

OFFICIAL POLICIES: GREAT FALLS COMMUNITY BROADCASTING COMPANY



Administrative policies of GFCBC and WOOL (alphabetically)

By-laws

The bylaws of Great Falls Community Broadcasting Company describe the purpose and governance of the organization. See the bylaws as a separate document.

Committees

WOOL and Great Falls Community Broadcasting Company are intended to be administered by the cooperative activity of committees, coordinators, and the Board of Directors. The Board of Directors can establish committees and appoint coordinators as necessary. Committees may change structure from time to time as our needs grow and change.

Committees provide distinct areas of expertise and interest through which members might work according to their own strengths to develop the facilities, equipment, public awareness, competence and fiscal soundness that will make WOOL a productive and long-lasting endeavor. Your participation is important.

Training

The Training Committee is responsible for developing written instructions for the appropriate operation of the station as well as implementing the training of the station's members through scheduled seminars, demonstrations, and workshops.

Programming

The Programming Committee is responsible for collecting information about prospective program hosts and their respective shows and scheduling these in a thoughtful manner which takes into account the listening audience, the pacing, quality, and variety of content, and, together with the Public Relations and Fundraising Committee, the eventual impact on underwriting.

Any necessary disciplinary action against show hosts will be undertaken by the Programming Committee. Until such time as WOOL has a station manager, all grievances, complaints, or reports of malfunction, disturbance and damage are managed by the Programming Committee and its chair.

Public Relations/Fundraising

The Public Relations and Fundraising Committee, with the oversight of the Board of Directors, is entrusted with the task of communicating with station members and with the world at large and to publicize news of new initiatives and progress through press releases, mailings, newsletters, and the website. All relations with media outlets are conducted by this committee. Fundraising, grant writing, event planning, and membership expansion are also in the purview of the Public Relations and Fundraising Committee though, of course, all members are encouraged to help the station find funding. The rules and regulations governing the behavior of Not-For-Profit companies are complex, particularly where they concern the acceptance of material and financial donations. Before any agreement is made with a third party about the acceptance of a donation and before any terms of such a donation are proposed, please consult with a member of the Public Relations and Fundraising Committee to determine an ap-

propriate course of action. This committee also maintains the records of all members, dues, donations, and grants to WOOL and the Great Falls Community Broadcasting Company.

Facilities

The Facilities Committee governs the development and maintenance of our physical plant both on site at the broadcasting studio and or off-site, at the tower and transmitter locations. Decisions about design, construction, repair or improvement of the space are proposed by the Facilities Committee to the Board and reviewed with regard to legal and financial ramifications before being implemented.

Equipment & Technology

The Equipment & Technology Committee researches the acquisition of components of the station which allow for the production or broadcast of the content of WOOL. The components range in complexity from a single microphone to the complex wiring of our broadcast console and its link to the transmitter. All recommendations made with regard to the purchase and operation of equipment within the WOOL broadcast studio or at a station remote operation are made by the Equipment and Technology Committee, which, like all other committees reports to the Board for final decision-making. The Board reviews the legal and financial aspects of the Equipment Committee's recommendations and authorizes an appropriate course of action. The Equipment and Technology Committee is ultimately responsible for the maintenance of the studio equipment, the various computer servers used for web streaming and administrative functions, for the studio to transmitter link, and for the smooth and continual operation of the transmitter and our broadcast.

Nominating Committee

The Nominating Committee is responsible for the accurate listing and additional recruitment of candidates for the Board of Directors in advance of the Annual Meeting of the Membership. It creates an appropriate ballot form, ensures that information about the candidates is distributed to GFCBC members, and makes recommendations for the refinement of the election process. By active investigation and recruitment of community members whose expertise might be helpful to the improvement of our station and its growth. The Nominating Committee assists the Board in filling vacancies that might arise on the Board or on Committees.

Corrective Action

When a station policy is breached, the following actions will be taken, in the following order:

1. Verbal warning
2. Written warning
3. Suspension
4. Expulsion

GFCBC reserves the right to disregard the initial steps in cases where more action is appropriate. At the end of suspension, reinstatement is contingent on a written letter of apology and a satisfactory meeting with the station manager or, in the absence of a station manager, the Chair of the Programming Committee.

Donations

All donations (monetary and otherwise) are to be given to the Treasurer as agent for the corporation. The donor's name and address will be recorded, and a thank-you letter and/or receipt for tax purposes will be mailed within two weeks.

Emergencies

GFCBC members are responsible for responding to the following emergencies in the following manner:

- Fire: evacuate the premises immediately. From a safe place, call the fire department or 911.
- Station security: evacuate the premises immediately. From a safe place, call the police department or

911.

- Technical: call the chief engineer or the Chair of the Equipment & Technology Committee. Record all technical incidents or malfunctions in the Station Log.
- Can't make it to your show: give appropriate notice (minimum 24 hours) to the Chair of the Programming Committee and try to find an appropriate, certified, replacement.

FCC Laws

GFCBC members must abide by all FCC laws. Failure to do so will result in disciplinary action and even expulsion if violations jeopardize our license.. A brief review of the FCC laws is part of this manual.

Free Speech

Great Falls Community Broadcasting Company and WOOL support the provisions of the First Amendment protecting free speech, as such speech is limited by federal, state, and local law and further governed by the parameters of the FCC license under which we operate. A knowledge of these laws and codes is the responsibility of each Program Host. In addition to these provisions, we require reasonable courtesy to all members of our community in the creation of the programming to be broadcast on WOOL and we will enforce Article X of our bylaws which states: It shall be the policy of this corporation not to discriminate against any person on the basis of race, color, religion, sex, sexual orientation, creed, or national origin.

Giveaways/Contests

Periodically, materials will be given to GFCBC for use as giveaways or contest prizes. Giveaway/contest winners are prohibited from receiving additional giveaway/contest material within 30 days of last receipt of giveaway/contest material (names of all winners of giveaway/contest material are to be kept on file for this purpose). Family of active WOOL members are prohibited from participating in giveaways/contests (except with special permission from the station manager or, in the absence of a station manager, the Chair of the Programming Committee.)

Never assume that something is "up for grabs"; if you are interested in an item and think there may be extras for staff, ask the station manager or, in the absence of a station manager, the Chair of the Programming Committee.

Grievances

Grievances must be filed within ten working days of act; submit in writing to the station manager or, in the absence of a station manager, the Chair of the Programming Committee. This person or a designee will mediate.

Illegal Substances/Alcohol/Tobacco

The use of alcohol and/or illegal substances is prohibited on station property; smoking is prohibited within the building. Notwithstanding the previous sentence, alcohol may be present at special events if sanctioned by the Board of Directors. Any member found to be broadcasting while under the influence of alcohol and/or illegal substances or smoking within the building will be subject to disciplinary action.

Membership Requirements

Membership Fees: Members are responsible for paying their membership fees pursuant to the by laws of Great Falls Community Broadcasting Company. All active members must pay dues; all on-air members must have memberships paid in full. Members may vote at the annual meeting of GFCBC only if their membership fees are paid in full before the election.

Voluntary Time: Members must also contribute time to keep our all-volunteer station running. Each member must contribute five hours to the station per term(time spent on your show and in general meetings does not count toward the time requirement); this can be spent adding new music to the library, serving on a commit-

tee, etc.

Mission Statement

The purpose of Great Falls Community Broadcasting Company is to amplify the voices of people in the Great Falls area of New Hampshire and Vermont by providing community access to the airwaves and by developing creative solutions for the distribution of local programming.

Orientation and Training

All DJs and Program Hosts with shows on WOOL must successfully complete an orientation and training course provided by the station. At the end of the orientation and training, an air-check/demo tape will be submitted to the Chair of the Training Committee or other designated trainer and a short written test must be taken. Pending results of air check and test and available air-time, the DJ will be ready for a show.

Programming

WOOL is an open format station. Programming Policy is determined, from time to time, by the Programming Committee and approved by the Board of Directors. Since the mission of the station is to amplify the voices of the community, programming policy is as open as can be arranged within the boundaries of the law, the FCC regulations, and our own community values. Please review the section under FREE SPEECH for further information about our programming policy.

Respect of Equipment, Station Property and Station Members

All members of WOOL are expected to treat all facets of WOOL with respect. Care should be taken with equipment and other station property. All members of the station and of the community at large should be treated in a courteous manner. Failure to comply with this policy will result in the filing of a grievance and/or disciplinary action.

Studio/Station Hours and Use

Though the goal of WOOL is to be on the air 24 hours a day, 365 days a year, regular station business hours are from 12:00 noon to 5:00pm Mondays through Fridays. Every station member is responsible for cleaning up after his or her session. This includes putting away any materials used for broadcast, any food/drink left in the kitchen area, or, if appropriate, resetting all equipment used during the session. The station should be kept clean and neat at all times and no expectation should be made that someone else will straighten up a mess you have made.

Theft/Vandalism

Unauthorized use or intentional misuse of any property of WOOL will result in immediate disciplinary action, including but not limited to the immediate revocation of broadcasting privileges. Borrowing any station materials or property without written permission of the station manager or, in the absence of a station manager, the Chair of the Programming Committee will be considered theft.

Vandalism will not be tolerated. Vandalism includes unreported accidental damage of equipment and in this regard ALL malfunctions must be reported in the Station Log. Failure to report malfunctions leads to problems for other DJs and could lead to further damage. Please always report malfunctions without fear that you will be held responsible. Accidents happen. Equipment breaks. But without a prompt report of equipment malfunction or facility problems, quick repairs cannot happen.

Underwriting

Underwriting is money, goods or services provided by businesses and not-for-profit organizations in support of WOOL. Per FCC rules, all such gifts must be acknowledged on the air; there are specific and differing rules for non-profit and for-profit businesses. Full compliance with FCC rules on underwriting is the standard at WOOL-

FM. Please discuss all potential underwriting with the Chair of the PR and Fundraising Committee.

Visitors

All visitors are subject to all WOOL policies and are the responsibility of the staff member who invites them. The staff member, by bringing a visitor into the station or allowing a visitor access to the studio, takes on the responsibility for any problems that may occur. Visitors must sign in; unless otherwise agreed in writing by the programming committee, no more than two visitors are allowed in the studios or record library at any time.