CCC RADIO HANDBOOK
**Purpose:**

CCC radio’s purpose is to give the students the opportunity to provide the campus and the world with a fully operational radio station. We are here to inform and entertain our audience.

**Introduction:**

CCC radio welcomes you!!! This is a College campus radio station in Allentown Pa. which broadcasts worldwide, reaching anybody in the world with a computer and the internet.

CCC radio is proud to introduce ourselves. We are a unique campus, with a very enthusiastic radio station. Each Disk jockey plays a different genre, ranging from classical, to hard rock, to pop, and so much more. This radio station gives their audience what they want to hear.

Working/ being a part of the campus radio station is an AMAZING! opportunity that helps you develop yourself either professionally or just personally as a leader, and a member of a great organization.

CCC radio with your support can do great things, and ask that you as the audience/DJ help us become even greater.

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**Cedar Crest College RADIO:**

The radio station is completely student run. The station consists of lifelong learning students as well as traditional, faculty, and staff.
Policy

Missing DJ Slots
If you choose to obtain a credit for DJ’ing a show on CCC Radio, you will need to commit to
at least one hour per week of shows. If you cannot make a show, you must find a
replacement. If no replacement is available, you must make sure that an older show of yours
is played in the automated system during your absence. If you miss a show completely and
do none of the above once, your grade for the one-credit can be no higher than a “C”. If it
happens twice, you will fail and receive no credit for DJ’ing.

DJ’s
If you would like to be a DJ and are not taking Radio for credit, you can come to one meeting
a month, if you do not come to a least one meeting a month you will not be allowed to DJ.

Shows
If you are not taking Radio for credit and cannot make a show you MUST find a replacement,
or play and old show, if you fail to do so the person will be dealt with as Management sees fit.

Email DJ
If you choose to be a DJ, but cannot make the meetings we will ask that when you receive
our minutes that you respond back to them to the Music Director/Program Director, with
what you think is the highlight of the meeting? What you feel we can improve? Any
suggestions or input you have for the group. This way we know you understand what is going
on and/or ask questions if you have any. If you fail to do so the person will be dealt with as
Management sees fit.

Emailing DJ’s also need to get involved and volunteer their time. An example would be if we
DJ an event they must help out with at least one event, or they must help a staff member at
least once a month with a task.

Staff
To be a part of the staff you MUST come to all the meetings staff and regular meetings, if
you are unable to come to one you must let the station manager know, as well as the advisor,
especially if taking radio for credit.

Djing for on campus events
To DJ for on campus events there is a charge of$75 for the first three hours, and every hour
after that $30

Guests
If a DJ has a guest on their show they MUST sign a guest contract, sign in as a guest, and
aware of their audience. HAVE FUN!

Contests
Any contests that are to be help over the radio station MUST follow station guidelines and be
approved by the Promotions Director.
Logs
The Program Director will weekly check the logs. If logs are not legible or all the information is not present the 1st offense will be a warning and a rewrite of the logs. The 2nd offense will be considered a missed show if radio is taken for credit this will affect your grade, if not taken for credit this might affect your chances at being able to DJ your own show.

Music
Any Music on Tune trackers that is damaged or does not work, you must tell management IMMEDIATELY so we can take care of it as needed.
Promotions Guidelines

Events that require approval or do not specifically fit into one of these guidelines should be mentioned at the Thursday afternoon radio meeting. If there is a time constraint, please contact the promotions director and/or station manager.

Allowed without approval:
- School sponsored events- including events that are advertised via e-mail, the college calendar, and flyers.

Allowed with approval:
- Alcohol is present at the event and mentioned in the promotion
- Sex-related events

Allowed:
- Alcohol is present at the event but not mentioned in the promotion
- Events at/involving competing schools
- Political events
- Social awareness events
- Protests
- R-rated or NC17 films
- Events directly against or criticizing Cedar Crest College
- Religious events
- Public family events

Not Allowed:
- Events where there will be gambling
- Adult entertainment
- Tobacco
- Illegal drugs will be present
- Legal drugs will be present
Restarting Windows Media Encoder on Red Dell Computer

- Windows Media Encoder must be on for music to be heard on campus computers.
- Check that it is on before you do your show. Look for green moving levels.
- Have a friend listen in during your show.
- If it is stopped but the Encoder window is open just click on “start.”
- If window is not visible see if it has been minimized and on the bottom of the desktop.
- If it is gone then you can double click on the “CCC Radio” encoder icon (looks like a target) then Click on “start”
To Burn a CD (from the Beast aka The Dell)

1. After saving your show as what kind of file you want, open your session into Audition.

2. Click on the CD tab

3. To the left of the big, white square are the tracks from your session

4. Click on these tracks and drag them into the white box

5. Insert a blank CD into the top drive of THE BEAST (the dell)

6. Click “write to CD” in bottom right corner and viola!

Transfering Recoded shows, promos, station ID’s, etc to Tune Trackers FAST from Dell Computer

1. Make sure your sound file is an MP3. If not, make it an MP3 in Audition.

2. Close or minimize Audition

3. Double Click on “FireZilla Client” icon on desktop to open it.

4. File Transfer screen will open up with dell folders on the left side and “no connection” on the right

5. Choose far left item on top toolbar “Open the Site Manager” and click on it.

6. It should be OK and you can just choose “connect at the bottom of the site manager window. The settings should be HOST: 172.16.30.50 PORT: blank SERVERTYPE: FTP File transfer Protocol LOGONTYPE: Normal USER: radio PASSWORD: cccradio. If all is well don’t mess with the settings.

7. After you connect the tune trackers folders should show on the right side of FileZilla window.
8. Choose “boot” and the “station” folder. There should be a “Radio Shows Folder” as well as “Station ID’s” “Promos” and so on.

9. Find your MP3 file on the left side (Dell) and drag it to the appropriate folder on the right side (tune tracker). It will copy really fast.
Ways to tune in to CCC Radio

❤ Website: www.cedarcrest.edu/ccccradio
❤ TV(on campus): Channel 17
❤ Requests:
  * Call: (610)-606-4989
  * AIM: wcccradio
  * Facebook: CCC Radio: Cedar Crest College Campus Radio Station
CCC RADIO Job Descriptions

I. Station Manager:

1) Run the weekly CCC Radio meetings; set agenda and lead discussion. Ensure that all important issues are discussed and that station business is done.

2) Oversee the staff. Answer questions and occasionally make executive decisions if requested by a manager and/or if a consensus cannot be obtained through vote of the management team. Report to and discuss with the Advisor appropriate actions/disciplines if a specific manager is not accomplishing their duties.

3) Enforce provisions of/suggest revisions to the CCC Radio Handbook

4) Responsible for overall vision and sound of the station, along with the Program Director and Music Director.

5) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available. Ask other station personnel to report on a regular basis of their discoveries regarding college radio.

6) Maintain College Broadcasters, Inc. subscription/membership.

7) Along with Advisor (for now), pay yearly fees for online copyright.

8) Stay informed of changing regulatory environment regarding online broadcasting.

9) Establish rules and procedures for outside guests/DJ’s and coordinate these rules with Student Life and Security.

II. Program Director:

1) Responsible for overall sound of the station, and “second in charge” below the Station Manager. If the Station Manager is ill or in an extended absence, assume the duties of the Station Manager.

2) Train or assign personnel to train new DJ’s. DJ’s must be trained on board use, performance, recording their shows on the Dell Machine, and on Tune Tracker.

3) Solicit and answer email questions regarding new DJ’s and training.
4) Learn and when necessary or appropriate teach how to create master and program logs for the Tune Tracker system.

5) Research and present to station personnel syndicated and other programming options. Strive to increase programming beyond live DJ’s and fill the station week as much as possible with additional programming.

6) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available.

7) Stay informed, along with the Station Manager, of regulatory environment regarding online broadcasting.

8) Upload, update, maintain, and remove if appropriate all promos, ID’s, and other productions in a timely fashion into the appropriate folders in the Tune Tracker system. The Production Director can be given authority to upload new productions, but the ultimate responsibility lies with the Program Director.

9.) Check logs weekly, if the logs are properly written, and legible.

III. Music Director

1) Responsible for monitoring DJ’s on-air performance (especially new DJ’s) and reporting any absences, rule violations or problems with DJ’s to the Program Director and Station Manager.

2) Assist Program Director in training new DJ’s, including in the areas of board use, performance, recording their shows on the Dell Machine, and on Tune Tracker.

3) Maintain and add music to the music library on the Tune Tracker computer. Devise system of exchanging music/CD’s in order to continually upgrade and expand the music library. Monitor and enforce any rules that are needed to accomplish this task.

4) Learn how to use TunePrepper software on the Tune Tracker system to rip music. Learn how to add attributes to ripped music so that the “Lightning” software can locate music in using different search terms.

5) Maintain the DJ Schedule and send updates as necessary (minimum: weekly) to the Web Manager for posting online.

6) Maintain the DJ sign-in log, and keep these records safe.

7) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available.
8) Maintain communication with DJ’s, answering questions and helping them to obey all station rules and regulations.

IV. Promotions Director

1) Responsible for soliciting clubs, departments and organizations who would like to be promoted by the station.

2) Create promotions and events that will publicize the station on campus (and off if possible); organize, staff, and evaluate the effectiveness of events in terms of raising awareness of and attention to the station (e.g., Battle of the Bands).

3) Answer all emails and become the first contact for all external publics of the station.

4) Create and coordinate online promotions with the Web Manager.

5) Provide relevant information about events and promotions as needed to the Production Director.

6) Purchase and inventory all prizes for promotions. Establish rules with Program Director for on-air giveaways etc. and implement rules for DJ’s along with the Music Director.

V. Event Coordinator

1.) In charge of coordinating events such as: Battle of the Bands Dance Parties and other ideas the event coordinator might have.

2) In charge of coordinating events for CCC Radio to DJ.

3) Make sure all events are properly staffed, and running smoothly.

4) Work closely with the Promotions Director.
VI. Web Manager

1) Responsible for the online site of the station.

2) Create and update all web pages.

3) Coordinate with other management staff to obtain relevant and recent information.

4) Maintain communication with College Relations representatives and Advisor in order to keep information current, especially the schedule rotation.

5) Discuss with C.R. and Advisor about obtaining permission to input information directly to website.

6) Keep current with other radio station websites, both non-commercial and commercial, in order to suggest changes and improvements to the CCC website.

VII. Business Manager

1) Responsible for the overall financial health of CCC Radio

2) Coordinate budget information with Station Manager.

3) Stay informed of current regulations and procedures regarding budgets.

4) Responsible for adhering to any CCC rules regarding the construction and submission of budgets and making sure the Station meets all deadlines.

5) Keep all records current and report weekly to the management staff at meetings.

6) Work with Promotions Director and other relevant staff members regarding all expenditures, and make recommendations as to the wise use of station funds for all activities.

7) Take minutes and Staff meeting and regular meeting

8) Answer majority of the emails.

VIII. Production Director

1) Responsible for the production of all productions, including show promos, station ID’s, other promotional spots, etc.
2) Work with DJ’s to assist them in their production duties/requests.

3) Become familiar with essential software applications such as Adobe Audition and make this expertise available to all members of the staff who ask for assistance.

4) Set semester goals, above and beyond the DJ production requirements, to create a set number of new and original productions and keep the sound of the station fresh.

5) Work with the Promotions Director to obtain information and execute the requested promotional productions.

6) Keep current with the sound of competing stations and make suggestions as to both the on-air style of CCC radio and also the technology/software requirements we need to stay current.

7) Become familiar with Tune Tracker’s requirements in regards to loading productions into the appropriate station folders on the computer; work with the Program Director to accomplish this as soon as possible after production is complete, especially regarding promotions for on-air organizations that have deadlines.

**IX. Programmer/Station Engineer**

1) Responsible for maintaining and monitoring the technical health of the station.

2) Become familiar with all basic technical functions of the station, including the Board, routing of wires between the Dell, Mac, and Tune Tracker systems, and the Windows Streaming software on the Dell.

3) Monitor the station frequently throughout the week, and respond to any problems either directly or by reporting it to Guy Gray and the Station Manager.

4) Program Tune Tracker on a weekly basis with updated logs to maintain correct station automation.
CCC Radio Broadcasting Contract

I agree to abide by the following guidelines while on air:

AT ALL TIMES be respectful to ANYONE that may be listening to your show.

This Includes:

- **CENSORSHIP OF EXPLETIVES IN YOUR DIALOGUE.** You may however, ALLOW EXPLETIVES IN YOUR MUSIC.
  
  The expletives that you MUST censor from your dialogue include fuck, cunt, cocksucker, and motherfucker. **You may use the word shit, but only in a purely descriptive sense,** i.e., “That song was shit…I’m going to play a different one,” but NOT to describe a bowel movement. This means you cannot say “I’m going to put on a long song now, so I can go take a shit.”

- You MUST give credit to ALL material that is not your own including movie/TCL clips and songs

- Not using your airtime to verbally bash people on or off campus. You may however, state disagreement with policies that these people have made.

- Not giving false information or making false statements.

You MUST read the disclaimer at the beginning and **every half hour** to let the audience know to whom they are listening.

No one may touch the station equipment unless they have been trained by the **Station Manager, Music Director, Program Director, Promotions Director, Productions Director, or either Advisor** and have signed a Broadcasting Contract. THIS INCLUDES GUESTS ON YOUR SHOW!!!

There is NO advertising of ANY kind on the air without approval by the Station Manager, the Program Director, or the Advisor. However if it is a campus event no approval is necessary.

NEVER leave the transmitter unattended.

Remember to return the station to broadcasting Tune Tracker on auto at the end of your show. Please make sure that iTunes starts to play a song before you leave the station. Also, put an away message up on AIM. There is one with the station information, PLEASE USE THIS ONE!!!

All DJs must log all songs that they play on their show.

All DJs must inform the Web Manager of any changes in hours so that the schedule can be updated.

**If someone cannot make their show at their scheduled time:**

- They must contact everyone on the contact list to try to find a replacement, contacting Music Director and Program Director last.

- DJ’s can play a pre-recorded show; however, they need to notify Program Director and Music Director first.

- You may only miss 1 show unexcused during a single semester. If a 2nd show is missed, you will not be able to broadcast again until the next semester. Keep in mind that your grade will be affected by missing shows.

- 48 hours notice must be given when missing a show except in cases of illness or family emergency.

Signature: _____________________________ Date: _______________

Name (Please Print) __________________________________________
CCC Radio Broadcasting Contract for Visiting DJ’s

I agree to abide by the following guidelines while on air:

AT ALL TIMES be respectful to ANYONE that may be listening to your show.

This includes:

- CENSORSHIP OF EXPLETIVES IN YOUR DIALOGUE. You may however, ALLOW EXPLETIVES IN YOUR MUSIC.
  The expletives that you MUST censor from your dialogue include fuck, cunt, cocksucker, and motherfucker. **You may use the word shit, but only in a purely descriptive sense,** i.e., “That song was shit… I’m going to play a different one,” but NOT to describe a bowel movement. This means you cannot say “I’m going to put on a long song now, so I can go to the bathroom.”
  You MUST give credit to ALL material that is not your own including movie/TV clips and songs
- Not using your airtime to verbally bash people on or off campus. You may however, state disagreement with policies that these people have made.
- Not giving false information or making false statements.
- You are responsible for all equipment while doing your show. Any theft or damage of equipment will be your responsibility. Proper actions will be taken if this is to happen

You MUST read the disclaimer at the beginning and **every half hour** to let the audience know to whom they are listening.

No one may touch the station equipment unless they have been trained **the Station Manager, Music Director, Program Director, Promotions Director, Productions Director, or either Advisor** have signed a Broadcasting Contract. **THIS INCLUDES GUESTS ON YOUR SHOW!!!**

There is **NO advertising of ANY kind on the air without approval by the Radio Club President, the Program Director, or the Advisor**. However if it is a campus event no approval is necessary.

NEVER leave the transmitter unattended.

Remember to return the station to broadcasting Tune Trackers on random continuous play at the end of your show. Please make sure that iTunes starts to play a song before you leave the station. Also, put an away message up on AIM. There is one with the station information, PLEASE USE THIS ONE!!!

All DJs must log all songs that they play on their show.

All DJs must inform the Web Manager of any changes in hours so that the schedule can be updated.

If someone cannot make their show at their scheduled time:

- They must contact everyone on the contact list to try to find a replacement, contacting Music Director and Program Director last.
- DJ’s can play a pre-recorded show; however, they need to notify Program Director and Music Director first.
- You may only miss 1 show unexcused during a single semester. If a 2nd show is missed, you will not be able to broadcast again until the next semester. Keep in mind that your grade will be affected by missing shows.
- 48 hours notice must be given when missing a show except in cases of illness or family emergency.

Signature: ____________________________ Date: ______________
Name (Please Print) ____________________________
CCC Radio Broadcasting Contract for Guests

I agree to abide by the following guidelines while on air:

AT ALL TIMES be respectful to ANYONE that may be listening to your show. This includes:

- **CENSORSHIP OF EXPLETIVES IN YOUR DIALOGUE.** You may however, ALLOW EXPLETIVES IN YOUR MUSIC. The expletives that you MUST censor from your dialogue include fuck, cunt, cocksucker, and motherfucker. **You may use the word shit, but only in a purely descriptive sense,** i.e., “That song was shit…I’m going to play a different one,” but NOT to describe a bowel movement. This means you cannot say “I’m going to put on a long song now, so I can go to the bathroom.”

- **You MUST give credit to ALL material that is not your own including movie/TV clips and songs**

- **Not using your airtime to verbally bash people on or off campus.** You may however, state disagreement with policies that these people have made.

- **Not giving false information or making false statements.**

- **You are responsible for all equipment while doing your show.** Any theft or damage of equipment will be your responsibility. Proper actions will be taken if this is to happen

Being that you are a guest you are unable to touch any equipment and if any damages occur due to your actions in the station then you are responsible for the repairing of the damaged equipment.

**There is NO advertising of ANY kind on the air without approval by the Station Management, the Program Director, or the Advisor.** However if it is a campus event no approval is necessary.

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Signature: ___________________________ Date: __________

Time in station : ________________

Name (Please Print) __________________________________________

Address: ______________________________________________________

Telephone#: ________________________________________________
Information from when we were a part of SGA

CCC CAMPUS RADIO CONSTITUTION

PREAMBLE

Purpose of this organization is to give students the opportunity to provide the campus with a fully operational radio station.

ARTICLE I

The call letters for our station are CCC, and the station is broadcasted to the campus via Channel 17.

ARTICLE II

The purpose of this station is to inform and entertain members of the Cedar Crest College community.

ARTICLE III

Section I. Eligibility: All members of the Cedar Crest community are welcome to participate in our campus station.

Section II. Active Membership: Anyone wishing to have a DJ slot shall first receive training from an active member or the Video Lab Technician. After training, all participants are required to sign a Broadcasting Policy, which includes guidelines for respecting any potential listeners. Active membership also requires participation in at least half of the scheduled meetings, unless otherwise excused. The officers will determine reasonable excuses. Excuses shall be sent via e-mail to the Secretary.

Section III. Inactive Membership: If a member chooses to be inactive for more than two semesters they shall be re-trained when reactivation commences.

ARTICLE IV

Section I. Method of Election: Active members shall participate in a secret ballot election of President, Vice President, Treasurer, and Secretary. Candidates for these positions must be active members prior to the period of nomination. To be elected, one must be nominated, seconded, and win the majority vote. Elections shall take place at the close of each spring semester.

Section II. Duties of Officers:
A. The President shall preside over meetings, and oversee advertising, programming, and promotions.
B. The Vice President shall assume the duties of any officer in his/her absence, and assist the President during meetings.
C. The Secretary shall record all minutes from meetings, and send all e-mails related to station/club material.
D. The Treasurer shall oversee station funds and fundraising, as well as advertising.

Section III. Terms of Office: Special elections will be held in the event of resignations or graduations.

Section IV. Removal From Office: Any officer that has failed to fulfill their duties as described in Article IV, Section II, may be removed from office by majority vote of the active members of the club.

ARTICLE V

Section I. There shall be at least one faculty advisor for the club.

ARTICLE VI

Section I. Active members will meet weekly to discuss affairs.

Section II. Special Meetings: members shall discuss special meetings at the weekly meeting prior to the special meeting. Officers shall call emergency meeting via e-mail. Active members shall provide an excuse for their absence from a special/emergency meeting to the Secretary.

Section III. Parliamentary Procedure: CCC meetings shall run under the rules of parliamentary procedure with Robert’s Rules of Order.

Section IV. Quorum: The quorum is to consist of more than half of the total active members.

ARTICLE VII

Section I. Procedure of Amendment: Amendments are to be submitted in writing and read at two meetings before a vote may be taken.

Section II. Ratification: Two-thirds vote from the active members is required to ratify an amendment.

Radio Constitution Amendments

Amendment One:
Article One shall read:
“The call letters for our station are CCC, and the station is broadcasted to the campus via the campus TV. Channel subject to change.”

Amendment Two:
Article IV Section II shall be amended to say:
“A. The president shall preside over meetings and oversee promotions.”

Amendment Three:
Redefinition of Active and Inactive Members:
There shall be a separation of the members of the Radio Club and DJs, although all will still be under the umbrella of the campus radio station. Members of Radio Club will report to the secretary of Radio Club. All DJs will report to the station programmer. It is possible to be a member of both groups, and in that case, all Radio Club business will be reported to the secretary of Radio Club, and all DJ business will be reported to the programmer.

1. An Active member of the Radio Club must make a sincere attempt to attend all Radio Club meetings for the semester, and may miss no more than half of the meetings in a semester, with a valid excuse given in writing to the secretary. Excuses will be deemed valid/invalid by the E-board.
2. Inactive members of the Radio Club include any person who cannot make half of the meetings in a given semester. Inactive members cannot run for an office.
3. Active DJs must have at least one time slot to DJ per week in the semester, and must do their best to attend that time slot every week. Any excuses for an absence must be sent in writing to the programmer. All active DJs must attend one meeting per month. DJs must contact the programmer if they cannot attend at least one meeting per month. The programmer and the E-board will deem excuses valid/invalid.
4. Inactive DJs include any DJ who cannot attend at least one DJ slot per semester. If a DJ is inactive for two consecutive semesters, they will be retrained when reactivation commences.

Notification of your status in the Radio Club and/or as a DJ must be given to the E-board and/or Programmer by the third week of the semester. Active DJs must schedule a DJ slot by the third week of the semester.

Amendment Four:
A Station programmer will be appointed by the president and approved by the members of the Radio Club.
The programmer will oversee the DJs and be the connection between the DJs and the Radio Club. The programmer is also responsible for creating the station programming schedule for each semester.

Amendment Five:
Article One shall read:
“The call letters for our station are CCC, and the station is broadcasted to the campus via the campus TV and worldwide via the internet at http://www.cedarcrest.edu/Redesign/radio/cccradio.html. Channel subject to change.”
Amendment Six:
The Preamble shall read:
Purpose of this organization is to give students the opportunity to provide the community
with a fully operational radio station.

Amendment Seven:
Article III Section II shall read:
Anyone wishing to have a DJ slot shall first receive training from the executive board, advisor or the Web Technician.

Amendment Eight:
Article IV Section I shall read:
Active members shall participate in a secret ballot election of President, Vice President, Treasurer, Secretary, Program Director, Station Manager, Music Director, Promotions Director, Web Manager, Business Manager, Production Director, Station Programmer and Engineer.

Amendment Nine:
Article IV Section II shall include:
E. The Program Director:
   1) Responsible for overall sound of the station, and “second in charge” below the Station Manager. If the Station Manager is ill or in an extended absence, assume the duties of the Station Manager.
   2) Train or assign personnel to train new DJ’s. DJ’s must be trained on board use, performance, recording their shows on the Dell Machine, and on Tune Tracker.
   3) Solicit and answer email questions regarding new DJ’s and training.
   4) Learn and when necessary or appropriate teach how to create master and program logs for the Tune Tracker system.
   5) Research and present to station personnel syndicated and other programming options. Strive to increase programming beyond live DJ’s and fill the station week as much as possible with additional programming.
   6) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available.
   7) Stay informed, along with the Station Manager, of regulatory environment regarding online broadcasting.
   8) Upload, update, maintain, and remove if appropriate all promos, ID’s, and other productions in a timely fashion into the appropriate folders in the Tune Tracker system. The Production Director can be given authority to upload new productions, but the ultimate responsibility lies with the Program Director.

A. The Station Manager:
   1) Run the weekly CCC Radio meetings; set agenda and lead discussion. Ensure that all important issues are discussed and that station business is done.
2) Oversee the staff. Answer questions and occasionally make executive decisions if requested by a manager and/or if a consensus cannot be obtained through vote of the management team. Report to and discuss with the Advisor appropriate actions/disciplines if a specific manager is not accomplishing their duties.

3) Enforce provisions of/suggest revisions to the Station Constitution.

4) Responsible for overall vision and sound of the station, along with the Program Director and Music Director.

5) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available. Ask other station personnel to report on a regular basis of their discoveries regarding college radio.

6) Maintain College Broadcasters, Inc. subscription/membership.

7) Along with Advisor (for now), pay yearly fees for online copyright.

8) Stay informed of changing regulatory environment regarding online broadcasting.

9) Establish rules and procedures for outside guests/DJ’s and coordinate these rules with Student Life, SGA, and Security.

B. The Music Director:

1) Responsible for monitoring DJ’s on-air performance (especially new DJ’s) and reporting any absences, rule violations or problems with DJ’s to the Program Director and Station Manager.

2) Assist Program Director in training new DJ’s, including in the areas of board use, performance, recording their shows on the Dell Machine, and on Tune Tracker.

3) Maintain and add music to the music library on the Tune Tracker computer. Devise system of exchanging music/CD’s in order to continually upgrade and expand the music library. Monitor and enforce any rules that are needed to accomplish this task.

4) Learn how to use TunePrepper software on the Tune Tracker system to rip music. Learn how to add attributes to ripped music so that the “Lightning” software can locate music in using different search terms.

5) Maintain the DJ Schedule and send updates as necessary (minimum: weekly) to the Web Manager for posting online.

6) Maintain the DJ sign-in log, and keep these records safe.

7) Monitor and report on other college radio stations (online and otherwise) and suggest ways to emulate the best programming available.

C. Promotions Director:

1) Responsible for soliciting clubs, departments and organizations who would like to be promoted by the station.

2) Create promotions and events that will publicize the station on campus (and off if possible); organize, staff, and evaluate the effectiveness of events in terms of raising awareness of and attention to the station (e.g., Battle of the Bands).
3) Answer all emails and become the first contact for all external publics of the station.
4) Create and coordinate online promotions with the Web Manager.
5) Provide relevant information about events and promotions as needed to the Production Director.
6) Purchase and inventory all prizes for promotions. Establish rules with Program Director for on-air giveaways etc. and implement rules for DJ’s along with the Music Director.

D. Web Manager:
1) Responsible for the online site of the station.
2) Create and update all web pages.
3) Coordinate with other management staff to obtain relevant and recent information.
4) Maintain communication with College Relations representatives and Advisor in order to keep information current, especially the schedule rotation.
5) For Spring 2009, discuss with C.R. and Advisor about obtaining permission to input information directly to website.
6) Keep current with other radio station websites, both non-commercial and commercial, in order to suggest changes and improvements to the CCC website.

E. Business Manager:
1) Responsible for the overall financial health of CCC Radio
2) Coordinate budget information with Station Manager.
3) Stay informed of current Student Government regulations and procedures regarding budgets.
4) Responsible for adhering to any Student Government or CCC rules regarding the construction and submission of budgets and making sure the Station meets all deadlines.
5) Keep all records current and report weekly to the management staff at meetings.
6) Work with Promotions Director and other relevant staff members regarding all expenditures, and make recommendations as to the wise use of station funds for all activities.

F. Productions Director:
1) Responsible for the production of all productions, including show promos, station ID’s, other promotional spots, etc.
2) Work with DJ’s to assist them in their production duties/requests.
3) Become familiar with essential software applications such as Adobe Audition and make this expertise available to all members of the staff who ask for assistance.
4) Set semester goals, above and beyond the DJ production requirements, to create a set number of new and original productions and keep the sound of the station fresh.
5) Work with the Promotions Director to obtain information and execute the requested promotional productions.
6) Keep current with the sound of competing stations and make suggestions as to both the on-air style of CCC radio and also the technology/software requirements we need to stay current.

7) Become familiar with Tune Tracker’s requirements in regards to loading productions into the appropriate station folders on the computer; work with the Program Director to accomplish this as soon as possible after production is complete, especially regarding promotions for on-air organizations that have deadlines.

G. Technical Director/Station Engineer

1) Responsible for maintaining and monitoring the technical health of the station.

2) Become familiar with all basic technical functions of the station, including the Board, routing of wires between the Dell, Mac, and Tune Tracker systems, and the Windows Streaming software on the Dell.

3) Monitor the station frequently throughout the week, and respond to any problems either directly or by reporting it to Guy Gray and the Station Manager.

Amendment Ten:
Article VII Section I shall read:
Amendments will be taken verbally, read at the following meeting, and voted on at the meeting directly after that.