recall Election shall be held within thirty (30) days of the date of the petition submission and/or motion. Noncompliance with this subsection shall invalidate the Recall petition and/or motion.
- (D) The Recall Election Committee shall transmit the election results to their chairperson, for announcement to the General Membership and the General Manager. BSG shall also be notified if the Recall is adopted.

ARTICLE VII – AMENDMENTS OF BY-LAWS

Section 1. This Charter may be amended and/or By-Laws adopted; by a simple majority of the General Membership, acting in one General Meeting, provided that the Board of Directors shall have previously adopted a motion for amendment and/or changes to the Charter and/or By-Laws by two-thirds (2/3) vote.

ARTICLE VIII – IMPLEMENTATION

Section 1. This Charter shall be adopted in accordance with the terms of amendment of the prior Charter and shall supersede any and all such extant instruments.

WBSU CHARTER STATION BY-LAWS

It is the expectation that every member adhere to the following basic guidelines:

- 1) Jocks are to arrive at least fifteen (15) minutes before their Airshift begins to prepare. Missed shifts will result in suspension from ALL ON-AIR ACTIVITY. Late Shifts may result in suspension from ALL ON-AIR ACTIVITY in accordance with the appropriate director, Operations Manager, and the General Manager. An Airshift is not complete until all logs are completed. The last person to operate the board on any day must switch **Transmitter Logs** to the FM Director's mailbox.
- 2) The front door is to remain closed and locked between the hours of 5PM and 8AM weekdays and all day weekends. Ring the bell or call the News Line (ext. 5632) during this time.
- 3) Only members are allowed in the station after 5pm Weekdays and all day weekends. Only station Personnel with a valid reason is allowed in the station after 11:30PM. Valid reasons include an FM shift, News and/or Sports reports, or any other circumstance deemed acceptable by the Operations Manager.
- 4) Professionalism is expected at all times on AND off air. The use of explicit language or material is prohibited based on prevalent FCC and the College at Brockport's Select Respect Guidelines.
- 5) Any Board Member, as defined in Article I Section 3 of the WBSU Charter, may remove anyone from the air or the station facility, if necessary, to protect the FCC License or the items in this document. The Board Member is then responsible for contacting the appropriate director and the Operations Manager and making a complete report of the incident and action taken.

The responsibility of the respective director and Operations Manager are responsible for evaluating the circumstances and determining appropriate action in consulting with the General Manager.

A written report of this decision will then be sent to the station member, outlining any and all action or sanction imposed.

Appeals by the station member should be forwarded to the Director of Student Activities. All appeals will be in accordance with procedures and guidelines as outlined in the College at Brockport, State University of New York Codes of Social Conduct.

- 6) Per accordance with the College at Brockport's Smoke Free policy no smoking is allowed in the facilities of WBSU-89.1 the Point. Alcohol and/or drug uses are

prohibited in the facility. No one may enter under the influence of alcohol and/or drugs in accordance with prevailing FCC regulations. Food and and Drinks inside any studio are at the discretion of the Operations Manager.

- 7) Live phone calls are prohibited on the air unless preapproved by the appropriate director (News/Sports/Public Relations/Programming).
- 8) Destruction, removal or impairment of station property will be considered a crime and violators will be prosecuted in accordance with college, local, state, and federal laws.
- 9) Personal long distance phone calls are not allowed.
- 10) Every off-air member is expected to maintain voting status, do weekly department work and participate in at least one (1) COMMUNITY RELATED event OR One(1) College Related events as determined by the Public Relations Director.
- 11) Every on-air person is expected to:
 - a. Actively work in a department and attend meetings.
 - b. Edit reminders for outdated material every shift.
 - c. Professionally answer the phone.
 - d. Keep updated Logs.
 - e. Clean up studio after use.
 - f. Keep playlist updates.
 - g. Hand in an aircheck tape at least once a month to respective director.
 - h. Participate in at least two (2) PR Events, with at least one (1) COMMUNITY RELATED EVENT approved by the Public Relations Director each semester.
- 12) FM members must have an overall Grade Point Average (GPA) of at least 2.0. Those who fall below a 2.0 GPA are suspended from **all live and/ or voicetracked on-air activities** until that members cumulative Grade Point Average is brought above a 2.0. Midterm Grade Point Averages are not included in above. This also includes music review publications.
- 13) No working member or family member (this includes but is not limited to current and ex-spouses, parents, grandparents, children, grandchildren, siblings and in-laws) of a working member of WBSU may win any giveaways.
- 14) Listeners are only allowed to win or register to win once every ever thirty (30) days. Also, there may be only one (1) winner per household every thirty (30) days.
- 15) Read the Message Board daily.
- 16) Individuals with mail not to them or their Directorship are not authorized to open mail.
- 17) NO Compact Disk or other Digital Audio Files are to be removed from the facility. Personal Compact Disks and any other Digital Audio Files and related external playback and recording devices are NOT allowed in the radio station. A personal digital audio playback device is authorized in the facilities only if headphones are used and kept at a

professionally appropriate volume. ANY station property that is removed from the facility may result in removal from the radio station and criminal charges.

- 18) Personal computer use is permitted. However, if station business has to be done, personal computer use must be stopped immediately.
- 19) Two or more person shows are not permitted; except for shift break crossover and crosstalks, news and sports casts or exceptions cleared by the FM Program Director.
- 20) There may be specialty shows on the air at the discretion of the Operations Manager and Program Director. The Board of Directors determines the theme and day of that show. Shows may be removed or changed by the board at any time if deemed necessary. FM Announcers with specialty shows must adhere to the prescribed format of the specialty show. Violators are subject to disciplinary action of the Program Director and/or the Operations Manager.
- 21) The Use of any production studio for NON-WBSU related purposes is prohibited unless given permission by the production director in cooperation with the Operations Manager and Production Director.
- 22) The final person to leave the station must close down the station and return the stations keys to University Police. Failure to do so will result in punishment deemed appropriate by the Operations Manager.
- 23) Resident Assistants, individuals holding office in BSG, or similar positions deemed too time consuming by the Operations Manager cannot be eligible for directorship at WBSU.
- 24) All sports broadcast announcers shall read and sign a contract prior to their first game.
- 25) All summer staff shall read and sign a contract prior to getting paid.