

Station Regulations for Northeastern's Student-Run Radio Station WRBB 104.9 FM

The purpose of this document is to set forth guidelines for the governance and daily operations of WRBB 104.9FM. WRBB 104.9FM is a non-commercial, educational, Class D, FM radio station licensed by the Federal Communications Commission (FCC) to Northeastern University. The radio station is operated by Northeastern University's students as a student activity. WRBB 104.9FM exists for the purpose at Northeastern University of providing an educational experience to students in the field of radio broadcasting.

I. General

1. WRBB 104.9FM requires that all DJs, staff members, community members, and guests of the station follow these station guidelines, as well as the Northeastern University Student Code of Conduct, state, federal, and FCC law.
 - a. The station reserves its right to notify Northeastern University officials, police, and/or other appropriate authorities if any regulations are violated.
2. Disciplinary action for the following regulations shall be under the jurisdiction of the Executive Board and are subject to the conduct process via Northeastern University and the Office of Student Conduct and Conflict Resolution.
3. Dishonesty in any form will not be tolerated.
4. The following disciplinary action structure will be enacted for violations. Note the Executive Board reserves the right to enact further disciplinary measures due to frequency, severity, and dishonesty of the violation.
 - a. On-Air Violations
 - i. Violation 1: Issued a written warning from the Executive Board
 - ii. Violation 2: Issued a 1 month show suspension
 - iii. Violation 3: Show cancellation for the remainder of the semester
 - iv. Further Violations: See Suspension and Expulsion below
 - b. Off-Air Violations
 - i. Violation 1: Issued a written warning from the Executive Board
 - ii. Violation 2: Suspension
 - iii. Violation 3: Expulsion
 - c. Suspension
 - i. Unable to be on-air DJ staff until suspension is lifted
 - ii. Loss of station facility privileges and deletion of card access
 - iii. No suspended person may at any time misrepresent themselves as a part of WRBB in any way
 - d. Expulsion
 - i. Includes all elements of Suspension, and in addition:
 - ii. Denied participation in any way of the activities of WRBB 104.9FM
 - iii. Not allowed to enter the WRBB 104.9FM station complex

II. Building and Studios

1. The access to the studio complex, 174 Curry Student Center, and all of the rooms within, is a privilege, not a right, and the Executive Board and Northeastern University reserve the right to revoke access at any time.
2. Access to the studio complex, 174 Curry Student Center, and all of the rooms within, are only granted to those who have been cleared by the WRBB 104.9FM Executive Board and/or Northeastern University as a DJ, employee, or member of the station classified as:
 - a. Level I : All On-Air DJs, community members that pass the DJ clearance class *and* have a show on-air. Front-Door and On-Air Studio access only.
 - b. Level II : Staff members of the station within a WRBB department, work-study employees. Limited, need to access basis.
 - c. Level III : Executive Board members and University staff. Full-suite access.
 - d. Media Team members and previously cleared DJs *who do not have a show* during the semester will not be given access to the studio complex.
3. No one without proper clearance or access is allowed in the studio at any given time without the accompaniment of a cleared member who was given access to the studio complex by the Executive Board and/or Northeastern University.
 - a. Members are prohibited from sharing or lending their Husky ID with anyone.
4. The studio complex is not to be accessed by any member of WRBB 104.9FM unless they have a show at the given time, are a member of the Executive Board, a work-study employee, or a member of a WRBB Department.
5. Guests in the On-Air Studio are allowed, but are subject to these following limitations:
 - a. On weekdays:
 - i. 6 a.m. to 9 p.m., 5 guests in addition to the On-Air DJ(s).
 - ii. 9 p.m. to 12 a.m., 3 guests in addition to the On-Air DJ(s).
 - iii. 12 a.m. to 6 a.m., 2 guests in addition to the On-Air DJ(s).
 - b. On weekends:
 - i. 5 guests in addition to the On-Air DJ(s) are allowed during Curry Student Center building hours.
 - ii. 3 guests in addition to the On-Air DJ(s) are allowed when Curry Student Center is closed.
 - c. On holidays:
 - i. 5 guests in addition to the On-Air DJ(s) are allowed in the On-Air Studio during Curry Student Center building hours.
 - ii. 3 guests in addition to the On-Air DJ(s) are allowed in the On-Air Studio when Curry Student Center is closed.
 - d. In order to have more guests during a show than the limitations above, the On-Air DJ(s) must request approval from the Program Director and General Manager.

II. Building and Studios (cont.)

6. The On-Air DJ(s) must truthfully report guests in the Show Report Form and is fully responsible for the actions of his/her guests. DJs will be subject to investigation and disciplinary action (refer to Section I-3) by the Executive Board and Northeastern University if any regulations are broken.
7. Any non-Northeastern student under the age of 18 must be directly supervised by a parent and/or guardian, or trained and cleared adult by Northeastern University, and must be reported prior to each show to the Program Director and General Manager.
8. The front door to the studio complex is to be securely closed at all times, and is not to be propped or left open under any circumstances without proper supervision.
9. Posting stickers, posters, or flyers of any kind within 174 Curry Student Center, and all of the rooms within, equipment, and all WRBB property is strictly prohibited without the prior approval of the Executive Board.
10. Alcohol, drugs, and pets are strictly prohibited in the entirety of 174 Curry Student Center, and all of the rooms within.
 - a. Students found with alcohol and/or drugs will be also referred to Northeastern University and the Office of Prevention and Education at Northeastern.
 - b. Food and drink, not including water, is strictly prohibited in the on-air studio, off-air studio, and newsroom.
11. Stealing and/or damaging any WRBB 104.9 FM or Northeastern University property is prohibited, and will result in immediate disciplinary action (refer to Section I-3) by the Executive Board, Northeastern University, Northeastern University Student Code of Conduct, and local, state, and federal law enforcement.

III. Shows and Time Slots

1. All Northeastern students who want request a time slot for a show at the beginning of each semester (fall, spring, summer I, and summer II), must fill out a Show Request Form that is released at the beginning of each semester.
 - a. DJs with existing shows must fill out a Show Request Form to renew their existing time slot from semester to semester.
 - i. Failure to fill out a Show Request Form will result in a loss of time slot for the upcoming semester.
 - b. DJs and shows are not guaranteed the same time slot semester to semester.
2. Any and all DJs are not guaranteed a show and time slot upon request.
3. DJs are only allowed one show per semester as the primary DJ who is responsible for filing all Show Report Forms and Spintron playlists, and for the conduct and behavior of their show and guests.
 - a. DJs are allowed to co-host and/or visit other shows as a guest as long as they are not the primary DJ.
4. First-time DJs will not be allowed a time slot greater than one-hour.
 - a. After one semester of holding a time slot, the show and/or DJ will be reviewed to be given a longer time slot if requested on the Show Request Form released at the beginning of each semester.
5. Any person(s) that is requesting a show that is *not* a student and/or affiliated with Northeastern University is required to email the General Manager and Program Director to request a Community Member Application Form.
 - a. Community member status is achieved on a case-by-case basis, and a show and time slot is not guaranteed.
 - i. Upon application, the applicant(s) will be subject to a meeting with the General Manager and Program Director in order to gain community member status and apply for a show.
 - b. Community shows are limited to 10 slots per semester.
 - c. Community members are required to fill out a Show Request Form at the beginning of each academic year in September in order to continue broadcasting.
 - d. Community members are subject to the regulations within this document.
 - i. The Executive Board and Northeastern University hold the right to deny, suspend, and expel a community member from WRBB 104.9FM and Northeastern University due to frequency and severity of violation(s) during broadcasts.

IV. On-Air

1. Infringement of any of the below on-air policies will result in disciplinary action from the Executive Board (refer to Section I-3) and are subject to Northeastern University action.
2. WRBB 104.9FM is licensed to broadcast by the FCC. All On-Air DJs must abide by the FCC guidelines and regulations for a Class D non-Commercial college radio station.
 - a. As a non-profit station, WRBB cannot advertise, and all DJs will be prohibited from advertising events, services, products, etc. in exchange for money, goods, and/or services and must retain an objective tone when discussing the latter on-air.
 - i. DJs are not allowed to say prices on-air, including describing something is “free” within a context of pricing.
 - ii. DJs cannot endorse or discuss on behalf of WRBB 104.9FM or Northeastern University.
 - b. Content, vocabulary, song lyrics, and material during regular broadcast hours 5 a.m. to 10 p.m. must be FCC clean and approved. Please go to <https://www.fcc.gov/media/radio/low-power-radio-general-information> for more information on FCC broadcast guidelines. For Late Night Programming guidelines, refer to Section IV.
 - i. Swearing of any kind is prohibited.
 - ii. Sexually explicit content is prohibited.
 - iii. Hate speech of any kind, pre-recorded or live, against any group(s) or people(s) is strictly prohibited, and will result in immediate disciplinary action (refer to Section I-3) and review by Northeastern University.
 - iv. Lyrics to music and content must be clean, and cannot include swears, slurs, or sexually explicit content.
3. Upon completion of every show, all DJs must:
 - a. Complete and submit a Show Report Form and Spinitron playlist.
 - b. Return the studio space to the specification in which they found it, including the board, levels, chairs, etc.
4. DJs are strictly prohibited from disrupting any broadcast from WRBB 104.9FM or Northeastern University, not limited to off- and on-site sports broadcasts, WRBB centralized broadcasts, and local, state, and federal emergency broadcasts.

IV. On-Air (continued)

5. If a DJ plans on missing a show, they must let the Program Director know at least 24 hours in advance, unless there is an emergency situation. Missing a show without contacting the Program Director will result in disciplinary action by the Executive Board.
 - a. For fall or spring semesters, refer to Section I-3 for disciplinary action.
 - b. For shortened summer semesters, the following revised disciplinary action will be enacted for missed shows:
 - i. Violation 1: Issued a one week show suspension
 - ii. Violation 2: Immediate cancellation of show for the remainder of the summer semester
6. DJs are allowed to use the on-air computer provided in the studio, however, are prohibited from doing the following:
 - a. Changing any passwords.
 - b. Logging on to any platforms not including Spintron to log playlists.
 - c. Downloading/adding anything onto the on-air studio computer and its software.
 - d. Deleting anything off of the on-air studio computer and its software.
7. DJs are to select the “No DJ” playlist upon leaving the studio, failure to do so and leaving dead air will result in immediate disciplinary action by the Executive Board.
 - a. DJs are prohibited from adding any content to the “No DJ” playlist as it is a violation of Section III-6 of the On-Air Regulations.
8. DJs are to only play Public Service Announcements (PSA) from the PSA playlist provided to them on the on-air computer, and are prohibited from playing any rogue and/or independent PSAs that have not been downloaded onto the computer or approved by WRBB 104.9FM.
9. DJs may only broadcast during their allotted time slot given to them at the beginning of the semester by the Executive Board and/or Program Director, and are not allowed to be in the on-air studio or broadcast anything during any other times besides their show time, unless they are a guest or co-host on another radio show.
 - a. DJs who broadcast during an unapproved time are subject to losing their show for the semester and a possible suspension or ban by the Executive Board.

V. Late Night Programming (after 10 p.m. programming)

1. Late Night Programming is subject to the same On-Air Regulations referred to in Section III of this document with the one following exception:
 - a. Shows after 10 p.m. are allowed to broadcast explicit music.
2. Note, DJs who are part of Late Night Programming are still not allowed to swear on-air, broadcast sexually explicit content, or broadcast hate speech of any kind pre-recorded or live.
3. Failure to adhere to Late Night Programming guidelines will result in disciplinary action (refer to Section I-3) at the complete and full discretion of the Executive Board and Northeastern University depending on severity and frequency of the violation.

VI. Show Review Committee

1. All on-air programming on WRBB 104.9FM is subject to review by the Show Review Committee (SRC).
 - a. The committee's main objective is to review and uphold all of the guidelines and regulations as stated in this document for on-air shows and DJs.
 - ii. The committee is comprised of student and community members of the station and is led by the Program Director.
 - e. Any show that is in violation of the rules and regulations will be reported to the Program Director, and be subject to the disciplinary action (refer to Section I-3) by the Executive Board and Northeastern University.
 - f. If a DJ or show is found in constant violation of the guidelines and regulations as stated in this document by the SRC, the Program Director has the right when scheduling for future programming to deny a request due to consistent misconduct.