CHAPTER 900 WIKD 102.5FM PRODUCTIONS POLICY AND GUIDELINES

900.01 Sections 900.001 through 999.999 shall be known as the “WIKD 102.5FM Policy and Guidelines”.

900.02 The WIKD 102.5FM Policy and Guidelines shall be arranged by subject matter in 7 parts, each composed of numerically designated sections, according to the following scheme:

Part 1 (Sections 900.001-909.999) General Provisions

Part 2 (Sections 910.001-919.999) Membership

Part 3 (Sections 920.001-929.999) Operations Board

Part 4 (Sections 930.001-939.999) Staff Advisor

Part 5 (Sections 940.001-949.999) Staff

Part 6 (Sections 950.001-959.999) Violations

Part 7 (Sections 960.001-969.999) WIKD Services

900.03 The following words and phrases when used in 900.001 to 969.999 shall have the meaning as ascribed to them in this section:

1. “FCC” is an abbreviation for the Federal Communications Commission.
2. “Semester” is defined as Fall, Spring, or Summer A and B.

900.04 This radio station when referred to on-air as a location or as an organization name shall be referred to as “W-I-K-D.”

900.05 This radio station shall be branded for all promotional purposes as: “The WIKD 102.5FM,” “WIKD 102.5 FM,” or “WIKD.”

900.06 The WIKD Training Manual shall govern all training procedures and policies as well as all cases not covered within this title.

CHAPTER 910 – MEMBERSHIP

910.01 A trainee member of WIKD is currently participating in the WIKD training program as established by the Training Director or Event Coordinator.

910.02 The requirements for a trainee level member are defined as follows:

1. Must have satisfactory completed the initial training as outlined in the current training manual.
2. Trainees are encouraged to attend at least 75% of General Meetings from the beginning of their active trainee status during one (1) semester.
3. A member is considered a trainee until they have satisfactorily completed all required material of the latest approved WIKD training manual.

911.01 An active member of WIKD has completed the WIKD training program for their respective division and are authorized to operate the appropriate equipment.

911.02 The requirements for an Active On-Air member are defined as follows:

1. Must have satisfactorily completed the training program in its entirety.
2. Must actively participate in WIKD activities by maintaining a weekly show and attending 75% of meetings.

911.03 The requirements for active entertainment DJs are defined as follows:

1. Must have satisfactorily completed the training program in its entirety.
2. Must actively participate in WIKD activities by maintaining a weekly show and attending 75% of meetings.
3. Must work at least one table event where WIKD is promoting itself in some way or form (examples being giveaways, merchandise handouts, interest sign-ups, etc.).

911.04 The requirements for an active committee member are defined as follows:

1. Must have satisfactorily completed requirements set forth by their Committee Chairperson.
2. Must actively participate in WIKD activities by assisting in the weekly duties of the committee and by attending 75% of meetings.
3. Must work at least one table event where WIKD is promoting itself in some way or form (examples being giveaways, merchandise handouts, interest sign-ups, etc.).

911.05 The requirements for an active ad-hoc position are defined as follows:

1. Must be appointed by the Operations Board.
2. Must adhere to all tasks and obligations of their position.
3. Must actively participate in WIKD activities by maintaining a weekly show and attending 75% of meetings.
4. Must be an active member to be appointed.
5. Must work at least one table event where WIKD is promoting itself in some way or form (examples being giveaways, merchandise handouts, interest sign-ups, etc.).

911.06 The requirements for an active podcaster are defined as follows:

1. Must have satisfactorily completed the training program in its entirety.
2. Must actively participate in WIKD activities by assisting in the weekly duties of the committee and by attending 75% of meetings.
3. Must work at least one table event where WIKD is promoting itself in some way or form (examples being giveaways, merchandise handouts, interest sign-ups, etc.).

911.07 The training program for active member programs requiring training requires the following to be met to fulfill the “satisfactorily completed” requirements:

1. Pass a written test with a minimum grade of 80%.
2. WIKD Practical Certification

911.08 Additional training may be required at the discretion of the Chief Engineer, Training Director, and/or General Manager to operate any other equipment whose training is not expressly covered in the initial training session.

911.09 Active Members are expected to maintain some form of participation in the organization; this may come in the form of a weekly radio show, working as a DJ for WIKD Entertainment, or assisting one of the Operations Board members with their duties. The respective Operations Board members will have full authority to declare an active member as ‘assisting’ in that regard.

911.10 A member who has held active status in WIKD for at least one (1) semester in their tenure at Embry-Riddle Aeronautical University shall be eligible for a position on the Operations Board. Active Members include both General Members and Operations Board Members.

912.01 An inactive member is an active member of WIKD who can no longer participate in WIKD.

912.02 A member may be declared inactive for any of the following reasons:

1. By request of the member.
2. Failure to attend 75% of the required General Meetings within one (1) semester.
3. If an Operations Board member deems that a member assisting them is not actively participating in The WIKD 102.5 FM.

912.03 An Inactive member may be returned to Active status at the discretion of the Operations Board within two (2) semesters of their change in status. If the time period exceeds two (2) semesters, the member must retake the current WIKD training program as a trainee.

913.01 The General Members and Operations Board will meet once a week, starting with the first full week of each semester, when logistically possible.

913.02 Meetings during the summer semesters will be coordinated at the discretion of the General Manager, as is necessary. A meeting during the summer semesters must carry a 48-hour advance notice to all potential participants of the meeting.

913.03 Executive Board Members may appoint an eligible deputy from the current general board for the summer semesters should they not be in the Daytona Beach area for that time. This appointment must be approved by the current Staff Advisor prior to the commencement of the first summer semester.

913.04 Meetings should be conducted using Robert’s Rules of Order for guidelines as the Operations Board deems fit, for the semester.

913.05 A Quorum for the purposes of an Operations Board meeting will be made up of at least 2/3 of the Operations Board present.

913.06 A Quorum for the purposes of a General Meeting will be made up of at least 2/3 of the Operations Board and the Active member roster combined.

913.07 No WIKD meeting shall be canceled within 24 hours of the meeting time unless there is an emergency or urgent situation.

CHAPTER 920 – OPERATIONS BOARD

920.01 The Operations Board will consist of the Chief Engineer, Music Director, Training Director, Event Coordinator, Promotions Coordinator, and Podcast Administrator. These positions are the vouchered positions of the Operations Board.

920.02 The General Manager, Program Director and Business Director shall be known as the Executive Board of WIKD.

920.03 Additional unvouchered positions of the Operations Board may be activated at the discretion of the Executive Officers of the Operations Board. These positions may include: Public Relations, Webmaster, News Director, Underwritings Director, Sports Director, and all other ad-hoc positions. These positions are appointed by the Executive Officers of the Operations Board, if there is interest for the position from an Active Member

921.01 The Operations Board shall be collectively responsible for the operation and management of WIKD. They shall establish operating procedures in their respective areas in order to ensure that organization policies are being met and that every aspect of the organization’s operation exceeds the expectations set forth by the General Manager and the Student Government Association.

921.02 Each Operations Board member shall regulate, supervise, and control their respective positions in the organization. They may, in coordination with the rest of the Operations Board, establish additional policies and procedures pertaining to their respective positions. They shall also have the authority to issue verbal and written warnings under their jurisdiction.

921.03 The Operations Board reserves the right to exercise authority over relevant WIKD actions not explicitly covered in this WIKD Manual in coordination with the Staff Advisor.

922.01 Any member of WIKD who has held active status for one (1) full semester in their tenure at Embry-Riddle Aeronautical University is eligible for an Operations Board position. Operations Board members must meet the minimum cumulative GPA requirements of 2.5set for an SGA Official by the SGA Constitution as well as maintain this minimum GPA while in tenure.

923.01 The General Manager shall:

1. Act as the WIKD Division Chairperson and representative to the SGA.
2. Hold overall responsibility and authority for the operation of WIKD.
3. Appoint a WIKD Elections Coordinator prior to any elections.
4. Chair all Operations Board meetings and General Board meetings.
5. Act as a Co-Liaison to the FCC with the Staff Advisor and Chief Engineer.
6. Develop a strategic plan for the organization at the start of their tenure.
7. Be responsible for coordinating all keys to appropriate Operations Board members.
8. Oversee the work of the Operations Board members.
9. “Fill in” the duties to the best of their ability for any vacant Operations Board positions.
10. Designate a Chief Operator for the radio station for FCC compliance purposes when the need arises.
11. Ensure Operations Board completes weekly office hours required of a SGA official.

923.02 The Program Director shall:

1. Be responsible for all studio operations including but not limited to show scheduling, music coordination, remote broadcasting, on-air clearances, guest policies, and studio neatness/cleanliness.
2. Create a detailed plan for on-air programming at the start of each semester that includes, but is not limited to the creation and implementation of new vocal imaging with the expressed purpose of facilitating the vision for the station.
3. Be responsible for ensuring that quality programming is always being broadcast according to their best judgment, reflective of their programming plan created at the start of the semester.
4. Be ultimately responsible for selection and scheduling aspects of all member on-airshows.
5. Have full authority to remove an on-air show until the next Operations Board meeting is convened to maintain a high standard to broadcast quality but must seek a 2/3 vote from the Operations Board to remove the show permanently from active rotation.
6. When necessary, work with the Training Director to create written and practical tests that ensure potential members possess the necessary skills to be highly proficient in studio operation and on-air performance.
7. Work with the Operations Board to enforce the policies and procedures of WIKD.
8. Coordinate all appropriate station logging.
9. Coordinate all public service announcements (PSA) in a timely and professional manner.
10. Provide General Members two (2) calendar day notice of meeting times and locations.
11. Assist in the supervision of the current WIKD Automation system with the Chief Engineer and Music Director.
12. Maintain a log of all active and inactive members.

923.03 The Business Director shall:

1. Be responsible for the organization of all administrative records specific to WIKD including but not limited to: the budget, verbal and written warnings, and member files.
2. Be responsible for the creation, presentation, and approval of a budget at the start of each semester that will effectively include purchases necessary to meet the goals of the General Manager’s strategic plan.
3. Coordinate and approve all WIKD services for hire with the Program Director and/or Event Coordinator.
4. Coordinate and approve all operations board station purchases.
5. Receive final approval from the General Manager on all station purchases.
6. Order any necessary office supplies when needed.
7. Coordinate all station purchases with the Staff Advisor and SGA Services Coordinator, and maintain a working budget for submission to the SGA.

923.04 The Chief Engineer shall:

1. Be responsible for the installation, maintenance, repair, and operation of all WIKD Entertainment and station equipment.
2. Be responsible for the coordination and sign off of any Emergency Alert System Broadcasts as mandated by the FCC.
3. Determine which members of WIKD possess the ability to safely and effectively perform maintenance on station equipment.
4. Ensure that all technical aspects of the radio station comply with the appropriate policies and procedures outlined by WIKD, Embry-Riddle Aeronautical University, and the FCC.
5. Maintain all operational logs directly pertaining to FCC regulations.
6. Maintain appropriate maintenance logs for all applicable equipment including but not limited to station transmitter, mixing board, server system, and computer(s).
7. Assist in the supervision and operation of the current WIKD Automation system with the Program Director and Music Director.

923.05 The Training Director shall:

1. Organize and facilitate an in-depth training curriculum to educate members of WIKD in station procedures including but not limited to: appropriate equipment operations, broadcast techniques to increase show quality, and on-air etiquette.
2. Maintain an up-to-date written copy of the current WIKD training manual and present the current program to the Operations Board at the beginning of each semester.
3. Schedule and supervise both written and practical tests as outlined in the latest training curriculum. These tasks may be outsourced to any of the other Operations Board (subject to approval by the Program Director) should the need arise.
4. When necessary, work with the Program Director to create written and practical tests that ensure potential members possess the necessary skills to be highly proficient in studio operation and on-air performance.
5. Be responsible for a current Trainee roster and their progress in the program.
6. Have the authority to recommend a member of WIKD for retraining.

923.06 The Music Director shall:

1. Coordinate and organize all music media of WIKD.
2. Maintain an up-to-date music library of digital media in WIKD.
3. Maintain media subscriptions for continuous circulation of current media amongst the whole organization.
4. Evaluate and provide feedback to all music submissions as well as recommend to the Program Director the music submissions that they feel will complement the active music rotation well.
5. Coordinate with all members of WIKD in regard to obtaining new media.
6. Responsible for the supervision of the current WIKD Automation system by importing new media.
7. Maintain a regularly updated document of music charts from various sources to assist the Program Director in weekly updates to the WIKD Automation system music rotation.
8. Be available to assist DJ’s in arranging interviews with artists and notable personalities for the station.

923.07 The Entertainment Coordinator shall:

1. Be responsible for the planning and execution of all WIKD Entertainment events and co-sponsorships.
2. Be responsible for training and selection of DJs for WIKD Entertainment.
3. Present all proposed off-campus events, co-sponsorships, and service requests to the Operations Board.
4. Utilize only Active Members of WIKD who have completed the current WIKD Entertainment training program as event staff.
5. Hold individuals who use WIKD Entertainment equipment accountable in the event of damage, negligence, or theft, with the assistance of the Staff Advisor.
6. Develop and maintain an effective and comprehensive training program for members hired as WIKD Entertainment DJ’s.
7. Maintain and coordinate event staff wages with the Staff Advisor and the Business Director.
8. Be responsible for publicizing upcoming WIKD events to the student body at least two weeks prior to the event in conjunction with the Promotions Coordinator.
9. Assess the condition of all WIKD Entertainment equipment weekly and report any discrepancies to the Chief Engineer.
10. Must notify organizations 48 hours in advance if the requested event is not and cannot be staffed by anyone, including the Entertainment Coordinator.
11. Maintain cleanliness of the storage closet in conjunction with the Promotions Coordinator.

923.08 The Promotions Coordinator shall:

1. Oversee all promotional components (on-campus, social media, website, tabling, etc.) in a timely manner.
2. Design incentive and promotional items.
3. Obtaining media passes and concert tickets.
4. Display show schedule (website, office, etc.).
5. Oversee member participation at events/tabling opportunities.

923.09 The Chief Operator shall:

1. Be responsible for maintaining the Station Inspection, Chief Operator, EAS Log, and Equipment Log Binders in conjunction with the Operations Board on a weekly basis.
2. Make sure that the station is in compliance with applicable FCC regulations, and notify the appropriate members of the Operations Board when an issue arises.
3. Conduct weekly measurements of the transmission system to ensure it is operating within approved parameters.
4. Maintain calibration records of any measurement equipment used. 5. Conduct or arrange for complete measurements to be taken of any new transmission equipment.
5. Maintain the Giveaway Log in conjunction with the Business and Program Directors.

CHAPTER 930 – STAFF ADVISOR

930.01 A Staff Advisor shall be chosen by the Department of Student Engagement and Student Union.

930.02 The Staff Advisor shall be available for consultation and advice concerning all aspects of the operations of WIKD.

930.03 The Staff Advisor will oversee elections to ensure accountability and impartiality.

930.04 If for any reason WIKD does not have a Staff Advisor, the SGA Staff Advisor shall act as the WIKD Staff Advisor until a new advisor is appointed by the Department of Student Engagement and Student Union.

CHAPTER 940 – STAFF

940.01 All members of WIKD must maintain a minimum CGPA of 2.0 or higher to be considered Active Staff.

940.02 Staff members may be students, faculty, staff of ERAU, or Operations Board approved alumni of ERAU.

941.01 The General members will meet at least once a week. Attendance at General Meetings is mandatory for all Active Members of WIKD.

941.02 General Meetings shall be scheduled, organized, and chaired by the General Manager or an appointed member of the Operations Board should they be absent.

941.03 The Program Director is responsible for notifying the Trainees and Active Members of meeting times and meeting locations at least two (2) calendar days in advance.

941.04 Excused absences or special exceptions may be granted by the Executive Officers.

942.01 The current General Manager shall appoint an Elections Coordinator from the WIKD Active Members roster for all WIKD Executive Board elections. This appointment shall take place prior to conducting elections and shall be done with the approval of the Staff Advisor.

942.02 The Elections Coordinator must not be running for any Operations Board position in the elections they will be coordinating. A selected Elections Coordinator may only be responsible for only one (1) Executive Board election.

942.03 The Executive Board shall be elected a week prior to the SGA elections. The Elections Coordinator shall be responsible for scheduling the elections.

942.04 Applications for the Executive Board must be submitted at least one week prior to the election date. Applications shall be submitted to the current Elections Coordinator. The current Elections Coordinator with the assistance of the Staff Advisor shall approve all applicants for the WIKD Executive Board based on the guidelines provided in these codes.

942.05 Only those individuals who have filed applications and who have been verified as eligible may appear on the election ballot.

942.06 Quorum is defined as two-thirds (2/3) of the current WIKD Active Members. A quorum must be present for all elections to be completed. If a quorum is not present, then elections shall be postponed until such time as two-thirds (2/3) of the current Active Members are present.

942.07 The election of the Executive Board shall be conducted by a closed ballot process. Absentee ballots shall be available to Active Members if a written or emailed vote is made to the Elections Coordinator prior to the election. An active member may only vote once per position being voted on. Any ballot with more than one vote per position shall be thrown out and not counted. An active member running for an Executive Board position will be able to vote during these elections as well; even for themselves if they desire.

942.08 The Elections Coordinator shall be in charge of distributing, collecting, and counting the ballots.

942.09 All WIKD elections mandate the presence of the Staff Advisor. The Staff Advisor shall ensure that the election is being run fairly and correctly.

942.10 A majority of votes cast, not including abstentions, shall determine the new Executive Board member. In the case of a tie, the General Manager shall issue the tie breaking vote.

942.11 If an Operation Board member resigns from their position or is removed from their position, a mid-semester election or appointment must be held. A mid-semester election is handled exactly like a regular election, except that only the vacant position is up for vote or appointment.

943.01 Upon their elections, the Executive Board Officers of the Operations Board shall appoint members to the Operations Board positions based on application submissions.

943.02 If an appointed Operations Board position is vacant, the general staff must be notified and then an application process is started. This application process must be at least one (1) week-long. The vacant Operations Board position can only be filled from the application pool.

943.03 In the event that there are no active staff members qualified or willing to take an Operations Board position, or the Executive Board cannot make a conclusion to fill the vacancy, the General Manager may appoint and delegate responsibilities to designees in order to temporarily fill that position, and will act as that particular operations position.

943.04 An Operations Board member may be removed by two-thirds (2/3) vote of the Operations Board members, including the General Manager and excluding the board member in question.

943.04 The General Manager can only be removed directly through the SGA removal process outlined in “X”.

943.05 The Elections Coordinator may, at the discretion of the Staff Advisor, be removed from their duties if any member of the Operations Board expresses in writing to the Staff Advisor, that the selected Elections Coordinator will make the election unfair in any way.

CHAPTER 950 – VIOLATIONS

950.01 The following actions, when committed at the radio station or in the capacity of a member representing WIKD in any way, may result in a written warning, suspension, or expulsion within the organization:

1. Acts of physical violence except in instances of self-defense.
2. Acts of thievery: intentional or unauthorized removal of property from WIKD premises or remote facilities of station property or the property of any person at the station.
3. Violations of Federal Communications Commission’s Rules and Regulations. Reference Title 47 CFR 73.3999 and posted guide in the WIKD studio for more information.
4. Acts of verbal or written harassment by any member.
5. Racist or sexist conduct: verbal or nonverbal, which includes such conduct against any group.
6. Negligent destruction or defacement of station property: including accidents caused by violating other station rules (e.g., spilling a drink into studio equipment, ruining the equipment through improper use) and excluding unforeseeable accidents.
7. Willful or negligent violation of a WIKD policy or procedure.
8. Failure to follow any reasonable instructions issued by an Operations Board member or the WIKD Staff Advisor.
9. Any conduct that portrays a negative image of WIKD, the SGA, or Embry-Riddle Aeronautical University.
10. The use of explicit content as defined by the FCC as indecent or obscene as well as ERAU restricted words, is strictly prohibited during all hours of broadcasting.

951.01 Verbal warnings are attempts by the Operations Board to warn members of minor offenses they have committed. Receiving a verbal warning is simply a way of giving members who have committed minor offenses a chance to both realize the offense they have committed and ensure that they do not repeat the offense.

951.02 Verbal warnings do not affect a member's status within the organization. However, verbal warnings will be logged in the member’s file by the Operations Board as a means of keeping track of what offenses members have been warned of. These logs are not equivocal to written warnings.

951.03 The Operations Board has the right to fore go a verbal warning and immediately issue a written warning for any committed offenses should they deem this necessary at their discretion.

951.04 Two (2) verbal warnings within the span of one (1) semester will automatically result in the issuance of one (1) written warning.

951.05 Verbal warnings issued will be logged in a designated log by the Operations Board member that issues the warning.

952.01 Any member of the Operations Board may issue a written warning.

952.02 Written warnings are issued to members who have violated WIKD policies and procedures. Receipt of two (2) written warnings changes a member's status to Probationary Active.

952.03 The written warning will contain all of the following information:

1. Name of Violator
2. Name of Issuer
3. Offense Committed with reference to appropriate document
4. Date Offense Occurred
5. Details of Probation

952.04 Details of Probation should include the following information:

1. Sanction
2. Rights of the Violator
3. Offenses Committed
4. Duration of Probation

952.05 The Violator’s Written warnings will remain on a member's record for one (1) full year from time of issue, unless otherwise noted in the written warning.

952.06 Any staff member that receives three (3) written warnings in the course of one (1) full year will be placed on suspension, or at the discretion of the Operations Board may be removed.

953.01 Any Executive Officer of the Operations Board may issue a suspension.

953.02 Suspensions are issued to members who have committed major violations or repeat offenses of WIKD policies or procedures. The violator will receive a Notice of Suspension. This Notice of Suspension will have the same format as a written warning.

953.03 The duration of a suspension will be specifically stated within the Notice of Suspension, along with the terms of the suspension and the rights of the violator. Members are not allowed to be Active Members of WIKD during the time they are on suspension.

953.04 Suspended Members are not allowed access to the station, nor are they allowed to assist Operations Board Members, work for WIKD Entertainment, or vote.

954.01 Any staff who, at the discretion of the Operations Board, commits a gross violation or series of violations as described in these WIKD Bylaws can be removed from the WIKD staff.

954.02 An Operations Board member may place a staff member on immediate suspension for 72 hours, during which time an Operations Board meeting shall be convened where their case shall be reviewed. The staff member must be notified prior to suspension.

954.03 The Staff member in review may not be barred from the Operations Board Meeting and will be afforded the opportunity to speak in their own defense but may not be present for the vote.

954.04 The Staff member in question may be expelled from WIKD completely by two-thirds (2/3) vote of the Operations Board.

955.01 An individual found by the Operations Board to have violated a provision of this policy shall have the right to an appeal before the Appeals Board within two weeks of the unfavorable finding. An individual found in violation has the right to appeal Verbal Warnings, Written Warnings, Suspensions, and Removals. All decisions of the Operations Board shall take effect immediately and shall remain in effect unless overturned by the Appeals Board.

955.02 The Appeals Board shall be a body of five (5) Active Members (non-Operations Board) who shall be selected in a random process by the Staff Advisor. This process will be supervised by the Staff Advisor. No active member can serve more than once on the Appeals Board during one (1) semester.

955.03 The Appeals Board may affirm or reverse the finding. The Appeals board must have a majority vote (at least 2/3) to affirm or reverse the ruling. If no decision is reached, the Staff Advisor will choose another Appeals Board. If the second Appeals Board does not reach a decision, the final decision shall be made by the SGA Staff Advisor.

956.01 Any individual, who is removed from the staff of WIKD, shall have the right to seek relief from sanction one (1) year after the removal. The Operations Board shall decide whether to grant relief from sanction by a majority vote.

956.02 Any individual granted such relief will be readmitted to the station on probationary status for one (1) semester. During that probationary period, should that individual receive one (1) written warning, they will be permanently removed from staff with no right to an appeal.

CHAPTER 960 – WIKD SERVICES

960.01 WIKD Entertainment shall strive to provide a quality DJ and entertainment services to all customers.

960.02 WIKD Entertainment shall be considered a division of WIKD and shall be managed by the Event Coordinator.

961.01 WIKD Sports shall strive to provide quality Embry-Riddle Athletics broadcast sporting event coverage to the whole world.

961.02 The WIKD Sports service shall be considered a division of WIKD and will be managed by the Program Director.

962.01 WIKD Studios shall strive to provide a quality studio recording experience free for all students, alumni, faculty, and staff of Embry-Riddle Aeronautical University.

962.02 WIKD Studios shall be considered a division of WIKD and will be managed by the Program Director and the Chief Engineer.