

# WMTS POLICY MANUAL

Edited December 2021

Submitted by  
Alexis Wall

Middle Tennessee State University

Edited January 2021

## Important Numbers and Contact Information:

Studio and Request Line: (615) 898-5051

Office Line: (615) 898-2636

Faculty Advisor: Val Hoepfner (615) 898-2337

General Manager: Alexis Wall

WMOT Phone: (615) 898-2800

Campus Security: (615) 898-2424

## Contacting WMTS:

Website: [www.wmts.org](http://www.wmts.org)

Mailing Address:

WMTS 88.3 FM

1301 East Main St SPC 58

Murfreesboro, TN 37132

Any questions on major issues concerning college radio operation may be directed to the  
Intercollegiate Broadcasting Society (IBS).

# Table of Contents

<b>Our Mission Statement .....</b>	<b>1</b>
<b>A Brief History .....</b>	<b>1</b>
<b>Interning .....</b>	<b>3</b>
<b>The Board of Directors .....</b>	<b>4</b>
General Manager.....	5
Business Director.....	5
Program Director.....	6
Tech Director.....	7
Social Media Director.....	7
Marketing Director.....	8
Music Director.....	8
Production Director.....	9
Press Director.....	9
Web Director.....	10
<b>Other Staff .....</b>	<b>11</b>
Assistant to the General Manager.....	11
Project Teams.....	11
<b>Responsibilities of On-Air Staff.....</b>	<b>13</b>
Submitting A Proposal.....	13
Attendance.....	13
Prepping Your Show.....	14
In Studio.....	14
COVID Guidelines.....	17
Before You Leave.....	17
Drive Time.....	18

<b>Responsibilities of On-Air Staff.....</b>	<b>(cont.)</b>
Guests.....	18
On-Air Phone Calls.....	18
Interviews.....	19
Pre-Empted Shows.....	19
Station Access.....	19
Technical Issues.....	19
Station Business.....	19
Promos.....	20
Dues.....	20
Station Meetings.....	20
<b>Music.....</b>	<b>21</b>
Alternative Music.....	21
New Music.....	21
Music Library.....	21
<b>Grievance Procedure.....</b>	<b>22</b>
<b>Fundraising.....</b>	<b>23</b>
Benefit Concerts.....	23
Underwritings.....	23
Merchandise.....	24
Fund Drives.....	24
<b>Offenses and Consequences.....</b>	<b>25</b>
Class A Offenses.....	25
Class B Offenses.....	25
Class C Offenses.....	26
Beyond Class C Offenses.....	26
Appeals.....	27

# Our Mission Statement

“WMTS serves as a training ground where current MTSU students can gain real world experience in all facets of terrestrial broadcasting, alternative programming, and communication in a hands-on learning environment, facilitating opportunities and resources to expand professional horizons.”

## A Brief History

WMTS is the result of a fourth attempt to get a student-run radio station in operation at Middle Tennessee State University. While our sister station, WMOT, employs students, many other students in the campus community felt “left out” and unrepresented. A group of students led by Reza Bhakter managed to create enough interest to build a studio from the Radio/TV department’s equipment scrap heap.

The first broadcast started in March 1992 on campus cable channel 38 (the campus housing channel) from 8pm to midnight. The call letters were WNAR which stood for “We Need A Radio”. This statement expressed the need for an FM frequency and a transmitter to enter the realm of the airwaves. As time drew on, more interest grew in MTSU’s student radio station. Our membership grew from around 15 students to over 100 students.

In 1995, we were finally awarded a construction permit to build our FM transmission facilities and broadcast on 88.3 FM. The initial tests and later broadcasts were in mono over a low fidelity broadcast line. The sound wasn’t perfect, but we had finally done it. We made it to the FM Band and were broadcasting to Middle Tennessee at 200 watts.

As a goodwill gesture to our success of getting a frequency, WMTS 810 AM (now known as WAPB) donated their call letters to the station. They felt since we were MTSU’s station, the “M-T-S” in the call letters would better represent the university. As the year drew to a close, we knew an audience was slowly building for the station.

Near the end of the Fall 1995 semester, WMTS finally went stereo. This was a landmark advance in our programming. It was also a catalyst for establishing more contacts with record labels to get more music in WMTS. Our station became a 24/7 operation during Christmas break with an automation system donated by WMOT.

Since that time, WMTS has expanded its programming into new realms of entertainment. In the early 2010's, we started streaming online on our website "wmts.org". In 2018, WMTS officially changed from a student organization into a Student Media of the College of Media and Entertainment at MTSU.

Looking to the future, we at WMTS are continuing to push our students to become better leaders in the industry. We hope to expand our broadcast to reach a larger portion of Middle Tennessee. We hope to do so by building a sense of community with MTSU students and faculty as well as the city of Murfreesboro.

## Interning

The internship process at WMTS is an integral part of the station. All applicants must be an active student at Middle Tennessee State University and complete the process listed below. The internship process is headed by the General Manager and the Tech Director. The Tech Director is to assist in the technical training of the interns. Due to the recent pandemic, this process has changed so as to protect the health of both current and future DJs. To complete the internship process, each intern must do the following:

- a) Attend a general interest meeting to receive information about the station and its history.
- b) Read and study the policy manual to learn the history and needed information of our operations at WMTS.
- c) Pass a written test regarding the information found in the policy manual.
- d) Register and complete 6 hours with a veteran DJ, learning the technical skills required for in-studio.
- e) Pass a hands-on technical test with the Tech Director.

If an intern fails to complete any of the requirements in a satisfactory manner, he/she will be denied full membership. They will have the option to go through the internship process again the next semester. A person is only allowed to go through this process twice.

If at least half of a DJ's interns fail the internship test, the DJ will be required to take the test themselves.

First semester DJs may not train interns. Only veteran DJs that have had a show for at least two semesters may take interns on their show. Exceptions may be made to this rule as needed to include new board members.

# The Board of Directors

The Board of Directors at WMTS consist of the following members: General Manager, Business Director, Program Director, Tech Director, Social Media Director, Marketing Director, Music Director, Production Director, Press Director, and Web Director.

Members of the Board are responsible for direct supervision of the station's daily operations. In order to achieve this, the Board must meet at least twice a month so as to discuss station business and vote on pressing issues.

Each officer must familiarize him/herself with station policy, chain of command, history, and their responsibilities within his/her department. This is to include the details included in their department's manual.

These are elected positions. New officers are voted upon at the end of the semester, so the newly elected officers have a chance to learn the position from the current officer during breaks. Each potential new director must shadow or intern under the current director for at least a semester. Directors are chosen through an interview process with the current General Manager and the current director holding the position. Each potential candidate must submit a resume and portfolio. Once elected, each office is to be held until the time of the officer's graduation.

There is an exception to this hiring process when it comes to the role of General Manager, who is to be chosen from the current Board of Directors. The General Manager position is chosen by the faculty advisor and the current General Manager after submitting a resume, portfolio, and going through an interview.

If an officer must leave the station for any reason other than graduation, the General Manager is to appoint a temporary replacement until one can be elected.

A special election can be called if the board unanimously votes to remove a current officer from their position and replace them with a more satisfactory candidate. If an election is called, any given member may run for the position, with priority to those who were on the team of the director. In case of emergencies, the board can appoint or remove a given director, including the General Manger, at any given time with a unanimous vote and at the discretion of the faculty advisor.

Directors can form "project teams" to help with operations and tasks required of their position.  
(See "*Other Staff*" for more information.)

## General Manager

The General Manager oversees all station operations to ensure that the station is serving the community of Middle Tennessee State University and the surrounding community of Murfreesboro. The General Manager must make sure that the station is operating in an orderly fashion. This includes addressing all business matters, station maintenance, and programming to ensure that the highest level of broadcasting quality is presented to our listeners. The General Manager should have a good working relationship with all station members, interns, and MTSU administration to maintain good operating procedures.

Those who apply to be the General Manager must have served on the Board for at least one semester prior to applying. They also must be an active DJ.

### *Overall Responsibilities*

As the head of the board, the General Manager is to act as a facilitator of all board and station meetings. The General Manager is also in charge of assigning and supervising all station projects. This includes setting deadlines for staff projects. In addition to this, the General Manager has the final approval on all project decisions.

In specific regards to interns, the General Manager is responsible for scheduling and hosting any general meetings for potential interns. Once internships begin, the General Manager is responsible for the success of all interns and their DJ mentors.

The General Manager is to ensure that the station operates in compliance with FCC rules and regulations as well as university policies. This is to include all pandemic-related guidelines.

The General Manager is also in charge of handling all legal matters with assistance from the faculty advisor.

Lastly, the General Manager is responsible for updating the policy manual as necessary.

### Business Director

The Business Director is responsible for handling all financial transactions for WMTS. The Business Director is also responsible for ensuring the University's bidding requirements are met. Department heads should be familiar with the University's bidding policies, and it is up to the Business Director to make sure they are.

### *Overall Responsibilities*

The Business Director is in charge of creating and maintaining a station budget. This should include a separate budget for each department. The Business Director is to see to it that the other directors remain within their budget. All budget information should be readily available to all department directors.

The Business Director should also keep all purchase receipts and order forms until they have been recorded in a separate spreadsheet document. This spreadsheet will help with finding ways to better refine the budget plan for the following semester.

In addition to budgeting matters, the Business Director has the responsibility of collecting dues from DJs. (*See “Dues” for further information.*)

## Program Director

The Program Director is responsible for anything that goes out on-air. To better regulate this, the Program Director establishes the type of programming that will be broadcast throughout the semester. This is to include a program schedule that will be posted on the station’s website. The Program Director is also to work with the station’s faculty advisor on recording attendance and issues discussed on-air.

### *Overall Responsibilities*

The Program Director is to create a program schedule at the beginning of each term. This is to be based on the proposals received from DJs before the semester begins. The schedule is then used to help record and monitor DJ attendance.

The Program Director is also to create multiple email lists so as to simplify station communications. Lists must be made for the following groups:

- 1) Whole Station – This list includes board members, DJs, and team members.
- 2) Interns – This list will include email addresses from those in attendance of the general interest meeting(s).
- 3) DJ Mentors – This list will include veteran DJs who are training interns on their technical skills.

The Program Director must also log the “Issues” mentioned on-air and report them to the station’s faculty advisor. (*See “Issues” for further information.*)

## Tech Director

The Tech Director is responsible for the technical performance of WMTS. The Tech Director is also responsible for maintaining, repairing, installing equipment within the station. The Tech Director is to act of the head of the Tech Team, which allows for he/she to share the responsibilities as necessary. (*See “Other Staff” for more information.*)

### *Overall Responsibilities*

The Tech Director must maintain the upkeep of the current equipment in the station, repairing as needed.

When any equipment needs to be replaced, the Tech Director must research replacement options and present the costs to the General Manager and Business Director who will be in charge of purchasing the equipment. Once delivered, the Tech Director will be responsible for installing the new equipment.

The Tech Director is also responsible for testing new interns on their technical skills.

## Social Media Director

The Social Media Director is in charge of online social platforms. This is to include the station’s Facebook, Instagram, Snapchat, and Twitter. Anyone holding this position must be willing to create and/or find content so that they can post regularly.

### *Overall Responsibilities*

The Social Media Director is to be active on all WMTS platforms. This means they must post content regularly and engage with followers as regularly as deemed appropriate. All content must reflect the values of WMTS found in our mission statement.

The Social Media Director is to advertise all WMTS events and giveaways on social media. This includes general interest meetings, benefit concerts, artist interviews, and drive-time ticket giveaways.

## Marketing Director

The Marketing Director is responsible for all merchandising and graphic design work for the station. This will require close interactions with the Business Director and the Social Media Director as needed. Those looking to fill this position must possess a background in graphic design and/or promotional campaigns.

## *Overall Responsibilities*

The Marketing Director must create digital content for all events. These images must then be distributed in both print form (posters, ground signs, etc.) and digital formats. The digital formats must be given to the Social Media Director for posting and anyone that might otherwise need it.

The Marketing Director is to have control over all merchandising. This includes the design of the merchandise, how many items should be purchased for resale, and how much should be charged for each item. As merchandise is sold, the Marketing Director is to report the sales to the Business Director.

## Music Director

The Music Director is primarily in charge of the maintenance and expansion of the music library. The Music Director may receive demos from labels and artists alike and has the final decision on what is added to the station's library. The Music Director is also responsible for documenting any new music played on-air before sending it to the NACC. Since most of our programming is music, the music department has to maintain a smooth flow of music and music-related items into the station. These items have to be kept organized so the staff knows where to find them. This position is very important to the operation of WMTS, and requires a well-organized, responsible and knowledgeable person to fulfill it.

## *Overall Responsibilities*

The Music Director is to oversee and log all new music played on-air. (*See "New Music" for further details.*) This music must then be documented, and the list sent to the NACC.

The Music Director is also responsible for creating, publishing, and promoting a monthly playlist for WMTS featuring music that abides by our FCC guidelines. This can be accomplished using streaming platforms such as Spotify.

Lastly, the Music Director is responsible for finding artists to play at any benefit show and scheduling them for an interview before the concert itself.

## Production Director

The Production Director oversees all media produced for broadcast. The Production Director is in charge of the creation of all promos, PSAs, legal IDs, stabs, liners, and underwriting ads. The Production Director is also in charge of all material on the wave-cart,

updating as needed. The Production Director is also in charge of assisting DJs with editing music to meet censorship rules and regulations.

### *Overall Responsibilities*

The Production Director is to help DJs write, produce, and edit their promos for their show. This includes setting a deadline for DJs who wish to produce their own promos.

The Production Director must monitor and update the PSAs, stabs, legal IDs, liners, and underwritings as necessary. These items should also abide by the FCC and MTSU censorship regulations.

## Press Director

This director is in charge of all communication with festivals, concerts, and local venues regarding upcoming events. Their responsibility is to take care of all press training for members of WMTS. All concert articles and content should be overseen by the Press Director. All media passes and festival ticket giveaways should be determined between the Press Director and the hosting festival/concert. The Press Director will oversee ticket giveaways on Drive Time shows. All WMTS members going to festivals as representatives of WMTS should be approved by the Press Director.

### *Overall Responsibilities*

The Press Director is to stay in contact with promoters of concerts and festivals. This task is vital to the station as it allows members to attend festivals/concerts and, in turn, write articles for the station's website. The Press Director should press train members who will be attending these festivals as representatives of WMTS.

In addition to preparing members for attending these events, the Press Director should see to all ticket giveaways that occur during drive-time shows.

## Web Director

The Web Director is in charge of the development of the station website and generating the online connection between listeners and the station. All content, updates, and general posts should be overseen or posted by the Web Director.

## *Overall Responsibilities*

The Web Director is to develop and maintain the WMTS website. This is to include posting new articles in regard to the station's community involvement, artist releases, sharing the station's monthly playlist, and posting the programming schedule.

The Web Director is also to work closely with the community so as to develop strategic and tactical plans to improve website delivery.

Lastly, the Web Director is to coordinate the needs of the website with the guidelines set by the business department.

## **Other Staff**

Due to the large workload of the board members, other staff may be appointed so as to assist in maintaining station efficiency. Listed below are the qualifications for employing staff other than the Board of Directors.

### Assistant to the General Manager

This position is optional, meaning it is not required to be filled. Each General Manager can decide whether or not to appoint an Assistant based on their responsibilities in and out of the station.

If appointed, the Assistant to the General Manager is to act as direct aid to the General Manager, with the hope that they will be prepared to step in if/when the General Manager steps away from their responsibilities. This will require weekly training with the General Manager. While being allowed to sit in on board meetings, the Assistant to the General Manager is not granted voting privileges. The main tasks will relate to station maintenance, including the needs of the office as well as the studio.

### *Overall Responsibilities*

The Assistant to the General Manager is to maintain office maintenance. This includes collecting the mail from the MTSU mailbox and then distributing it to the appropriate directors' mailboxes. The Assistant to the General Manager must also check to make sure the office is stocked with needed items like disposable mic caps, cleaning supplies, and office supplies.

The Assistant to the General Manager is to attend board meetings and take notes on the topics discussed. Copies of meeting minutes are to be printed and stored in the office for future reference.

The General manager can expand or limit these roles as necessary.

### Tech Team

The FCC requires that our station have at least one person to assist with technical issues, but we have chosen to expand to expand this role, thus creating the Tech Team. The Tech Team is composed of the Tech Director, who will act as the leader of the group, as well as up to three trained assistants who will help address technical issues in the case that the Tech Director is not available to correct the issue him/herself.

Those who apply must have prior experience working with audio technology included on their résumé. Each applicant will be interviewed and then selected by the Tech Director and the General Manager.

### Project Teams

WMTS allows MTSU students to participate in a project team without being an active on-air DJ. This encourages students from all fields of study to gain experience without having to take on the commitment of being a DJ.

The Board of Directors can vote to form a project team to help with a specific task with many moving parts. This is to ensure that each board member does not feel overwhelmed. These projects allow team members to be given the opportunity to enhance their skills in a given field.

All projects must be approved by the Board of Directors prior to team recruitment. Project deadlines are to be set by the director of the presiding department with approval from the General Manager. Each project team must complete their tasks before the project's deadline.

## **Responsibilities of On-Air Staff**

Being on the air is a privilege. While operating on-air, DJs must keep in mind that they represent WMTS. Because of this, it is important to maintain a high-quality presentation while on-air. From time to time, it is encouraged to record and listen to a broadcast to try to find mistakes or things to improve upon. If there are any questions, we encourage our DJs to review the recording with a director or fellow DJ.

Once on-air, DJ hosts are responsible for the security of the station. The on-air studio door should be locked at all times. There are consequences if the studio door is left open or unlocked without a DJ present in the station. (*See “Offenses and Consequences” section for more information.*)

## Submitting A Proposal

The programming of a show must meet the requirements outlined by this policy manual and the guidelines from the National Association of Broadcaster’s Statement of Principles.

In order to have a program on WMTS, DJs must first submit a proposal by the deadline. Deadlines are decided upon by the Program Director. Failure to submit a proposal by the deadline will result in a Class B offense. (*See “Offenses and Consequences” section for more information.*)

Proposals are to be a rough outline of the program someone wishes to host on-air. If a proposal is approved, the program must reflect the format of the proposal.

Any format alterations must be approved by the Program Director. If not, the DJ will face a Class B consequence. (*See “Offenses and Consequences” section for more information.*)

All specialty shows must be approved by the Program Director. A specialty show is defined as a show that focuses on a specific genre of music that is not already available at WMTS or acts as a talk show.

## Attendance

DJs are asked to arrive to the studio no more than 10 minutes before your show is scheduled to start. This allows proper transition time for the previous DJ to finish their program.

It is the DJ’s responsibility to be sure they complete the Attendance Google Form on the desktop before their show begins. Failure to sign in will result in an unexcused absence unless the Program Director has been notified.

DJs are allowed six unexcused absences during the semester. These absences are a combination of shows and meetings; DJs can miss three shows and three meetings in total. A total of seven unexcused absences will result in a Class C offense. (*See “Offenses and Consequences” for further information.*) If a DJ loses their program, then they can re-apply for

a show for the next semester, unless their membership has been terminated.

Excused absences are not logged as absences. The Program Director reserves the right to decide what an excused absence is. In order to receive an excused absence, DJs must contact the Program Director before their absence

## Prepping Your Show

All DJs are required to prep their content before they come in to do their show. This should include any playlist and/or music files as well as notes for time speaking. Please keep in mind that every hour on the air requires at least 15 minutes off the air in preparation for a quality show.

If you continue to play just what you know, it is going to get old pretty fast; you and your listener will get bored. To avoid this, it is imperative that DJs get acquainted with music they may not be familiar with. This can include music from the station's music library. (*See "Station Library" further information.*)

All music must abide by both FCC and MTSU censorship standards. (*See "Censorship Policy" for further information.*)

For interviews, questions are to be written before and approved by the Program Director. (*See "Interviews" for further details.*)

## In Studio

Upon entering the station, all DJs must report the condition of the studio to the Google Form tab on the desktop entitled "Attendance". This is to include new like the sanitation and cleanliness of the studio. DJs will be responsible for cleaning their workstation before and after their allotted time. Cleaning supplies will be provided.

DJs are encouraged to try to stay one step ahead. It is important that they know what song they are going to play next and have it cued up. This also applies to break-time items on the wave-cart.

### *The Program Clock*

DJ hosts must make sure they check the Program Clock to see what needs to be played during the next break. It is important to program the wave-cart for the break as soon as possible so that it will be ready. There are three breaks that must be played. They are as follows:

Top of the Hour (:00 minute)	Bottom of the Hour (:30 minute)	:50 Minute Break
<ol style="list-style-type: none"> <li>1. Liner</li> <li>2. Promo</li> <li>3. PSA</li> <li>4. Underwriting</li> <li>5. Legal ID</li> </ol>	<ol style="list-style-type: none"> <li>1. Stab</li> <li>2. PSA</li> <li>3. Promo</li> <li>4. Liner</li> <li>5. Read the Concert Calendar</li> </ol>	<ol style="list-style-type: none"> <li>1. Liner</li> <li>2. Promo</li> <li>3. Underwriting</li> <li>4. Stab</li> </ol>

### *Legal ID*

A Legal ID is required by the Federal Communications Commission (FCC) at the top of every hour. A Legal ID is a station’s call letters and the city that the license is registered in. Our Legal ID is WMTS Murfreesboro.

Failure to air a legal ID at the top of the hour will result in a Class B offense. (*See “Offenses and Consequences” for more details.*)

### *Concert Calendar*

Providing a community of events calendar is part of WMTS’s programming statement. DJs must read at least 5 days of the concert calendar from the day of their show. Failure to do so will result in a Class B offense. (*See “Offenses and Consequences” for more details.*)

### *Issues*

DJs are required to discuss “Issues” on-air. These can include topics from any of the following fields: Art, Business, Crime/Law Enforcement, Politics, Environment, Health, History, LGBT Community, Public Outreach Programs, Sci/Tech, Sports, Weather/Traffic, and Education/MTSU. DJs must discuss at least one issue per hour of their program, and then complete the Google Form entitled “Issues”.

Failure to discuss and log an issue will result in a Class B offense. *See “Offenses and Consequences” for more details.*

### *Announcing Songs*

WMTS's format consists of longer cuts and relies heavily on the conversational style of announcing. It is recommended to acquire knowledge about the music playing and be able to communicate this knowledge as skillfully as possible.

DJs are encouraged to announce the music they play on-air, including relevant information such as the artist who performs the song and the album it's on. The more interesting the information, the more attention the song will receive.

When beginning a break, it is highly recommended that DJs announce the songs or topics that will be aired after the break.

### *Censorship Policy*

The following cannot be said on-air:

- 1) Cursing - This is to include the following words: "Fuck", "Shit", "Goddamn", "Ass" (unless it used at the end of another word), "Cock" or "Dick", "Tits", "Piss", "Pussy", and "Twat".
- 2) Derogatory Words - This is to include any racial, gender specific, and homophobic slurs.
- 3) Prices - This is any price including "free".
- 4) Calls to Action - This is defined as any command. An easy way to avoid stating a call to action is by adding the word "can" to the verb. An example is changing "Find me on social media." to "You can find me on social media."

These words and phrases are prohibited from being said on-air. They are also prohibited from any music or content played on-air. Including any of the items listed above will result in consequences that can include the removal of a DJ's show. (*See "Offenses and Consequences" for further details.*)

### *Volume*

While on the air, DJs must run the board levels at an appropriate volume. The levels need to be around 0dB on the meter. **DO NOT GO INTO THE RED!** This results in clipping that could damage listener's ears.

### COVID Guidelines

With the recent concerns regarding COVID-19, there are new standards for all WMTS personnel. All DJs are required to abide by the following guidelines:

- 1) Masks are required at all times. **NO EXCEPTIONS.**
- 2) No more than two people are allowed in studio at the same time, and both must respect social distancing.
- 3) Hosts and guests will **NOT** share microphones.
- 4) Anyone on-air must use a disposable mic cover during their show.
- 5) DJs must sanitize their work area before and after their program.

DJs who do not comply with these standards will be asked to leave the studio immediately and face consequences relating to a Class C offense. (*See “Offenses and Consequences” for more details.*)

## Before You Leave

At the end of a DJ's program, it is the responsibility of the DJ to make sure they have the top of the hour break and/or automation programmed. This helps to ease the transition from one program to the next.

DJs are required to clean their work area after their program. DJs should use the disinfectant spray and cloths provided to wipe down touched surfaces like the counter and keyboard. For the microphones themselves, DJs are to use the microphone cleaning solution and the microfiber cloths to wipe both the mic and pop-stop. DJs are also to dispose of their mic covers.

## Drive Time

Drive-Time programs run Monday to Friday during the hours of 8:00-10:00am and 3:00-5:00pm. DJs who host programs during this time are to help with any on-air giveaways. For this reason, they are exempt from dues. (*See “Dues” for further information.*)

## Guests

While it is permitted to host a guest in-studio, the DJ must have them sign off on the Guest Agreement Form that lists the following responsibilities:

- 1) Guests **MUST** wear a mask at **ALL** times while in the station.
- 2) Guests are **NOT** permitted to run any equipment in the studio.
- 3) Guests **MUST** abide by all the censorship regulations outlined in “Censorship Policy”.

Failure to comply with the guidelines listed above will result in the immediate removal of the guest from WMTS as well as consequences for the hosting DJ. (*See “Offenses and Consequences” for further details.*)

## On-Air Phone Calls

The FCC requires that the caller must give their permission to be placed on-air. This means the first thing a DJ must do when they want to put a caller on-air is ask their permission before placing them on-air. After the permission is given, the caller may be put on-air.

Please inform the caller when they have been placed on the air. This can be accomplished by saying, “Hello \_\_\_\_! You are now on the air.”

When putting phone calls on the air, hosting DJs are responsible for what the caller says. If the caller begins to use profanity, the DJ is to immediately cut the channel off on the board and then immediately hit the delete button on the delay.

**DO NOT CALL PEOPLE AND PUT THEM ON THE AIR WITHOUT THEIR KNOWLEDGE.** It is illegal to do so and will result in a Class C offense. (*See “Offenses and Consequences” for more information.*)

## Interviews

If a DJ wishes to interview anyone, it is highly encouraged that they go through press training with the Press Director. It is also encouraged that all questions be prepared ahead of time. If a DJ wishes to interview an artist on-air, they must alert the Program Director at least 24 hours beforehand.

All interviewees must complete the Guest Agreement Form before being on-air.

## Pre-Empted Shows

WMTS reserves the right to pre-empt shows. Pre-empting means that the regularly scheduled program is postponed due to university or station needs. If this occurs, the Program Director will contact that DJ as soon as possible.

DJs who refuse to cooperate will face a Class C consequence. (*See “Offenses and Consequences” for more information.*)

## Station Access

The CIM should be open during regular business hours. Regular business hours are Monday through Friday 9:00am to 4:30pm. If a DJ has a program outside of these hours, they will need to email Katie Morris (CIM Coordinator) to receive an access form. That form must be filled out and returned before CIM access.

## Technical Issues

If a DJ begins to experience any issues with the equipment in the studio, they are to immediately contact the Tech Director.

## Station Business

Station business is defined as anything pertaining to the internal operations of the station such as: anything covered at station meetings, personal issues with a fellow DJ, technical issues, station finances, and/or issues within a station department. It is a station policy that DJs do not talk about station business on-air. This is to keep in accordance with the section of the programming statement referring to positive programming for the community.

If a DJ discusses station business on-air, it will result in a Class B Offense. (*See “Offenses and Consequences” for further details.*)

## Promos

All programs must have a promo. All promos must abide by the censorship policies listed in this policy manual. The Production Director will set the guidelines and the deadline for the promos at the beginning of each semester.

Failure to submit a promo before the deadline will result in a Class B offense. (*See “Offenses and Consequences” for more information.*)

## Dues

For each semester a DJ has a program, excluding summer and winter sessions, they are to pay dues. This money is then used to keep the station operating. The Business Director will decide how much dues are each semester and when the deadline to pay is. Failure to pay dues before the deadline will result in a Class C offense. (*See “Offenses and Consequences” for more information.*)

Not everyone pays dues. Drive-Time DJs are exempt from paying dues as are board members who host a regularly scheduled program.

## Station Meetings

WMTS requires that all staff must meet twice a month to discuss any station business. Station meetings are meant to relay information from the Board to the rest of the station, including DJs and interns. It is also the time and place to ask questions, raise concerns, and/or take a special vote if needed.

If a DJ is unable to be there, then they must notify the Program Director more than 24 hours before the meeting. Missing more than three meetings without approval will result in a Class C Offense. (*See “Offenses and Consequences” for more information.*)

## **Music**

College radio’s focus is on breaking new artists and playing artists that can’t be heard anywhere else. WMTS asks that all DJs bear this in mind while selecting music.

## Alternative Music

“Alternative music” can be defined as any song that differs from the established cultural system. This indicates that all music played at WMTS must differ from that of Top 40 radio. This does not mean DJs are forbidden from playing music from a well-known artist; it just means that the song itself cannot be featured in the Top 40.

Musical content that is 10 years or older is automatically approved. However, it is encouraged to play new and current music, just as long as it’s not Top 40 and complies with the censorship policy.

All covers are fine as long as they abide by the censorship policy.

If you have any questions about alternative music, feel free to email the Music Director at [music@wmts.org](mailto:music@wmts.org).

## New Music

New music is defined as any song that has been released within three months of the current date. DJs can be required to play up to six new songs an hour. This decision is left up to the current Music Director and is subject to change on a semester basis.

Failure to play new music will result in a Class B offense. (*See “Offenses and Consequences” for more information.*)

## Music Library

WMTS has been fortunate enough to receive tracks from many sources over the years. That being said, the station has acquired a wide library of songs of all genres. To use this library, a DJ must request access from the Music Director.

# Grievance Procedure

Station business is not allowed to be discussed at any time on the air. Discussing station business on-air will result in a Class B offense. (*See “Offenses and Consequences” for more information.*)

If you have problems with station members, call the General Manager or Program Director only after first trying to discuss the problem with the other member.

Members of the organization **MUST** use the following grievance procedure to solve their problems with the Executive Board off-air rather than on-air:

- 1) Make an appointment to meet with the director who's responsible for the department in question.
  
- 2) If the issue/complaint remains unresolved, the member may make a motion for a hearing with the General Manager and the director of the division from step 1.
  
- 3) If the issue/complaint still remains unresolved, the member may make a motion for a hearing with the Faculty Advisor and the Executive Board. The decision rendered by the Faculty Advisor is final.

Officers of The Board of Directors must use steps 2 and 3 to report their grievances.

## **Fundraising**

All station fundraising must go through the Business Director. All money raised by the station has to go into the WMTS account and cannot be pocketed by station members for personal expenses. The money has to be raised for the station as a whole, meaning no individuals can benefit solely. Using the station to raise money for personal gain is illegal and is also against University policy. This will result in a double Class C offense, which will force the individual responsible to be terminated from WMTS. (*See "Offenses and Consequences" for more information.*)

## Benefit Concerts

Benefit concerts are to be completely planned out at least a month in advance. While the Music Director is the head of each benefit concert, every department is to contribute to the event according to their field. A team may be formed to help with the general maintenance tasks associated with the event.

All sales, including admission fees and merchandise transactions, are to be reported to the Business Director.

## Underwritings

Underwritings are a primary way of generating revenue for the station, but they require sponsors. It is the job of the Business Director and the Production Director to gain the sponsorship and record underwritings to be added the wave-cart.

### *Getting the Sponsorship*

The Business Director is responsible for reaching out to local businesses and developing a relationship with them. Then he/she is responsible for asking for sponsorship funds in exchange for airing an underwriting through WMTS broadcasting.

The Business Director must establish a monthly rate for how often that underwriting plays. This rate should be re-evaluated at the beginning of each fiscal year. The station's going rate must correlate with its ability to efficiently broadcast the agreed upon underwriting slots.

### *Producing the Underwriting*

The Production Director will be in charge of creating guidelines of what all can be in the underwriting. These underwritings are to abide by the censorship policy listed in this manual.

Then he/she will help the business with recording, editing, and finalizing the audio file.

Once it is all finalized, the underwriting will be added to the wave-cart. DJs will be asked to submit a form that allows the General Manager to record how often each underwriting plays so as to report that to the FCC.

## Merchandise

All merchandise ideas must be drafted and submitted for a vote by the Board of Directors. If accepted, merchandise can be purchased and packaged for resale.

All sales made from merchandise must be documented and then reported to the Business Director.

## Fund Drives

Fund Drives are to act as a fundraiser at least once a semester. In order for this to work, the Board must establish a target audience to contact, a time frame to host the event, and a funding goal to reach. These goals should be established no later than a month before the event.

The event is to be promoted at least two weeks in advance. This allows opportunity for the target to be made aware of the event and how they can participate.

Donations are to be received, verified and documented by the Business Director. After they are recorded, all donations are then to be deposited immediately.

All participants are to be thanked for their donation. This is important as it maintains the credibility of the station in the eyes of students and the community of Murfreesboro.

## **Offenses and Consequences**

All offenses are to be reported to the General Manager. Upon receiving the details of the offense, the General Manager will use the policy manual to determine the consequences. The faculty advisor and the executive board hold the right to review all offenses and discipline accordingly.

### Class A Offenses

Class A consists of minor offenses and will be handled with a verbal warning. Class A offenses of a DJ will be wiped clean from his/her record at the beginning of the following semester, if the membership was not terminated.

The following offenses are considered to be Class A:

- Having more than 3 unexcused absences from station meetings/programs.
- Posting flyers up on the windows inside the studio.
- Talking over PSAs or Promos on-air.

## Class B Offenses

After the first warning, if the instance occurs again, a Class B punishment will be given. Class B consists of more serious offenses. The first instance includes a week suspension of the DJ's show/team membership as well a reference to the policy manual of what rules were broken.

The following offenses are considered to be Class B:

- Failure to meet the new music requirement.
- Discussing station business on-air.
- Being too loud in the station.
- Failure to submit a program proposal by the deadline.
- Changing a program format without the Program Director's approval.
- Unauthorized usage of equipment in the studio.
- Failure to submit a promo by the deadline.
- Leaving the studio unlocked.
- Failure to relay the concert calendar at the bottom of the hour.
- Reporting false news or information on the website.
- Failure to discuss an issue on-air.
- Posting inappropriately on WMTS social media.
- Forgetting to return studio key to lockbox.
- Failure to execute a Legal ID at the top of the hour or at the beginning of a new show.

## Class C Offenses

If the instance occurs after a Class B punishment, a Class C punishment will be given. Class C offenses are more serious issues. Things that may cause our license to be revoked are included. One Class C offense will result in a suspension of show and/or project team for the remainder of the semester.

The following offenses are considered to be Class C:

- Violating the censorship policies listed in this manual.
- Having dead air for longer than 10 seconds.
- Not paying dues on time.
- Having a guest in studio without completion of the Guest Agreement Form.
- Giving out the lockbox code to non-WMTS members.
- Refusing to leave during a pre-empted show.
- Allowing a non-member of WMTS to run the board or operate any station equipment.
- Having more than 6 unexcused absences. (3 shows and 3 meetings).
- Setting up cross media endeavors involving the station without prior approval of the appropriate officers.
- Broadcasting studio production work that has not been approved by the Production Director.
- Giving station members' phone numbers to phone callers.
- Violating the Remote Broadcast Contract.
- Placing someone on-air against their will.
- Not cleaning up after using the studio.

## Beyond Class C Offenses

If a second-Class C offense occurs the following semester, the DJ's membership will be terminated. This will also occur to anyone who commits a double Class C offense. If a DJ's membership is terminated, the DJ may never get a show again or participate in any station activity, including teams.

The following offenses are considered to be a double Class C:

- Not wearing a mask while in the CIM.
- Bringing food or drink in the studio.
- Smoking or vaping in the studio.
- Failure to use a mic cap in studio.
- Stealing anything.
- Representing the station while drunk or intoxicated.
- Sharing a mic with another person.
- Hosting a show while intoxicated or high.
- Exceeding the two-person limit in studio.

- Putting someone on-air without their permission.
- Having sexual intercourse in the station.
- Promoting illegal activity on-air.
- Defacing station property.
- Burning candles or incense in the station.
- Blatant and frequent violation of the WMTS mission statement or the National Association of the Broadcaster's statement of principles.
- Embezzlement of station funds.

## Appeals

Any member of the radio station can appeal any of the above offenses brought against them by using the station grievance procedure.