



Policies and Procedures

Approved January 2016

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I. Background and Mission

A. Mission:

University Radio Hilo (URH) provides broadcasting of Diverse, Musical, Educational, Cultural, and Informational programs by transmitting student member's voices.

"Where our Voice, Is your Voice"

B. Vision

The vision of URH can be broken up into two parts:

- Promote unity and cohesiveness between various student organizations
- Provide alternative and educational radio

URH encourage all members to be unique, different, and original when choosing the material and format of shows. The individuality that goes into the various shows is what provides URH with its unique programming.

C. Philosophy

1. Provide an environment that promotes hands on learning experience in journalism, broadcast communications, and radio technology.
2. Strengthen campus unity among the student body, student organization, faculty, staff, and administration of the UHH collectively.
3. Provide quality programming, educational and informative material for the student community.
4. Maintain high standards in URH's professional and broadcast operations.

D. Organization:

URH is a media organization of the Board of Media Broadcasting (BOMB), a Chartered Student Organization (CSO) of the University of Hawaii at Hilo (UHH). The BOMB consists of five (5) students of UHH. URH is led by a General Manager who oversees day to day operations. The URH members may include a Program Director, Technical Director, Music Director, News Director and various assistants for the aforementioned positions as well as DJs. All positions at URH are on an at-will basis (meaning that any volunteer can leave URH at any time, and URH can terminate any volunteer's services at any time, within the limitations set forth in the URH Policies and Procedures). Member's responsibilities are outlined in the URH Policies and Procedures and in the the BOMB Charter. Current staff members and a more detailed description of positions, along with contact information can be found on the URH website (uhhradio.com). Please remember that all members are volunteers, and may not be able to respond to individuals immediately.

II. Broadcast & Equipment

A. Content

Insofar as the members of University Radio Hilo produce a broadcast media consistent with the responsibilities listed below, these organizations qualify under law as a First Amendment forum. That status means that the University of Hawaii at Hilo and the Board of Media Broadcasting recognize and acknowledge the value of an independent media organization that functions, without prior restraint within legal and traditional guidelines, as a public forum for news and comment.

1. Submitted Material:

- a) **Music** - Songs preferably in digital format
- b) **Station IDs** - Short recorded digital clips identifying KUHH in compliance with the FCC regulations
- c) **Sweepers** - 15, 30, or 60 second voice clips promoting or pertaining to KUHH and its operations
- d) **News Announcements** - 15, 30, or 60 second voice clips acknowledging campus events, awards, etc.
- e) **Public Service Announcements** - 15, 30, or 60 second voice clips pertaining to health or safety of the students or environment.
- f) **Show Proposals/Recordings** - general outline of the intended show / a prerecorded show to air at a later date.

2. Approval Process

- a) All submitted material must be approved by the appropriate director or their assistant (please refer to Section III Directors & Assistants). Directors reserve the right to deny any material.
- b) Submitted material that is denied by the appropriate director will be given a reason why. If an individual wishes to appeal, they must submit their appeal in writing to the URH General Manager within 5 days.

3. Rules and Regulations: URH operates in accordance to city, county, state, federal and UHH rules and regulations.

4. Quality Control: URH would like to allow all on-air talent to choose the music and programming of their choices within the scope of these policies and procedures.

5. Inappropriate Material: Although URH strives to offer a free forum and allow for all types of music and content, certain material that is grossly offensive may be deemed inappropriate for URH programming. Content is prohibited from containing statements which are derogatory, racial, sexist, sexually explicit or meant to incite illegal action. Slander of any person(s) is strictly prohibited and may be in violation of the UHH Student Code of Conduct. URH also prohibits any defamation of any specific persons or broadcasting entities.

- 6. Censorship and Expressed Opinions:** URH will not censor any content beyond what is required by law, this Policy and Procedures, and BOMB's Charter and Bylaws. If content may be opinionated in nature and may be considered controversial, a disclaimer must be stated prior to and after any such monologue/dialogue/program. The disclaimer is as follows:

“The views and opinions expressed on this program are not necessarily those of the University of Hawaii, nor of KUHH University Radio Hilo or its underwriters. Please direct any concerns to the general manager.”

- 7. Format/Playlist:** URH will not provide a song list format. As an open format, DJs are free to choose the music/content they wish to play. You must notify the Program Director of any major change in your show's format or structure.
- 8. No Commercials/Lotteries:** URH is a noncommercial entity, it does not sell airtime nor does it require sponsors to maintain operation. In following with FCC guidelines, commercials are strictly prohibited. However, URH does receive donations from various businesses. URH acknowledges these businesses via recorded readings.
- 9. Complaints:** complaints can be filed with the General Manager via the URH website uhradio.com, email, or URH's physical address: University Radio Hilo (attn.: General Manager) 200 W Kawili St. Hilo, HI 96720.

B. Studio

- 1. Studio Policy:** The studio should be locked at the end of a members show. All equipment must be left in the proper condition and/or state upon leaving the studio. No food is allowed, drinks must be in a sealed container.
- 2. URH Property:** Station equipment, property, digital media or supplies may not be removed from the studio or the office at any time, without the prior approval of the General Manager and a check out record/agreement.
- 3. Guest Policy:** A member may have a maximum of two (2) guests in the studio during his/her time slot. More guests may be allowed with prior consent from the Program Director through a guest form. The member is accountable for all actions of their guests, and should not leave them unattended at any time in the studio. . The member assigned to the current timeslot in the studio may ask anyone to leave during that time. If additional equipment is needed for the guests, prior notice must be given to the Program Director one (1) week in advance. Inform all guests that all on air broadcasts will be considered property of URH. BOMB CSO Members are not considered guests and do not need prior approval.
- 4. Computer Usage:** Users of the computers and networks belonging to URH must abide by the UHH Acceptable Use and Policy for Computers. No music files or programs may be stored or installed on any URH computer unless placed there by the Engineer, Directors, or General Manager. Software settings are not to be changed by anyone except the Technical Director.

III. Directors & Assistants

A. Positions

1. Director/Assistant Qualifications and Requirements

- a) Must be UHH Student with minimum of 6 credits
- b) GPA of 2.0 or above
- c) Preferred Experience or Training
- d) Attend all director meetings.
- e) Provide class schedules by the second week of the beginning of the semester to General Manager
- f) Attend URH sponsored events as well as outside events that URH has committed to assisting.
- g) Fulfillment of required office hours (weekdays between the hours of 8:00 am and 4:30 pm) dependent on position, with respect to class & work schedules
- h) Oversee all URH events which include planning, management of events, and post-event briefings.
- i) Responsible for keeping the office and studio presentable.
- j) Abide by UHH Student Code of Conduct

2. Specific Position Requirements

a) General Manager

- (1) Facilitate day to day operations of URH, including all on air operation, as well as the directors of URH.
- (2) Must maintain good communication and working relationship with UHH administration as well as other chartered student organizations (CSOs).
- (3) Perpetuate the overall mission statement of URH.
- (4) Must be in attendance at BOMB meetings, and fiscal training.
- (5) Responsible for the enforcements of policies and procedures as well as disciplinary actions for infractions of members.
- (6) Handle all complaints and concerns that URH receives.
- (7) MINIMUM OFFICE HOURS: Ten (10) hours per week.
- (8) If unable to perform, a temporary or permanent General Manager will be appointed by BOMB

b) Program Director

- (1) Assigns Shows, including content and format
- (2) Maintain WideOrbit Clocks with other Directors input
- (3) DJ operations including but not limited to scheduling of shows and training.
- (4) Schedules DJ Meetings
- (5) MINIMUM OFFICE HOURS: Eight (8) hours per week.

c) Program Assistant

- (1) Assist Program director
- (2) Directly supervised and trained by Program Director
- (3) Given a maximum of 1 task a week
- (4) MINIMUM OFFICE HOURS: Three (3) hours per week.

d) Technical Director

- (1) Maintain the URH website, in conjunction with the Promotions Director.
- (2) Assist and train in the administration of Wide Orbit
- (3) Responsible for set up/break down of URH sponsored events.
- (4) Responsible for URH's inventory list, updated twice a semester.
- (5) Will be tasked with obtaining show recordings as requested by Program Director.
- (6) MINIMUM OFFICE HOURS: Eight (8) hour per week.

e) Technical Assistant

- (1) Assist Technical Director
- (2) Directly supervised and trained by Technical Director
- (3) Given a maximum of 1 task per week
- (4) MINIMUM OFFICE HOURS: Three (3) hours per week

f) Music Director

- (1) Approves all music for on air broadcasting
- (2) Add/Remove/Edit Music in Wide Orbit
- (3) In charge of converting all music, that URH receives, from all sources to electronic file, cataloging music files, and adding it to URH's music collection.
- (4) Maintain and update the automation library
- (5) Maintain all show recordings. All show recordings will be kept on file for no less than one (1) year.
- (6) MINIMUM OFFICE HOURS: Eight (8) hours per week.

g) Music Assistant

- (1) Assist Music Director
- (2) Directly supervised and trained by Music Director
- (3) Given maximum of 1 task per week.
- (4) MINIMUM OFFICE HOURS: Three (3) hours per week

h) Promotions Director

- (1) Approve Sweepers and Station IDs for on air broadcasting
- (2) Add/Edit/Remove Sweepers and Station IDs from Wide Orbit
- (3) Updating and maintaining of social media content
- (4) Publicizing URH
- (5) Negotiation of underwriter agreements
- (6) DJ Recruitment
- (7) MINIMUM OFFICE HOURS: Eight (8) hours per week

i) Promotions Assistant

- (1) Assist Promotions Director
- (2) Directly supervised and trained by Promotions Director
- (3) Given maximum of 1 task per week
- (4) MINIMUM OFFICE HOURS: Three (3) hours per week

j) News Director

- (1) Approve News Announcements and PSAs for on air broadcasting
- (2) Add/Edit/Remove News Announcements and PSAs from Wide Orbit
- (3) Responsible for updating event calendar.
- (4) Scripting News Announcements and PSAs
- (5) MINIMUM OFFICE HOURS: Eight (8) hours per week.

k) News Assistant

- (1) Assist News Director
- (2) Directly supervised and trained by News Director
- (3) Given maximum of 1 task per week
- (4) MINIMUM OFFICE HOURS: Three (3) hours per week

B. Stipend

1. The BOMB may establish, adjust, or rescind stipends for its media appointees and members as well as persons chosen to fill positions by the General Managers alone. Some or all of these stipends may be distributed by General Manager from a discretionary portion of their media budget.
2. Students appointed to media member positions will not be considered employees of either BOMB or the University of Hawai'i, rather volunteers of the BOMB and/or University.
3. Stipend levels will be set to reflect the degree of participation in regards to the specific position and duties set by the Policies and Procedures, the General Manager, and the BOMB.

IV. Disc Jockey (DJ)

A. DJ Qualifications

1. Must be a UHH student taking a minimum of 6 credits.
2. Upon availability, Hawaii Community College (HawCC) students taking a minimum of 6 credits
3. GPA of 2.0 or above

B. DJ Requirements

1. Attend all DJ meetings
2. Provide class schedules by the second week of the beginning of the semester to the Program Director.
3. Attend URH Events (Maximum of 2 required per year)
4. Must abide by the UHH Student Code of Conduct

C. URH DJ Job Duties and Descriptions

1. **Shows:** All URH DJs will do a minimum of one assigned show per week, on time and within format as assigned by Program Director
2. **Accountability:** All URH DJs are accountable to the URH the Program Director, General Manager, and the BOMB.
3. **Chain of Command:** DJs should obey the chain of command as outlined here and in the grievances section of this manual.
 - a) Initial communication should be with the URH Program Director.
 - b) If further action is required, the General Manager should be contacted.
 - c) If an issue is not resolved in a timely manner, contact the BOMB or their advisor.
4. **DJ Application and Reapplication:** DJs must apply/re-apply at the beginning of every semester. A new application must be filled out in full. This is per Campus Center's policy for all applicants of any CSO.
5. **Training:** After the approval of application by Campus Center designee, trainees will be interviewed and trained by the Program Director/Assistant, as well as other directors, engineer or URH advisor. All trainees will undergo a minimum of six (6) hours of initial training, followed by at least one two (2) hour mock show. The training will include basic studio practices. Upon completion of training, all trainees will be administered a test based on the URH Policies and Procedures and FCC laws. After signing a DJ agreement, successful applicants will become a URH DJ, and be given access to the URH broadcasting studio.
6. **URH Policies and Procedures Agreement Form:** The URH Policies and Procedures Agreement Form certifies that the carrier has completed training as a URH DJ

and is qualified to operate the broadcasting equipment and URH facilities. This form is also to certify that the DJ has read, understands and agrees to the policies and procedures of URH. DJ privileges can be revoked by the URH Program Director, General Manager, or the BOMB at any time if the DJ fails to follow the proper procedure, within the limitations set forth in the Violation section of these policies and procedures.

7. **Scheduling:** Open time slots available for new shows are listed in the "Program Schedule" section of the URH website (www.uhhradio.com) or listed in the URH office. Open slots are awarded by the Program Director based in part on the following set of criteria:
- a) Current DJ status
 - b) Commitment to the station
 - c) UHH or HawCC Campus

Initial scheduling will be done during the first DJ meeting of the semester. Two weeks after the initial scheduling, HawCC students and current URH DJs may sign up for unclaimed time slots at the discretion of the Program Director. During this two week period UHH students (those who do not already have a show) may still sign up for time slots.

8. **Music Show:** Music shows are one (1) scheduled two (2) hour show per week, on time, and within format. All music must be submitted and approved by the Music Director one (1) week prior to desired show time and day.
9. **Talk Show:** Format reserved for DJs with two or more semesters of URH show experience without prior infractions. Talk shows are one (1) scheduled (1) hour show per week, on time, and within format. All talk show formats are to be approved by the Program Director. Any talk show considered controversial will be pre recorded and submitted for review to the Program Director one week prior to desired time and date. The Program Director will then approve or deny the airing of the content.
10. **Missing and/or Ending of Shows:** DJs must inform the Program Director if they are unable to do their show at least 24-hours in advance by email. Less than 24-Hours of notice will result in a no-show. A total of three (3) consecutive or five (5) overall missed shows per semester may be grounds for disciplinary action. DJ's also have the option of asking a fellow DJ to do a show in their timeslot. DJ's wishing to end their show must give a 2-week notice to the Program Director. Failure to do so may result in a permanent ban from URH. These policies may not necessarily apply to all emergency situations, please remember that it is at the discretion of the Program Director.
11. **DJ Meetings:** All URH DJs are required to attend DJ meetings on time, as scheduled by the Program Director. Failure to attend required meetings may result in penalties as described in the Violation section.
12. **Additional Volunteer Hours:** All URH DJs may be asked to donate additional time to the station, above and beyond scheduled shows, i.e. fundraisers, school functions, etc.
13. **URH Sponsored Events:** Require mandatory attendance as a DJ (Maximum of 2 required per year).

14. BOMB Members: BOMB members who also wish to be DJs must adhere to the policies and procedures of URH. Their current position in BOMB does not supersede their commitments to the policies of URH.

V. Violations

A. Reasons for Penalty

1. Failure to comply with the URH Policies and Procedures will be subject but not limited to the repercussions as listed. The enforcement of the regulations will be at the discretion of the General Manager and/or the BOMB.
2. Violation of UHH Student Code of Conduct

B. Disciplinary Actions:

1. First Offense: Written warning with Performance Improvement Plan
2. Second Offense: Written warning with Performance Improvement Plan
 - a) For Assistants & DJs up to fourteen (14) days suspension from URH.
 - b) For Directors a Stipend Reduction
3. Third Offense: Permanent termination and Dismissal from URH.

C. Immediate Dismissal: URH has a Zero Tolerance policy for the following infractions. DJs are ultimately liable for any and all URH guests.

1. Theft or destruction of any UHH/URH property
2. Drug or alcohol possession, consumption, or being under the influence on air or on UHH property or event locations, unless otherwise deemed by UHH.
3. Gross disrespect or physical violence towards anyone on UHH campus and event locations

D. Grievances: A member who believes that he/she has suffered unfair disciplinary action can contest the action in writing to the BOMB. The BOMB will then make a decision based upon the written statement and/or interview. The decision of the BOMB will be final. All issues will be resolved in a timely and fair manner.

E. FCC Fines from Violations: A DJ who incurs a FCC penalty will be held responsible for payment. If unable or unwilling, a financial hold may be placed on their university account until the fine is resolved.

I, _____, hereby acknowledge that I have read and agree to all conditions set forth in the current University Radio Hilo Policies and Procedures. I also acknowledge that by signing this form I am accountable for all of my actions while acting as a representative of University Radio Hilo.

Name (Print) _____ Signature _____

General Manager _____