

THE CONSTITUTION OF WGRE RADIO 91.5

Article I- Organization

WGRE Radio 91.5 is a non-commercial, student-run alternative music radio station that operates out of the Pulliam Center for Contemporary Media. On April 28th, 1949, WGRE radio went live as the first 10-watt educational radio station licensed by the Federal Communication Commission. WGRE now operates at 800 watts, and over the years, WGRE has won numerous awards for its news and sports programming and regularly boasts a staff of around 200 students each semester. In 2000, WGRE also began webcasting, allowing students, parents, and alumni to listen around the world. WGRE's content remains focused on alternative music while also featuring a variety of specialty shows, ranging from sports talk shows to radio dramas.

Article II- Mission

WGRE serves both the local Greencastle and the DePauw University community, providing exposure for and information about local events; broadcasting concerts and athletic events; and entertaining listeners through music and compelling talk personalities. WGRE prides itself on its round-the-clock broadcasting, offering live human connection and interaction. As a student-run station, WGRE provides the tools and guidance for students to grow as radio personalities, as public speakers, and as leaders, particularly through its various department responsibilities and initiatives. As a non-commercial station dedicated to primarily playing "college" music, or alternative or modern rock, WGRE aims to develop both the on-air talent and the music of the future. In doing so, WGRE fills a musical void, exposing artists and music that usually fall through the cracks at commercial radio stations.

Article III- On-Air Staff and the WGRE Community

Section 1. The opportunity to be a Disc Jockey (DJ) or on-air operator for WGRE is open to all students, faculty, and staff. Interested local residents are also welcome to apply for a DJ position. WGRE is home to a variety of diverse voices and encourages people to participate regardless of prior experience.

Section 2. Being a DJ is a semester-long commitment, in which DJs are given a weekly show to broadcast live. All DJs are expected to remain substance-free while on-air, adhere to the attached Operator's Agreement, and follow the guidelines provided during their training. Show formats include DJ Shows, which follow the WGRE alternative music logs, and Specialty Shows, which allow experienced DJs to design their own format. Specialty Shows must be approved by the Program Director. Both DJ Shows and Specialty Shows must follow the Program Logs. Only DJ Shows must follow Music Logs.

Section 3. DJs are expected to adhere to a standard of professionalism, including but not limited to no sexual harassment and no obscenity or indecency on air. DJs are also expected to not editorialize on any news or public service announcement unless specifically given permission to

do so for their Specialty Show. DJs are also expected to follow FCC regulations and the guidelines set out in DePauw's Student Handbook.

Article IV- Executive Board and Director Responsibilities

Section 1. All directors are required to:

- a. Host at least one 1-hour weekly radio show
- b. Be on duty and ready to come into the station at any hour while on call for their chosen weekend and weekly 24-hour shifts
- c. Attend the weekly lunch meetings on Tuesdays at 11:40 AM
- d. Be at the station during their designated office hours
- e. Train DJs using the checklist and Operator's Agreement
- f. Attend at least 3 remotes during the semester
- g. Complete air checks of on-air personnel on time
- h. Advise assigned DJs
- i. Comply with their department responsibilities

Section 2. The duties of the Station Manager (President) are to:

- a. Work with directors to ensure departments run smoothly
- b. Help to maintain FCC files
- c. Oversee the development and maintenance of station programming
- d. Coordinate between WGRE and DePauw Student Government
- e. Lead the weekly meetings

Section 3. The duties of the Program Director (Treasurer) are to:

- a. Design and schedule all WGRE programs with help of the Station Manager
- b. Maintain station program and transmitter logs
- c. Coordinate overall sound with the music director
- d. Assign on-air talent to specific times
- e. Coordinate training and advising assignments
- f. Work with directors and the Sub List to find substitutes for missed radio shows

Section 4. The duties of the Promotions Director are to:

- a. Coordinate overall visibility of WGRE on campus and in the Putnam County area
- b. Organize on-air and off-air promotional efforts for all departments
- c. Arrange contests and philanthropic endeavors for the semester
- d. Establish a promotions staff
- e. Work with their department to establish other roles and responsibilities

Section 5. The duties of the Assistant Promotions Directors are to:

- a. Work to acquire funding support for WGRE programs
- b. Establish and maintain contact with local sponsors and underwriters
- c. Work with Promotions Director in promotional efforts
- d. Develop and implement social media presence for the station
- e. Work with their department to establish other roles and responsibilities

Section 6. The duties of the Music Director are to:

- a. Coordinate overall music sound with the Program Director
- b. Curate new and old music content for the station
- c. Write bi-weekly article for The DePauw
- d. Establish and coordinate a music staff
- e. Work with their department to establish other roles and responsibilities

Section 7. The duties of the Assistant Music Director are to:

- a. Curate new and old music content for the station
- b. Work with their department to establish other roles and responsibilities

Section 8. The duties of the Production Director are to:

- a. Liaison with Chief Engineer Greg Stephan
- b. Assure physical plant is in proper operating condition
- c. Work with Program Director to assure on-air staffers are trained
- d. Oversee production of and produce talk shows, athletic broadcasts, and concerts
- e. Create and curate promotional and PSA announcements for WGRE
- f. Establish and coordinate a production staff
- g. Work with their department to establish other roles and responsibilities

Section 9. The duties of the Assistant Production Director are to:

- a. Assist with production of and produce talk shows, athletic broadcasts, and concerts
- b. Help create and curate promotional and PSA announcements for WGRE
- c. Work with their department to establish other roles and responsibilities

Section 10. The duties of the News Director are to:

- a. Ensure that campus news is fully covered
- b. Oversee and coordinate news coverage and live event attendance
- c. Serve as WGRE's main connection to wire services and other broadcast outlets for local stories of interest to Putnam County
- d. Write news stories for on-air broadcast
- e. Manage newscast schedule
- f. Organize and lead weekly live-interview news show State of the Castle
- g. Establish and coordinate a news staff
- h. Work with their department to establish other roles and responsibilities

Section 11. The duties of the Assistant News Directors are to:

- a. Write new stories for on-air broadcast
- b. Assist with news coverage and live event attendance
- c. Assist with the weekly live-interview news show State of the Castle
- d. Work with their department to establish other roles and responsibilities

Section 12. The duties of the Sports Director are to:

- a. Coordinate play-by-play and reporting coverage of DePauw and local high school sports

- b. Commentate games as needed for broadcasts
- c. Write sports stories for on-air broadcast
- d. Manage sportscast schedule
- e. Screen, assign, and critique sportscasts
- f. Organize and lead weekly shows Tiger Talk and Sports Reporters
- g. Work with their department to establish other roles and responsibilities

Section 13. The duties of the Assistant Sports Director are to:

- a. Write sports stories for on-air broadcast
- b. Assist with commentating games as needed for broadcast
- c. Assist with weekly shows Tiger Talk and Sports Reporters
- d. Work with their department to establish other roles and responsibilities

Section 14. The duties of the Digital Director are to:

- a. Work with the Operations Coordinator to maintain and improve the WGRE website
- b. Work with the Promotions Directors to promote WGRE on social media
- c. Create video and digital content to promote WGRE on the website and social media

Section 15. The duties of the Faculty Advisor and Operations Coordinator are to:

- a. Support student staff as needed
- b. Provide guidance to departments concerning their events and functionality
- c. Select and help train new directors to fulfill their roles
- d. Oversee the development and maintenance of station programming

Article V- Elections

Each semester, all students are open to apply to become a director in the following semester. Every position on the director board is open for application each semester. Interested students must fill out an application and turn it in with a cover letter by the designated deadline. After an initial screening, the Faculty Advisor and Operations Coordinator will schedule interviews with the finalists. Then the Faculty Advisor and Operations Coordinator will announce the director board for the upcoming semester. The previous board will remain in power until the end of the semester, but the new board is welcome to start attending meetings after their position is announced.

Article VI-Meetings

Every Tuesday at 11:40 AM all directors are required to attend a weekly meeting. If someone cannot attend, they must submit a valid excuse to the Station Manager prior to the meeting. If a director regularly does not attend or have a valid excuse, they may be liable to a penalty or removal from their position. The Faculty Advisor and Operations Coordinator will be present for the meeting. The meeting is led by the Station Manager, who will provide an agenda for the meeting to all present. Each department will be given an opportunity to speak about their activities and progress. Department Heads should be ready to discuss their activities, answer questions, and ask for assistance as needed. The end of the meeting is reserved for any comments from the Faculty Advisor and Operations Coordinator. The goals of each meeting are to 1) keep

the board aware of each department's work, 2) allow departments to coordinate with each other and ask for assistance and feedback from other directors, 3) update directors on events and responsibilities, and 4) receive guidance from the Faculty Advisor and Operations Coordinator

Article VII- Removal of Directors

If a director is not fulfilling their responsibilities in a satisfactory manner, then the Station Manager will speak with them and attempt to resolve the situation. Failing that, the Faculty Advisor and Operations Coordinator will discuss a reduction in the director's stipend or removal from their position.

WGRE Operator Agreement

Guidelines and Policies

WGRE 91-5 FM Greencastle
“Your Sound Alternative”

INTRODUCTION

Welcome to the WGRE staff! Please read this operator agreement, then sign and turn in the last page to one of the WGRE directors. As we are a federally-licensed facility, it is **IMPORTANT** that you understand the station policies. *You are responsible for all the information in this agreement, and violation of any of the major policies could result in disciplinary action.* Mostly these items are common sense, and we ask that you simply help to maintain the professionalism and on-air quality of WGRE. If you have any questions, contact the Station Manager or Program Director.

A BIT OF OUR HISTORY

On April 28, 1949, WGRE was honored to be the first 10-watt educational radio station licensed by the Federal Communication Commission. The first official broadcast was a tribute to the president of DePauw University, Clyde Wildman, who was unable to attend the inauguration of the station because he was in the hospital at the time. However, by giving President Wildman an FM receiver, he was able to hear the ceremony from his hospital bed.

WGRE's programming then ranged from radio dramas and live musical performances to covering special events like the groundbreaking of the Roy O. West library and DePauw sporting events.

In 1952, after moving from a small room in Harrison Hall to its new state of the art studio in the Student Union Building, WGRE expanded its programming to include popular music.

WGRE joined forces with United Press International in the early 1960's in order to increase the variety of the station's news coverage. Then, in 1962, WGRE underwent a power increase, enabling the station to broadcast at 250 watts. This increased the broadcast radius from 6 miles to 15-20 miles.

In the Fall of 1983, WGRE got a grant from the university to upgrade to a stereo signal. We also replaced our audio processing and built an air-conditioned closet for the transmitter in the UB attic that removed it from the room behind the on-air studio in the Union Building. Within a few months the first digital audio was being played over the air via a (then very expensive!) CD-Walkman, although Vinyl wasn't eliminated as the primary music source until the early '90's after the station moved into the PCCM. By 1988, the station had switched to Associated Press for national/international news coverage.

HISTORY (continued)

With the opening of the Center for Contemporary Media in 1991, WGRE relocated to its current location and began operating at 850 watts, covering a 30-40 miles radius. The station now boasts a staff of approximately 200 students who devote themselves to keeping WGRE on the air 24 hours a day, seven days a week. In recent years, WGRE has won numerous awards for its news and sports programming from organizations including the Society of Professional Journalists and the Associated Press. The station also regularly holds philanthropies to raise money for various local causes, and in 1997 was honored to be named as the only non-commercial radio station to receive a Crystal Award.

In 2000 WGRE began webcasting, which allowed parents and off-campus students to keep in touch with DePauw from afar. Now, the webstream makes up a significant portion of the listening audience, with the Monon Bell game standing as our signature broadcast to alumni and parents.

In 2002 WGRE underwent a \$100,000 upgrade to replace the facility's electronic infrastructure and eliminate analog recording and playback technology, along with the major furniture in all operational areas. All production and on-air equipment was replaced, including the main audio processor and transmitter.

In 2015, WGRE spent \$60,000 on the station to upgrade the audio boards throughout the station and the audio chain to the transmitter. This upgrade should be able to take the station into the next decade.

Through our entire history, we have remained "Your Sound Alternative!"

CALLS AND SLOGANS

Our station is "91-5, WGRE, Your Sound Alternative." OR "WGRE, Your Sound Alternative. NEVER USE THE FREQUENCY ALONE.

Please try to use the slogan as much as possible...in and out of talk sets and weather, for example. You can also simply say "WGRE" or "Your Sound Alternative" if you do not have time for all of it. Also say "91-5", **NOT** "91-POINT-five".

MUSICAL FORMAT

Because WGRE is a non-commercial station, we are fortunate to offer our listeners an extremely varied format. Although there are many Specialty shows which feature music from almost every genre, WGRE primarily plays "college" music, sometimes recognized as alternative or modern rock. It is our responsibility to develop both the on-air talent AND the music of the future. In so doing, we fill a musical void, exposing artists and music that usually fall through the cracks at commercial radio stations. The popularity of

MUSICAL FORMAT (continued)

artists in college music often determines forthcoming trends in popular music. *Therefore, it is extremely essential that you adhere to the music log that has been selected for your shift during standard shifts. There options for X folder songs and DJ choice worked into the log already. Failure to stick to rotation may result in termination from WGRE.*

OFFICIAL STATION POLICIES

The “operator” is defined as the person responsible for the operation of the programming and transmitter during a shift. The operator has the following responsibilities:

I. LOGS

A. Program Log- The Program Log is a record of the station Legal IDs, promos, liners, and PSAs which are aired.

1. **Follow** the program.
2. Sign name **twice on front page**, when you go **on** and **off** the air. ****note:** if you have a partner, **BOTH** of you need to sign the Program Log

B. Music Log - This log ensures that the rotation is being followed correctly.

1. Please indicate the song and number played for X’s and DJ Choice.
2. Write down the **song title** in the space provided for listed songs (H, M, L, X)
3. **FOLLOW THE ROTATION.**

There are five categories of the Music Rotation:

H= Heavy Roation, M=Medium Rotation, X=the classics of college rock
Z=current commercial alternative favorites, DJ= The roots of alternative rock

II. TRANSMITTER CONTROL

According to the FCC, All DJ’s must know how to turn the transmitter on and off using the Burk control module in the rack to the left of the board. The three white buttons are Channel, up and down. Use the Channel button to select Channel 1, than use the up arrow to turn the transmitter, on and the down arrow to turn the transmitter off.

III. LEGAL ID

At the top of each hour (:00) we play or speak the station Legal I.D. The pre-recorded ID’s are on the main on-air computer in the Legal ID folder. The spoken ID should include: “WGRE, Greencastle,” with nothing between WGRE and Greencastle. You can

III. LEGAL ID (continued)

say: “You are listening to WGRE, Greencastle,” but not “WGRE, your sound alternative, Greencastle.”

The Legal ID should occur as close to the top of the hour as possible. It is often followed by AP News, played from the on-air computer, or local news from the news booth.

Playing the Legal ID is a federal law. If we miss doing it, we are liable for fines from the FCC.

ATTENDANCE OF MEETINGS

All staff are expected to attend announced meetings. If you have a conflict, please get in touch with WGRE, so that arrangements can be made to get you the necessary information.

NEWS/SPORTSCASTS

You are responsible for knowing how to run a **news** and **sportscast**, and also an **AP broadcast**. If an AP broadcast is scheduled during your shift you **MUST** run it. If you have any questions, contact a Winter Term Director. You will receive training.

MISSED SHOWS

You are responsible for your show, and are expected to be there every time. If an emergency arises and you absolutely cannot make it, you may get in contact with another student from the WT class to cover for you, and alert a director. We recommend that you offer to **trade shifts** with other DJ’s. Remember that **NO WT CREDIT** will be granted if you miss more than **three** scheduled shows. If an emergency arises and you do not have time to get a sub, contact the DJ on air, and then contact a director.

EQUIPMENT MALFUNCTION

If the malfunction is serious, contact the Engineer at x4480 or gstephan@depauw.edu. If the problem is not serious, contact a director, or email newton@depauw.edu.

VISITORS/SECURITY

You are not to let anyone, at any time, into WGRE overnight unless they are there for their DJ shift or official WGRE business. Visitors **MAY** be with you in the studio **only** by permission of a Director or McCall/Newton. Call before you bring in your guest. You are responsible for your guest during your shift at the station. This is especially important for late-night DJ’s.

STUDIO BEHAVIOR

When you are in the DJ booth, **no food, drink, chewing tobacco or “vaping” is allowed.** Leave all food and drinks outside the studio and keep the studio as neat as possible.. THERE IS A \$25.00 FINE IF FOOD, DRINK, CHEWING TOBACCO OR VAPING EQUIPMENT ARE BROUGHT INTO THE STUDIO.

NOTE: At no time, under any circumstances, is there to be alcohol or drugs in WGRE, and you are never, ever to come into your shift intoxicated or high. The procedure for dealing with anyone who is in such a condition is as follows:

1. You will be immediately taken off air, even if the station must shut down temporarily.
2. Security will remove you from the building.
3. Your case will be turned over to Student Affairs.

There are no warnings in this case. **NO ALCOHOL or DRUGS**, period.

SEXUAL HARASSMENT

WGRE is owned by DePauw University, and therefore we adhere to their policies. Sexual harassment, on air or in WGRE, will not be tolerated at any time. This policy is in your DePauw handbook.

COMMENTARY

Do not editorialize on any news or public service announcements. We have allotted time in other places in WGRE programming for commentary. If you have any questions about what can be said, ask.

OBSCENITY/INDECENCY

NO obscenity or indecency is allowed on air. Think PG13. Your show **IS** recorded, and **WILL BE** air-checked on a regular basis. The FCC fines stations for DJ's who step over the line, verbally.

DEPAUW SECURITY ESCORT SERVICES

Late night DJ's can use the escort service available free from DePauw Safety and Security to return to their living units at night. Simply call them a few minutes before you are ready to leave, and they can meet you in front of the building, and will drive or walk you home. The number of this service is posted in the DJ booth.

THANK YOU!

We appreciate your attention to these details! It will help the station to operate smoothly.

WGRE OPERATOR AGREEMENT

I, the under signed, agree to adhere to this operator policies outlined in this document while acting as a DJ or Sports/News reader on WGRE. I understand that I am fully responsible for the execution of the information in this policy. I understand that violations may result in the loss of my on-air privileges and possible expulsion from the Winter Term.

Operator Signature

Printed Name

Director Signature

Printed Name

Date