

# **The WHUS Radio Bylaws**

(Revised March 2017)

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## **1. Special Operations Board Issues**

1. Removal of Operations Board Members
  - a. A member of the Operations Board may be removed from their position by a two-thirds vote of the voting members of WHUS Radio at a staff meeting.
  - b. If a member of the Operations Board is suspended from the staff, they are removed from their position.
  - c. A member of the Operations Board may be suspended until the next staff meeting by a majority vote of the Executive Board.
  - d. This process will follow the Enforcement Section of the Disciplinary Policy.
2. Vacancy of Operations Board Positions
  - a. If a seat on the Operations Board becomes vacant, it is the responsibility of the Operations Board to appoint an eligible person to fill that position.
  - b. If two (2) or more Executive Board positions are vacant, the Operations Board shall hold an emergency meeting and a special election shall be held.
    - i. The election will be held no more than 30 days after the resignation of the second position.
    - ii. Candidates shall have two (2) weeks to submit their applications.
    - iii. The special election shall follow the election procedures outlined in the Bylaws.
  - c. In the event of the General Manager's resignation, the Operations Manager shall assume the position of General Manager.

## **2. Elections**

### **2a. Requirements**

The requirements to run for elected office shall be as follows:

The General Manager shall:

1. Have passed the WHUS Training Class, and be air cleared.
2. Have at least one semester on the air in any format.
3. Be a voting member of the staff.
4. Not have served in the position for more than two (2) consecutive terms.

The Operations Manager shall:

1. Have passed the WHUS Training Class, and be air cleared.

2. Have at least one semester on the air in any format.
3. Be a voting member of the staff.
4. Not have served in the position for more than two (2) consecutive terms.

The Program Director shall:

1. Have passed the WHUS Training Class, and be air cleared.
2. Have at least one semester on the air in any format.
3. Be a member of the staff.
4. Not have served in the position for more than two (2) consecutive terms.

The Training Director shall:

1. Have passed the WHUS Training Class, and be air cleared.
2. Have at least one semester on the air in any format.
3. Be a member of the staff.
4. Not have served in the position for more than two (2) consecutive terms.

The Promotions Director shall:

1. Have passed the WHUS Training Class, and be air cleared.
2. Be a member of the staff.
3. Not have served in the position for more than two (2) consecutive terms.

## **2b. Elections Procedures**

1. Before the end of the tenure of the current Executive Board, there shall be elections held to elect the next board for a term of one year, beginning on May 1st. Elections will be announced by February 14th, and interested individuals will have to submit their candidacy by March 1st. Any individual declaring their candidacy for an Executive Board position must be a member of the staff and also satisfy any additional requirements enumerated in the Bylaws for each specific position.
2. The candidates will be required to list the positions they are running for in order of preference. Each individual may run for up to two positions. The list of eligible candidates will have the opportunity to provide the Board with a photograph, a description of their involvement, and a description of their platform. They will also have the opportunity to give one speech at the Elections Meeting, which will be held no later than March 21st, and will be open to all members. No voting will occur during the Elections Meeting. As soon as the Elections Meeting is over, voting will be opened.
3. Voting will be open for one week, and will be offered in whichever mode is selected by the current board. Each voting member will be given the opportunity to vote once, and will be required to list their preferences for each position. Each

- ballot will have the option of “None of the above”.
4. At the end of the voting period, an Election Committee, as chosen by the current board, and containing no candidates for the future board, will count the votes. The elections will be decided in the following way:
  5. The Elections Committee will interpret the vote data using the *WHUS Immediate Runoff Voting Method*, defined below.
    - a. First, the General Manager will be selected.
    - b. Then, the Operations Manager will be selected.
    - c. Finally, the Program Director, Training Director, and Promotions Director will all be selected from the voting data simultaneously.
  6. The *WHUS Immediate Runoff Voting Method* is defined as follows:
    - a. Any candidate who has already won an election will be dropped from this race. All voters’ ballots will be altered for this race so that that candidate will no longer have status on their ballot. All selections picked below the dropped candidate will move up one position on the ballots. The people who had selected the dropped candidate(s) as their top pick will now count as a vote for the person they selected as their second choice. Their third choice will now be counted as their second, their fourth as their third, until all positions have been moved up in this manner.
    - b. If there is a majority victor (>50%), that person will be elected. If there is no majority, the candidate with the fewest votes will be dropped from this race in the manner described above. The votes will be recounted, to check if a majority exists. If so, this person is the victor; if not, the process will continue in the same way until a majority exists.
    - c. If, in a set of simultaneous elections, one person wins two elections, then they will be awarded the position that they selected as their top pick, the victor will be removed from the race they did not select, and that election will be rerun. If that person is a non-voting member, all other non-voting members will be removed from all other races.
    - d. If more than one non-voting member has won an election, the individual who had more first place votes (or second place votes, in the case of a tie for first place votes, etc.), before their ballots were altered in any way, will win, and the other non-voting member will be removed from that race, and the votes will be recounted for that race.
  7. This process will be done to decide all races. The results will be announced to the staff one week after voting is closed. Intermediate or count information will not be released.
  8. A record of the election will be created by the Elections Committee and will include a narrative of the election process, the results of the election, and a record of the contents of every ballot. This record will be considered confidential and will not be released to the staff or to the public. This record will be retained for a period of two years.
  9. The results of the election will be announced by March 31st.

### **3. Appointed Positions**

Candidates for membership in the incoming Operations Board shall be selected by the incoming Executive Board in direct consultation with the outgoing Operations Board to serve for a term of one year to begin on May 1st. The selections will be reviewed by the voting members of WHUS Radio. Position descriptions and areas of responsibility are outlined below.

The incoming Executive Board shall review and modify the list of appointed positions in concert with the outgoing Operations Board. The list shall be approved by a majority vote.

The list of available appointed positions shall be posted to the staff no later April 7th. Interested individuals shall apply by April 14th.

The incoming Executive Board will select candidates for membership in the incoming Operations Board by a majority vote. The selections shall happen by April 21st.

The voting members of WHUS Radio will confirm or reject each candidate individually by majority vote. This vote must be completed by April 28th.

The Talk Director shall:

- a. be responsible for all aspects of the operation of the Talk Department at WHUS Radio.
- b. work in collaboration with the Training Director to train and recruit staff members who wish to broadcast or produce talk content.
- c. manage podcasting and digital content production.
- d. coordinate the production of PSAs and SPAs.
- e. select, review, and approve PSAs and SPAs to ensure the announcements satisfy FCC regulations and minimum broadcast and production quality standards prior to the airing of those announcements.
- f. manage the current library of PSAs and SPAs.
- g. serve on the Scheduling Committee.
- h. report to the Executive Board.

The Sports Director shall:

- a. be responsible for all aspects of the operation of the Sports Department at WHUS Radio.

- b. create a sports broadcast schedule that abides by the preemption policy found in the Bylaws and that covers a variety of sporting events, as agreed upon with the University of Connecticut Athletic Communications Department.
- c. work in collaboration with the Training Director to train staff members engaged in sports programming.
- d. will serve as liaison to other schools' athletic departments to arrange broadcast coverage for away games.
- e. work with the Executive Board to manage the Sports Department's budget and to make travel arrangements for away games.
- f. serve as an emergency fill-in for studio engineering or broadcasting games in the case of absence.
- g. be responsible for regularly communicating upcoming Sports preemptions to the WHUS Radio staff in accordance with the Preemption Policy.
- h. serve on the Scheduling Committee.
- i. report to the Executive Board.

The Music Director shall:

- a. be responsible for all aspects of the operation of the Music Department at WHUS Radio.
- b. curate the physical and digital music libraries.
- c. manage the intake of all new music and run the New Music Committee.
- d. be responsible for tracking the music played on-air, and for informing the Executive Board of any violations of the Playlisting Policy.
- e. serve on the Scheduling Committee.
- f. report to the Executive Board.

The Live Production Director shall:

- a. be responsible for all aspects of the Live Production Department at WHUS Radio.
- b. be responsible for the equipment used in audio production.
- c. work in collaboration with the Training Director to train and recruit staff members in all aspects of live and studio recording.
- d. manage and coordinate on and off site audio production for events.
- e. report to the Executive Board.

The Communications Director shall:

- a. be responsible for all aspects of the online presence of WHUS Radio.
- b. manage, edit and schedule the publication of online content in a timely and accurate manner.
- c. coordinate online campaigns in coordination with the Promotions Director.

- d. ensure online content meets publication standards.
- e. report to the Executive Board.

The News Director shall:

- a. facilitation of relevant stories and disbursements of assignments.
- b. manage the intake of news stories works in conjunction with Communications Director.
- c. recruit and train new members.
- d. report to the Executive Board.

The Multimedia Director shall:

- a. be responsible for all aspects of the operation of the Multimedia Department at WHUS Radio.
- b. manage the production of multimedia content, including web graphics, video, and data visualization.
- c. work in collaboration with the Training Director to train and recruit staff members in video production and editing.
- d. be responsible for uploading and coordinating the posting of multimedia material online with the Communications Director.
- e. report to the Executive Board.

The Inventory Specialist shall:

- a. maintain and upgrade equipment and computer systems in the WHUS Radio studios.
- b. oversee inventory in WHUS Radio studios.
- c. work in conjunction with the Program Coordinator and the Chief Operator.
- d. report to the Executive Board.

The Event Coordinator shall:

- e. point of contact for WHUS Events.
- f. report to the Promotions Director.
- g. coordinate and monitor event timelines and ensure deadlines are met.
- h. work with staff members for internal and external events.
- i. report to the Executive Board.

#### **4. University Employees**

WHUS Radio may hire professional staff to provide expertise, advice, and support to the student leaders of the organization. These may include but are not limited to the Business Manager, the Program Coordinator, and the Chief Operator.

#### **5. Scheduling Committee**

The Scheduling Committee will be responsible for creating the music broadcast schedules for all channels, the public affairs broadcast schedule, the news broadcast schedule, and the preliminary sports coverage schedule before the start of each broadcast schedule. The Committee shall take work credit points earned in the past year into consideration in the creation of the broadcast schedules.

The Scheduling Committee shall be composed of the Operations Manager, the Sports Director, the Public Affairs Director, the News Director, and the Music Director. The Program Director shall serve as the chair, and the Program Coordinator shall serve as an advisory member.

The broadcast schedule shall be released to the staff no fewer than two (2) weeks prior to the start of the broadcast schedule.

#### **6. Conduct Policy**

A member of WHUS Radio who is found to be in violation of this Policy will be sanctioned according to the rules defined in this document. WHUS Radio members will be held responsible for the conduct of their guests, and will be sanctioned for any violations of this code committed by their guests.

##### **6a. Disciplinary Points**

When an individual is found to be in violation of this code they will be issued a number of disciplinary points as outlined in this policy. Disciplinary points are cumulative. When an individual is issued disciplinary points, they will receive a written notification that the points have been issued, as well as their current total number of disciplinary points.

Disciplinary points shall expire at the rate of 4 points per year on January 1st. If the individual in question has been found in violation of this code in the preceding year, points shall not expire.



Upon reaching a total of 12 points, the individual in question shall be permanently suspended from the staff.

Upon reaching a total of 8 points, the individual in question shall be suspended from the staff for a period of six (6) months.

## **6b. Violations**

The conduct described in this section is prohibited, and will result in the indicated number of disciplinary points.

### *6b-1: Personal Conduct Violations.*

1. Acts of physical or verbal violence or harassment shall carry a penalty of 12 points.
2. Acts of thievery shall carry a penalty of 12 points.
3. Discriminatory conduct, including but not limited to conduct against any group, ethnicity, religion, belief, sex, gender, sexual identity, race, age or ability shall carry a penalty of 12 points.

### *6b-2: Broadcast and Legal Violations*

1. Willful or malicious violations of local, state, or federal laws or regulations while operating the radio station or acting on behalf of WHUS Radio shall carry a penalty of 12 points.
2. Negligent violation of local, state, or federal laws or regulations shall carry a penalty of 8 points.
3. The broadcast of obscene material shall carry a penalty of 8 points.
4. The broadcast of indecent or profane material spoken by a WHUS Radio announcer, programmer, or guest shall carry a penalty of 4 points.
5. The broadcast of indecent or profane recorded material outside the safe harbor shall carry a penalty of 4 points.
6. The failure to cover an assigned air-shift on WHUS FM or to communicate with the Program Director shall carry a penalty of 3 points.
7. The failure to air underwriting announcements as scheduled shall carry a penalty of 4 points.
8. The failure to playlist in accordance with the Playlisting Policy shall carry a penalty of 4 points.

### *6b-3: Organization Violations*

1. The willful or malicious destruction or defacement of station or University property or the property of any other staff member or person at the station shall carry a penalty of 12 points.
2. The negligent destruction or defacement of station property shall carry a penalty of 8 points.
3. The possession of intoxicants at the facilities of WHUS Radio and/or being under the influence of intoxicants at WHUS Radio shall carry a penalty of 8 points.
4. Failure to follow the policies outlined in “A User’s Guide to the Student Union” found at <http://studentunion.uconn.edu/> shall carry a penalty of 4 points.
5. The Station Operations Log must be filled out by the responsible operator before and after their shift. If a programmer is transitioning to automated broadcasting, they must begin an entry in the Station Operations Log for the automation. Likewise, any programmer following automation must complete said log entry. The failure to fill out the station operations log when operating any WHUS broadcast station shall carry a penalty of 2 points.
6. The violation of the After Hours Policy as defined in the Bylaws shall carry a penalty of 4 points.

## **6c. Enforcement**

The Executive Board shall enforce this Code by the following process:

1. An individual who believes this code has been violated may report the violation to any member of the Executive Board.
2. An Executive Board member who receives such a report will communicate with the rest of the Executive Board and an investigation of the incident will be performed by an Executive Board member or their designee.
3. The individual(s) in question will be informed that the Executive Board intends to consider the alleged violation at its next meeting, a minimum of 48 hours before that meeting, and shall invite the individual(s) to attend that meeting or submit a statement.
4. At that meeting, the Executive Board will find by a majority vote whether a violation has been committed and issue the commensurate sanction.

## **6d. Appeals Process**

An individual found by the Executive 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. All decisions of the Executive Board shall take effect immediately and shall remain in effect until overturned by a decision on appeal.

The Appeals Board shall be a body of five (5) voting staff members who shall be selected by a random process by the General Manager. The Appeals Board may affirm or reverse the finding with a majority vote. In the event that no decision is reached, a new Appeals Board will be formed by the General Manager.

The decision of the Appeals Board may be appealed to the staff of WHUS Radio. The affected individual(s) shall notify the Executive Board in writing, within two weeks of the Appeals Board decision, of the desire to appeal that decision to the general staff. The issue shall be decided at the next regularly scheduled staff meeting following the written notification to the Executive Board.

An injured party has the right to appeal the decision of the Executive Board or the Appeals Board to the staff. The injured party shall notify the Executive Board in writing that they wish to appeal within two weeks of the decision. The issue shall be decided at the next regularly scheduled staff meeting following the written notification to the Executive Board.

#### **6e. Relief from Sanction**

Any individual who is permanently suspended from the staff of WHUS Radio shall have the right to seek relief from sanction one year after the finding of the violation. The individual in question must submit a written request for relief from sanction to the Executive Board. The Executive Board shall decide whether or not to grant relief from sanction by a majority vote.

Any individual granted such relief will be readmitted to the station on probationary status for six months. During that probationary period, should that individual violate any provision of the Bylaws, they will be permanently suspended with no right to an appeal.

## **7. Travel Policy**

### **7a. Behavior**

1. When attending an event on behalf of WHUS Radio, attendees are representing the organization, and as such must behave respectfully and with regard to the organization's image.
2. WHUS Radio sends staff to events to further their development and the development of the station. Event attendees should expect to learn and pass on their knowledge upon their return.

### **7b. Attendance**

1. WHUS Radio shall decide the attendees of each event. This choice is at the discretion of the Operations Board. The method of choice may include, but is not limited to, an application process or a presentation to the board.
2. Attendees must commit to attending any and all portions of the event, as an event's schedule allows. If there are circumstances that prevent attendance at any and all portions, the General Manager must be made aware during the application process, or within a reasonable amount of time following the attendee's knowledge of conflicts if they arise after the application process.

### **7c. Compensation**

1. The level of compensation for a particular event will be determined by the Executive Board, and will be announced before the application process. If the expected cost of attendance presents a financial burden to a prospective attendee, the level of compensation may be adjusted upon the request of the prospective attendee at the discretion of the Executive Board.
2. WHUS Radio may cover the cost of event registration, accommodations, and transportation with prior approval of the Executive Board.
3. WHUS Radio may reimburse attendees for necessary travel during the event, including but not limited to;
  - a. Cab fares;
  - b. Car rental fees;
  - c. Half mileage as determined by the U.S. General Services Administration;
  - d. Tolls;
  - e. Parking;

4. WHUS Radio shall reimburse each attendee upon receipts of purchase submitted to the Business Manager within two (2) weeks of travel for expenses not to exceed the *per diem* amount for each day that the attendee is traveling, as determined by the U.S. General Services Administration. If the attendee's destination is not included, then the *per diem* awarded shall be \$40 per full day.

## **8. Preemption Policy**

WHUS will frequently interrupt regular programming to broadcast UConn sports coverage and special event coverage. These interruptions, or preemptions, will operate within the following limits:

1. A regularly scheduled program will be preempted no more than three (3) out of any four (4) consecutive weeks.
2. A regularly scheduled program will be preempted no more than eight (8) times per broadcast schedule.
3. The Scheduling Committee will approve a preliminary preemption schedule each semester in conjunction with the creation of the schedule.
4. The Sports Department will provide a preliminary preemption schedule to the program department to be distributed with the air shift application each semester.
5. The Scheduling Committee will make a concerted effort to notify programmers that apply for shifts that are preempted frequently.
6. When possible, preemption notices and updates will be given a minimum of three (3) weeks in advance of the preemption.
7. For sporting events, once a game begins, the Sports Department will be permitted to broadcast the entire game, regardless of other preemption rules.
8. Because of the nature of tournament scheduling, preemptions of post season playoff tournaments will not be subject to the above limitations.
9. If a preemption leaves a program with one hour or more of their broadcast time, it will not count as a preemption for the limit of eight (8) per broadcast schedule.
10. If a preemption will leave a scheduled programmer with less than one hour of broadcast time, the Sports Department will cover that time or yield it to the preempted programmer at the programmer's discretion.

## **9. Automation Policy**

Automation may be used as an emergency fill in, in which case the programmer must notify the Program Director.

## **10. After Hours Policy**

Individuals shall be granted access to the Student Union after hours for the purposes of production, maintenance, or broadcast for WHUS Radio. They shall agree to abide by the Student Union's After Hours Access Policy before gaining access.

In addition to the Student Union's policies, there shall be no more than six (6) persons occupying WHUS Radio after hours.

All individuals present at WHUS Radio after hours will sign the WHUS After Hours Log, located in Studio A.

## **11. Equipment Loaning Policy**

WHUS Radio staff members who have passed the training class are able to borrow equipment from the station at no cost. To borrow equipment, the staff member must first attend a mandatory training session with a qualified member of the Operations Board.

The staff member shall submit a Request For Equipment Use form. This form will include the start and end date of the proposed loan, the nature of event the equipment will be used for, how the use of the equipment will directly benefit the station, and a disclaimer stating that the staff member will be held accountable for any damage to the equipment that occurs while on loan.

The staff member will submit the request to the Executive Board.

The standard time for an equipment loan will be 36 hours. If the nature of usage requires additional time, the staff member may request an extension to the loan.

If a staff member does not return the equipment by the time indicated on the request form, they will be issued a written warning. With a second violation, a staff member faces possible loss of ability to borrow station equipment at the discretion of the Executive Board.

If the equipment is damaged while under loan, the Executive Board will review the situation to determine if the damage was caused by the negligence of the staff member. If it is determined that the item was damaged due to the staff member's negligence, the

staff member in question will be responsible for the replacement cost of the item at the discretion of the Executive Board.

## **12. Playlisting Policy**

1. WHUS Radio programmers must playlist the songs they play on any WHUS Radio broadcast using Spinitron to ensure adherence to the 50% New Music Policy as described below and to allow for more effective tracking.
  - a. At least 50% of each broadcast show must consist of music that has been released in the past year. This is averaged over two shows.
  - b. Exemptions from this policy may be requested. Requests will be reviewed by the Music Director.
  - c. This policy does not apply to programming that does not have music as its primary focus, which may include but is not limited to sports coverage and talk programs.
2. Shows with an alternative format can apply for a playlisting exemption. An example would be a 100% vinyl mixing show with sound effects.
3. The Music Director shall be responsible for granting exemptions to this policy.
4. The Music Director shall be responsible for tracking music played and informing the Executive Board any violations.

## **13. Underwriting Revenue Policies and Procedures**

*For a non-University Sponsor:*

1. Prepayment is required for first time, non-university sponsors without exception. For existing sponsors, prepayment is preferred for non-university accounts, but exceptions can be made by the Business Manager, General Manager, or Operations Manager.
2. The individual representing WHUS Radio and obtaining the underwriting, known as the Solicitor, shall review billing and order information with the Sponsor, and verify the address, phone number, and contact person.
3. The Solicitor shall review the order form, to verify that the payment agreed upon is in accordance with WHUS Radio Underwriting Rates, which are as follows:
  - a. 1-4 Announcements: \$25 per Announcement
  - b. 5-9 Announcements: \$22.50 per Announcement
  - c. 10-19 Announcements: \$20 per Announcement
  - d. 20-49 Announcements: \$17.50 per Announcement
  - e. 50 or more Announcements: \$15 per Announcement

4. The Solicitor shall verify the total is correct by multiplying the Number of Announcements by the rate per Announcement.
5. The payment shall be due one (1) week prior to the date the underwriting is to begin.
6. The Solicitor shall review specific times for the airing of an Announcement, making sure that the Announcement is not aired more than four (4) times per show.

*University Accounts:*

All University Accounts shall pay through P.O. Number. No pre-payment is required, follow steps 2-6.

**13a. Receiving Payment**

1. The Business Manager, and in her absence the Operations Manager, will receive cash or check payment as well as a completed order form and make copies appropriate for WHUS Radio and Student Activities Business Office records.
2. A deposit form is filled out and the copy of the order form is submitted to the Business Office along with the cash/check.

**13b. Preparing and Recording Underwriting**

1. The Solicitor shall inform the Operations Manager and the Program Director that underwriting has been procured.
2. The Solicitor shall review suggested Announcement copy and make necessary changes based on FCC Guidelines, WHUS Radio or community standards. The Solicitor shall draft an exact copy to be read by an Underwriting Announcer.
3. The General Manager, the Operations Manager, or the Program Director will review the draft to verify it does not violate FCC Guidelines, WHUS Radio or Community Standards.
4. The Underwriting Announcer shall record the Announcement. Announcement recordings shall not exceed 60 seconds and should inform the listeners that programming is being supported by the Sponsor.
5. The Solicitor shall consult with the Production Director to get Announcement inserted in playback software.
6. The Solicitor and/or the Program Director shall verify that the programmer(s) who are on air when time is being underwritten are aware that they are required to play underwriting at designated times during their show.



### **13c. Logging Underwriting**

1. Records will be kept of Underwriting Order Forms by the Business Manager.
2. Records of when Announcements are aired are kept automatically by playback software.
3. The Business Manager and/or the Operations Manager will print out copies of software logging and keep one copy in WHUS Radio records and provide one copy to the Sponsor.

### **13d. Sponsorship Terms and Conditions**

1. WHUS Radio recognizes program sponsors with on-air Announcements subject to the terms and conditions set forth herein. WHUS Radio hereby objects to any different or conflicting terms and conditions.
2. The Sponsor shall submit to WHUS Radio all information necessary for WHUS Radio to compose the Announcement for broadcast. WHUS Radio shall compose the contents of the Announcement in its sole discretion.
3. WHUS Radio reserves the right to reject any Announcement, even though a prior similar Announcement may have been approved. WHUS Radio shall have the right to omit any Announcement when the time allotted to the Announcement has been filled. Failure of WHUS Radio to air any Announcement shall be considered immaterial and WHUS Radio shall not be liable for damages arising therefrom. In such event, Sponsor shall have the option of having such Announcement aired at a future time under these Terms and Conditions.
4. The content and scheduling of all programming shall be solely determined by WHUS Radio. The Sponsor shall have no control over the content and scheduling of programming.
5. WHUS Radio shall not be liable for any damages for failure to fulfill a sponsorship request for any reason whatsoever.
6. WHUS Radio reserves the right to terminate the broadcast of the Sponsor's Announcements in the event the Sponsor fails to make payment for the Announcement when due.
7. The Sponsor shall hold WHUS Radio, the University of Connecticut, and their respective trustees, officers, agents, servants, volunteers and employees (collectively, "Indemnified Parties") harmless from any liability.
8. This writing contains the entire understanding of WHUS Radio and the Sponsor.
9. WHUS Radio reserves the right in its sole discretion to refuse any sponsorship.

#### **14. Work Credit Policy**

Work credit shall be used to give preference in scheduling to members of WHUS Radio who volunteer for the station. Members of the Operations Board shall award work credit points at a rate of one (1) point per hour of volunteer work.

#### **15. WHUS policy for the protection of minors**

All minor participation at WHUS Radio will be in accordance with the University of Connecticut Protection of Minors and Reporting of Child Abuse and Neglect Policy. In addition:

1. All WHUS Operations Board members shall become “Approved Adults.”
2. All supervision and instruction of minor participants will be performed by WHUS Board Members, and only after they have become “Approved Adults.”
3. When minors seek to enter the WHUS Radio training program, they will be required to complete a Participant Release, Consent and Waiver of Liability.
4. When minors participate in WHUS Radio training sessions they will be assigned only to sessions that are taught by “Approved Adults”. Sessions with minor participants will have a minimum of two (2) instructors and two (2) participants.
5. Minors are not permitted at WHUS Radio unless one of the following conditions is met:
  - a. They will be under the supervision of two “Approved Adults” for the duration of their stay. Additionally, they will be accompanied by another participant.
  - b. They will be under the supervision of a parent, guardian, or an individual designated by their parent or guardian for the duration of their stay.

#### **16. WHUS Podcast Policy**

The following language must be included, unmodified, in the introduction of all podcast content submitted for publication on whus.org:

“The views presented in this program may not reflect the views of the University of Connecticut, WHUS Radio, or the staff of the station.”

In addition, if podcast content includes explicit language or coverage of sensitive topics, the following must be included in the introduction of said content:

“Some content may not be suitable for all audiences.”

Content producers may apply to the Operations Board for permission to modify the language used in the content advisory in the interest of creativity. Each modification requires separate approval.

Any podcast content not in compliance will be subject to removal from whus.org.