TABLE of CONTENTS

BACKGROUND

Community Radio, 89.5 FM

Mission

Purposes

Core Values

KSKQ -- Brief History

Commitment to Quality

Commitment to Our Community

Commitment to Independence, Free from Corporate Control

ORGANIZATION OF KSKQ

Programmers and Volunteers

KSKQ Members

Leadership Structure

Multicultural Association of Southern Oregon (MCASO) Board

KSKQ Management Committee

General Roles and Responsibilities (as of April, 2015)

KSKQ Station Manager

KSKQ Station Engineer

EAS Coordinator

Program Director

Underwriting Director

PSA Director

Pledge Drive Coordinator

Web Master

On-line monthly Newsletter Editor

Donor Database Coordinator

KSKQ Ombudsman

Standing Committees

Ad Hoc Committees

KSKQ listserves

KSKQ PROGRAMMING PROCEDURES

Becoming a Programmer at KSKQ

Program Proposal

Program Allocation

Personal Information of Members/Producers/Volunteers

Requirements of Programmers

Daily Routine for Programmers

Programmer Availability

Programmer Agreement

RADIO BEST PRACTICES

Federal Communication Commission Compliance

Broadcast of Telephone Conversations

Headphones

Studio Door

On-Air Language and Program Content

Station Identification

Mic Breaks

Guests in the Studio

Under-Age Programmers

On-Air Giveaways and Competitions

Remote Broadcasts

Emergency Alert System (EAS)

KSKQ Press Passes

OFFICE PRACTICES & ETIQUETTE

Public File and FCC Rules

Daily Operator Log

Technical Log

Bulletin Board

Mailboxes

Telephone

Use of Computers and Other Equipment

Station Volunteer Log

Complaints to the Station

Incident Book

KSKQ PROGRAMMING

Programming Discretion

Programming Access

Political Editorializing

Religion

Public Service Announcements

Archiving Shows

WHEN OUR SIGNAL OR STREAM IS DOWN

If We Are Off the Air

Fixing Problems at the Tower

If the Stream Is Down and the Station Manager and Program Director Are Not Available Notification of Programmers and Listeners

INFORMING THE PUBLIC ABOUT LOCAL EMERGENCIES

SAFETY AT THE STATION AND TOWER

Security
Fire Extinguishers
Smoking
Burning

EXPECTED BEHAVIOR OF KSKQ STAFF AND VOLUNTEERS

Drugs, Alcohol, Parties
Animals in the Station
Hygiene
Vehicle Parking
Eating/Drinking
Heating and Cooling in the Station
Harassment and Bullying
Confidentiality
Confidential Information and Privacy
Pornographic Material

DISCIPLINE

APPENDICES

Appendix I - KSKQ HISTORY

Appendix II -- LEGAL CONSIDERATIONS WHEN BROADCASTING/ STREAMING

Federal Communication Commission Policies

Defamation

On-Air Language Policy

Basic Laws and Policy

Offensive, Indecent & Obscene Language

Safe Harbor Period

What to Do If

Content Disclaimer

Criticism, Ridicule, and Humor Concerning Individuals, Groups, and Institutions

Libel

Personal Attacks & Political Editorials

Programming Inciting Imminent Lawless Action

Appendix III -- MEETING COPYRIGHT REQUIREMENTS

Appendix IV -- KSKQ NEWS SERVICES

Media Access

Hoaxes

News Distortion

Rules Governing Election Coverage

Appendix V -- SOLICITNG FUNDS OVER THE AIR

Sponsorship Identification Underwriting Announcements

Appendix VI -- OTHER BROADCAST CONTENT REGULATION

Station-Conducted Contests Lotteries Revisions

STATION POLICIES

See handout