

## THE BY-LAWS OF WPSC RADIO STATION

### I THEFT

1. Theft of station property will not be tolerated.
2. Nothing shall leave the station without the authorization of the General Manager, Operations Manager, Chief Engineer or the respective department head.

### II NOISE

1. Excessive noise in the station is strictly prohibited due to the lack of soundproofing.
2. Persons making excessive noise may be ejected from the station by any executive board member.
3. If this order is not complied with, action will be taken by the entire executive board.

### III DRUGS AND ALCOHOL

1. WPSC follows local, state, federal and college rules and forbids the sale or use of drugs or consumption of alcohol within the station premises.
2. Absolutely no one may do a show, newscast, or conduct business while under the influence.
3. Violations of the above will result in immediate suspension and possible loss of membership.

### IV ABUSING STATION PROPERTY

1. Station property shall not be abused.
2. Persons responsible for abuse must pay for damages or suffer legal consequences.
3. No playing with the house monitors or equipment in the studio racks will be tolerated.
4. Telephones are for authorized business calls only. Members may use the Hobart Hall payphone.

### V CLEANLINESS

1. The station shall be kept clean at all times and in good order.
2. Department heads are responsible for their own work areas, including studios.
3. Office users must keep their desks and work areas clean, clear, uncluttered and businesslike.

### VI MEMBERSHIP RESPONSIBILITIES

1. Membership responsibilities include devoting at least 1 hour per week of work to the station outside of any show or news/sportscasts.
2. Members must follow and complete jobs assigned to them on the daily work sheets to remain a member in good standing.

### VII RECORDS

1. No personal recordings may be brought into WPSC.
2. No station albums may leave the studio-library area.

### VIII FIRE EXTINGUISHERS

1. Fire extinguishers are located in the outer hallway near the station front door, and in the soundlock near Studio A and the newsroom.
2. These extinguishers are for obvious emergency use only. Persons caught tampering with these articles will be suspended.

### IX IN CASE OF FIRE

1. Close all doors and windows.
2. Shut down power at the circuit box in the Program Dept. office.
3. Pull the alarm located on the far lounge wall under the gong.
4. Evacuate the station and call Security and the Operations Manager at once.

#### X IN CASE OF SEIZURE BY HOSTILE GROUPS OR PERSONS

1. Give up the station without resisting.
2. Leave.
3. Notify Security immediately.
4. Call the Operations Manager who will notify the General Manager. Their numbers are on file with Security.

#### XI SECURING THE STATION AT NIGHT

1. Turn off the studio cart machine.
2. Switch down the eight silver switches to tuner position.
3. Lock all windows, close all doors.
4. Call Security and tell them you are leaving Hobart Hall.
5. Lock the station front door when leaving the station. Do not ever leave this door open under any circumstance. Call the Operations Manager or the Program Manager if it will not close or lock.
6. Please take out the garbage to the loading dock.

#### XII PRODUCTION STUDIO "B"

1. Production is to be kept locked at all times.

#### XIII BULLETIN BOARDS

1. The board in the outer hallway is for official use only.
2. The board in the inner hallway is for general use by members.
3. The studio board is for Program or Traffic dept. use only.
4. The newsroom board is for news and sports department use only.

#### XIV AIR CONDUCT

1. Missing Shows--a minimum of 24 hours warning must be given to the Program Manager if you intend to miss a show.
2. Microphone Manner--the conduct of an announcer must keep these points in mind.
  - a. WPSC is a pre-professional experience and our goal is to strive for professionalism.
  - b. Be professional, no tasteless remarks.
  - c. No swearing.
  - d. Only the announcer should be on the air. No friends, or other members may be on mike with you unless specifically cleared through the Program Manager.
  - e. It is important to maintain good complete logs.
  - f. Do not leave without a replacement and be sure to inform the Program Manager before leaving.
  - g. Ride gain on the board and leave no dead air.
  - h. Cleanliness in the studio depends on you! Keep it clean.
  - i. Always follow the log--it is your show. Music is incidental.

#### XV PENALTIES

1. Penalties are explained in the Constitution under "Impeachment and Disciplinary procedures."

#### XVI STUDIOS

1. Only two persons may be in the studio at one time.
2. When "on mike" keep all doors shut tightly.
3. Do not let excess furniture clutter the studio. Remove all extra chairs.

#### XVII GUESTS

1. All guests up after business hours (9-4) must be cleared through the Operations Manager and Program Manager in writing. NO DROP INS. Unauthorized guests will be subject to immediate ejection.
2. The announcer on duty is responsible for all actions of guests in the station as well as the member who has the guest up. They must see that the guest obeys all station rules. Both persons will be responsible for the actions of "friends."

XVIII PRIORITIES OF SPENDING

1. Spending priorities in order shall be:
  - a. Engineering
  - b. Music
  - c. Business Supplies
  - d. All Other
2. The General Manager has final say on how budgeted monies are spent after consulting the Business Manager.
3. These decisions can be reversed by 2/3 majority vote of the Executive Board and the General Manager brought up for impeachment proceedings for misuse of funds should misuse be suspected.

XIX TELEPHONE MANNERS

1. Telephones will only be answered by WPSC members.
2. Telephones will only be answered with the greeting: "WPSC, Hello."
3. Failure to answer the phone in a businesslike manner will cause suspension since we have important business calls and advertisers calling every day.

XX AMENDMENTS

The procedure for amending the By-Laws of WPSC Radio Station is explained in the Constitution under the article entitled "The By-Laws of WPSC Radio Station."

SD/ds  
10/11/81