

WUVT 90.7 FM

STANDARD OPERATING PROCEDURES

WUVT MISSION STATEMENT: To promote the education, understanding and diversity of music and programming while serving the community as an independent, FCC-licensed, not-for-profit, student-run radio station.

WUVT STANDARD OPERATING PROCEDURES

REVISED 09/25/03, 2/17/06, 3/2/07

TABLE OF CONTENTS

INTRODUCTION

1.0 HISTORY AND PURPOSE OF WUVT

| | |
|------------------|----|
| 1.1 History..... | 02 |
| 1.2 Purpose..... | 02 |

2.0 GENERAL POLICIES

| | |
|---------------------------------|----|
| 2.1 Staff..... | 02 |
| 2.2 Selection of the Staff..... | 02 |
| 2.3 Meetings..... | 03 |
| 2.4 Evaluations/Awards..... | 04 |
| 2.5 Security..... | 04 |

3.0 STAFF ORGANIZATION

| | |
|---|----|
| 3.1 Management..... | 04 |
| 3.2 Business Staff..... | 07 |
| 3.3 Engineering Staff..... | 07 |
| 3.4 Programming Staff..... | 08 |
| 3.5 Promotions/ Public Relations Staff..... | 09 |

4.0 EQUIPMENT OPERATIONS

5.0 BUSINESS OPERATIONS

| | |
|-----------------------------------|----|
| 5.1 Advertising/Underwriting..... | 11 |
| 5.2 Remotes..... | 11 |
| 5.3 Commissions..... | 11 |
| 5.4 Rates..... | 11 |
| 5.5 Bank Accounts..... | 12 |
| 5.6 Billing..... | 12 |
| 5.7 Financial Reports..... | 12 |
| 5.8 Charge Accounts..... | 12 |

6.0 ETHICS

| | |
|-----------------------------|----|
| 6.1 Freebies and Gifts..... | 13 |
| 6.2 Good Taste..... | 13 |
| 6.3 Theft..... | 1 |

7.0 DISC JOCKEY POLICIES

INTRODUCTION

Purpose of the WUVT SOP

This manual is designed to document the operating procedures of WUVT. The standard operating policies and procedures shall be revised by the WUVT General Manager and Business Manager, discussed with the WUVT staff, and submitted to the Educational Media Company at Virginia Tech every two years, or as necessary. This document is intended to serve as a set of guidelines to follow, although all items are subject to change.

1.0 HISTORY AND PURPOSE OF WUVT

1.1 History

WUVT was first organized in September, 1947 and went on the air for the first time on April 1, 1948. In August of 1951, the studios were destroyed by fire, but WUVT returned to the air in late November of the next year. WUVT-FM came into existence in October of 1969 when it signed on the air as a non-commercial, educational, free-radiating station at 90.7 megahertz. WUVT broadcasts 24 hours a day and serves the community with music, news, sports and public affairs programming. WUVT-AM and WUVT-FM are both operated by the students of Virginia Tech, with studios located in Squires Student Center. WUVT is now operated by the Educational Media Company at Virginia Tech, hereafter referred to as EMCVT, Inc. (revised 2/17/06)

1.2 Purpose

WUVT is an educational operation providing students the opportunity to learn different aspects of the professional world. Students have the opportunity to develop their management, organizational, and interpersonal skills, as well as gain broadcast experience. WUVT is also an alternative entertainment and information source for students and the community, providing musical programming that is diverse and rare, and educational.

2.0 GENERAL POLICIES

2.1 Staff

The staff of WUVT shall consist primarily of students of Virginia Tech. Any student and/or community member is eligible to be part of the organization; however, all disc jockey applicants must meet requirements specified by the management. Among the management of WUVT shall be a General Manager and a Business Manager, both appointed by the Educational Media Company of Virginia Tech, Incorporated, hereafter referred to as EMCVT, Inc. (revised 3/2/07)

2.2 Selection of the Staff

A. Advisor

WUVT shall have an advisor at all times. The advisor shall be a member of the faculty or the administration of Virginia Tech and shall be approved by EMCVT, Inc. The advisor shall strive to maintain a relationship with the staff of WUVT. If at any time there is not a faculty advisor, the General Manager shall make an effort to find one as quickly as possible.

B. General Manager and Business Manager

The General Manager and the Business Manager shall be selected through the procedures described in the Constitution of EMCVT, Inc. The out-going General Manager is recommended to allow staff members to voice their preference among candidates seeking appointment, and present the results, along with their own personal recommendation, to EMCVT, Inc. In the event that the General Manger reapplies for the position, the faculty advisor is responsible for staff recommendations.

C. Staff Members

The General Manager appoints all staff members after being elected. The new staff takes office at the beginning of the first summer session. The new staff is responsible for selecting a replacement if they will be absent during the summer. The replacement must be approved by the General Manager. The General Manager will interview potential staff members with the Business Manager present. Student staff members must maintain a 2.0 QCA.

D. Dismissal

All staff members serve at the pleasure of the General Manager and may be dismissed at any time with just cause. Any disc jockey may be dismissed by the FM Program Director and/or General Manager with just cause. (revised 3/2/07)

2.3 Meetings

A. Staff Members

The General Manager and Business Manager, are required to hold weekly staff meetings. The purpose is to keep staff informed, discuss important issues, develop goals, and plan for upcoming events. All staff members are required to attend the weekly meetings. Staff meetings are open to everyone and general members are encouraged to attend. If necessary, parliamentary procedure can be followed. The General Manager operates as chair of the meeting. When the General Manager is unable to conduct or attend a staff meeting, the Business Manager will operate as the chair. There is to be documented minutes from each meeting, taken by the office manager.

B. Individual Staffs

Each staff member is responsible for holding meetings with their respective staffs. Weekly meetings are recommended but not required. The meetings are to keep the individual staffs informed of general operations and to plan individual staff events.

C. Management Advisory Team

The General Manager and Business Manager represent WUVT on EMCVT's Management Advisory Team, hereafter referred to as MAT. The Business Manager is required to attend Financial Affairs meetings. The General Manager should inform WUVT staff about MAT actions/decisions.

D. Board of Directors

Either the General Manager or Business Manager, whomever is appointed by the MAT, is required to attend the Board of Directors Meetings typically held four times a year. The attending manager should inform WUVT staff about Board actions/decisions.

2.4 Evaluations/ Awards

The General Manager, Business Manager, and Chief Engineer, as well as any other paid staff member, shall be evaluated by each staff member. All evaluations are compiled by the Faculty Advisor and presented to the individual staff members. Copies should be made

available to the General Manager. It is recommended the General Manager discuss individual evaluations with the Business Manager, and Chief Engineer respectively.

2.5 Security

Sharing swipe cards and combinations is strictly forbidden and will result in immediate dismissal. Lending keys is not recommended and the key holder will be held legally responsible.

A. Keys

Keys will be issued to staff members only and access is held to the discretion of the General Manager. Once a key is issued, it is not transferable and the holder is held responsible for any unauthorized access made with their key. Staff members' keys must be turned in at the end of their term.

B. Combinations

The door combination will be given only to current FM DJs and approved substitute-FM DJs, and those authorized by the General Manager. Only the General Manager, and FM Program Director are at liberty to give out the combination. The combination will be changed after every break and the end of every semester.

C. Swipe Cards

The swipe cards allow limited 24-hour access to the media hall. Swipe cards will be issued by the Operations Manager by direction of the FM Program Director, or by the FM Program Director directly. Cardholders are required to notify the station immediately about damaged, lost, or stolen cards. The list of cardholders should be reviewed and revised at the end of every semester. Swipe cards shall be issued only to current FM DJs and approved substitute-FM DJs requiring access after normal Squires operating hours. All swipe cards require a \$5 security deposit to be returned to the cardholder upon return of the swipe card to the issuing staff member.

D. Studio Policies

All FM DJs are allowed a maximum of two untrained, non-WUVT affiliated guests in the FM studio and are responsible for the actions of their guests. AM DJs are not allowed to have any guests in the AM studio at any time without permission from the AM Program Director. The disc jockeys are responsible for equipment checks at the beginning and end of every show and are responsible for all activities beyond the front lobby. The production studio will be locked during the hours that Squires Student Center is closed and only properly trained station members may use the production equipment.

2.6 Complaints

All complaints made to WUVT will be handled by the General Manager. If necessary, the General Manager will consult the staff to better handle the situation.

3.0 STAFF ORGANIZATION

The radio station is divided into four major areas: business, engineering, programming, and promotions/ public relations. The four areas are overseen by the General Manager and Business Manager with the help of the Faculty Advisor.

All staff members are responsible for:

1. Designating assistants
2. Maintaining staffs of as many members as appropriate
3. Working with their staffs to insure quality future staff members
4. Posting and holding two office hours each week

5. Attending staff meetings and other meetings and events as delegated by the General Manager
6. Representing WUVT appropriately and professionally
7. Training successors
8. Supporting each other in their positions

3.1 Management

A. General Manager

The General Manager, the highest ranking position at WUVT, is responsible for all aspects of the radio station, including business, operation, image, etc. Because of this, the General Manager has final word on everything that is broadcast and all decisions that affect the radio station. However, the General Manager must work with staff members in making decisions.

The General Manager shall be responsible for:

1. Overall operation and quality of WUVT programming, activities, promotion and station appearance and organization
2. Recruitment, selection, management and dismissal of all staff members, with the exception of the Sales Manager, who is hired with and through CMS (revised 3/2/07)
3. Arranging and chairing all staff meetings
4. Selecting a Faculty Advisor
5. Representing WUVT to the university and the community, at any and all conferences, and at all MAT meetings
6. Filing quarterly reports to the Board of Visitors
7. WUVT adherence to all FCC, university, Squires and EMCVT regulations
8. Assigning staff responsibilities, and supporting staff needs
9. Updating WUVT information with Media directories, and maintaining good relations with all Media organizations
10. Planning the yearly calendar of WUVT events and activities
11. Designing a business plan, in conjunction with the Business Manager, and working with the staff to achieve yearly goals
12. Representing WUVT on the university's Order of the Gavel
13. Approving, in conjunction with the Business Manager, all large purchases and expenses
14. Working with the Business Manager to plan revenue-increasing opportunities

B. Business Manager (revised 3/2/07)

The Business Manager is responsible for the financial success of WUVT.

The Business Manager shall be responsible for:

1. The business operations of WUVT
2. Creating and adhering to a budget, submitting it to EMCVT
3. Handling all income and expenses and maintaining all accounts
4. Preparing a monthly financial statement and budget report for Staff meetings.
5. Maintaining payroll records on each employee
6. Submitting payroll to be processed
7. Communicating regularly with the General Manager and staff
8. Representing WUVT financial affairs to the MAT
9. Representing WUVT to clients and business professionals
11. Overseeing all fundraising and Special events in conjunction with the General Manager
12. Communicate regularly with the CMS Ad director
13. Writing grant statements to be read over the air, and ensuring that grant statements are in compliance with FCC regulations and that they are read well and at the proper times; sales managers should consult the respective business establishment about the content of its grant statement

14. Oversees and regulates all contest run at the station.

C. Faculty Advisor

The advisor shall serve as a counselor to the radio station, be available to address staff concerns, and ensure continuity from year to year.

The Faculty Advisor shall be responsible for:

1. Maintaining contact with the staff through weekly staff meetings
2. Representing WUVT with General Manager and Business Manager at the MAT meetings
3. Compiling paid-staff evaluations
4. Being available to meet with staff and advise them with specific concerns
5. Advising the General Manager and Business Manager in major decisions

D. Office Manager

The Office Manager is a support position for the business office. He/ she should work closely with the staff, the General Manager and the Operations Manager. The Office Manager maintains the business office in a professional manner and oversees all operations within the office.

The Office Manager is responsible for:

1. Picking up daily mailing for WUVT and sending out-going mail from WUVT, as well as checking e-mail and faxes
2. Arranging events, meeting rooms, and other related functions with the UUSA Events Planning Office
3. Purchasing all office supplies as approved and delegated by the General Manager and/or Business Manager
4. Ensuring staff office hours are posted and attended
5. Updating names on staff mailboxes
6. Handling all communications between WUVT and Squires Student Center as directed by the General Manager
7. Keeping office in good working order
8. Taking diligent minutes of the weekly staff meetings and posting them in the station hallway each week

E. Operations Manager

The Operations Manager is a support position for management and works closely with the General Manager.

The Operations Manager shall be responsible for:

1. Assisting the General Manager in day-to-day operations with which the General Manager needs assistance
2. Coordinating Radiothon with the guidance of the General Manager and Business Manager
3. Assisting the staff with duties with which they need assistance
4. Attending meetings the General Manager cannot attend
5. Updating public file
6. Reviewing and revising the list of swipe card holders under the direction of the FM Program Director

3.1 D – The Office and Operations Manager (not current position but may be again) is responsible for:

1. Picking up daily mailing for WUVT and sending out-going mail from WUVT, as well as checking e-mail and faxes
2. Arranging events, meeting rooms, and other related functions with the UUSA Events Planning Office

3. Purchasing all office supplies as approved and delegated by the General Manager and/or Business Manager
4. Ensuring staff office hours are posted and attended
5. Updating names on staff mailboxes
6. Handling all communications between WUVT and Squires Student Center as directed by the General Manager
7. Keeping office in good working order
8. Taking diligent minutes of the weekly staff meetings and posting them in the station hallway each week
9. Assisting the General Manager in day-to-day operations with which the General Manager needs assistance
10. Coordinating Radiothon with the guidance of the General Manager and Business Manager
11. Assisting the staff with duties with which they need assistance
12. Attending meetings the General Manager cannot attend
13. Updating public file
14. Reviewing and revising the list of swipe card holders under the direction of the FM Program Director

F. Information Systems Director

The Information Systems Director and staff will work to maintain all computing systems of the station. The staff is on-call 24-hours a day to ensure quick attention to computing problems.

The Information Systems Director shall be responsible for:

1. Updating the website on a weekly basis with new information, most especially, CMJ charts, event postings, changes in the FM schedule, and alumni letters. Appointing a Web master is encouraged
2. Updating the listserv as necessary
3. Maintaining the Real Audio stream by checking the connection twice a week; Real Audio status reports should be generated and presented to the staff on a weekly basis
4. Updating all computers and printers and ensuring they're in working order
5. Running system back-ups on a regular basis

3.2 Business Staff

The Business staff works with the Business Manager to ensure the financial success of the radio station.

A. Sales Manager (eliminated 3/2/07)

B. Remotes Director (This is not a current position but may be again)

The Remotes Director is responsible for all remotes and pursuing contracts for disc jockey services. The Remotes Director should have a working knowledge of the remote equipment.

The Remotes Director is responsible for:

1. The operation and supervision of all WUVT disc jockey services
2. Recruitment and training of Remotes Staff
3. Soliciting remotes contracts
4. Weekly sales updates to the Business Manager and General Manager
5. Giving complete contractual and billing information to the Business Manager

3.3 Engineering Staff

The Engineering staff is responsible for overseeing the proper operation, up-keep and repair of equipment. They should work with other staff members to ensure the radio station follows

all Federal Communications Commission regulations. The staff is on-call 24-hours a day to ensure quick attention to any broadcasting problems.

A. Chief Engineer

The Chief Engineer is appointed by the General Manager as a staff member, and is under contract with WUVT. The Chief Engineer is responsible for proper purchasing, operation and up-keep of all equipment. He/ she may be dismissed by the General Manager at any time with just cause and notice. The Chief Engineer is responsible for:

1. Performance checks on FM signal quality, strength, and transmitter operations at a minimum of every two weeks
2. Keeping studios in proper working condition, including weekly maintenance of the equipment, most specifically, cleaning CD players and turntables, and repairs and/or replacements of malfunctioning equipment
3. Maintaining a current manual of FCC regulations and ensuring WUVT compliance with them
4. Checking, updating and properly filing engineering logs weekly
5. Preparing the annual engineering budget for submission to the Business Manager
6. Selecting an Assistant Engineer to be on call in case of technical difficulties when the chief engineer is unavailable

B. Traffic Director (added 2/17/06)

The Traffic Director is chosen by the General Manager, with extensive input from the Chief Engineer. The Traffic Director is responsible mainly for the implementation and update of WUVT's automation system, and all scheduling for said system.

The Traffic Director is responsible for:

1. Generating automation logs, editing those logs, and uploading the logs to software on FM computer
2. Continuously finding new improvements to keep automation running correctly and complying to FCC regulations
3. Constantly watching over the air waves to make sure that automation has loaded correctly
4. Regulating all music in the automated system to comply with FCC regulation
5. Coordinating with Production Director about updating files of IDs, liners, and promos
6. Recruiting, training and managing a traffic staff
7. Coordinating with FM DJs with voice-tracked shows

3.4 Programming Staff

A. FM Program Director

The FM Program Director is responsible for the overall operations of FM. The FM Program Director is primarily concerned with training and scheduling FM disc jockeys and ensuring broadcasts are in compliance with FCC regulations.

The FM Program Director is responsible for:

1. All personnel and material broadcast over FM; ensuring that DJs are in compliance with FCC regulations, WUVT rules, EMCVT and university policies
2. FM studios and all activities that take place there
3. Training and scheduling of FM disc jockeys, including updating the FM Operations Manual yearly, if necessary
4. Checking, updating and properly filing FM program and operating logs weekly
5. Choosing the format and schedule of FM in consultation with the Music Director and General Manager

6. Dismissal of delinquent FM DJs, by approval of the General Manager
7. Coordinating all FM DJ Information Meetings

B. AM Program Director

The AM Program Director is responsible for the overall operations of the AM studio. The AM Program Director is primarily concerned with the recruiting and training of new members.

The AM Program Director is responsible for:

1. All personnel and material broadcast over AM 640; ensuring that DJs are in compliance with all rules, regulations and policies
2. AM studios and all activities that take place there
3. AM format and schedule
4. Training, recruiting, and dismissal of AM disc jockeys
5. Introducing AM DJs to the station's musical philosophy, helping them develop into FM DJs, and ensuring proper communication with them
6. Reviewing AM playlists and program logs weekly to ensure proper programming and training
7. Coordinating all AM DJ Information Meetings
8. Updating the AM Operations Manual yearly, if necessary

C. Music Director

The Music Director oversees the entire operations of the music office and the music staff. He/ she should work closely with the sub-genre directors and stay informed about disc jockey questions and thoughts about music programming.

The Music Director is responsible for:

1. Submitting weekly charts to CMJ
2. Proper filing and upkeep of the music library, including rotation
3. Training of music staff
4. Maintaining high-standing record company relations
5. The schedule and musical format of 90.7FM in consultation with the FM Program Director and General Manager
6. Selection of Sub-Genre Directors (i.e. Hip Hop, Jazz, etc.) and Assistant Directors
7. Maintaining a constant flow of new music into the station
8. Reviewing new music for rotational selections, FCCs and labeling descriptions for DJs
9. Reviewing FM playlists to ensure quality musical programming
10. Upholding and maintaining WUVT's musical philosophy

D. News Director

The News Director is responsible for all facets of the news staff, including content, operation, technicalities, etc. The News Director has final word on all news broadcasts and all decisions that affect the news staff, although the General Manager and the FM Program Director reserve the right to maintain or change a decision made on any newscast based on quality, ethical or legal issues.

The News Director is responsible for:

1. Recruiting, training, managing and dismissal of the news staff
2. Coordinating the directors of sports, public affairs, features, and opinions/commentary and overseeing the broadcast of any news-related programming
3. Working with the FM Program Director to schedule news programming

E. Production Director

The Production Director is a support position for special productions and pre-recorded material. The Production Director should have a working knowledge of the production studio.

The Production Director shall be responsible for:

1. Maintenance of production studio, ensuring its organization and proper handling of the equipment
2. Training and overseeing production staff
3. Approving all pre-recorded material before going on the air
4. Producing quality promos, PSAs, legal IDs and other pre-recorded announcements for FM
5. Allowing access to the Production Room, as well as training those who use the Production Room

3.5 Promotions/ Public Relations Staff

A. Promotions Director

The Promotions Director is responsible for promoting WUVT in order to maintain the station's visibility within the community and on campus. The Promotions Director should have a working knowledge of the radio station and its current staff. It is recommended the Promotions Director work closely with the Public Relations Director.

The Promotions Director shall be responsible for:

1. Production and distribution of all program guides, flyers, and advertisements
2. Meeting ad deadlines for purchased or scheduled ad space in a publication (i.e. the CT)
3. Coordinating all contests and promotional activities for WUVT
4. Developing a promotional plan for the year, as well as submitting a promotional budget to the Business Manager at the start of the working term
5. Designing promotional items to be distributed throughout the year

B. Public Relations Director

The Public Relations Director is responsible for developing good working relationships both internally, within the staff, organizational members and alumni, and externally, with the community, university, and listening audience. The PR Director is also responsible for organizing events that further a good image of the station.. It is recommended the Public Relations Director work closely with the Promotions Director.

The Public Relations Director is responsible for:

1. Maintaining current Public Service Announcements on AM and FM
2. Composing and distributing press releases to local media
3. Designing and distributing Radiothon cards to unpaid pledgers to increase payment of donations; designing and distributing Radiothon thank you cards to paid pledgers
4. Coordinating social events and public services
5. Maintaining all correspondence with alumni and listeners

C. Special Events Coordinator

The Concert Coordinator plans all concert-related promotions of WUVT. The Concert Coordinator is responsible for booking all WUVT sponsored events. The Concert Coordinator is responsible for working with the Promotions Director and Production Director for promoting the concert events.

The Concert Coordinator is responsible for:

1. Planning and organizing at least three THROBs per year, one being held each semester as well as during the summer
2. Planning and organizing co-sponsored concerts with other organizations, namely Virginia Tech Union
3. Planning and organizing any other WUVT sponsored concerts or shows

D. WOOVE Editors

The WOOVE Editor-in-Chief is responsible for all facets of WUVT's Online music magazine. The Chief Editor shall oversee the entire operation of the WOOVE. The Editor-in-Chief shall be responsible for:

1. Appointing and managing any and all staff members for the WOOVE, including, but not limited to Sales Representatives, Managing Editors, Contributors, Writers, Graphic Designers, and Copy Editors
2. Overseeing magazine production
3. Evaluating the overall finished magazine, paying special attention to its layout, content, and placement of advertisements
4. Work with webmaster and IT in order to have quick and prompt posting online.

4.0 EQUIPMENT OPERATIONS

Because equipment in the WUVT studios and offices are for business purposes, private use of the phone, fax, computers and other equipment is strongly discouraged. No one may use equipment without prior approval from the General Manager. Staff members will be given free access to equipment and can provide access to others on their staff. Use of equipment by those not affiliated with WUVT must arrange a contractual agreement. Fees may be incurred for the use of equipment.

5.0 BUSINESS OPERATIONS

5.1 Advertising/ Underwriting (revised 3/2/07)

Underwriting is sold for WUVT-FM in compliance with FCC policy on educational, non-commercial broadcast stations through College Media Solutions. No prices, qualifying adjectives or "call to action" verbs may be used in underwriting statements. All underwriting statements are to be read live or played with no editorializing by the disc jockey and without music playing behind the statement.

Print advertising is sold to cover the expenses of publishing the WOOVE, WUVT's music magazine.

5.1a Production of Underwriting Announcements

Underwriting announcements may be pre-produced and recorded per request of the underwriter. Such requests must be reflected in the underwriting contract. WUVT may charge a per-recording production fee for this service.

5.2 Remotes

Private persons and groups may contract WUVT to provide disc jockey services for an event. The contract covers the cost of renting, setting up, and breaking down equipment, and hourly disc jockey rates.

5.3 Commissions (eliminated 3/2/07)

5.4 Rates

Rates for production fees, WOOVE advertising and remotes are determined by the Business Manager. Rates should be set in order to give WUVT the greatest possible return while remaining competitive with other stations in the area. Rates for particular clients should be indicated on a contract signed by the sales representative and client. The Business Manager is responsible for billing the client at the stated rates. Collection of delinquent accounts is also the responsibility of the Business Manager. (revised 3/2/07)

5.5 Bank Accounts

WUVT does its banking through EMCVT.. The Business Manager is responsible for all financial transactions and should follow the Business Procedures Manual as outlined by EMCVT.. WUVT also has an account with the Virginia Tech Foundation for alumni donations.

The Business Manager shall maintain accounts in QuickBooks. In the event that he/she is unable to use QuickBooks, the following procedures should be followed.

A. Income

1. All income must be recorded in the accounts receivable ledger and all checks are stamped "For Deposit Only"
2. Deposits are made as needed and at least twice a month
3. A deposit ticket is filled out listing check amount and any cash amount
4. The amount and account number is recorded on the deposit ticket
5. The deposit is totaled and written in the appropriate column of the ledger and in the total deposit line on the deposit ticket
6. Deposits are made with the EMCVT General Manager
7. All receipts should be kept in the receipt file
8. The Business Manager may not delegate this responsibility because deposits may involve large sums of money

B. Expenses

To have a check issued, a bill payment form must be filled out.

1. The form should include the name, address, vendor number check recipient, account number, dollar amount, invoice number and date. This form should be submitted to the EMCVT GM
2. The Business Manager should always retain a copy of the invoice for their files
3. Once the check has been cut, the Business Manager and EMCVT General Manager will deduct the expenditure from the appropriate project code

5.6 Billing

Billing is the responsibility of the Business Manager. Clients are billed semesterly, unless otherwise specified. The bill must show any past due amounts and current amount due. Any account that is 30 days past due will be sent a reminder of payment letter along with another bill. Any account that is 60 days past due shall receive a service charge of 1.5 percent on the past due balance. Any account that is 90 or more days past due shall not receive any further advertising until the amount due has been paid in full. After 90 days or more past due, it is up to the discretion and judgment of the Business Manager to institute legal proceeding against the delinquent account. Any continuous delinquent accounts will be placed on a Black List.

5.7 Financial Reports

The Business Manager shall submit a financial statement and a budget report to the Management Advisory Team once a month. This statement shows revenue progress and any significant expenses.

5.8 Charge Accounts

WUVT has several charge accounts with area merchants. When making purchases from these merchants, the charge accounts should always be used. All merchants have a list of approved charge users. These lists should be updated every semester by the Business Manager. The lists should be kept as small as possible.

5.9 Concerts (added 3/2/07)

- a. WUVT will not sponsor or support events held in unlicensed venues or private residences.
- b. Any event tied to WUVT through funding or other support must be held in a licensed business.

5.10 Logo Use (added 3/2/07)

- a. Any non-staff member, including DJs, must submit an approval form to be signed by the General Manager in order to use WUVT's logo on any station materials.
- b. Any person, including DJs and staff members (as noted in section 3.0 Staff Organization), must submit an approval form to be signed by the General Manager in order to use WUVT's logo on any materials not directly related to the station.
- c. Only designated staff members (as noted in section 3.0 Staff Organization) can use WUVT's logo for WUVT-related materials without submitting an approval form to the General Manager.
 - i. The approval form mentioned above will include the statement: "WUVT is not responsible for penalties caused by illegal town postings."
 - ii. The form will specify how the logo can be used and will require a final approval, by the General Manager, of the finished material's design.
 - iii. These approval forms will be kept on file in the WUVT office.

5.11

6.0 Ethics

WUVT's duty is to serve the campus and community. As students working on campus, WUVT staff members are expected to abide by state and federal laws, especially those of FCC, Virginia Tech regulations, and WUVT policies. Staff members failing to comply to these rules will be reprimanded. Staff members are representing WUVT at all times.

6.1 Freebies and gifts

Free tickets to events, such as concerts, can be accepted. There are times when gifts may be accepted, but never more than \$30. Music companies and night clubs may offer ticket and music give-aways. All tickets, music, etc. will be awarded to listeners.

6.2 Good Taste

All on-air personalities and news casters are required to follow the Federal Communication Commission guidelines for obscenity and indecency, and defamation, as well as any supplementary WUVT policies.

6.3 Theft

All persons caught stealing will be prosecuted to the full extent of the law and students are subject to disciplinary action as determined by the University Judicial System. Any DJ or other WUVT member caught stealing will no longer be allowed in the station at any time.

7.0 Disc Jockey Policies

A. All disc jockeys are responsible for being trained and for understanding WUVT's policies as stated within the DJ Operations Manuals. All disc jockeys must abide by general WUVT policies, as well as the respective FM or AM guidelines. Before going on the air, all AM and FM DJs should be trained by the FM/AM Program Director, General Manager, or other staff member approved by the FM/AM Program Director or General Manager. All DJs must be given a copy of the FM or AM Operations Manual, respectively, and all DJs must agree to

abide by the guidelines stated within the manual by way of signing a DJ Compliance Form. Refer to the AM and FM Operations Manual for policies regarding specific DJ operating procedures.

B. Substance Abuse Policy

DJs may not be inebriated while inside the station, and possession of alcohol or narcotics will not be tolerated on the premises. The consumption of alcohol or other narcotic substances either before, or during a show is strictly forbidden. The use of tobacco products is also prohibited inside the station. Having in possession paraphernalia associated with such substances is forbidden as well. Violation of this policy will result in swift dismissal and barring from any future involvement with WUVT. (added 2/17/06)