

KNMC RADIO STATION HANDBOOK



KNMC 90.1 FM
College Radio for the Hi-Line

MISSION STATEMENT

Our mission at KNMC radio is to bring a diverse and entertaining listening experience to the students of MSU-Northern and the surrounding community. It is KNMC's intent to expose students and North Central Montana to programming that is cutting edge, stimulating, and thought provoking.

It is KNMC's vision to be a station that is student operated and student driven.

FEDERAL COMMUNICATIONS COMMISSION

The Federal Communications Commission (FCC) is the federal agency that regulates the airwaves. The airwaves are a national resource – meaning that they belong to everyone – and the FCC is the agency, which oversees its use. The FCC regulates such things as the broadcast spectrum for AM radio, FM radio, television, broadband communications, station operations, and most of the technical aspects of broadcasting.

Each person involved with the operation of the station is expected to uphold the laws and regulations of the FCC. Deliberate violations of any FCC regulations or policies, station policies, or campus policies, may result in termination from participation in radio station operations.

*****WARNING: WORDS IN THIS SECTION ARE OFFENSIVE*****

LANGUAGE:

Obscene programming is defined as appealing to prurient interests of the average person applying contemporary community standards. The piece must also lack any serious literary, artistic, political, or scientific value.

U.S. Supreme Court Justice John Paul Stevens explained the attitude of the FCC in his opinion in a 1978 decision on George Carlin's famous "Filthy Language" piece about the seven dirty words you can't say:

"Patently offensive, indecent material presented over the airwaves confronts the citizen, not only in public, but also in the privacy of the home, where the individual's right to be alone plainly outweighs the First Amendment Rights of the intruder."

The FCC rules on indecency are a little different from those pertaining to obscenity. While outlawing indecent language is a violation of the First Amendment, it can be restricted during times when children are likely to hear. In light of this, the FCC has restricted indecent content to the hours between 10 P.M. and 6 A.M.

The National Association of College Broadcasters 1995 Handbook's definition of obscene language is as follows:

“Indecent material is language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory organs or activities.”

- Context: The FCC has defined context only by stating that it encompasses a “host of variables” which include the manner in which the material is presented, the issue of whether the offensive material is isolated or fleeting, and the merit of the material.
- Depictions or Descriptions: The new definition extends to television broadcasts but to-date no television station has been fined for indecent material.
- Patently Offensive: The standard applied is a national standard based upon what the FCC at any given time believes will offend the ‘average’ broadcast listener. Because the standard does not look to local values or sensibilities, it is discernible primarily through the rulings as to what the FCC finds offensive.

Obscene language is not protected by the First Amendment however and is always restricted. Something is obscene if it isn't appropriate for the community within which it is broadcasting. The Supreme Court has come up with a list of criteria that must all be met in order for broadcasting language to be found obscene:

- 1) An average person, applying contemporary community standards, must find the material, as a whole, appeals to prurient interest;
- 2) The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law;
AND
- 3) The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

Considering the issues involved, what follows is KNMC's stance on obscene and indecent programming for KNMC.

No DJ will use obscene language on the air at any time.

Also, no music or other programming will be aired that contains: lewd sexual, graphic depictions of violence, and/or racial remarks. Any graphic descriptions of this type on any piece of music or other programming should be brought to the attention of the station management.

KNMC will designate indecent material that may not be aired before 10:00 P.M. or aired after 6:00 A.M. according to FCC guidelines.

No DJ at this station will EVER put these words on the air:

Fuck, shit, piss, God damn it, cunt, prick, cock, pussy, tits, motherfucker, cocksucker, asshole, or son-of-a-bitch.

No racial slurs are to be mentioned, or any other obscene or derogatory comments.

No mention of genitalia or bodily functions will be permitted, unless used for scientific or medical context.

Some of these words listed may carry multiple meanings. However, use of these words in even docile context could lead to fines by the FCC, revocation of KNMC's broadcast license and our right to broadcast. Whatever the case, any use of these words will result in suspension of the offender(s)' ability to participate in radio station operation and possible suspension of academic activities as well.

KNMC will not tolerate any announcements, whether malicious or in jest, that jeopardize the station, university, and/or community.

Drugs and Alcohol:

Under no circumstances is anybody to go on the air or be on the station's premises under the influence of alcohol or illegal substances. The FCC will take action if broadcasts were or are being made by someone under the influence of drugs or alcohol. The Montana State University-Northern policy of Drugs and Alcohol can be found in the university's catalog and must be adhered to; see also VIOLATIONS/DISCIPLINARY PROCEDURES.

Libel:

According to Webster's Dictionary:

Libel: a written or oral defamatory statement or representation that conveys an unjust or unfavorable impression, a statement or representation published without just cause and tending to expose another to public contempt.

Defame: accuse, harm, or disgrace.

Just: having a basis in or conforming to fact or reason.

Any attacks on an individual or organization's character, profession, or professional abilities that damages an individual's reputation in a community can be considered libelous.

Recourse in a situation like this, is to sue for libel; a costly method for rectifying an avoidable situation.

Some examples of potential libelous remarks are:

"Terrible Selfish, owner of beat electric, is a thief and liar."

"Spread'em Computer rips people off, doesn't care about the consumer, and does shoddy work without warranty."

"Detri Rhino is a"

The important thing to note is if you think it may harm or jeopardize the business or individual's reputation in the community, **leave it alone.**

Slander:

The utterance of false charges or misrepresentations which defame and damage another's reputation.

Upon review by station management, anyone using libelous or slanderous remarks will be removed from the station, not allowed to participate in station operations, and will be subject to the 'law of the land' in matters regarding the incident(s).

Broadcast Hoaxes:

Broadcasting false information concerning a crime or catastrophe constitutes a violation of FCC rules if:

- 1) the licensee knew this information to be false,
- 2) was foreseeable that the broadcast would cause substantial public harm,
AND
- 3) broadcast of the information did in fact directly cause substantial public harm.

The context of a "crime" is an act or omission that makes the offender subject to criminal punishment by law. A "catastrophe" is a disaster or imminent disaster involving violent or sudden events affecting the public.

"Public harm" must begin immediately and cause direct and actual damage to property or to the health or safety of the general public, or diversion of law enforcement or other public health and safety authorities from their duties.

In addition to this, the FCC states:

Any programming accompanied by a disclaimer will be presumed not to be foreseeable harm if the disclaimer clearly characterizes the program as a fiction and is presented in a way that is reasonable under the circumstances.

Station Identification:

The station is to be identified, as required by FCC regulations, at the top of every hour; (legally it is within five minutes before or after depending on programming or on-air break in between music).

Examples:

"This is **KNMC, Havre**, signing off (on) for the broadcast day."

The legal ID for the station is **KNMC, Havre**. It is only the call letters and the community where the station is located. You can have whatever before the call letters and afterwards, but there is nothing in between.

Good Examples are:

**(KNMC, Havre) FM 90.1 Northern's Tower of Power.
FM 90.1 (KNMC, Havre) MSU-Northern's Best Rock.
MSU-Northern's College Radio (KNMC, Havre) FM 90.1**

Public File:

The public file is a legal document of radio station's activity. The FCC requires that this document remain on station premises. Some of the documents required:

All applications, employment records, copies of contracts, FCC correspondence, program and community issue reports, etc. The FCC requires that public files be open to anybody from the community. If anyone should ask to see them, direct them to the station manager or other station administration.

No appointment is required to see the public file, all personnel should know its location, and it will not be removed from the station.

The Radio Station Advisory Board:

The immediate ruling and voting body of the KNMC radio station will be the Radio Station Advisory Board. The RSAB will consist of the ITS director, two faculty members, an administrative member, an off-campus advisor, the station manager, and two students appointed by the student senate.

Meetings are open with additional seats allocated for technical advisor, additional faculty, and student members as participation allows. The university chancellor will serve as an ex-officio member.

The duties of the RSAB is to oversee the general operation of the station. The Board shall approve the annual budget of the station, expenses of the station, and yearly appointments of station manager. A member of the ASMSUN student senate should sit on the board as a representative of the senate to provide information to the senate and bring matters of concern to the board as required.

The Radio Station Operations Committee:

The Radio Station Operations Committee is a sub-committee of the RSAB. The committee will consist of the station manager, executive staff (see Job Descriptions), DJ's, and volunteers. All meetings of the committee will be open. The duties of the committee will be those to oversee the day-to-day operations of the station. It is also to allow a forum for station functions, goals, ideas, and proposals for submission to the RSAB.

STUDIO CONDUCT

The rules in this handbook are to be followed to maintain station integrity.

- 1.) There is no reason for anything that belongs to the station to leave the station. No CDs, records, equipment, etc. will leave the station without prior consent. If something is gone and permission hasn't been granted by station management, it will be considered theft. **You will be prosecuted.**
- 2.) DJ's hosting the program will be responsible for their guests.
- 3.) No DJ will accept money or any other form of compensation for playing music or endorsing a product or event (this is known as payola or plugola, and it is against the law).
- 4.) At no time is an on-air person knowingly to lie or provide false information.

Violations/Disciplinary Procedures:

Showing up late for a shift:

- 1st offense, verbal warning
- 2nd offense, possible suspension
- 3rd offense, loss of station membership

Not having someone to cover in your absence:

- 1st offense, loss of station membership

Breaking station rules:

- 1st offense, verbal warning
- 2nd offense, possible suspension
- 3rd offense, suspension

Malicious Destruction of station property:

- 1st offense, loss of station membership

Possession or Being under the influence of Alcohol or Drugs:

- 1st offense, loss of station membership

Using inappropriate language:

- 1st offense, verbal warning
- 2nd offense, possible suspension
- 3rd offense, suspension

Appealing a disciplinary action:

A written explanation must be submitted to the chairman of the Radio Station Advisory Board within 10 days of the disciplinary action. The Radio Station Advisory Board can make the decision to overturn the punishment or reduce the penalties as they see fit.

Disc Jockeys:

The disc jockeys, DJs, are responsible for the immediate on-air programming of the station. DJs should show up at least 10 minutes prior to show.

If a DJ cannot make it to cover their shift, THEY MUST get someone to substitute for them and NOTIFY STATION MANAGEMENT OF SUBSTITUTION. The substitute DJ must be from the substitute list or someone, if not on the list, WITH PRIOR APPROVAL FROM THE STATION MANAGEMENT!

The DJ is ultimately responsible to the listening public concerning on-air programming. The DJ's duties include maintaining on-air programming logs, recording modulation output reports, using a wide variety of specialized equipment in a responsible manner, keeping programming on-air at all times during their shift, and being creative while on-air and still staying within the guidelines of the FCC regulations, station policy, and campus policy.

Any equipment, station, or on-air problems must be reported as soon as possible to station management or the advisory board.

DJs will never be under the influence of alcohol or drugs at any time or disciplinary actions will precipitate from such an eventuality; be it in house radio management decisions or university administrative policy.

DJs are responsible to maintain cleanliness in the studio and radio station. PSA's will be returned to the appropriate sleeves and into the PSA holders.

DJs will be required a minimum of one hour per week of in studio time, *besides on-air time*, to inventory library, watch phone, clean up studio, do filing or paperwork assigned, or various other duties to help the station operate.

DJs are required to *fill out appropriate equipment, music, and operation logs every time they are on air.*

Any problems must be reported to management and put into station log.

If a DJ doesn't make a show without notifying the station management it is grounds for dismissal, upon the discretion of the station manager.

This handbook subject to revision at any time. 11/08/01