

# **WITR**

# **89.7**

**POLICIES & PROCEDURES**

# ABOUT THIS DOCUMENT

These Policies and Procedures were adopted on April 24th, 2019 by a majority vote of the Executive Board. This document replaces any preceding Policies and Procedures Manual.

The 2019/2020 Executive Board consisted of:

- Christopher Bove, General Manager
- Arthur Tisseront, Program Director
- William Leuschner , Chief Engineer
- Glen Brown, Business Director
- Elizabeth Kuhlman, Event Coordinator
- Max Cohn, Member at Large

The Administrative Advisor was Carol Reed.

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# SECTION A: PREAMBLE

This manual defines all roles, responsibilities, and guidelines that WITR shall abide by in its daily operations. Should this document conflict with the WITR Bylaws, the Bylaws will take precedence. A current version of this manual must be made available to the general membership via physical and electronic copies, located in the office and on the station website. Whenever this manual is changed, the Member at Large shall provide a notice to the membership detailing the changes made. The content of this manual can either be edited by a majority vote by the WITR Executive Board or by a two-thirds vote by student members during an All Member Meeting.

# SECTION B: GENERAL MANAGER

## 1. General Duties

- a. The General Manager shall be the supervisor of all affairs in WITR Radio.
- b. The General Manager shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of General Manager tasks, contact information for relevant RIT employees, and summaries of ongoing projects.
- c. The General Manager shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- d. The General Manager shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

## 2. Executive Board Meetings

- a. An Executive Board meeting shall only occur once quorum is established.
  - i. Quorum shall be established by the presence of a majority of the Executive Board Officers.
- b. The General Manager shall assign a time for the Executive Board to meet. This meeting must occur at least once weekly.
- c. The General Manager shall preside over and set the agenda for all Executive Board meetings. The agenda shall be delivered to the Secretary at least 24 hours prior to the meeting.
- d. Executive board meetings shall be open to the general membership.
- e. Minutes from the Executive Board meeting shall be supplied to the general membership within four days.

- i. Segments from the minutes may be excluded at the discretion of the Executive Board or the Administrative Advisor in order to protect the privacy and personal matters of individuals.
- 3. Public File
  - a. The General Manager shall ensure the WITR Public File be kept up to date in accordance with FCC regulations.
    - i. The General Manager may delegate the task of updating specific sections (e.g. Program Schedule) to the relevant board members.
  - b. The General Manager shall file any and all paperwork with the FCC. This includes, but is not limited to, applications for renewal of license, ownership reports, inquiries for data, and any appeals. All of these are to be kept in the WITR Public File, as detailed in Section I.
- 4. Policies and Procedures
  - a. The General Manager shall review this document no less than once per year to ensure it is consistent with the daily operating practices of the organization.
- 5. Student Government and the Center for Campus Life Relations
  - a. In addition to these duties, the General Manager shall ensure that WITR is in compliance with all, Center for Campus Life, and Institute policies.
- 6. All Member Meetings
  - a. The General Manager shall preside over All Member Meetings.
  - b. The General Manager may bring forward a vote to the student members during an All Member Meeting.
    - i. Any member may propose a vote. Upon the seconding of the vote by another member, the vote can then be carried out by the student members.
    - ii. Ballots must be collected and counted by the WITR Administrative Advisor.
    - iii. An assistant may be appointed to aid in collecting and counting ballots at the Advisor's discretion.
    - iv. The results of the vote shall be presented to the general membership at the All Member Meeting in which the vote was carried out.
- 7. Executive Board Vacancy
  - a. Should for any reason an Executive Board position become vacant, it is the General Manager's responsibility to find a nominee for replacement.

This replacement shall be voted on by the Executive Board.

- b. During a period of Executive Board vacancy, the General Manager shall assume the responsibilities of the position until a replacement is found.
- c. Should the General Manager position become vacant, the position shall be filled by the majority vote of the remaining members of the Executive Board. The Program Director shall assume the responsibilities of the position until the Executive Board appointment is made.

## SECTION C: PROGRAM DIRECTOR

### 1. General Duties

- a. The Program Director shall draft the on-air schedules every semester.
- b. The Program Director shall grade DJ-trainee demos within two weeks.
- c. The Program Director shall ensure the airing of the weekly Pulse of Music.
- d. The Program Director shall ensure the airing of the Pulse of Music Show titled "Rochester Sessions".
- e. The Program Director shall manage the generation of Rivendell logs.
- f. The Program Director shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of Program Director tasks, contact information for relevant RIT employees, and summaries of ongoing projects.
- g. The Program Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- h. The Program Director shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

### 2. Officers

- a. Senior Music Director
  - i. The Senior Music Director shall maintain relations between music industry promoters, record labels, and representatives.
  - ii. The Senior Music Director shall submit weekly charts to the College Music Journal.
  - iii. The Senior Music Director shall manage a weekly Features meeting. During these meetings, the new Features of the week shall be voted on.

- iv. The Senior Music Director shall be responsible for the maintenance of the New Bin. This includes, but is not limited to, processing DJ reviews and accurately dating New Bin entries.
- v. The Senior Music Director shall be responsible for maintaining the WITR review bin.
- vi. The Senior Music Director shall pick up the station mail at least once a week.
- vii. The Senior Music Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive, and be responsible for answering all music inquiries over the Music Director phone line during these hours.
- viii. The Senior Music Director shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.
- ix. The Senior Music Director may, in addition to these duties, be assigned additional duties at the Program Director's discretion.
- x. The Senior Music Director shall appoint a Junior Music Director to assist in the completion of his or her duties.
- xi. Should the Senior Music Director for any reason be unable to perform his or her duties, the Program Director shall assume the responsibilities of Senior Music Director.

b. Junior Music Director

- i. The Junior Music Director shall assist the Senior Music Director in the maintenance of the New Bin, which includes, but is not limited to, processing DJ reviews, and accurately dating New Bin entries.
- ii. The Junior Music Director shall assist the Senior Music Director in maintaining the WITR review bin.
- iii. The Junior Music Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- iv. The Junior Music Director shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.
- v. The Junior Music Director may, in addition to these duties, be assigned additional duties at the discretion of the Senior Music Director and/or Program Director.
- vi. Should the Junior Music Director for any reason be unable to perform his or her duties, the Senior Music Director shall assume the responsibilities of the Junior Music Director.



c. Assistant Program Director

- i. The Assistant Program Director shall aid in the maintenance of efficient operation of the Programming Department.
- ii. The Assistant Program Director shall maintain the station music library, including the physical library and digital library.
- iii. The Assistant Program Director shall assist the Program Director in performing air checks of all shows by completing a specified number of preliminary air checks each week. The number of weekly preliminary air checks shall be determined by the Program Director. All shows that do not pass the preliminary air check shall be forwarded to the Program Director for official evaluation. The procedure for preliminary air checks shall be determined by the Program Director.
- iv. The Assistant Program Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- v. The Assistant Program Director shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.
- vi. The Assistant Program Director may, in addition to these duties, be assigned additional duties at the Program Director's discretion.
- vii. Should the Assistant Program Director for any reason be unable to perform his or her duties, the Program Director shall assume the responsibilities of the Assistant Program Director.

d. Production Director

- i. The Production Director shall be responsible for coordinating with bands, artists, and the active Rochester Sessions DJ to schedule sessions.
- ii. The Production Director shall conduct said sessions with the bands or artists.
- iii. The Production Director shall be responsible for mastering the session in a timely manner.
- iv. The Production Director may maintain a team of volunteers to help run and master sessions.
- v. The Production Director shall train members interested in band relations, audio engineering, and other topics in the area of sessions.
- vi. The Production Director shall be required to hold a minimum of four

office hours weekly, with no more than two hours being consecutive.

- vii. The Production Director shall assist the Imaging Director when no sessions are scheduled.
- viii. The Production Director shall be compensated for his or her work through a weekly stipend as outlined in the WITR budget.
- ix. The Production Director may, in addition to these duties, be assigned additional duties at the discretion of the Program Director.
- x. Should the Production Director be unable to fulfill these duties, the Program Director shall assume the responsibilities of the Production Director.
- xi. The Production Director is responsible for all podcasts and their recording duties

e. Imaging Director

- i. The Imaging Director shall manage the writing, production, and broadcasting of all pre-recorded imaging.
- ii. The Imaging Director shall coordinate with the Business Director to produce underwriting.
- iii. The Imaging Director shall maintain current Music Promos
- iv. The Imaging Director shall ensure syndicated content, pre-recorded shows, and imaging are in the logs and are played at the correct times.
- v. The Imaging Director shall create and update imaging for Studio X and Underground, including Special Events.
- vi. The Imaging Director shall create clean cuts for the music department.
- vii. The Imaging Director shall manage the writing, production, and broadcasting of public affairs and alternate educational material.
- viii. The Imaging Director shall coordinate training for interested trainees in the area of imaging creation and public affairs broadcasting.
- ix. The Imaging Director may establish a team of volunteers to assist in the writing, editing, and producing of imaging and public affairs broadcasting.
- x. The Imaging Director shall be compensated for their work through a

weekly stipend as outlined in the WITR budget.

- xi. The Imaging Director, in addition to these duties, may be assigned additional duties at the Program Director's discretion
- xii. Should the Imaging Director be unable to fulfill these duties, the Program Director shall assume the responsibilities of the Imaging Director

f. Sports Director

- i. The Sports Director shall manage the broadcasting, board operating, and organization of sport-related material.
- ii. The Sports Director shall coordinate with the Chief Engineer for all matters relating to live broadcasting equipment.
- iii. The Sports Director may establish a team of volunteers to assist in the broadcasting, and reporting of sport-related material.
- iv. The Sports Director shall coordinate training for interested trainees in the area of sports.
- v. The Sports Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- vi. The Sports Director, in addition to these duties, may be assigned additional duties at the Program Director's discretion.
- vii. Should the Sports Director be unable to fulfill these duties, the Program Director shall assume the responsibilities of the Sports Director.

g. DJs

- i. The Program Director shall manage all DJs at WITR.
- ii. Any member may administer the written DJ exam for DJs in training. The Program Director or Member at Large shall grade all written exams.
- iii. The Program Director shall grade live demos for DJs in training.
- iv. DJs are responsible for performing during the time slots in the schedule for which they are committed. Failure to show up for a scheduled show three times over the course of an academic semester without prior notice given to the Program Director shall result in the show being dissolved.
- v. DJs may assist in the maintenance of the digital library with the

permission of the Program Director.

- vi. DJs may assist in the cataloguing and organizing of the main library with the permission of the Program Director.

### 3. Maintaining the Quality of On-Air Content

- a. The Program Director shall oversee the efforts of the Senior Music Director, Junior Music Director, Production Director, Sports Director, and News Director to ensure a high standard of WITR programming.
- b. The Program Director, with the assistance of the Assistant Program Director, shall perform regular air-checks of all shows for the purposes of improving the quality of WITR's on-air content and enforcing the Pulse of Music and Specialty Show formats, and determining studio placement. DJs shall receive feedback from any air checks completed on their show.
- c. Studio A shall be reserved as a training and practice facility for DJs. In the event of an emergency or maintenance to Studio X, FM broadcast will be moved to Studio A. Operation of the equipment in Studio A shall be left to the discretion of the Program Director and Chief Engineer.
- d. Placement of DJs in Studio A or Studio X shall be done at the discretion of the Program Director. Placement is not permanent and is subject to reevaluation based on air checks completed by the Program Director. The Program Director may establish standards to determine placement.
- e. Shows shall not run longer than two hours, with exceptions to be allocated under the discretion of the Program Director.
- f. Broadcasted tracks may never contain any material that can potentially be viewed as obscene, indecent, or profane by the FCC.
  - i. The FCC defines obscene as material that must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law.
  - ii. The FCC defines broadcast indecency as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory organs or activities.
  - iii. The FCC defines profanity as including language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.
- g. DJs may never, at any time or under any circumstances, speak anything that can be defined as indecent, profane, or obscene.

### 4. Pulse of Music Format

- a. Pulse of Music programming shall air 24 hours per day, 7 days per week.

Exceptions shall be made for specialty programming.

- b. During the Pulse of Music format, DJs may only play music that is part of the WITR music library.
  - c. During the Pulse of Music format, DJs may only play two specialty genre tracks per show. Specialty genre tracks must be marked as such in the program logs.
  - d. During the Pulse of Music format, 50-70% of a DJ's music per hour must come from the New Bin, a collection of WITR's newest music going back approximately three months. New Bin tracks must be marked as such in the Rivendell Library.
  - e. During the Pulse of Music Format, DJs must play a minimum of two Features every hour. The Features are kept in a special section of the New Bin. A current list of features is kept in the Program Log binder. Features must be marked as such in the Rivendell Library.
  - f. During the Pulse of Music format, DJs must play a minimum of one Recurrent every hour. The Recurrent section, a collection of features and former well performing albums from the New Bin, may be played and are not counted as New Bin. Recurrents must be marked as such in the Rivendell Library.
  - g. During the Pulse of Music format, 30-50% of a DJ's music per hour must come from the main library. Tracks from the main library are marked as such in the Rivendell Library.
  - h. During the Pulse of Music format, DJs cannot play two tracks by the same artist within two hours, except in instance of a double shot. A double shot occurs when two songs of the same artist are played back-to-back without any other song in between.
    - i. During the Pulse of Music format, DJs may only play one double-shot per hour.
  - i. During the Pulse of Music format, all DJs must run a five second delay.
5. Specialty Programming
- a. Specialty programs shall interrupt the Pulse of Music during hours set by the Program Director.
  - b. DJs may apply for a specialty program by submitting a written proposal to the Program Director and completing a demo. New programs shall be created at the discretion of the Program Director.
  - c. During the Specialty programs, DJs may bring music from their personal collections to supplement the WITR library.
6. Warnings and Suspensions

- a. DJs are considered to be in violation of WITR Station Programming Policy if they violate any of the policy and procedures pertaining to the Pulse of Music or Specialty Show formats, fail to set the Rivendell Automation System correctly after their show, operate the Studio A or Studio X board during a station suspension.
- b. Should a DJ commit any of the above station policy violations, a warning may be issued by the Program Director, and the offending DJ may be put on a probationary period during which the warning will stand. The length of the probationary period will be left to the Program Director's discretion.
- c. Should a DJ commit any of the above WITR station policy violations during a probationary period, an on-air suspension of one week may be administered, after which another probationary period will be put into effect.
- d. Should a DJ commit a third violation, the disciplinary action shall be left totally to the discretion of the Program Director, and may include, but is not limited to, a longer on-air suspension, a longer on-air suspension followed by a retaking of the WITR member test, the WITR DJ test, and the on-air demo, or a permanent ban from all on-air operations.
- e. Should a DJ play underwriting on air that is not authorized by the Business Director, an on-air suspension of one week or longer may be administered by the Program Director. Should a DJ commit a second violation of this type, the DJ may be subject to further disciplinary action including a permanent from all on-air operations.
- f. Warnings and suspensions may be served in conjunction with air checks completed by the Program Director.
- g. Studio placement shall be reevaluated by the Program Director at the conclusion of probationary or suspension periods.
- h. A meeting with the offending DJ to discuss the circumstance surrounding the offense may be scheduled at the discretion of the Program Director. The offending DJ may request that the Member at Large also attends this meeting as a member representative.
- i. Should the Program Director feel the need, the disciplinary case may be submitted to the Executive Board for review.
- j. Only the Executive Board may expel a DJ from WITR for an on-air violation.
- k. The above disciplinary actions are given as strongly advised guidelines. Should the situation contain extraordinary circumstance, the proper response may be left to the Program Director's discretion.
- l. At any point, the Executive Board may choose to overturn the disciplinary actions of the Program Director by a majority vote.

# SECTION D: CHIEF ENGINEER

## 1. General Duties

- a. The Chief Engineer shall ensure that all equipment being utilized by WITR meets all applicable standards and regulations as outlined by the FCC, RIT, and any pertinent governing bodies.
- b. The Chief Engineer shall ensure the safe and proper use of all WITR equipment.
- c. If the Chief Engineer is on co-op, a staff engineer will be selected to represent the Chief Engineer with the ability to vote as the Chief Engineer in emergencies with the Chief Engineer's approval.
- d. WITR equipment includes, but is not limited to:
  - i. Mixing Boards
  - ii. Microphones
  - iii. Headphones
  - iv. Speakers/Monitors
  - v. Computers
  - vi. Playout Devices (CD Decks, Turntables)
  - vii. Servers
  - viii. Server Racks and Mounting Equipment
  - ix. On-Air Lights
  - x. Recording Equipment
  - xi. Broadcast Equipment
  - xii. Transmitter
  - xiii. Antenna
  - xiv. Events Equipment
  - xv. Tools and Testing Equipment
- e. The Chief Engineer or an approved member by the WITR Engineering Department shall be present at any event using WITR equipment.
- f. The Chief Engineer shall maintain the Emergency Alert System. This

includes, but is not limited to, ensuring WITR's continued compliance with the EAS system, sending required weekly tests, and keeping an up to date record of EAS activity.

- g. The Chief Engineer shall ensure that WITR maintains a close relationship with the RIT ALERTUS system and maintains the RDS feed used for it.
- h. The Chief Engineer shall maintain a close relationship with ITS.
- i. The Chief Engineer presides over The Pit and Pit X and must authorize anyone who enters these rooms.
- j. The Chief Engineer shall be responsible for the Voxpro key. The key shall remain plugged into the server in Pit X at all times. Should the key or server need to be moved for any reason, the Chief Engineer shall inform the General Manager of the reason for the move and the intended new location prior to its transport.
- k. The Chief Engineer shall be responsible for ensuring that the 4G Adapter remains with the hockey equipment, with the exception of any time equipment is being serviced. When the adapter is not with the rest of the hockey equipment, the adapter must be secured in The Pit. The Chief Engineer, or their designee, shall be responsible for the location of Verizon Adapter. If the Chief Engineer designates another engineering member to be in charge of the adapter's location, the Chief Engineer will inform the General Manager.
- l. To maximize budget it is recommended the Verizon subscription be paused outside of the hockey season. The subscription shall be managed by WITR's Financial Manager, and may be modified at the Chief Engineer's request. The subscription must be reactivated before the first hockey game of the season, and the adapter's function must be verified with the hockey equipment. The Financial Manager must receive at least one business day's notice to make changes to the subscription.
- m. The Chief Engineer shall oversee proper usage of events equipment. Should the Event Coordinator for any reason be unable to perform their duties, the Chief Engineer shall oversee proper usage of events equipment and certification.
- n. The Chief Engineer may revoke event certification, with fair warning, for poor or improper usage of WITR events equipment.
- o. The Chief Engineer shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of Chief Engineer tasks, contact information for



relevant RIT employees, and summaries of ongoing projects.

- p. The Chief Engineer shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- q. The Chief Engineer shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

## 2. Officers

### a. Staff Engineer

- i. The Staff Engineer shall maintain the computer infrastructure at WITR. This includes servers, office computers, and any networking equipment.
- ii. The Staff Engineer shall serve as the Chief Engineer's assistant, aiding in engineering tasks.
- iii. The Staff Engineer shall report directly to the Chief Engineer and maintain open communication with the Chief Engineer.
- iv. The Staff Engineer shall not make changes to production ("live") environments without notice to, and authorization from, the Chief Engineer.
- v. The Staff Engineer shall hold a minimum of four office hours weekly, with no more than two office hours held consecutively.
- vi. The Staff Engineer shall be compensated at a weekly stipend as outlined in the WITR Budget.
- vii. The Staff Engineer may in addition to these duties, be assigned additional duties at the Chief Engineer's discretion.
- viii. Should the Staff Engineer for any reason be unable to perform their duties, the Chief Engineer shall assume the responsibilities of Staff Engineer. In this event, the Chief Engineer may choose to re-evaluate the Staff Engineer's eligibility for their position.
- ix. Should the Staff Engineer be deemed unsuitable for their position, the or she may be removed by the Chief Engineer, at which time the Chief Engineer will be free to appoint a new Staff Engineer.

### b. Internal Developer

- i. The Internal Developer shall maintain existing, design new, and develop new software for WITR. This includes the WITR website, all of WITR's web properties, and internal scripts used by WITR.
- ii. The Internal Developer shall uphold or improve the quality of the

website and will regularly check that all visual elements are up-to-date, relevant, and appropriate.

- iii. The Internal Developer shall report directly to the Chief Engineer and maintain open communication with the Chief Engineer.
- iv. The Internal Developer shall not make changes to production ("live") environments without notice to, and authorization from, the Chief Engineer.
- v. The Internal Developer shall hold a minimum of four office hours weekly, with no more than two office hours held consecutively.
- vi. The Internal Developer shall be compensated for his or her work at an hourly rate as outlined in the WITR budget.
- vii. In addition to these duties, the Internal Developer may be assigned additional duties at the discretion of the Chief Engineer.
- viii. Should for any reason the Internal Developer be unable to fulfill these duties, the Chief Engineer shall assume the duties of the Internal Developer. In this event, the Chief Engineer may choose to re-evaluate the Internal Developer's eligibility for their position.
- ix. Should the Internal Developer be deemed unsuitable for their position, he or she may be removed by the Chief Engineer. At this time the Chief Engineer will be free to appoint a new Internal Developer.

### 3. Transmitter Access

- a. RIT Public Safety along with the RIT Office of Risk Management strictly controls access to the WITR transmitter site.
- b. Access is limited to WITR's Chief Engineer and/or a designated member of the WITR Engineering Department along with either an RIT Public Safety officer escort or a designated WITR consulting member.
- c. WITR may hire an engineering consultant on a contract basis to aid the engineering department.
- d. Transmitter access shall be employed on a limited, as-needed basis, which shall be determined by the Chief Engineer.

### 4. Suspensions

- a. The Chief Engineer shall be permitted to suspend station members from operation of the transmitter on a case-by-case basis, after fair warning is given.
- b. The Chief Engineer shall be permitted to suspend any station member for the following reasons (note that the following list is not

all-encompassing):

- i. Continued abuse of station equipment, as defined in Sections D.1.c.i – D.1.c.xv above
- ii. Illegal usage of the Emergency Alert System
- iii. Causing an Emergency Alert System Alert to not be properly relayed
- iv. Illegal power operation of the transmitter
- v. Improper sign-off of the transmitter
- vi. Attempted malicious actions against WITR's computer systems
- vii. Changes to WITR's production ("live") systems or environments, which results in an outage
- viii. Repeated unauthorized changes to WITR's production ("live") systems or environments
- ix. Unauthorized access to The Pit or Pit X
- x. Failure to secure WITR equipment, WITR facilities, The Pit, or Pit X

## SECTION E: EVENT COORDINATOR

### 1. General Duties

- a. The Event Coordinator shall oversee all WITR contracts relating to events and equipment rentals.
- b. The Event Coordinator shall oversee all WITR concerts. This shall include the booking of bands and pertinent reservations.
- c. The Event Coordinator shall oversee all WITR movie screenings. This shall include acquiring licensing rights to hold the screening, and all pertinent contracts and reservations.
- d. The Event Coordinator shall oversee all business relations that involve events and equipment rentals. This shall include management of relations and mitigation of liabilities.
- e. The Event Coordinator shall oversee all WITR fundraising efforts.
- f. The Event Coordinator shall coordinate training and events certification for interested trainees in all areas of events. Event training is to be held at the discretion of the Chief Engineer where pertaining to WITR's equipment.
- g. The Event Coordinator shall ensure that at least one event-certified

member is present at all contract equipment rentals for the entirety of that event. The member shall be required to sign the rental contract and will be held responsible for the operation and safety of the rental equipment for the duration of the event. The organization contracting WITR's services will not be considered responsible for the equipment unless otherwise stated in the contract.

- h. The Event Coordinator shall ensure that at least one event-certified member is present at all registered or contracted events involving events equipment and equipment rentals.
- i. The Event Coordinator shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of Event Coordinator tasks, contact information for relevant RIT employees, and summaries of ongoing projects.
- j. The Event Coordinator shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- k. The Event Coordinator shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

## 2. Officers

### a. Assistant Event Coordinator

- i. The Assistant Event Coordinator shall be trained to the highest level of event training, Event Engineer Trained.
- ii. The Assistant Event Coordinator shall plan and oversee all minor events and contracted work for other organizations.
- iii. The Assistant Event Coordinator shall ensure that all minor WITR events are properly registered.
- iv. The Assistant Event Coordinator shall be trained by the Event Coordinator or a member of WITR Engineering in the setup and operation of equipment used for WITR events.
- v. The Assistant Event Coordinator may work with other organizations at RIT for co-sponsored events.
- vi. The Assistant Event Coordinator shall assemble a team of volunteers to work events.
- vii. The Assistant Event Coordinator shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- viii. The Assistant Event Coordinator shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.
- ix. The Assistant Event Coordinator may, in addition to these duties, be

assigned additional duties at the Event Coordinator's discretion including, but not limited to, assisting the Event Coordinator in the planning and organization of major WITR events.

- x. Should the Assistant Event Coordinator for any reason be unable to perform their duties, the Event Coordinator shall assume the responsibilities of Assistant Event Coordinator.

## SECTION F: BUSINESS DIRECTOR

### 1. General Duties

- a. The Business Director shall ensure that the Executive Board and All Member Meeting minutes are kept on record and distributed to the WITR membership within four days.
- b. The Business Director shall oversee WITR branding and social media, and shall oversee all promotional campaigns. This shall include serving as the WITR representative for meetings with the RIT Office of Development.
- c. The Business Director shall be responsible for the purchasing and stocking of office supplies for the WITR offices and studios.
- d. The Business Director shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of Business Director tasks, contact information for relevant RIT employees, and summaries of ongoing projects.
- e. The Business Director shall review and forward the minutes sent by the secretary on to the General Membership not later than two days after the Executive Board meeting. The Business Director may delegate both of these tasks to the Secretary, if they so choose.
- f. The Business Director shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- g. The Business Director shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

### 2. Officers

- a. Secretary
  - i. The Secretary shall perform office work at the station.
  - ii. The Secretary shall take minutes at Executive Board and All Member Meeting, and then forward these minutes to the Business Director within two days.
  - iii. If the Business Director has delegated to The Secretary the

responsibility of sending the minutes to the General Membership, they shall review and send the minutes to the general membership within two days.

- iv. The Secretary shall be required to hold four office hours weekly, with no more than two hours being consecutive.
- v. The Secretary shall be compensated for his or her work at an hourly rate as outlined in the WITR budget.
- vi. The Secretary shall complete documentation of the year's major events or milestones for the historical record. Documentation shall be completed annually prior to elections and shall include a brief summary of the year, a list of WITR officers, and a list of members. Documentation shall be printed and added to the station archives.
- vii. The Secretary, in addition to these duties, may be assigned additional duties at the Business Manager's discretion.
- viii. Should the Secretary for any reason be unable to perform their duties, the Business Director shall assume the responsibilities of Secretary.

b. Promotions Director

- i. The Promotions Director shall manage the adequate and thorough promotions of all WITR events.
- ii. The Promotions Director shall be responsible for the purchasing and stocking of all promotional materials, including but not limited to, promotional materials given out at WITR events.
- iii. The Promotions Director shall create content for, regularly update, and maintain all WITR social media outlets.
- iv. The Promotions Director shall be required to hold four office hours weekly, with no more than two hours being consecutive.
- v. The Promotions Director shall be compensated for his or her work at a weekly stipend as outlined in the WITR budget.
- vi. The Promotions Director, in addition to these duties, may be assigned additional duties at the Business Director's discretion.
- vii. Should the Promotions Director for any reason be unable to fulfill his or her responsibilities, the Business Director shall assume the responsibilities of the Promotions Director.

c. Graphic Designer

- i. The Graphic Designer shall create all visual promotions, posters, brochures, etc.

- ii. The Graphic Designer shall adhere to the branding standards set forth by WITR and may modify these standards in collaboration with the Executive Board.
- iii. All material created by the Graphic Designer for WITR shall become the property of WITR.
- iv. The Graphic Designer shall complete assigned tasks by the deadline given by both the Business Director and other Executive Board members.
- v. The Graphic Designer shall hold four office hours weekly, with no more than two hours being consecutive.
- vi. The Graphic Designer shall be compensated for his or her work at an hourly rate as outlined in the WITR budget.
- vii. In addition to these duties, the Business Director may assign the graphic designer additional duties.
- viii. Should for any reason the Graphic Designer be unable to fulfill these duties, the Business Director shall hire a replacement.

### 3. Underwriting

- a. WITR hereby defines underwriting as the acknowledgment of a business or organization on-air in exchange for consideration given to WITR. Consideration shall be defined as a monetary, service, publicity, product, or other valuable donation.
- b. The Business Director shall determine the rates and package deals at which underwriting shall be sold.
- c. The Business Director and Program Director shall determine the maximum amount of underwriting played per hour.
- d. The Donor Agreement must be signed and all underwriting shall be paid for in advance.
- e. The Business Director shall ensure that all funds for underwriting are accounted for and paid to WITR.
- f. The Business Director shall be responsible for depositing and verifying payments from underwriting contracts and compensating the underwriting contractor.
- g. The Business Director shall ensure that a Proof of Performance document is sent out to the underwriting contractor upon completion of the airing of their requested ads.
- h. The Business Director shall maintain a team of authorized agents who may solicit underwriting.

- i. All authorized agents must be trained by the Business Director in the current underwriting procedure.
  - j. All authorized agents shall be compensated for their work through a sales percentage as outlined in the WITR Underwriting Agreement. The Business Director shall ensure that the authorized agents are compensated appropriately.
  - k. Individual agents shall not receive any revenue from the underwriting agreement beyond the outlined commission rate. All revenue generated from underwriting agreements shall be received by WITR.
  - l. Should an authorized agent violate any aspect of the underwriting system, the Business Director may revoke his or her authorized agent status.
  - m. All other promotions, including promotions in which WITR is not receiving monetary or other valuable consideration, must be approved by both the Business Director and the Program Director prior to being broadcasted on the air.
  - n. All giveaways, including giveaways in which WITR is not receiving monetary or other valuable consideration, must be approved by both the Business Director and Program Director prior to being broadcasted on the air.
4. Budget
- a. The Business Director shall yearly, update the WITR budget in accordance with any and all Center for Campus Life and Student Government Policies and Procedures.
  - b. The Business Director shall present to the Executive Board updates on the yearly budget at the beginning of each semester.
  - c. The Business Director must be aware of any and all non-salary withdrawals or purchases from the WITR budget.
  - d. The Business Director must work closely with the Administrative Adviser and Finance Manager to stay updated on all transactions for the WITR accounts on a monthly basis during the academic year.

## SECTION G: MEMBER AT LARGE

1. General Duties
- a. The Member at Large shall be the representative of station members on the Executive Board.
  - b. The Member at Large shall maintain member lists, station hours, and



coordinate new member training.

- c. Should a member be summoned for any reason to an Executive Board meeting, the Member At Large shall serve as the member's liaison to the board for the duration of that meeting.
- d. Should a situation occur in which members, or groups of members, become involved in a dispute directly affecting the day-to-day operation of WITR, the Member At Large shall be responsible for aiding in the resolution of the said dispute.
- e. Any member who cannot attend an Executive Board meeting may submit any and all concerns to the Member At Large for presentation during said Executive Board meeting.
- f. The Member At Large is responsible for scheduling All Member Meetings.
- g. The Member At Large may provide appropriate refreshments for All Member Meetings using the appropriated funds in the WITR budget.
- h. The Member At Large shall inform the membership of an All Member Meeting at least two weeks in advance through written means.
- i. The nomination and election portions of any All Member Meetings will be moderated by the Member At Large.
- j. The Member At Large shall keep attendance at every All Member Meetings.
- k. The Member at Large shall oversee WITR alumni relations. This shall include the review and updating of the WITR alumni spreadsheet, alumni outreach, and being the WITR representative for meetings with the RIT Office of Alumni Relations.
- l. The Member at Large shall update a position manual no less than once per year prior to executive board elections. Position manual shall include detailed descriptions of Member at Large tasks, contact information for relevant RIT employees, and summaries of ongoing projects.
- m. The Member at Large shall be required to hold a minimum of four office hours weekly, with no more than two hours being consecutive.
- n. The Member at Large shall be compensated for his or her work at a weekly stipend, as outlined in the WITR budget.

## 2. Training

- a. The Member At Large shall be responsible for organizing training meetings for all interested prospective members as outlined in the WITR bylaws.
- b. The Member At Large shall be responsible for setting up and monitoring DJ training for prospective DJs, as well as overseeing training for DJ trainers.

- c. The Member At Large shall keep a current training manual, which is made available to all prospective members.
- d. The Member At Large shall grade all membership exams. Membership exams must be taken in-office. Any member may administer the exams on one of the office computers.
- e. The Member At Large shall ensure that all prospective members who successfully pass the written exam provide their contact information and university identification number (UID) over email.

### 3. All Member List

- a. The Member At Large shall keep a current list of all active members at WITR containing their names, contact information, and university identification number (UID).
- b. The Member At Large shall post an edited version of the All Member list in the office.
- c. The Member At Large shall maintain an up to date All Member email list ([allmembers@witr.rit.edu](mailto:allmembers@witr.rit.edu)).
- d. The Member At Large shall ensure that members have their required access to WITR's station and facilities.

### 4. Membership Activities

- a. The Member At Large shall be responsible for the organization of various recreational membership events using funds appropriated within the WITR budget.
- b. The Member At Large shall be responsible for the holding of the annual Membership Spring Picnic every year using the funds appropriated within the WITR Budget.

### 5. Suspensions and Expulsions

- a. Alcohol, drugs, and smoking are not allowed in the WITR offices or studios at any time. Should a member should found in violation of this rule, the member will be subject to automatic loss of membership and expulsion from WITR. Members will also be subject to the judicial action of the university in accordance with RIT drug and alcohol policies.
- b. Sexual harassment, sexual misconduct, and any other violation of Title IX are not tolerated at WITR at any time. Should a member be found in violation of this rule, the member will be subject to automatic loss of membership and expulsion from WITR. Members will also be subject to the judicial action of the university in accordance with the RIT Title IX and sexual harassment policies. Title IX concerns should be brought to the Member at Large.

- c. The above disciplinary actions are not all encompassing. Should a member display repeated, excessive, or otherwise inappropriate behavior that is not explicitly listed, the proper response may be left to the Member at Large's discretion. Disciplinary actions may include, but are not limited to, suspension or loss of membership.
- d. For disciplinary cases not relating to drugs, alcohol, or Title IX, the Executive Board may choose to overturn the disciplinary actions of the Member at Large by a majority vote.

## SECTION H: SUSPENSIONS AND EXPULSIONS

### 1. Suspension

- a. WITR members may be suspended by the following Executive Board members:
  - i. Member at Large, for reasons as outlined in Section G.5.
  - ii. Chief Engineer, for reasons as outlined in Section D.4.
  - iii. Program Director, for reasons as outlined in Section C.6.
- b. Any member under suspension may not use any WITR facilities for any reason during the length of suspension. Violation of a suspension is cause for further suspension, or in extreme instances, expulsion.

### 2. Expulsion

- a. With due cause, the following Executive Board Members may recommend the expulsion of a member:
  - i. Member at Large, for reasons as outlined in Section G.5
  - ii. Chief Engineer, for repeated violations to Section D.4
  - iii. Program Director, for reasons as outlined in Section C.6
- b. In extreme cases, the General Manager may recommend the expulsion of a member.
- c. The intent to expel must be confirmed by a majority vote of the Executive Board.
- d. The Member-at-Large shall inform the member of their intent to expel, including reasoning for the expulsion. The affected member may then

present his or her case in a hearing to the Executive Board. In this case, a member of the Center for Campus Life appointed by the Senior Director of the Center for Campus Life should be present at the meeting to mediate in the stead of WITR's Administrative Advisor.

- e. Should the affected member request a hearing, the Executive Board shall vote on whether to officially expel the member only after the completion of the requested hearing.
- f. The Executive Board shall ensure that a requested hearing takes place in a timely fashion following notice of the intent to expel.
- g. The affected member shall be placed on suspension until the hearing is held and an official decision regarding expulsion is reached.
- h. Should the affected member choose not to request a hearing, the member shall be officially expelled.
- i. An official expulsion must be confirmed by a majority vote of the Executive Board.
- j. Should the affected member wish to appeal the final expulsion decision of the Executive Board, he or she may appeal to the Senior Director of the Center for Campus Life.
- k. A record of the expelled member's information and documentation regarding the circumstances prompting the expulsion should be kept in the Banned Member File located in the locked file cabinets of the downstairs office.

## SECTION I: PUBLIC FILE

### 1. Maintenance

- a. The General Manager shall ensure that all files within the Public File are kept up to date in accordance with all FCC stipulations.
- b. The General Manager and Administrative Advisor shall each maintain a copy of the file to ensure the completeness of the file.

### 2. Availability

- a. The Public File shall be kept in the filing cabinet behind the desk in the office.
- b. The Public File shall be made available to any member of the public who requests access.
- c. Copies of any document in the Public File may be supplied if requested.

### 3. Content

#### a. Station License

- i. The most recent renewal license granted by the FCC must be in the public file.
- ii. Any modifications to the current renewal license by the FCC must also be included in the Public File.
- iii. Currently, no modifications to the license exist.

#### b. Applications

- i. Any applications made to the FCC during the license period and the FCC's rulings must be included in the Public File.
- ii. Currently, there are no applications that should be included in the Public File.

#### c. Contour Map

- i. An up to date version of the contour map must be included in the public file.
- ii. The contour map must include the main studio and transmitter locations, as well as boundaries of the broadcast range.

#### d. Ownership Reports

- i. Ownership reports must be filed with the FCC in February biannually. FCC form 323-E is the correct ownership report to fill out.
- ii. Every ownership report in the current license period must be included in the public file.
- iii. All contracts associated with ownership must be included in the Public File.

#### e. Political Time Records

- i. Records of all airtime given to political candidates must be kept in the Public File. The records should encompass the past two years.
- ii. Currently there has been no airtime given to political candidates.

#### f. The Public and Broadcast

- i. A copy of the FCC "The Public and Broadcast" manual from June 1999 must be kept in the public file.

#### g. Donor List

- i. A record of all donations to station, underwriting or otherwise, must

be kept in the Public File. The list should encompass the past two years.

- ii. Specific programs donated to and the dates of donation must be included in these records.

h. Investigations and Complaints

- i. Any investigation or complaints concerning WITR Radio must be included in the Public File if the FCC was at any point directly involved.
- ii. An FCC notice concerning the investigation or complaint is sufficient to be placed in the Public File.

i. Station Program Records

- i. Records of all programs and issues aired must be recorded in Public File.
- ii. Program records must be filed in the Public File quarterly by January 10th, April 10th, July 10th, and October 10th each year.
- iii. A quarterly schedule is sufficient for the program records.
- iv. A weekly record of types and duration of public affairs programming is sufficient for issues aired records.

j. Local Public Notices

- i. Any notices issues by any local form of government or regulatory agency must be included in the Public File.
- ii. Currently one such notice exists, concerning the maintenance of aircraft warning lights on top of Ellingson Hall.

## SECTION J: ALL MEMBER MEETINGS

1. Occurrence

- a. Three All Member Meetings shall be held per semester during the RIT academic year.
- b. The Member at Large shall ensure that sufficient space shall be reserved for All Member Meetings.
- c. The General Manager shall preside over an All Member Meeting, except when stated specifically otherwise in this section.

## 2. Content

- a. An All Member Meeting shall provide the general membership with any new information, policies, and developments around the station.
- b. Executive Board members shall present their progress and accomplishments to the general membership. Should for any reason an Executive Board member not be able to attend an All Member Meeting, the General Manager shall present in that members stead.
- c. Should a vote be cast during an All Member Meeting, the WITR Administrative Advisor will tally the vote and announce the result.

## 3. Emergency All Member Meetings

- a. The officer who calls an emergency All Member Meeting shall preside over it.
- b. Should a vote occur at an emergency All Member Meeting, the WITR Administrative Advisor shall tally the votes and announce the result.
- c. Attendance at an emergency meeting does count towards required All Member Meeting attendance.

## 4. Executive Board Nominations

- a. A portion of the first All Member Meeting in the spring semester shall be set aside for Executive Board nominations. The Member At Large shall preside over this portion.
- b. Any individuals nominated at this meeting are automatically placed on the ballot for the WITR Executive Board elections.
- c. Any current student member can be nominated for an Executive Board position. Any current member may make a nomination.
- d. A nomination consists of a recommendation of an individual to a position that has been seconded by another member. The person nominated can serve as either of the two individuals involved in the nomination, but not both.
- e. A nominated individual may decline the nomination at any point before the elections occur.
- f. Additional nominations may be made after the meeting through written means to the Member At Large. All nominations of this manner must be submitted within a week of nominations.
- g. Individuals may be nominated for more than one position but may not run for more than one position. If an individual receives multiple nominations, the individual may choose only one nomination to officially accept and must inform the Member of Large of his or her decision within one week of

the nominations meeting.

- h. All nominations are subject to invalidation based on the nominee's current academic and Center for Campus Life standing.

## 5. Executive Board Elections

- a. The second All Member Meeting in the spring semester shall be set aside for Executive Board elections. The Member At Large shall preside over this portion.
- b. Any individuals nominated for an Executive Board position are to be included on the ballot. A vote of "no confidence" shall also be allotted within each position's ballot.
- c. Each nominee shall have the chance to present a short speech concerning his or her candidacy.
- d. Nominees' speeches are to be divided by positions. Once all nominees for a position have given their speech, a five-minute question panel shall be held. Following the question panel, the candidates are to leave so that the membership may discuss the candidates for a maximum of ten minutes. Upon end of the discussion, the nominees may return to the All Member Meeting.
- e. The General Manager and Member at Large shall be in charge of timekeeping during the election period.
- f. After all the nominees for all positions have had a chance to give their speech and deliberation is complete, ballots shall be distributed to all current student members.
- g. Once the ballots have been cast, the WITR Administrative Advisor shall tally the ballots and declare the winners.
- h. Elected Executive Board members shall assume their positions on the second Monday following election.
- i. In the case that a majority is not reached, a revote ballot will be taken using a single transferable vote system.

## 6. Attendance

- a. In accordance with the WITR bylaws, any member who misses more than two All Member Meetings per academic year without prior approved excuse shall automatically be expelled from the station.
- b. Should a member be unable to attend an All Member Meeting, the member shall schedule a meeting with the Member At Large or General Manager within 2 weeks of the All Member Meeting. In this meeting the officer will inform the member of all updates at the All Member Meeting.
- c. At the end of this meeting, the member shall be considered in



attendance at the All Member Meeting the member was updated on. Attendance to one All Member Meeting per semester is required at minimum.

#### 7. Membership Attendance Strike Policy

- a. Members have until meeting start to submit valid excuses to the Member at Large to be approved.
- b. Should a member fail to submit a valid excuse prior to the meeting and not attend the meeting, the Member at Large shall remove his or her swipe access and station privileges until he or she makes up the missed minutes with Member at Large or General Manager.
- c. As stated in Section H.6.a, missing a third All Member Meeting in a year will result in expulsion.

## SECTION K: ACTIVE MEMBERSHIP

### 1. Student Membership

- a. Active student membership shall be contingent upon meeting a minimum of eight hours of non-DJ service to the station per academic semester.
- b. Active student membership hours will be determined and recorded by the station Executive Board and officers and kept as records by the Member at Large.
- c. A student member who does not meet the minimum requirement for active membership shall be put on probation for one academic semester. A student member who does not meet the current semester's quota and make up the deficit from the previous semester while on probation shall automatically lose station membership.
- d. A termination of membership in this manner can be appealed to the Executive Board. Reinstatement may be given at the Executive Board's discretion. A reinstated member is automatically put on probation.
- e. A student member who is on co-op for an academic semester shall be exempt from the requirements for active membership for that academic semester.
- f. A student member shall also be exempt from requirements for active membership if on medical leave or any other leave of absence recognized by the university.
- g. Any student who holds an Executive Board or officer position during an academic semester shall be exempt from station hour requirements for that academic semester. Any student who receives hourly pay from WITR shall

receive station hours for any hours worked.

- h. Student members must record their active membership hours in the online Station Hours Form maintained by the Member at Large. Active membership hours earned for CD reviews are automatically recorded by the Music Directors and need not be self-recorded. The form link must be accessible to members on the station computers, and the Member at Large must provide members with the link at the beginning of each semester.
- i. Active membership hours shall be given out by department heads in the following manner:
  - i. Program Director
    1. Reviewing Music - 1 hour for a full LP, 30 minutes for an EP, and 15 minutes for a single. Records shall be kept by the Music Directors.
    2. In-Studio Recording Sessions - actual time spent setting up, recording, and tearing down, and editing during post-production. Records shall be verified by the Production Director.
    3. Producing Imaging - 30 minutes per finished production piece. Records shall be verified by the Production Director.
    4. News - 1 hour for gathering information for a news piece, 30 minutes for writing a news piece, and 15 minutes for voicing a news piece. Records shall be verified by the News director.
    5. Sports - Length of broadcasted hockey game, including pre-game and post-game shows and interviews. Records shall be verified by the Sports Director.
    6. DJing - Length of time on air if cover the shoe of another DJ. Records shall be verified by the Program Director.
    7. Library Organization - Length of time spent assisting in the organization and cataloguing of the WITR library as supervised by the Program Director or Assistant Program Director. Records shall be verified by the Program Director or Assistant Program Director.
    8. Additional tasks may be accomplished for actual time with Program Director approval. Records will be verified by the Program Director.
  - ii. Chief Engineer
    1. Engineering work - Actual time spent for all activities.

Records shall be verified by the Chief Engineer.

iii. Event Coordinator

1. Actual time spent setting up, manning, and tearing down an event. Records will be verified by the Event Coordinator.
2. Additional tasks may be accomplished for actual time with Event Coordinator approval. Records shall be verified by the Event Coordinator.

iv. Business

1. If not a paid graphics or promotions member, actual time spent on the activity. Records shall be verified by the Business Director.

v. General Manager or Member at Large

1. Additional tasks may be accomplished for actual time with General Manager or Member at Large approval. Records shall be verified by the General Manager or Member at Large.