



Policies and Procedures

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I. Background and Mission

A. Mission:

As a communications base of University of Hawaii at Hilo (UHH), University Radio Hilo (URH) provides the opportunity for UHH students to gain experience, education and training in radio broadcasting. URH also strives to improve the quality of life for the university community and general public through the broadcast of diverse, musical, cultural, educational and informative programming.

"Where our Voice, Is your Voice"

B. Vision

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

- Promote unity and cohesiveness for the University of Hawaii at Hilo Campus
- Provide alternative and educational radio

URH encourages all members to be unique, creative, 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 the administration of UHH collectively.
3. Provide quality educational and informative programming 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 three (3) students of UHH. URH is led by a General Manager who oversees day to day operations. The URH members may include a Program and Music Coordinator, News and Promotions Coordinator, 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 BOMB Charter. Current staff members and a more detailed description of positions, along with contact information can be found on the URH website

(<https://hilo.hawaii.edu/campuscenter/radio/>). 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 coordinator or their assistant (please refer to Section III "Coordinators"). Coordinators reserve the right to deny any material.
- b) Submitted material that is denied by the appropriate coordinator 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 choice within the scope of these policies and procedures, as well as all FCC guidelines, state laws and University of Hawaii at Hilo code of conduct.

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 at Hilo, nor of KUHH, University Radio Hilo, or its underwriters. Please direct any comments or concerns to the general manager of University Radio Hilo at URH@hawaii.edu.”

- 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. Wide orbit automation provides a randomization of music within each specific genre. The DJ is allowed to choose or change music as desired.
- 8. No Commercials/Lotteries:** URH is a noncommercial entity, it does not sell airtime nor does it require sponsors to maintain operation. In following FCC guidelines, commercials are strictly prohibited. However, URH does, from time to time, receive donations from various businesses and acknowledges these businesses via recorded readings.
- 9. Complaints:** complaints can be filed with the General Manager via the URH website - <https://hilo.hawaii.edu/campuscenter/radio/>, email - URH@hawaii.edu, or URH's physical address: University Radio Hilo (attn.: General Manager) 200 W Kawili St. Hilo, HI 96720.

B. Office and Studio (Whisper Room)

- 1. Studio Policy:** The studio will 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 or drink is allowed in the studio. Alumni DJ's must be accompanied at all times by a DJ or URH Staff member.
- 2. Office Policy :** Rules are to be posted on the office walls and are to be updated semesterly, or as needed. The office will be locked any time the General Manager, News and Promotions Coordinator, Program and Music Coordinator, and/or Advisor(s) are not present.
- 3. 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.

4. **Guest Policy:** A member may have a maximum of two (2) guests in the studio during their time slot. More guests may be allowed with prior consent from the Program Coordinator 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 Coordinator one (1) week in advance. Inform all guests that all on air broadcasts will be considered property of URH.

5. **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 Advisor or General Manager. Software settings are not to be changed by anyone except the General Manager or Advisor. Personal material will be saved on flash drives. University Radio Hilo is not responsible for the loss or damage of personal files on office computers.

III. Coordinators

A. Positions

1. 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 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 coordinators of URH
- (2) Must maintain good communication and working relationships 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) Assist and train in the administration of Wide Orbit
- (9) Responsible for URH's inventory list, updated twice a semester
- (10) If unable to perform, a temporary or permanent General Manager will be appointed by BOMB

b) Program and Music Coordinator

- (1) Assigns Shows, including content and format
- (2) Maintain WideOrbit Clocks with other Coordinators' input
- (3) DJ operations including but not limited to scheduling of shows and training
- (4) Schedules DJ Meetings
- (5) Approves all music for on air broadcasting
- (6) Add/Remove/Edit Music in Wide Orbit
- (7) 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
- (8) Maintain and update the automation library
- (9) MINIMUM OFFICE HOURS: Eight (8) hours per week.

c) News and Promotions Coordinator

- (1) Work with other CSO's and GM to collaborate on events
- (2) Head collaboration of creating/producing sweepers and station ID's
- (3) Updating and maintaining of social media content
- (4) Publicizing URH
- (5) Work with GM and advisor in negotiations of underwriter agreements
- (6) DJ Recruitment
- (7) Approve News Announcements and PSAs for on air broadcasting
- (8) Add/Edit/Remove News Announcements and PSAs from Wide Orbit
- (9) Responsible for updating the event calendar.
- (10) Scripting News Announcements and PSAs
- (11) MINIMUM OFFICE HOURS: Eight (8) hours per week.

B. Awards for Service

1. The BOMB may establish, adjust, or rescind Awards for Service for its media appointees and members, as well as persons chosen to fill positions by the General Managers alone. Some or all of these Awards for Service may be distributed by the 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 at Hilo, rather volunteers of the BOMB and/or University.
3. Award 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.
 - a) All Coordinator Positions and Student DJs are eligible for Awards for Service

IV. Disc Jockey (DJ)

A. DJ Qualifications

1. Must be a UHH student taking a minimum of 6 credits
 - a) For Alumni DJs please see Section IV, C, 15
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 Coordinator
3. Attend URH Events (Minimum of 3 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 Coordinator
2. **Accountability:** All URH DJs are accountable to URH, the Program Coordinator, General Manager, and the BOMB.
3. **Chain of Command:** DJs will obey the chain of command as outlined here and in the grievances section of this manual.
 - a) Initial communication shall be with the Program and Music Coordinator.
 - b) If further action is required, the General Manager shall be contacted.
 - c) If an issue is not resolved in a timely manner, contact the BOMB or their advisor.
4. **Training:** After the approval of application by Campus Center designee, trainees will be interviewed and trained by the Program Coordinator/Assistant, as well as other coordinators and URH advisor. Upon completion of training, which is to include proper training of how to input music properly into Wideorbit, a competency test will be administered. The test must be passed in order to select an on air shift.
5. **URH Policies and Procedures Agreement Form:** The URH Policies and Procedures Agreement Form is 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 Coordinator, 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. A DJ's term is outlined in this form.

6. **Scheduling:** Open time slots available for new shows are listed in the "Program Schedule" section of the URH website (<https://hilo.hawaii.edu/campuscenter/radio/>) or listed in the URH office. Open slots are awarded by the Program Coordinator based in part on the following set of criteria:
 - a) Current DJ status
 - (1) Priority given to students
 - (2) Violation history
 - b) Commitment to the station
 - c) UHH or HawCC Campus
 - (1) Priority given to UHH

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 Coordinator. During this two week period UHH students(those who do not already have a show) may still sign up for time slots.

7. **Music Show:** Music shows are one (1) scheduled one (1) hour show per week, on time, and within format. All music must be submitted and approved by the Music Coordinator one (1) week prior to desired show time and day. Refer to the "Music Show Guideline" document (https://docs.google.com/document/d/1yKUKwsnZtnwZtTQ1t_gJGQRePxM7E7hH97rAPLw9X8o/edit0) for more information.
8. **Talk Show:** 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 Coordinator. 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 Coordinator will then approve or deny the airing of the content. Further information is available on the "Talk Show Guidelines" document (<https://docs.google.com/document/d/1RbuRpcRVRWp3kTFgs5nIU97uPNhRJ6JkfZxQc8yMRsU/edit>)
9. **Missing and/or Ending of Shows:** DJs must inform the Program and Music Coordinator 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 Coordinator. 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 Coordinator.

- 10. DJ Meetings:** All URH DJs are required to attend DJ meetings on time, as scheduled by the Program and Music Coordinator. Failure to attend required meetings may result in penalties as described in the Violation section. This also includes mandatory monthly team meetings where DJs will be provided with learning opportunities, chances to screen new music for on-air listening, and more.
- 11. 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.
- 12. URH Sponsored Events:** Require mandatory attendance as a DJ (Minimum of 3 required per year).
- 13. 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.
- 14. Alumni DJ:** As non-student members, alumni play a critical role within the radio station by serving as mentors to students, as volunteers. They are integral to students' learning and engagement. Non-student members are resources and serve as professional role models for students. Non-student members must understand their role within the learning context and mission of Chartered Student Organizations.
- a) Alumni DJ's must be graduates of University of Hawaii at Hilo, and have previously served as a member or DJ of URH
 - b) Alumni DJ's follow the same policies and responsibilities of a Student DJ
 - c) There shall be no more than ten (10) Alumni DJs during a semester
 - d) Alumni DJ's are ineligible for Awards, outlined in Section III, B

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 Award 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 _____