

EAGLES FM 99.1

---

Embry-Riddle Aeronautical University Campus Radio

# **Eagles FM Manual**

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY CAMPUS RADIO

---

# Eagles FM Manual

---

Approved: May 1<sup>st</sup>, 2009 ERAU SGA • Room UC111  
Office 386.226.7056 • Studio 386.226.6272  
Fax 386.226.6083 • Email [EaglesFM@ERAU.EDU](mailto:EaglesFM@ERAU.EDU)  
[www.EaglesFM.com](http://www.EaglesFM.com)

## Foreword

Eagles FM is the Embry-Riddle Aeronautical University's (ERAU) Daytona Beach campus radio station. Campus radio started at ERAU in the 1970's with the WSST Campus Radio club. This club strived to entertain and inform the students through the radio media. Unfortunately for the broadcast club, funds were thin and thus the club was unable to achieve many of its goals. Campus radio stayed in the form of the broadcast club up until the Embry-Riddle Daytona Beach Student Government Association (SGA) created the radio station research committee in the early 1990's. This committee demonstrated that there was ample student interest to warrant a fully funded campus radio station. Thus, WERU was created and was accepted as a division in the SGA.

After serving the Daytona campus community for nearly 10 years, WERU campus radio decided to research new and better ways to provide radio to Embry-Riddle. This research led WERU to the newly sanctioned Low-Power FM (LPFM) form of radio broadcast. With the approval of the SGA and the Embry-Riddle administration, WERU applied for a Low-Power license from the Federal Communications Commission (FCC) and became Eagles FM WIKD. Since then Eagles FM has planned, constructed, and tested its LPFM radio tower and is now fully-operational and licensed by the FCC.

Eagles FM currently broadcasts in two different formats to provide the best radio experience for the campus community. WIKD has a timeshare agreement with Bethune-Cookman University for the 99.1 FM frequency in Daytona Beach. As part of this timeshare, Eagles FM broadcasts from 3 P.M. to 3 A.M on the FM band (see Appendix 1). Eagles FM also broadcasts 24 hours a day, seven days a week on of its self-made and hosted website. During the week, Eagles FM also broadcasts directly to the student center through a PA system funded by student activities.

Eagles FM also gives back to the campus community through more than just its airtime. WIKD Entertainment is DJ service that Eagles FM provides to any campus club or activity. WIKD Entertainment expanded and is a service to the students and families to hear specific Embry-Riddle Sporting events. The Eagles FM Recording Studio was created so that Eagles FM can provide quality recording services to the ERAU community. All of these services were created and are provided to work toward fulfilling the Eagles FM goal of entertaining and informing the Daytona Beach campus the best it can through the radio media format

This manual was created with the intent of providing Eagles FM campus radio with the structure, layout and laws it needs to run and thrive for years to come.

-Eagles FM Executive Board-

# Table of Contents

Foreword	-----	ii
Code of Ethics	-----	iii
Code of Conduct	-----	6
<b>Eagles FM Bylaws</b>	-----	<b>7</b>
<b>Article 1</b>	<b>Jurisdiction and Purpose</b> -----	<b>8</b>
1.1	Jurisdiction -----	8
1.2	Purpose and Objective -----	8
<b>Article 2</b>	<b>Faculty Advisor</b> -----	<b>9</b>
2.1	Selection and Approval -----	9
2.2	Purpose and Responsibility -----	9
<b>Article 3</b>	<b>Operations Board</b> -----	<b>10</b>
3.1	Purpose and Responsibility -----	10
3.2	Eligibility and Structure -----	11
3.3	Position Descriptions -----	11
3.4	Meetings -----	15
<b>Article 4</b>	<b>Elections and Appointment</b> -----	<b>16</b>
4.1	Elections -----	16
4.2	Appointment and Removal -----	17
<b>Article 5</b>	<b>Staff</b> -----	<b>18</b>
5.1	Membership -----	18
5.2	General Staff Meetings -----	19
<b>Article 6</b>	<b>Violations</b> -----	<b>20</b>
6.1	Violations -----	20
6.2	Verbal Warnings -----	21
6.3	Written Warnings -----	21
6.4	Suspensions -----	22
6.5	Appeals -----	<b>Error! Bookmark not defined.</b>
6.6	Removal of Staff -----	22
6.7	Relief from Sanction -----	22
<b>Article 7</b>	<b>Compensation</b> -----	<b>Error! Bookmark not defined.</b>
7.1	Purpose of Compensation -----	<b>Error! Bookmark not defined.</b>
7.2	Denial of Compensation -----	<b>Error! Bookmark not defined.</b>
7.3	Eligibility for Compensation -----	<b>Error! Bookmark not defined.</b>
7.4	Compensated Members -----	<b>Error! Bookmark not defined.</b>
<b>Article 8</b>	<b>Amendments</b> -----	<b>24</b>
8.1	Amendment Proposal -----	24
8.2	Approval Process -----	24
<b>Article 9</b>	<b>Eagles FM Services</b> -----	<b>Error! Bookmark not defined.</b>
9.1	WIKD Entertainment -----	<b>Error! Bookmark not defined.</b>
9.2	Eagles FM Sports -----	<b>Error! Bookmark not defined.</b>
9.3	Eagle Studios -----	<b>Error! Bookmark not defined.</b>
<b>Policies and Procedures</b>	-----	<b>26</b>
<b>Article 1</b>	<b>Programming Policies and Procedures</b> -----	<b>27</b>

1.1	On-Air Clearance-----	27
1.2	Air Shift Attendance -----	27
1.3	General Program Policies-----	28
1.4	Guest Policy-----	29
1.5	Obscenity Policy -----	30
1.6	Air Checks-----	31
1.7	Station Logs -----	31
<b>Article 2</b>	<b>Training Policies and Procedures-----</b>	<b>34</b>
2.1	Studio Training Overview-----	34
2.2	General Training Session -----	34
2.3	In-depth Training Sessions -----	35
2.4	External Broadcast Training Overview -----	35
2.5	External Broadcast Certification-----	36
2.6	General External Broadcast Policies-----	<b>Error! Bookmark not defined.</b>
2.7	WIKD Entertainment Training Overview -----	36
<b>Article 3</b>	<b>Eagles FM Services Policies and Procedures-----</b>	<b>Error! Bookmark not defined.</b>
3.1	WIKD Entertainment Policies-----	<b>Error! Bookmark not defined.</b>
3.2	Eagles FM Sports Policies-----	<b>Error! Bookmark not defined.</b>
3.3	Eagles Studio Policies-----	<b>Error! Bookmark not defined.</b>
Definitions	-----	<b>Error! Bookmark not defined.</b>
Appendices	-----	<b>Error! Bookmark not defined.</b>

# Code of Ethics

We will uphold to the highest levels of professionalism in broadcasting. We will refrain from material that is sexist, discriminatory, prejudice, or otherwise derogatory in nature. The objective of Eagles FM is to provide a media source through FM Radio, as well as the internet, and to enlighten, educate and entertain the Embry-Riddle community.

## **Public Trust**

Our broadcasters should recognize that their first obligation is to the public.

## **Integrity**

Our broadcasters should maintain integrity and decency, avoiding real or perceived conflicts of interest, and respect the dignity and intelligence of the audience.

## **Accountability**

Our broadcasters should recognize that they are accountable for their actions to the public, the profession and themselves.

## **Truth**

When covering news, our broadcasters should pursue truth aggressively and present the news accurately, in context and as meticulously as possible.

## **Fairness**

Our broadcasters and public affairs personnel should present the news fairly and impartially, placing primary value on significance and relevance.

## **Independence**

Our broadcasters should defend the independence of all broadcasters from those seeking influence or control over news content. In addition, students in student media should support and do the same for all student media organizations.

## **Professionalism**

Our broadcasters are expected to be professional and strive toward excellence in all on-air duties as prescribed by the management of the station.

# Code of Conduct

The Federal Communications Commission (FCC) and Embry-Riddle Aeronautical University (ERAU) have set forth guidelines by which professional broadcasters and professional broadcasting organizations must follow. This list is not an absolute set of regulations regarding FM broadcasting, rather acts a quick handguide to decency on-air. The staff of Eagles FM will strive to uphold the statutes set forth by the FCC and ERAU as laid out in this document.

## Federal Communications Commission

Professional broadcasters must refrain from:

1. Racist or sexist conduct: verbal or nonverbal, which includes such conduct against any group.
2. Negligent violation of FCC Required Responsibilities.
3. The use of obscene material. Obscene material can be defined using the "Miller Test". The "Miller Test" is a three-part definition of obscenity, and material must meet all criteria for it to be subject to this restriction. The material must (1) appeal primarily to the prurient interest, (2) violate contemporary community standards, and (3) be without any significant or redeeming social, artistic, political, or educational value.
4. The use of indecent material. The 1978 Pacifica Case defines indecency as "language or material that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs." This definition includes, but is not limited to the following words: **cocksucker, fuck, motherfucker, cunt, piss, tits, and shit.**

## ERAU Expressed Violations

Professional broadcasters must refrain from:

1. Invasion of privacy.
2. Any conduct that portrays a negative image of Eagles FM Campus Radio, SGA, or ERAU.
3. The use of **asshole, bitch, twat, pussy, goddamn, cock, and dick** as these are defined as indecent by Eagles FM and ERAU.

# Embry-Riddle Aeronautical University Campus Radio

## Eagles FM Bylaws





## **Article 1** Jurisdiction and Purpose

This article states the jurisdiction and purpose of the Eagles FM bylaws.

### **1.1 Jurisdiction**

- 1.1.1** The rules and provisions of these bylaws and the Eagles FM Manual shall apply to all members, activities and facilities of Eagles FM and WIKD Entertainment.
- 1.1.2** Eagles FM is a division of the Embry-Riddle University Student Government Association (SGA).

### **1.2 Purpose and Objective**

- 1.2.1** The objective of these bylaws is to provide a framework of rules, regulations and policies so that Eagles FM can be organized and run by the Executive Board, Operations Board and general staff.
- 1.2.2** These bylaws are intended to work in conjunction with the Student Government Association (SGA) Constitution and the ERAU policies.
- 1.2.3** If a conflict arises between the SGA constitution and these bylaws, the SGA constitution prevails. The ERAU Policies supersede SGA and Eagles FM Bylaws.



## **Article 2** Faculty Advisor

This article explains the selection and duties of the Faculty Advisor.

### **2.1 Selection and Approval**

- 2.1.1** Faculty Advisors shall be chosen by the Eagles FM General Manager and approved by the Operations Board. The candidate's name will then be submitted to the SGA Faculty Advisor for approval. If the Operations Board or the SGA Faculty Advisor rejects the Candidate's nomination, then the General Manager will select another candidate.
- 2.1.2** The Faculty Advisor shall serve in this position until he or she resigns or the General Manager selects a new Faculty Advisor.
- 2.1.3** If for any reason Eagles FM does not have a Faculty Advisor, the SGA Faculty Advisor shall act as the Eagles FM Faculty Advisor until a new advisor is selected and approved.

### **2.2 Purpose and Responsibility**

- 2.2.1** The Faculty Advisor shall be available for consultation and advice concerning all aspects of the operations of Eagles FM.
- 2.2.2** The Faculty Advisor is not a voting member of the Eagles FM Operations Board.
- 2.2.3** The Faculty Advisor should oversee elections to ensure accountability and impartiality.

## **Article 3** Operations Board

The following Bylaws state the purpose, responsibility, meeting details, and membership of the Operations Board.

### **3.1 Purpose and Responsibility**

- 3.1.1** The Operations Board shall be responsible for the operation and management of Eagles FM.
- 3.1.2** The Operations Board shall be responsible for implementing and enforcing all policies and documents of Eagles FM along with all relevant University and FCC rules and regulations.
- 3.1.3** The Operations Board shall remain in office for a one (1) year term starting the summer A term, immediately following their election at the end of spring semester. In the case of a mid-year election, the newly elected Operations Staff member will finish out the current term and elections will continue as normal at the end of the spring semester.
- 3.1.4** The Operations Staff is encouraged to enroll for all Summer Semesters and all semesters during his/her term. If any member of Operations Staff is not enrolled at any time during his/her term any active staff member may temporarily be appointed by a two-thirds (2/3) vote of the Operations Board to fulfill the tasks of that position until the elected member returns.
- 3.1.5** The Operations Board shall establish operating procedures in order to implement station policies. This board also has full authority to make any decision for Eagles FM. The Operations Board will keep the general member staff informed of its decisions and actions.
- 3.1.6** Members of the Operations Board may establish procedures within their jurisdictions. Any action or decision of an Operations Board member is subject to review by the entire Operations Board.
- 3.1.7** The Operations Board members are able to issue warnings under their jurisdiction.
- 3.1.8** The General Manager can only vote on a motion if it is a tie breaking vote.

- 3.1.9** The Operations Board shall vote on motions introduced by any general member or Operations Board member. The General Manager and quorum of the Operations Board must be present to vote on a motion. Two-thirds (2/3) vote of the Operations Board members in attendance is required to pass the motion.
- 3.1.10** The Operations Board reserves the right to exercise the authority over relevant Eagles FM actions not explicitly covered in this Eagles FM Manual.

## **3.2 Eligibility and Structure**

- 3.2.1** Operation Board positions are available to any Eagles FM active staff member who has been an active member with Eagles FM for at least a semester. This requirement can be overruled during a period of need, if the Operations Board and Election Coordinator both feel necessary, with the exception of General Manager.
- 3.2.2** An Operations Board member must be a student of Embry-Riddle Aeronautical University.
- 3.2.3** An Operations Board member must have a current CGPA of 2.5 or higher to be considered for an Operations Board position.
- 3.2.4** The Operations Board shall be structured as seen in Appendix One (1).
- 3.2.5** The General Manager, Business Director, and Program Director shall be known as the Executive Board.
- 3.2.6** Each Operations Board member shall regulate, coordinate and control their respective departments.

## **3.3 Position Descriptions**

Position descriptions are not necessarily a complete list of responsibilities, but more of a guideline of activities.

- 3.3.1** General Manager
  - i* Acts as the Eagles FM SGA Division Chair
  - ii* Attends all SGA Executive board meetings
  - iii* Oversees general operations of Eagles FM
  - iv* Approves and suggests items for budget
  - v* Controls station access
  - vi* Ensures positive station image
  - vii* Selects Eagles FM Elections Coordinator
  - viii* Selects Eagles FM Faculty Advisor
  - ix* Runs and schedules Eagles FM general meetings
  - x* Runs and schedules Eagles FM operations meetings
  - xi* Chief liaison to University, SGA, and ERAU community
  - xii* Co-Liaison to FCC in assistance with the Faculty Advisor

- xiii* Develops station business plan and enforcement of plan
- xiv* In charge of maintaining Eagles FM manual and enforcing the manual
- xv* Responsible for organization and delegation of Eagles FM room and equipment keys
- xvi* Works with Business and Program Director to appoint the Operations Board members

### **3.3.2 Program Director**

- i* Coordinates Eagles FM show scheduling
- ii* Responsible for studio organization and cleanliness
- iii* Coordinates all public service announcements (PSA)
- iv* Coordinates all in-studio recording sessions
- v* Responsible for Studio operation
- vi* Handles Eagles FM studio discrepancies
- vii* Maintains Eagles FM on-air integrity
- viii* Responsible for reporting the Eagles FM on-air logs to Music Logging Associations
- ix* Approves all Eagles FM on-air clearances
- x* Lead Operations Board member in enforcing the Eagles FM Studio Guest Policy and all other Eagles FM studio based policies
- xi* Coordinates all external broadcast activities with the Chief Engineer and the Event Coordinator
- xii* Manages and coordinates all Eagles Studio activities.
- xiii* Co-responsible, with the Chief Engineer and Music Director, for maintaining the Eagles FM Automated Broadcast system
- xiv* Responsible for providing the Eagles FM Automated Broadcast system with clean music, drops, and station identification recordings
- xv* Coordinates rotation of media (music, station identifications, magazines, etc.)

### **3.3.3 Music Director**

- i* Responsible for previewing and cataloging new music
- ii* Responsible for communications and correspondences with record labels
- iii* Maintains the Eagles FM subscriptions, including music subscriptions and CD subscriptions
- iv* Maintains the Eagles FM media libraries
- v* Responsible for making the Eagles FM DJ staff aware of all the media available to them for their shows
- vi* Liaison to Music Royalty Associations
- vii* Co-responsible, with the Chief Engineer and Program Director, for maintaining the Eagles FM Automated Broadcast system
- viii* Responsible for administering regular student body surveys for feedback
- ix* Coordinates rotation of media with Program Director

### **3.3.4 Business Director**

- i* Advisor to all Operations Board members in the Business Department
- ii* Lead Operations Board member in enforcing all Eagles FM policies relating to office conduct, meeting attendance, and Eagles FM membership status
- iii* Notifies members of meeting times and places
- iv* Controls office management
- v* Controls office atmosphere
- vi* Coordinates financial status of station (funding through finance board, budget, DJ payment, etc.)
- vii* Responsible for office organization and cleanliness
- viii* Responsible for maintaining station files, both physical and virtual
- ix* Schedules and coordinates Business Department meetings
- x* Secures office supplies for the Eagles FM office
- xi* Secures business cards for Eagles FM use
- xii* Maintains Operations Board Office Hour Logs
- xiii* Ensures Operation Board office hours are upheld
- xiv* Responsible for organizing the Eagles FM supplies closet
- xv* Responsible for securing nametags and faceplates for Operations Board
- xvi* Responsible for event staff payments and compensation
- xvii* Responsible for Eagles FM bulletin board updates
- xviii* Responsible for ensuring developing a station recruitment plan
- xix* Responsible for all station non-SGA budget fundraising (poster sale, etc.).
- xx* Responsible for the correct handling of all Eagles FM underwritings.
- xxi* Responsible for maintaining an Eagles FM Sponsorship price list.
- xxii* Coordinates with Program Director to air underwriting according to contracts
- xxiii* Acts as the main representative for the radio station for underwriting contracting purposes

### **3.3.5 Chief Engineer**

- i* Responsible for all maintenance and repair of station equipment and electronics
- ii* Responsible for Eagles FM website management
- iii* Coordinates and develops technological growth of station
- iv* Ensures all Eagles FM equipment meets FCC regulations
- v* Coordinates timing of transmitter system operation
- vi* In charge of FCC operational logs
- vii* Responsible for maintaining and storing all Eagles FM on-air logs
- viii* Responsible for maintaining the Emergency Alert System and its required log
- ix* Keeps an Eagles FM maintenance, testing, and discrepancy log
- x* Train all Eagles FM External Broadcast Technicians
- xi* Supervises all Eagles FM technical staff
- xii* Co-responsible for maintaining the Eagles FM Automated Broadcast system with the Media Manager

### **3.3.6 Training Director**

- i* Organizes and facilitates Eagles FM training process

- ii* Awards Eagles FM training completion
- iii* Responsible for Eagles FM training staff
- iv* Maintains all Eagles FM training logs, paperwork, etc.
- v* Coordinates Eagles FM advanced training sessions
- vi* Co-responsible with the General Manager for the Eagles FM Training Material.
- vii* Responsible for organizing and scheduling all requested Eagles FM Studio and Office tours.
- viii* Responsible for the content and the administration of all Eagles FM exams
- ix* Responsible for new member processing
- x* Responsible for member database upkeep

### **3.3.7** Event Coordinator

- i* Responsible for organization and planning of all event requests in a timely manner
- ii* Responsible for maintaining an Eagles FM event staff
- iii* Responsible for up-keep of event equipment
- iv* Coordinates future expansion of WIKD Entertainment and external broadcast
- v* Ensures a professional atmosphere at all Eagles FM events
- vi* Is the chief liaison between Eagles FM and Eagles FM event customers
- vii* Responsible for ensuring that all event staff are fully and correctly trained
- viii* Responsible for Maintaining an Eagles FM event price and info guide
- ix* Responsible for collecting payments from Eagles FM event customers
- x* Ensures proper event paperwork is kept
- xi* Responsible for coordination all events have the correct equipment
- xii* Responsible for coordination the proper transportation of all event equipment to the event location and back
- xiii* Responsible with the General Manager for maintaining an Eagles FM driver list
- xiv* In charge of all station promotions
- xv* Responsible for all promotion events (student activities fair, etc.)
- xvi* In charge of developing promotional plan

## **3.4 Meetings**

- 3.4.1** The Operations Board shall meet a minimum of once per month.
- 3.4.2** The General Manager shall plan and chair the meetings as well as schedule meetings of the Operations Board.
- 3.4.3** The General Manager shall call a special meeting of the Operations Board within forty-eight hours of receiving a formal request to do so from any Operations Board member.
- 3.4.4** An Operations Board quorum is defined as  $2/3$  of the Operations Board members. A quorum must be present for all Operations Board votes. If a quorum is not present the votes is postponed until such time as two-thirds ( $2/3$ ) of the Operations Board members are present
- 3.4.5** Program Director and Business Director shall coordinate department meetings as necessary.



## **Article 4** Elections and Appointment

This article details the election process for the Executive Board positions within Eagles FM.

### **4.1 Executive Board Elections**

- 4.1.1** The current General Manager shall appoint an Elections Coordinator from the Eagles FM Active Staff for the Eagles FM elections. The Election Coordinator must not be running for Executive Board position in the elections he or she will be coordinating. The Election Coordinator is responsible for only one Eagles FM Election, each year a new Election Coordinator shall be selected.
- 4.1.2** The Executive Board shall be elected at the end of each spring semester. The Elections Coordinator shall be responsible for scheduling the elections.
- 4.1.3** Applications for Operations Board must be filed at least one week prior to the election. Applications shall be submitted to the current Elections Coordinator. The current Election Coordinator shall approve all applicants for the Eagle FM Operations Board based on the guidelines provided in these bylaws. After eligible applicants have been determined, the Executive Board applications shall be presented to the SGA Executive Board for validation.
- 4.1.4** Only those individuals who have filed applications and who have been verified as eligible may appear on the election ballot.
- 4.1.5** A quorum is defined as two-thirds (2/3) of the Active Staff. A quorum must be present for all elections. If a quorum is not present the elections are postponed until such time as 2/3 of the Active staff is present.
- 4.1.6** The election of Executive Board staff shall be conducted by a closed ballot process. Absentee ballots shall be available to Active Staff members if a written request is made to the Elections Coordinator. Absentee ballots must be turned in to the Elections Coordinator prior to the election meeting. An Active Staff member may only vote once per position. Any ballot with more than one vote per position shall be thrown out and not counted.

- 4.1.7** The Elections Coordinator shall be in charge of distributing, collecting, and counting the ballots.
- 4.1.8** All Eagles FM elections recommend the presence of the Eagles FM Faculty Advisor. The Faculty Advisor shall ensure that the election is being run fairly, and correctly.
- 4.1.9** A majority of votes cast, not including abstentions, shall determine the winner. In the case of a tie, a run-off between the top two candidates shall determine the winner. If this vote result in a tie, then candidates will give another short speech and members will vote again.
- 4.1.10** If an Executive Board member resigns from his or her position or is removed from his or her position, a mid-semester election must be held. A mid-semester election is handled exactly like a regular election except only the vacant position is up for vote.

## **4.2 Appointment and Removal**

- 4.2.1** Upon his or her elections, the Executive Board members shall appoint members to the Operations Board positions based on application submissions.
- 4.2.2** If a non-Executive Staff Operations Board position is vacant, the general staff must be notified and then an application process is started. This application process must be at least one (1) week long. The vacant Operations Board position shall then be filled from the application pool.
- 4.2.3** In the event that there are no active staff members qualified or willing to take an Operations Board position, a trainee staff member may be appointed with the approval of the Executive Board.
- 4.2.4** An Operations Board member may be removed by two-thirds (2/3) vote of the Operations Board members, not including the board member in question. This vote includes the General Manager.
- 4.2.5** The General Manager can only be removed directly through the SGA removal process.



## **Article 5** Staff

This article states the requirements for membership, as well as the process for removal from staff status.

### **5.1 Membership**

- 5.1.1** All members of Eagles FM must have a CGPA of 2.0 or higher in the current semester to be considered Active Staff.
- 5.1.2** The status of each staff member shall be defined as:
- i Trainee Staff* – A trainee is defined as a potential DJ who is actively participating in the Eagles FM Training Program. Trainees are considered active members of Eagles FM, but trainees do not have general Eagles FM voting privileges. Members will be considered Trainee staff until they have completed all required material of the Eagles FM training program.
  - ii Active Staff*- Active Staff members are those who have completed the Training Program. Active Staff members have Eagles FM election voting privileges and may be appointed to staff positions, Operations Board, and/or nominated for Executive Staff.
  - iii Inactive Staff*- If an active member decides they cannot actively participate in Eagles FM Campus Radio, their status will be changed to Inactive Staff. Inactive Staff member’s names will remain on the roster for no more than three full semesters from the date in which they became inactive. If that member becomes active before the end of three full semesters, they will regain the status they originally held. If, after three semesters has passed, they decide to become active again, they will be forced to go through the Training Program again.

**5.1.3** Summer A+B will count as one Semester.

**5.1.4** Staff members may be students, alumni, faculty, or staff of ERAU.

## **5.2 General Staff Meetings**

**5.2.1** The General Staff will meet at least once monthly. Attendance at General Meetings is mandatory for all active members of Eagles FM. This includes Trainee and Active staff members.

**5.2.2** General Meetings shall be scheduled, organized and chaired by the Eagles FM General Manager.

**5.2.3** The Business Director is responsible for notification of Active Staff for the meetings.

**5.2.4** A verbal warning will be issued for the first unexcused absence of a General Meeting. A written warning will be issued for the second unexcused absence of a general meeting and any unexcused meeting after that.

**5.2.5** Excused absences or special exceptions may be granted by the Executive Board.



## **Article 6** Violations

This article details the process required when an Eagles FM staff member violates the Eagles FM Bylaws or the Policies and Procedures of Eagles FM.

### **6.1** Violations

The following actions, when committed at the campus radio station or in the capacity of a staff member, may result in written warning, suspension, or expulsion.

- 6.1.1** Acts of physical violence, except instances of self-defense or the defense of station property.
- 6.1.2** Acts of thievery: intentional or unauthorized removal from Eagles FM premises or remote facilities of station property or the property of any person at the station.
- 6.1.3** Violations of Federal Communications Commissions Rules and Regulations.
- 6.1.4** Acts of verbal or written harassment by any member.
- 6.1.5** Racist or sexist conduct: verbal or nonverbal, which includes such conduct against any group.
- 6.1.6** Negligent destruction or defacement of station property: including accidents caused by violating other station rules (e.g., spilling a drink into studio equipment, ruining the equipment through improper use) and excluding unforeseeable accidents.
- 6.1.7** Willful or Negligent violation of an Eagles FM station policy or procedure as described in this document.
- 6.1.8** Failure to follow any instructions issued by an Executive Board member, Operations Board member, the Eagles FM faculty advisor.
- 6.1.9** Any conduct that portrays a negative image of Eagles FM, the SGA, or Embry-Riddle.

## 6.2 Verbal Warnings

- 6.2.1 Verbal warnings are attempts by the Operations Board to warn members of minor offenses they have committed. Receiving a verbal warning is simply a way of giving members who have committed minor offenses a chance to both realize the offense they have committed and ensure that they do not repeat the offense.
- 6.2.2 Verbal warnings do not affect a member's status within the organization. However, verbal warnings will be logged as a means of keeping track of what offenses members have been warned of.
- 6.2.3 The Operations Board has the right to forego a verbal warning and immediately issue a written warning for any committed offenses.

## 6.3 Written Warnings

- 6.3.1 Written warnings are issued to members who have violated Campus Radio policies as outlined in this document. Receipt of two (2) written warnings changes a member's status to Probationary Active. The written warning will contain all of the following information:
  - i Name of Violator*
  - ii Name of Issuer*
  - iii Offense Committed with reference to appropriate document (Bylaws, Code of Conduct, Policies and Procedures, etc.)*
  - iv Date Offense Occurred*
  - v Details of Probation*
- 6.3.2 The details of the probation can include the following information:
  - i Punishment*
  - ii Rights of the Violator*
  - iii Length of time written warning will stay on record*

**6.3.3** Written warnings will remain on a member's record for one (1) full year, unless otherwise noted in the written warning.

**6.3.4** Any staff member that receives three (3) written warnings will be placed on suspension.

## **6.4 Suspensions**

**6.4.1** Suspensions are issued to members who have committed major violations or repeat offenses of Eagles FM policies as outlined in this document. The violator will receive a Notice of Suspension. This Notice of Suspension will have the same format as a written warning.

**6.4.2** The duration of a suspension will be specifically stated within the Notice of Suspension, along with the terms of the suspension and the rights of the violator. Members are not allowed to be active members of Eagles FM Campus Radio while they are on suspension.

## **6.5 Removal of Staff**

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

**6.5.2** An Operations Board member may place a staff member on immediate suspension until the next Operations Board meeting, when his or her case shall be reviewed.

**6.5.3** The Staff member in review may not be barred from the Operations Board Meeting and will be afforded the opportunity speak in his or her own defense, but may not be present for the vote.

**6.5.4** The Staff member in question may be expelled by two-thirds (2/3) vote of the Operations Board.

## **6.6 Appeals**

**6.6.1** An individual found by the Operations Board to have violated a provision of this Code shall have the right to an appeal before the Appeals Board within two weeks of the unfavorable finding. All decisions of the Operations Board shall take effect immediately and shall remain in effect unless overturned by the Appeals Board.

**6.6.2** The Appeals Board shall be a body of five (5) staff members (non-Operations Board) who shall be selected in a random process by the General Manager. No staff member can serve more than once during a semester. The Appeals Board may affirm or reverse the finding. The Appeals board must have a majority vote to affirm or reverse the ruling. In the event that no decision is reached, the General Manager will form a new Appeals Board.

## **6.7 Relief from Sanction**

- 6.7.1** Any individual, who is removed from the staff of Eagles FM shall have the right to seek relief from sanction one year after the removal. The Operations Board shall decide whether or not to grant relief from sanction by a majority vote.
  
- 6.7.2** Any individual granted such relief will be readmitted to the station on probationary status for one (1) semester. During that probationary period, should that individual violate any provision of this Code, he or she will be permanently removed from staff with no right to an appeal.





## **Article 7** Amendments

This article explains the amendment process for the Eagles FM Bylaws.

### **7.1 Amendment Proposal**

- 7.1.1** Amendments to the Eagles FM Bylaws can be suggested by any member of the Eagles FM Active Staff.
- 7.1.2** To recommend amendments to the Eagles FM bylaws a member must submit the changes in a written form to the General Manager.
- 7.1.3** To become part of the Eagles FM Bylaws a suggested amendment must go through the Amendment Approval Process detailed in this document. Once the Amendment proposal gains all the necessary approvals, it is added to the Bylaws.

### **7.2 Approval Process**

- 7.2.1** The General Manager shall present the amendment suggestion to the Operations Board, and then open the meeting for discussion. Once discussion is finished, the Operations Board shall vote on whether to approve the amendment suggestion. A quorum of the Operations Board is necessary and the Bylaw amendment must pass with a two-thirds (3/4) vote.
- 7.2.2** The General Manager can vote on Bylaw amendments.
- 7.2.3** The amendments will be presented to the general staff at the next meeting. There must be quorum of the Active Members to have a vote on the Bylaw amendment proposal. The Bylaw Proposal must pass the General staff with a majority vote of those present.
- 7.2.4** The Student Court must acknowledge that the Eagles FM Bylaw proposal does not conflict with the SGA constitution.

## **Article 8** Eagles FM Services

This article explains the services that Eagles FM provides.

### **8.1 WIKD Entertainment**

- 8.1.1** WIKD Entertainment shall strive to provide a quality DJ service to the Embry-Riddle Aeronautical University community.
- 8.1.2** WIKD Entertainment shall be considered a division of Eagles FM and shall be managed by the Event Coordinator.

### **8.2 Eagles FM Sports**

- 8.2.1** Eagles FM Sports shall strive to provide excellent Embry-Riddle sporting event coverage to the Embry-Riddle Aeronautical University community.
- 8.2.2** The Eagles FM Sports service shall be considered a division of Eagles FM and will be managed by the Event Coordinator.

### **8.3 Eagle Studios**

- 8.3.1** Eagle Studios shall strive to provide an excellent recording experience for the Embry-Riddle Aeronautical University community.
- 8.3.2** Eagle Studios shall be considered a division of Eagles FM and will be managed by the Program Director and the Chief Engineer.

# Embry-Riddle Aeronautical University Campus Radio

**Eagles FM**

**Policies and Procedures**



## **Article 1** Programming Policies and Procedures

The rules that follow apply to all on-air disc jockeys. These rules pertain to Eagles FM Campus Radio's programming policies and procedures.

### **1.1 On-Air Clearance**

All active members interested in holding an air shift must obtain on-air clearance from the Program Director or Training Staff. The Program Director will determine if the member has been appropriately trained and is in good standing with Eagles FM. The Program Director reserves the right to refuse or revoke an on-air clearance in accordance with the bylaws.

**1.1.1 Non-LPFM clearance** – If a staff member has completed all training and the Program Director feels he/she is competent to successfully complete a show they may be issued clearance to broadcast on non-LPFM times.

**1.1.2 LPFM Clearance** – If a staff member wishes to achieve LPFM clearance he/she must interview with the Program Director or Training Staff and pass a competency test to ensure broadcast integrity. LPFM clearance allows the staff member to broadcast anytime.

### **1.2 Air Shift Attendance**

**1.2.1 Promptness** - All on-air staff should arrive at the station in advance of the starting time of their air shift. Each staff member should take into account how long it will take to enter the studio and set up for their shift. Repeated or gross lateness will result in a written warning.

**1.2.2 Replacements** - Each staff member is responsible for the air shift assigned them for the entire semester. If the staff member cannot attend their air shift, it is their responsibility to find a replacement for that shift. If no replacement can be found, they are still responsible for attending that air shift. The Program Director must be notified in advance to approve the replacement. Any unapproved replacements will be considered a missed shift.

**1.2.3 Missed Shifts** - If a staff member fails to attend an assigned air shift and also fails to arrange for an approved replacement for that shift, that staff member will receive a written warning.

### **1.3 General Program Policies**

The following policies relate to Eagles FM programming in general, and all on-air staff will follow these policies during their air shifts.

**1.3.1 Air Breaks** – Staff Members are recommended to allow for air breaks during their shift. During an air break, SID's and/or PSA's must be played or read. All underwriting announcements and time-dated PSA's must be given priority.

**1.3.2 Live Remotes** - A live remote has priority over all regularly scheduled programming. Regular programming should be delayed until the remote ends. A live remote must be cleared through the Studio or General Manager.

**1.3.3 Legal ID** - A legal ID must be played or said at the top of each hour. Our legal ID is "99.1 WIKD-LP Eagles FM, Daytona Beach." Failure to play or say a legal ID at the top of the hour will result in a written warning.

**1.3.4 Defamation of Character/Slander** - Slander is defined as communication which exposes a person to hatred, ridicule, or contempt, lowers him in the esteem of his fellows, causes him to be shunned, or injures him in business or calling. Slander is absolutely prohibited at Eagles FM.

**1.3.5 Invasion of Privacy** - Putting a caller on the air without their express permission is considered an invasion of privacy. Giving out full names, unlisted phone numbers, or other private information about a person without their permission is also an invasion of privacy. Prank calls are considered invasion of privacy. Invasion of privacy is absolutely prohibited at Eagles FM .

**1.3.6 Editorializing** - Editorializing is defined as going out of one's way to express an ethical, moral, or political belief on a matter. Eagles FM Campus Radio does not endorse editorializing by on-air staff members. It is the staff member's responsibility to ensure that both sides of an issue are represented.

- 1.3.7 **Food and Drinks** - Absolutely no food nor drinks are allowed in the studio at any time.
- 1.3.8 **VU Meter Levels** - The VU meters on the board are used to monitor the intensity of the signal. Staff members must keep the needle below the twelve mark, with only sudden signal increases above this point.
- 1.3.9 **Decrying Station Programming and Policy** – Staff members are expressly forbidden to speak negatively about station promotions, programs, personnel, or policies over the air. On-air comments about PSA's or advertisements are also prohibited.
- 1.3.10 **Removing Music** - Music may not be removed from the studio at any time without the expressed approval of the Program Director.
- 1.3.11 **Conduct in the Studio** - Eagles FM Campus Radio is located in a working office environment. Therefore, conduct in the studio must be kept as professional as possible. This includes keeping the studio monitors at a respectable level. Horseplay will not be allowed by staff members or their guests and/or visitors. Staff members should maintain a courteous and polite attitude with all persons they come in contact with during their air shift. Staff members must remain professional, no matter how rude a person gets. The attitude of the staff member reflects on the image of Eagles FM.
- 1.3.12 **Other Policies** - The studio must not be left unattended during an air shift. All equipment, not including the board, must be turned off when closing the station.

## 1.4 Guest Policy

- 1.4.1 For the purposes of this document, a visitor is defined as a person(s) that is invited to observe a staff member during his/her air shift by the staff member. Visitors are not permitted to participate in the staff member's show in any way, shape, or form.
- 1.4.2 A guest is defined as a person(s) invited to participate in a staff member's show in some way.
- 1.4.3 All guests and visitors must be recorded in the comments section of the show log.
- 1.4.4 At all times, there may be no more than eight (eight) individuals in the studio at any one time. This includes both visitors and guests, but does not include Engineering staff or other persons conducting legitimate business at the time (i.e. production staff, programming staff, etc.)
- 1.4.5 It is important to note that the conduct of both visitors and guests is the sole responsibility of the staff member that invited them. Guests must be briefed on the proper procedure and etiquette of speaking on the air prior to broadcast. If a visitor or guest violates any of the policies or procedures outlined in this

document, they will be asked to leave the premises, and, depending on the severity of the offense, may not be allowed to return. Also, the staff member that invited them will be punished for the offense they had committed, as specified in this document.

## 1.5 Obscenity Policy

Eagles FM Campus Radio's Obscenity Policy is based on both the legal history of obscenity and indecency in the United States and on recent actions of the FCC, Congress, and the Court of Appeals. The Campus Radio Obscenity Policy is as follows:

- 1.5.1 No staff member or their guests may use obscene language (as defined in the 1973 Miller vs. California Supreme Court Case) or indecent language (as defined in the 1978 Pacifica Supreme Court Case), for any reason under any circumstances. Violations of this provision will result in immediate suspension.
- 1.5.2 The "Miller Test" is a three-part definition of obscenity, and material must meet all criteria for it to be subject to this restriction. The material must (1) appeal primarily to the prurient interest, (2) violate contemporary community standards, and (3) be without any significant or redeeming social, artistic, political, or educational value.
- 1.5.3 The 1978 Pacifica Case defines indecency as "language or material that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs." This definition includes, but is not limited to the following words: cocksucker, fuck, motherfucker, cunt, piss, tits, and shit. Eagles FM Campus Radio also includes the following words as an addition to this definition: asshole, bitch, twat, pussy, goddamn, cock, and dick.
  - i* All recorded material must be previewed and screened for lyric content PRIOR to broadcast. Ignorance of the content of a record is no excuse for the broadcast of obscene or indecent material. Staff members may choose to censor materials as they are being played, but do so at their own risk. Violations of this provision will result in a written warning for the first offense. Repeat violations will result in suspension.
  - ii* The Campus Radio Staff is required to actively enforce this obscenity policy. Responsibility for the administration and enforcement of this policy is delegated to members of the Operations Board.
  - iii* If you have any questions about material for your programs, or any doubts whatsoever regarding the "obscene" or "indecent" nature of any material, you are urged to seek the advice of the Executive Staff PRIOR TO broadcast

## 1.6 Air Checks

- 1.6.1** From time to time, staff members may be asked to record all or part of their show as part of a random air check. The purpose of this random air check is to ensure that staff members are following Eagles FM Policies and Procedures. It is also a way of providing constructive criticism to aid the staff member in constantly improving their on-air image and the smooth operation of their air shift.
- 1.6.2** When asked to participate in a random air check, the disc jockey must cooperate or risk losing their air shift and/or on-air clearance. Punishment for failure to comply with a random air check is at the discretion of the Program Director. However, any member of the Operations Board may request a random air check.

## 1.7 Station Logs

The station log is Eagles FM Campus Radio's means of keeping track of what goes over the air, as well as who is operating the station throughout the day. The station logs are used to keep track of music, public service announcements, news, and underwritings. It is vitally essential that the logs be filled out correctly and legibly by staff members. Refer to the Radio Activity Manual.



## **Article 2** Eagles FM Services

This article describes the different services that Eagles FM Campus Radio provides to the Embry-Riddle Aeronautical University community.

### **2.1 WIKD Entertainment**

- 2.1.1** All WIKD Entertainment events that are on-campus and open to all students will be 10 dollars an hour to pay for the DJ's time.
- 2.1.2** WIKD Entertainment events will always have at least one fully trained DJ, but no more than 2 DJs.

### **2.2 Eagles FM Sports**

- 2.2.1** Eagles FM Sports events will always have at least one (1) fully trained announcer and one (1) fully trained External Broadcast technician, unless prior approval is given by the General Manager.
- 2.2.2** All members of the EB staff are members of the Studio Departmental staff. All members of the EB staff are also considered active general Eagles FM staff members and all active staff rules and regulations apply to them.
- 2.2.3** Each EB event must have at least one EB Technician and one EB Announcer though it is highly recommended to have at least two EB Technicians at any event.
- 2.2.4** EB staff members are representatives of Eagles FM and of Embry-Riddle Aeronautical University, it should be stressed that staff members wear appropriate attire to each event and behave in a professional manner at all times.
- 2.2.5** All events and EB event personnel are to be coordinated by the Program Director or a designated Program Director Coordinator
- 2.2.6** All FCC, Embry-Riddle Aeronautical University, and Eagles FM policies and procedures relating to on-air language and behavior are in effect at every EB event.
- 2.2.7** **The Program Director can take disciplinary action against any EB Announcer or acting Announcer for violating effective programming policies.**

**2.2.8** The Operations Board reserves the right to remove anyone from the External Broadcast team at any time, without a vote, in accordance with the Eagles FM Manual.

## **2.3 Eagle Studios**

**2.3.1** Eagle Studios recording sessions shall always have at least one (1) fully trained recording technician.

## **Article 3** Training Policies and Procedures

The following outlines the organization and requirements of the Eagles FM Training Programs.

### **3.1 Studio Training Overview**

All members of the Embry-Riddle community who wish to be an Eagles FM Staff must complete the studio training program as outlined in this document. Upon completion of these requirements the Staff may apply for on-air clearance from the Program Director. All applicants must:

- 3.1.1** Fill out an Eagles FM DJ application.
- 3.1.2** Optionally, a DJ may begin to observe shows immediately following his application.
- 3.1.3** Attend at least one General Training Session (See Section 1.2).
- 3.1.4** Attend at least one In-depth Training Session (See Section 1.3).
- 3.1.5** Complete the Eagles FM written test.
- 3.1.6** Attend 5 hours of on-air studio training.
- 3.1.7** Attend addition training sessions as designated by the Program Director.

### **3.2 General Training Session**

A general two hour training session will be held by the training staff on a weekly basis. All new applicants are required to attend this general training session. Upon completion of this general session, new applicants are required to attend one in-depth session. During these sessions the applicants will:

- 3.2.1** Sign the Eagles FM Agreement.
- 3.2.2** Receive a copy of the Eagles FM manual.
- 3.2.3** Observe a presentation of the policies and bylaws from the Eagles FM manual as well as FCC regulations for LPFM radio stations.
- 3.2.4** Take the Eagles FM training test. Applicants who fail the training test will have to retake and pass the test before receiving on air clearance.
- 3.2.5** Receive an overview of the equipment and function of the Eagles FM studio.

### **3.3 In-depth Training Sessions**

One hour in-depth sessions will be offered at varying times throughout the week as required. These sessions will be proctored by a member of the Eagles FM training staff. All new applicants are required to attend at least one of these in-depth sessions. During these sessions the applicant will:

- 3.3.1** Receive instruction on proper use of studio equipment and facilities.
- 3.3.2** Use studio equipment to practice standard DJ techniques and skills.
- 3.3.3** Work on areas of the DJ repertoire that have been deemed unsatisfactory by the Program Director.
- 3.3.4** Retake the training exam, if necessary.

### **3.4 External Broadcast Training Overview**

All members of the Eagles FM external broadcast (EB) staff must be fully trained active staff members of Eagles FM. A non-staff member may only be allowed to join the EB team with special approval from the Program Director and the General Manager. All members of the EB team will be divided into two categories.

- 3.4.1** *External Broadcast Technician:* An EB Technician is fully trained to setup, maintain, problem-solve and take-down all EB equipment. The EB Technician may also act as a Backup EB Announcer if none are available and he/she has LPFM air-clearance.
- 3.4.2** *External Broadcast Announcer:* Is a staff member responsible for announcing sporting events, live remote activity, and any other EB events. The EB Announcer may not act as a back-up EB Technician unless he/she has also received the EB training. An EB Announcer must have LPFM level air-clearance.

### 3.5 External Broadcast Certification

To receive EB training certification an Eagles FM staff must follow these steps.

#### 3.5.1 EB Technician Certification

- i* To receive equipment certification the staff member must attend a training session organized by the Chief Engineer or designated staff member.
- ii* The staff member must receive approval from the Program Director to be added to the EB staff.
- iii* If new EB equipment is obtained, existing EB technicians must only receive recertification from the Chief Engineer.

#### 3.5.2 EB Announcer Certification

- i* The staff member must be approved by the Chief Engineer or Events Coordinator, but does not need to attend an equipment training session.
- ii* The staff member then must receive certification from the Program Director that he/she understands the EB policies and is comfortable with the EB equipment

### 3.6 WIKD Entertainment Training Overview

WIKD Entertainment is a on and off campus provider of mobile entertainment, primarily for student organized activities. Equipment training is open to any staff member who currently has an “Active” status and is in good standing with Eagles FM. All Staff Members wishing to be a part of WIKD Entertainment must complete a separate training program, described in this Article, which is outside of the material learned for Studio Clearance. Any Staff Member interested in working for WIKD Entertainment must:

**3.6.1** Notify the WIKD Entertainment Events Coordinator of his/her interest.

**2.1.2** Schedule a Private Training Session (PTS) date.

**2.1.3** Attend at least **one (1)** WIKD Entertainment Event as part of their training.

**2.1.4** Complete an Performance Verification (PV) Exam.

**2.1.5** Complete additional training at the discretion of the WIKD Entertainment Events Coordinator.

## **2.2 General Equipment Training**

Complete and concise training is a must, and will be completed at both the discretion of the trainee, and the WIKD Entertainment Manager. The training session will include, but is not limited to:

- 2.2.1** Operating regulations/ procedures unique to WIKD Entertainment
- 2.2.2** Basic equipment operating procedures
- 2.2.3** Standard equipment setup and tear-down procedures
- 2.2.4** Sound Checks
- 2.2.5** Advanced mixer board operation
- 2.2.6** Advanced sound enhancing/balancing operations
- 2.2.7** Equipment care
- 2.2.8** Equipment Storage
- 2.2.9** On-the-job receiving and processing of WIKD Entertainment payments
- 2.2.10** DJ Etiquette

## **2.3 In-depth WIKD Entertainment Training**

Further training can be accommodated for individuals wishing to master the use of all available resources pertaining to WIKD Entertainment. Such training sessions can be scheduled at the request of the trainee, at the convenience of the WIKD Entertainment Manager. Since such sessions are personalized, no such description of procedures will be listed below.

## Embry-Riddle Aeronautical University Campus Radio

# Definitions

Definitions:

*DJ -- Disc Jockey:* a person who conducts a radio broadcast consisting of recorded music, informal talk, commercial announcements, etc.

*ERAU -- Embry-Riddle Aeronautical University:* An aeronautically based university in Daytona Beach Florida.

*FCC – Federal Communications Committee:* The Federal Communications Commission is an independent United States government agency charged with regulating all non-Federal Government use of the radio spectrum (including radio and television broadcasting), and all interstate telecommunications (wire, satellite and cable) as well as all international communications that originate or terminate in the United States.

*Jargon:* Terminology that relates to a specific activity, profession, or group. It develops as a kind of shorthand, to express ideas that are frequently discussed between members of a group, and also to distinguish those belonging to a group from those who are not.

*Live Remotes – External Broadcast:* Any Eagles FM programming that does not originate from the Eagles FM studio yet is intended for play on the air. \

*LPFM -- Low Power Frequency Modulation:* FM radio broadcast with a low power wattage output. Type L1 LPFM stations such as Eagles FM have effective power ratings that do not exceed 100 watts. This wattage usually creates a radius that is about 10 miles.

*PSA -- Public Service Announcement:* A public service announcement or community service announcement is a non-commercial advertisement, typically on radio or television, broadcast for the public good. The main concept is to modify public attitudes by raising awareness about specific issues.

*SGA -- Student Government Association:* In this manual “SGA” refers to the Embry-Riddle Aeronautical University Daytona Beach Student Government Association.

*SID – Station Identification:* The practice of any type of radio station identifying itself, typically with a call sign. Station identification is a practice mandated by the Federal Communications Commission for all broadcast television stations and radio stations in the USA. The Eagles FM Station Identification is “99.1 WIKD-LP Daytona Beach Florida.”

*Underwriting Sponsorship:* An arrangement to exchange advertising for the responsibility of funding a popular event or entity. The sponsor earns popularity this way while the sponsored can save a lot of money.

*VU – Volume Unit:* Any unit that is used to measure audio volume.

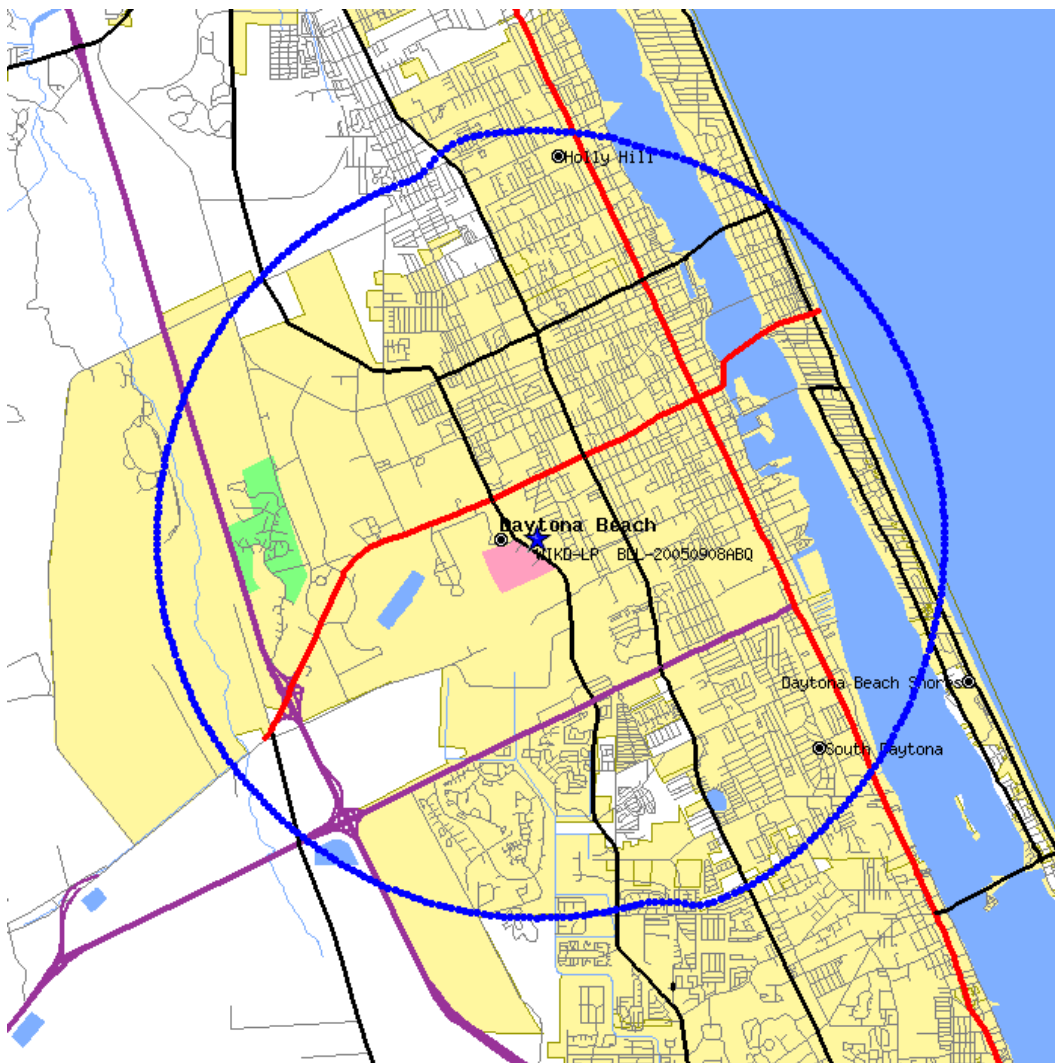


# Embry-Riddle Aeronautical University Campus Radio

# Appendices

## Appendix 1: Map of the Eagles FM Broadcast Range

This is a map of the Eagles FM theoretical broadcast radius for its 99.1 FM signal. This map is provided by the Federal Communications Commission Low-Power FM website.



## Appendix 2: The Eagles FM Operations Board

This is a basic layout diagram of the Eagles FM Operations Board.

