

# **KSPC Radio, Pomona College**

## **Article of Procedures**

### **I. MISSION AND PURPOSE**

KSPC Claremont strives to be a diverse, collaborative, and educational space in which community members of the Claremont Colleges and beyond can participate in their love of media, music, and radio. Through creative programming, live events, and community engagement, KSPC promotes innovation and discovery by providing a platform for new and underrepresented voices, perspectives, and sounds. We aim to hold our programmed artists to the highest standards of respect and inclusivity. Listen locally on 88.7FM or globally at [kspc.org](http://kspc.org).

As a broadcast facility KSPC is the 5-C student-operated radio station licensed to Pomona College by the Federal Communications Commission at 88.7FM. As a non-commercial and educational station, KSPC has striven to provide content not readily available in mainstream media outlets since its inception. The station's programming content is also available online via [kspc.org](http://kspc.org) and through streaming apps.

KSPC is not an official part of the academic programs of any of the Claremont Colleges. KSPC is supported by Pomona College, the Associated Students of Pomona College, and by contributions from the student bodies of the other Claremont Colleges, as a cocurricular student activity. As such, the station provides its student staff with opportunities for experience in communications, management, music and broadcast engineering.

### **II. OWNERSHIP AND OPERATION**

KSPC's station license is owned by Pomona College, as is all operating equipment purchased by or donated to the College. All records, equipment and other items solicited by, sent to, or received by individuals or groups by virtue of their connection with KSPC Radio, remain the sole property of KSPC.

The Director of Student Media and the KSPC Executive Staff administer the daily operations of KSPC. General station policy is established by the Executive Staff in collaboration with the Director of Student Media and in compliance with FCC regulations.

KSPC Radio is licensed to the FCC as a responsible guardian of its assigned public airwaves, and as such station management retains control over the presentation and content of its programming. These governing bodies have the right to select and grant authorization to staff to provide KSPC broadcast programming.

### **III. THE DIRECTOR OF STUDENT MEDIA**

The Director of Student Media oversees and assists student staff and volunteers in the daily operation of KSPC. The Director of Student Media, in conjunction with the student leadership of KSPC serves as a liaison to the Pomona College administration and Associated Students leadership.

The Director of Student Media has the responsibility of providing advice, guidance and instruction in programming, news, public affairs, advancement, publicity and budget and bookkeeping procedures. The Director oversees and supervises station staff and volunteers in KSPC operations and in the adherence to FCC regulations. The Director of Student Media is also responsible for hiring and terminating KSPC staff in violation of station policy, disciplining KSPC staff who are in violation of station policy, as well as approving the participation of Community Volunteers. He/She is the Chief Operator for KSPC and is responsible for maintenance of the station's operating logs. The Director of Student Media, in conjunction with the KSPC Executive Staff prepares the annual KSPC budget for submission to the ASPC/5C Senates and Pomona College. In addition, the Director of Student Media is expected to maintain supervision of radio station operation at certain times during the regular academic year and during vacation periods when student management may be absent.

This position is a full-time salaried position. The Director of Student Media is appointed by the President of Pomona College upon the recommendation of the Director of Campus Life or due process of the appropriate search committee.

### **IV. ON CALL CONTRACT ENGINEER**

KSPC appoints an independent contract engineer to perform major equipment or transmitter repairs or help when assistance is necessary in technical matters. Assistance from the station's consulting engineer must be approved by the Director of Student Media.

The On Call Contract Engineer is hired by the radio station to perform advanced emergency work, repair, installation and to oversee on-going technical maintenance of the KSPC facilities. The engineer is hired on an on-call basis and should usually, unless otherwise instructed, be called only by the Director of Student Media or appropriate student leadership staff in cases of emergency.

### **V. STUDENT STAFF AND VOLUNTEERS**

The Executive Staff of KSPC consists of the Programming Coordinators and Music Directors as outlined below. Executive Staff officers are appointed by the E-Staff hiring committee or Director of Student Media. All Executive Staff positions are a semester term. The KSPC volunteer community consists of all other student and Community Volunteers.

KSPC Executive Staff must be current students of the Claremont Colleges. Any student of the Claremont Colleges who is an active member at KSPC Radio may apply for an Executive Staff

position, and must reapply each semester that they wish to participate. In the event two equally qualified candidates are applying for the same Executive Staff position, preference will be given to the Pomona College student.

### **General Responsibilities of Executive Staff**

In addition to their specific department responsibilities outlined below, Executive staff members must:

- o attend weekly meetings, retreats, and station meetings
- o hold weekly office hours
- o recruit, train, coordinate and delegate work to volunteers in their department
- o orient office hours work and goals around the mission of KSPC

### **Executive Staff Job Descriptions**

#### **Music Directors**

The Music Directors and their corresponding genres include, but are not limited to:

***Music Director(s)*** - *(provides overall leadership for the music department)*

Music Department directors are responsible for the direct supervision of all music, shows and hosts in their applicable genre at KSPC. More specifically, they are responsible for:

- Curating the music library of their genre
- Overseeing new releases reviewing and programming
- Playlist maintenance

Each Director works closely with other members of the Music Department and as applicable, Programming Department to maintain continuity within their specific area of the music department. They are responsible for maintaining good relations with artists, music labels, band management, and music promoters in order to effectively solicit music materials for that genre. Each Director screens all incoming music in their department/genre for appropriateness, and makes decisions about what to pass and program for their genre/department.

Each Director adds new music weekly to the KSPC music library through motivating volunteers to review and reviewing at least one new album a week themselves. All music directors organize and accurately file all physical/digital recordings in their genres within the KSPC music library. All music directors contribute regularly to the music department's postings on KSPC's social media.

#### ***Music Librarian***

The Music Librarian is responsible for maintaining KSPC's music library, ensuring that physical media are kept in good condition and in alphabetical order. Record jackets and CD cases are repaired and replaced, and in collaboration with the current music directors, records and CDs are replaced when damaged beyond playability. Also, mismatched and empty jackets and

cases are paired with proper discs as possible. The Music Librarian also follows up with DJs as needed when albums are not placed properly within the music library after a show. During programming theme weeks/days, the Music Librarian assists with compiling highlights from the library that reflect the theme; they also otherwise coordinate maintenance of the highlight shelves with the other music directors.

### ***Volunteer Director***

The Volunteer Director is responsible for working with new volunteers and integrating them into the station's activities on and off the air. The Volunteer Director duties include: scheduling training sessions for prospective DJs/program hosts, communicating volunteer opportunities to volunteers within KSPC, creating/hosting events to encourage community building and experiential learning for volunteers. They should work closely with the E-Staff, both in identifying talent and placing people in their area of interest. The Volunteer Director maintains a record of off-air activities by volunteers and coordinates volunteer incentives and recognition; they also maintain volunteer contact information and coordinate the weekly volunteer newsletter creation and distribution. Finally, they are also a participating member of the Program Review Committee\*.

### **Production Directors**

The Production Directorss manage on-air content with individual directors overseeing specific areas outlined below. All Program Directors are also participating members of the Program Review Committee\*.

***Community Messages:*** The Program Coordinator for Community Messages oversees the production of written and recorded community messages, ensuring that messages are reflective of KSPC's mission, timely, and in good supply for program hosts.

***Outreach & Events Director:*** The Program Coordinator for Community Events/Outreach oversees developing and maintaining relationships with KSPC's campus and community partners, particularly as it relates to themed programming activities (interviews, podcasts, community messages, etc.). They will be personally visiting organization spaces, and attending meetings and Open House events to share information about KSPC's available resources and learn about the needs and goals of each organization. The Outreach coordinator acts as a liaison between our partners and relevant KSPC staff/volunteers.

Programming Directors will also work together to plan programming publicity and social media posting, and host training workshops for DJs and volunteers.

### **\*Program Review Committee**

The Program Review Committee consists of the Volunteer Coordinator, all Program Coordinators, at least one student volunteer and at least Community volunteer member. The committee meets regularly to review programming for FCC compliance, and to ensure that all programming reflects KSPC's mission generally and specifically with regard to themed

programming. The committee is also responsible for review and approval of new specialty show applications.

## **VI. VOLUNTEERS**

All other current Claremont Colleges students participating that are not Executive Staff members are considered to be volunteers. Volunteers work in conjunction with Executive Staff members to run the daily affairs of the station. Volunteer responsibilities include, but are not limited to: at least one hour per week off-the-air activity working in one of the station's many departments, keeping up to date on station activities and policy changes, attending station meetings and following all station policies. On Air volunteers are mandated to comply with FCC regulations or risk suspension or expulsion from station activities.

## **VII. COMMUNITY VOLUNTEERS**

A Community Volunteer at KSPC Radio is any person who is not currently enrolled as a full-time student at the Claremont Colleges. Community Volunteers are welcome at the station in limited numbers to assist in offering programming primarily over holiday breaks and vacation periods with some additional staffing during the academic year for positions in specialty or format programming. The number of non-student, community volunteer participants should always be kept at an absolute minimum. All KSPC Student staff and volunteers are given priority status for consideration of programming slots over any Community Volunteer, staff, faculty and administration of the Claremont Colleges.

Community Volunteers are allowed to participate at KSPC Radio solely as a favor extended to them at the discretion of the station. KSPC Radio is in no way bound by any FCC law, Pomona College policy or station guidelines or otherwise, to accept Community Volunteers generally or any individual Community Volunteer in particular. It is the sole right of KSPC and its management to decide who can participate at the station as a Community Volunteer.

The Program Review Committee (PRC) and Director of Student Media jointly have absolute discretion to withdraw, without prior notice and effective immediately, permission for any Community Volunteer to participate at the station. If the PRC and Director of Student Media disagree on whether such permission should be withdrawn, the issue shall be presented to the Associated Students of Pomona College (ASPC) for decision. The Community Volunteer shall be immediately suspended from any station activity pending the decision of the ASPC. A Community Volunteer shall not have the right to participate in the decision of the PRC, Director of Student Media and/or ASPC. A Community Volunteer whose permission to participate is withdrawn in this or any other manner may not challenge the decision and must immediately relinquish all property of KSPC in his or her possession. The disciplinary procedures available to KSPC Student staff and volunteers (see Section IX, Discipline) do not apply to Community Volunteers.

By participating in any activity related to KSPC Radio, Community Volunteers agree to follow station guidelines, policies and procedures established by the FCC and KSPC Radio management. Any abuse of these policies could result in disciplinary action or immediate dismissal.

## **VIII. STUDIO BEHAVIOR**

The Executive Staff with the assistance of the Director of Student Media establish(es) policy for office and studio behavior which is in the best interests of KSPC and Pomona College. These regulations adhere to the standard of Pomona College and those of the FCC. The regulations shall be communicated and made available to all station staff and all volunteers. Staff and volunteers will be held responsible for all program content that occurs during their show. It is the additional responsibility of all staff and volunteers to inform guests of the station policy in situations where there is a risk that guests will abuse the station policy. Staff and volunteers will request that guests refrain from this conduct. Finally, if there has been an abuse of station policy, it is the responsibility of KSPC staff and volunteers to report policy infraction(s) to the Program Review Committee or Director of Student Media. These regulations shall include but are not restricted to (see Station Policy Section XII of this document) the following: no alcohol, intoxicants or drugs of any kind are permitted in the studios or offices of KSPC; no non-commercial, educational broadcasting stations may engage in editorializing, or may support or oppose any candidate for political office. (Sec. 399 Communications Act); no political or personal opinions may be expressed by a non-commercial station except within the confines of news commentary and with disclaimers(FCC §73.1920); no obscene or profane language shall be broadcast by means of radio communication by KSPC personnel (Sec. 1464, FCC §73.4165, and FCC §73.4170) or volunteers; no commentary directed at an individual in the form of a personal attack or slanderous statement may be uttered by staff or guests of the station.

Further, all student staff are required to follow all applicable policies and procedures outlined in the Pomona College Staff Handbook: <https://www.pomona.edu/sites/default/files/staff-handbook.pdf>

## **IX. DISCIPLINE**

Whenever KSPC Student staff or volunteers are in violation of FCC regulations and/or KSPC policy, the Program Review Committee or Director of Student Media has the authority to take disciplinary action. The Program Review Committee or Director of Student Media deals with each case individually, administering the appropriate penalty; such action may vary from short-term suspension to expulsion from the station. The disciplinary action taken shall neither affect, nor be subject to or challenged by any organization to which the accused may belong. Notice of disciplinary action may be given orally and is effective immediately. Written notification describing the charges, the evidence and the penalty shall normally follow within one week. KSPC disciplinary action does not preclude any further action by the College Judiciary Council.

These disciplinary procedures do not apply to Community Volunteers. (See Section VII, Community Volunteers.)

## **X. AMENDMENT/ADOPTION**

The Articles or Amendments become effective immediately after ratification by the ASPC Senate.

## **XI. GENERAL STATION POLICY**

KSPC staff and volunteers are obligated to follow federal law as outlined in FCC regulations. All KSPC staff and volunteers are responsible for reading and following all station policies. Staff and volunteers will be held responsible for any policy infractions.

i. **GUESTS, OFF-THE-AIR:** All studio guests or visitors must be approved in advance. You risk dismissal if the guest policy is violated. For all off-the-air guests (friends, family), the Director of Student Media must be verbally notified at least 24 hours in advance. Occasional visits from friends and family, although considered a distraction, are acceptable within reason.

You must inform all guests of station policies applicable to their visit. If off-air guests are found in violation of station policy, the host staff member will be held responsible and risks dismissal.

Unanticipated guests should be asked to leave.

ii. **SMOKING:** No smoking in Thatcher Music Building or the KSPC studios in accordance with the Pomona College policy.

iii. **ALCOHOL-DRUGS:** Absolutely no alcohol or intoxicants of any kind are permitted in the studios or offices of KSPC.

iv. **OFF-THE-AIR ACTIVITY REQUIREMENT:** A minimum of one hour per week (average) off the air work is required of all volunteers. Off-the air work information can be obtained by contacting the Volunteer Coordinator or individual Executive Staff Director(s). Volunteers who do not maintain the average off-the-air work requirement may jeopardize their on-air privileges. Volunteers who work only off-the-air must meet the participation requirements set forth by the Executive Staff Director with whom they are working.

v. **STATION MEETINGS:** All Executive Staff and volunteers are required to attend meetings as scheduled by the Executive Staff. Any station members who are unable attend must notify the Director of Student Media prior to the meeting.

vi. **USE OF PRODUCTION CONTROL ROOM (PCR):** To use the PCR for station related activities, time must be reserved in advance. Personal use may not be reserved in advance, and station related activity must always take priority. In the case of conflict, contact the Director of Student Media for mediation.

vii. **BROKEN EQUIPMENT:** The Director of Student Media and at times, Executive Staff is on call to handle broken equipment problems. Staff and volunteers should not try to fix equipment. Fill out an engineering problem report form and leave it under the Director of Student Media's door. If the problem inhibits the current broadcast, call the emergency number listed in the OTA immediately.

viii. **LENDING/BORROWING STATION PROPERTY:** Any and all property of KSPC Radio shall remain within the studios at all times unless documented permission is granted by the appropriate Executive Staff member. All items borrowed must be documented, preferably in person. Removal or unauthorized borrowing of said equipment will immediately result in disciplinary action. The borrower and lender may not be the same individual. The borrower must specify, in agreement with the lender, the day and time at which the property is to be returned to the lender. The borrower is solely responsible for the property lent to him/her until it is returned in person to either the Director of Student Media or an administrative associate.

Included in this regulation is theft/borrowing of recordings. Recordings are not to leave the station premises except for purposes of review as directed by the Music Directors. Theft or unauthorized borrowing of music is among the most serious offences at KSPC and will be dealt with accordingly. Taking/ripping music from KSPC's library is both illegal and detrimental to station programming and to the principles of artist compensation.

ix. **COPYING MUSIC:** Making copies of music from the KSPC library for personal use is illegal in terms of copyright protection and not condoned by KSPC.

x. **KSPC COMMUNICATION TO STAFF AND VOLUNTEERS:** All staff will be held responsible for reading the station communications to keep informed of any new station policies or events.

xi. **USE OF 'KSPC', '88.7 FM', STATION IDENTIFICATION:** Station management permission is required in advance before the use of the KSPC Logo, call letters or other station identification on any form of publicity materials. This is to avoid KSPC Radio and/or Pomona College affiliation with any event without management approval or sanctioning.

xii. **STAFF PHONE NUMBERS:** Staff and volunteer phone numbers must not be given out unless previously authorized to do so, or if the caller is another KSPC staff member or volunteer.

xiii. **INAPPROPRIATE BEHAVIOR IN THATCHER/PROPPING DOORS:** All areas of the building outside of KSPC are under the jurisdiction of the Pomona College Department of Music. Staff and guests of the station should not be loitering in the hallways or otherwise exploring Thatcher Music Building at any time. On-air guests may use the elevator to bring in equipment, but should not be in the hallways for any other reason other than to bring their equipment in/out of the station or to use the bathroom located in the hallway. Also, the "back door" (on East side of Thatcher, leading downstairs) must never be propped open.

## **X. ON-AIR STATION POLICY**

## **SECTION ONE: CERTIFICATION TO BROADCAST & SHOW ATTENDANCE**

i. **CERTIFICATION OF ON-AIR STAFF/DJs:** Prior to December 1, 1995, the FCC required each DJ or announcer to have a 3rd class radio operator permit (which was issued by the FCC). The FCC used this license as an indication that the programmer on the air was trained in the rules and regulations necessary for broadcasting.

It is important to note that the rules and regulations have not changed since the FCC stopped issuing licenses; rather, the FCC has placed the burden on the station to ensure that each broadcaster is properly trained to comply with all applicable FCC regulations.

In order to be certified as an on-air host or DJ, staff and volunteers must attend all required training workshops, submit a one hour aircheck, receive aircheck approval from the Program Review Committee or Director of Student Media, pass a written test and a test on the operation of the broadcast console (i.e., successfully pass the “board” test). All on air hosts/DJs must also have and use a Spintron account to log online playlists.

ii. **THE FCC INSPECTION.** At any time the FCC may conduct a random “Inspection” of the station to ensure that the station is in compliance with federal regulation. If the station is found to be negligent or non-compliant in any aspect of FCC regulation, the FCC can issue a fine (a “Notice of Liability”) to the station. During station inspections, the FCC Inspector may request the following of the on-air staff present:

- 1) The location of the station's license.
- 2) The identity of the Chief Operator for the station.
- 3) How to perform an EAS test.

All on air hosts and DJs, must be able to assist the FCC inspector in the location of the above items, and be able to perform an EAS test.

iii. **MISSING YOUR ON-AIR SHIFT:** If an on-air volunteer misses one shift without attempting to notify the Director of Student Media and/or administrative associate, and/or the DJ who is on air prior to the missed shift, the absent on-air volunteer will lose their on-air shift. Generic Shows must be recorded within one month of the DJ’s first show, to be used in cases of emergency absence. Generic shows may be used twice before they must be re-recorded. Any time a DJ intends to broadcast a generic show or cover their shift with a live fill-in DJ, the Director of Student Media and administrative associate must be notified in advance of the arrangement.

iv. **ARRIVING:** All on-air volunteers must arrive at least thirty minutes before their shift. If on-air volunteer is aware that they will be late, they must notify the affected on-air volunteers. After two instances of tardiness, disciplinary action may be taken.

iv. LEAVING: Per FCC regulation, KSPC must not be signed on to the air without broadcasting content. Broadcasters must take necessary steps to ensure that content will be broadcast until the next on-air volunteer arrives. Until these steps are taken, on-air volunteers must not leave the control room (OTA) unattended.

## **SECTION TWO: ANNOUNCEMENTS/SHOW CONTENT**

### **i. OBSCENITY AND INDECENCY POLICY**

#### **A. Indecency Disclaimers:**

KSPC Radio is permitted to air indecent programming between the hours of 10pm to 6am, according to FCC guidelines. A disclaimer warning the listener that "indecent material" may be included in the program must be aired at scheduled times during these time slots.

#### **B. General Policy:**

KSPC abides by the FCC's regulations regarding the broadcast of indecent, obscene or profane content. Additionally, KSPC restricts the broadcast of material which may be offensive to our listening audience, including but not limited to that which targets ethnicity, race, class, gender, sexual orientation, ability and religion.

Specific delineations of "obscene" or "indecent" programming are the authority of the Program Review Committee and of those to whom the committee chooses to delegate this power, generally but not exclusively the Music Director. The Music Directors and Program Review Committee retain(s) the right to review individual material on its own merit regarding its acceptability for broadcast.

All recorded material will be screened for obscenity/indecency, taking into consideration both literal lyrical content and contextual meaning. In turn, all material will be properly labeled for "disclaimed period" playback.

On-air volunteers are responsible for bringing material in violation of these guidelines to the attention of the Music Directors and/or Programming Coordinators.

#### **C. Disciplinary Procedure:**

In addition to the procedures and penalties described above (see section VII, Community Volunteers and section IX, Discipline), the following minimum penalties and disciplinary action shall apply;

1. Any broadcaster who has knowingly and willingly broadcast material which has been clearly labeled as not acceptable for broadcast will be removed from their on-the-air position for a period no less than one calendar year or two consecutive semesters, whichever is longer or applicable for the broadcaster involved. This person will also be suspended from any station off-the-air activity for a period not less than one semester or the corresponding length of calendar time, depending on which is most applicable.

1a. If it is discovered that this broadcaster knew of a programming oversight in terms of screening for obscene or indecent material and knowingly and willingly aired material he or she knew was not allowable for broadcast otherwise, he or she will be considered in violation of policy as described in section (1).

1b. Any broadcaster who is under investigation for a violation of this policy will be immediately suspended from on-the-air activity pending a decision by the Program Review Committee or Director of Student Media.

2. Any broadcaster who accidentally broadcasts material which is later discovered to be not acceptable for broadcast can be absolved of personal action by the station if circumstances permit it.

3. Regardless of categorical section, the delineation of exactly what is a violation according to station policy and which subsequent action is appropriate shall in all cases be the authority of station management under any and all circumstances unless specifically superseded by a higher authority.

#### D. Coverage and Rights:

This policy covers our response to the FCC disclaimer rule, the specification of that which is to be deemed unacceptable for broadcast, and the minimum penalties and disciplinary actions to be levied against broadcasters who violate this policy. This covers all aspects of obscenity and indecency and in no way shall affect the remainder of station operating policy. The right is reserved by station management to revise this policy to reflect changing FCC rulings and/or a change of philosophical viewpoint on the part of this station and/or its licensee, and the right is also reserved by this station to fully enforce this policy as written.

#### ii. POLITICAL/SOCIAL OPINIONS:

No political opinions or social opinions may be expressed unless contained within news commentary or within public affairs programming. In each case, management approval is necessary. A disclaimer must precede and follow all opinions. (FCC § 73.1930). As a non-commercial station KSPC is not permitted the broadcast of editorials.

#### iii. COPYRIGHT INFRINGEMENT:

Anyone who reads portions of plays, poems, or novels on the air is considered to be putting on a performance. As with any performance of copyrighted material, permission must first be obtained to put on the performance, or the individual is guilty of copyright infringement. Copyright infringement also occurs when a host/DJ rebroadcasts another station's signal (by playing a tape of it) or broadcasts a syndicated radio show without permission or at a time other than the agreed one. Other offenses include rebroadcasting sound recorded from copyrighted television shows or movies. Bootleg recordings of bands also may not be played without written permission of the band. Copyrighted records, tapes, and CDs may be played because permission to play them is given when the band/record company provides a copy for broadcast, and are covered by KSPC's blanket license agreements.

iv. LEGAL ID: At the top of each hour there must be a legal identification (ID). A legal ID is "KSPC, Claremont." According to the FCC, the only thing that can come between "KSPC" and "Claremont" is the station's frequency; so, the only variation from "KSPC, Claremont" is "KSPC, 88.7 FM, Claremont".

v. CALL TO ACTION: The FCC forbids noncommercial stations from issuing any 'call to action'. A call to action is issued when a DJ, guest, or anyone else goes over the air and asks, urges or suggests that the listener should perform some task which may result in a for-profit organization making money. (This does not apply to public service announcements.)

vi. FALSE INFORMATION: It is illegal for you to transmit "False or deceptive communications by radio." Broadcasters must never broadcast any information that heard or received unless confirmed with the proper authorities (e.g., the Police Department, Fire Department, etc.)

vii. PERSONAL ATTACK/SLANDER: Slander is "the utterance of a falsehood damaging another's reputation". No commentary directed at an individual in the form of a personal attack or slanderous statement may be uttered by staff, volunteers or guests of the station.

viii. INVASION OF PRIVACY: Staff, volunteers and guests of the station may not engage in invasion of privacy. Phone calls may not be broadcast without the phone caller's permission.

ix. ON-AIR GUESTS: All studio guests or visitors must be approved in advance. On-air volunteers risk severe penalties or disciplinary action if the guest policy is violated. For in-studio interviews, a guest list must be submitted to the Programming Coordinator for Interviews a minimum of 24 hours in advance for approval; for on-air performances, a guest list must be submitted to the Programming Coordinator for In-Studios a minimum of two weeks in advance for approval. See current guest forms for policies and guidelines for on-air performances. Any guest list with 10 or more individuals requires special approval from the Director of Student Media.

x. DECRYING STATION PROGRAMMING/POLICY: On-air volunteers must never speak negatively about a station promotion, program, policy or song over the air. Complaints should be brought up with management instead of KSPC listeners.

xi. **PRE-RECORDED MATERIAL:** All pre-recorded announcements (PSAs, SPs, IDs) MUST be approved by the appropriate Programming Coordinators before broadcast.

xii. **FOLLOWING FORMAT:** DJs must follow their assigned format. The first semester that DJs are on the air, they are required to do either an underground, jazz or classical show using KSPC's library; after the first semester, they are eligible to apply for a specialty show. Non-specialty DJs must never play music brought in from their own collections unless it has been approved for play by the Music Director.

xiii. **BROADCAST QUALITY:** All on-air volunteers are required to maintain a standard level of broadcast quality as determined by the Programming Coordinators. On-air volunteers who do not maintain the standard will be subject to removal of their on-air privileges.

### **SECTION THREE: EMERGENCY BROADCASTS**

i. **EMERGENCY ALERT SYSTEM (EAS) TESTS:** As a part of the Emergency Alert System, KSPC must air Required Weekly Tests (RWTs) and Required Monthly Tests (RMTs). KSPC is also required to log EAS tests that are received from the Primary EAS station for Los Angeles County, as well as deliver special emergency information and announcements in the event of actual National, State or Local emergencies. On-air volunteers are required to broadcast EAS tests as scheduled in their Program logs, as well as log EAS tests as they are received in the Program Log.

### **SECTION FOUR: COMMUNICATION WITH LISTENERS**

i. **COMMUNICATION WITH LISTENERS:** On-air volunteers must treat listeners with respect and courtesy, on the phone, in the chat room, or any other direct form of communication. Receipt of rude or threatening behavior on the part of listeners towards a DJ should be reported to the Director of Student Media or Campus Safety as the situation warrants.

### **SECTION FIVE: PAPERWORK/PROGRAMMING**

i. **PROGRAM LOGS:** Each on-air program host or DJ must fill out Program Logs while they are on the air. Program logs must be neat and accurate. As they are legal affidavits, the FCC demands black or blue ballpoint pens only, and no extraneous writing on the logs. Falsification of logs is strictly prohibited; hosts or DJs must record the actual time that scheduled announcements are aired, and sign on and off the logs. EAS tests must be broadcast, received and logged accurately.

Two Community Messages and one Station Promotion Announcement each hour are required according to station policy and not according to FCC regulations.

ii. **PROGRAM METER MODULATION:**

Board levels should be set at approximately 85% modulation for the best sound quality (exceeding 85% distorts the signal that KSPC delivers), as well as to avoid trouble with the FCC.

iii. GIVEAWAYS: FCC regulation regarding on-air promotion states that all rules pertinent to the contest must be announced. Program hosts/DJs must announce giveaways as they are scheduled, giving out general event/merchandise information, any age requirement specific to the giveaway, the station's request line number, and any other stipulation to participating in the contest (e.g., number of caller, trivia question, etc.). All ticket winners must be at least 18 years or older (sometimes 21 or older, if the show is at a 21 and over venue). Merchandise winners need not be 18 years or older. All giveaway information sheets must be filled out clearly and completely.

#### **SECTION SIX: OFF-THE-AIR**

i. FILING RECORDS/CDs: All records/CDs must be refiled in the proper location immediately following the show.

ii. EATING - DRINKING: any food or drink which is brought into the control room (OTA) or production room (PCR) must be kept away from any and all equipment and recordings.

#### **SECTION SEVEN: OFF-THE-AIR REGULATIONS FOR COMMUNITY VOLUNTEERS**

i. NO AUTHORITY TO REPRESENT KSPC: A Community Volunteer does not have permission or authority to act in any capacity as a representative of KSPC Radio, its management, or Pomona College, and may never represent to anyone, orally or in writing, that he or she is acting in any capacity as a representative of KSPC Radio, its management or Pomona College. Exceptions to this rule must in all cases have the prior approval of the Director of Student Media. KSPC will not tolerate any violation of this prohibition. Any Community Volunteer who violates this prohibition will, at a minimum, immediately lose his/her permission to participate further in any activity related to KSPC.

#### **XIV. RIGHTS AND PRIVILEGES OF STUDENT STAFF AND VOLUNTEERS**

Student staff and volunteers from the Claremont Colleges are entitled to certain rights and privileges. These rights include: practical training or experience with broadcasting equipment, the right to apply for a paid Executive Staff position at the station, priority for airtime over Community Volunteer applicants during the academic year, and the right to appeal in the disciplinary process. In return, the management of the station expects each staff member to follow FCC, station, and college policy, and to be participating members of the station. These rights and privileges do not apply to Community Volunteers.

#### **XV: REMOVAL OF STUDENT STAFF**

KSPC student staff are employees of Pomona College; termination of employment must adhere to the policies and guidelines of Pomona College Human Resources.

**XVI: REMOVAL OF STUDENT VOLUNTEERS**

A student may be removed from membership for violating college policies or organization bylaws. A  $\frac{3}{4}$  vote of all officers is required to remove a student from membership. All requests to remove a student from membership must be presented to and approved by the Smith Campus Center Assistant Director prior to removal.

Grounds for removal from membership include, but are not limited to:

- Inappropriate behavior and/or language
- Behavior that violates College policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students
- Violation(s) of FCC regulations

**XVII: NON-DISCRIMINATION CLAUSE**

KSPC will not discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability.