



---

# The Book

# 2025-2026

### **The WSIA Training Program:**

- Becoming a part of WSIA is an exciting experience at the College of Staten Island.
- To complete the WSIA Training Program, here are the steps to take:  
left in the applications mailbox or with any available station member.

### **Attend Workshops:**

- Membership requires a series of 4 workshops, including detailed information about WSIA's history and department structure, the Federal Communications Commission (FCC) rules and regulations, how to fill out the FCC's official documentation, and an in-studio instructional. To attend, arrive at the station at the designated date and time. You must attend all four workshops in the order given before being allowed to take the test.

### **Complete the Station Comprehensive Test:**

- Immediately following the fourth workshop, you will be administered the written membership written exam. This tests your understanding of the material taught in the workshops. Once you have passed the test, you will be asked to sign an agreement stating that you acknowledge the station's rules and policies outlined in this document and will adhere to them.

### **Choose a department:**

- Once you have passed the test, you will be asked to choose a department in which you will fulfill your two-hour per-week work requirement. You will also receive a mailbox. (make sure to check these at least once a week).

### **Attend Sit-Ins:**

- Attend at least 4 DJ 'sit-ins.' These are one-on-ones with our current on-air staff. We prefer that all sit-ins be with different certified DJs. This ensures you will accurately learn all the information to be an on-air DJ.

### **Complete an On-Air Demo:**

- On-air demos consist of one hour of unsupervised programming, which you will provide. The programming department will monitor this to ensure Proficiency. DJs are expected to create a playlist during the demos, speak on-air, and use our equipment confidently.

After completing this process, you are now an official member of WSIA. You will be added to the access list and afforded all membership privileges. Reading the book will help you further understand everything membership with us provides. This is a significant achievement, and you should be proud of your dedication and hard work.

## **Part 1: Introduction**

A Short History Of WSIA .....	3
Mission and Goals.....	4
The FCC .....	4
The License Holder .....	4
Streaming Rules.....	5
The Student .....	5
Staff Member Expectations.....	5

## **Part 2: WSIA-FM Constitution and Bylaws**

Article I Name.....	6
Article II Purpose.....	6
Article III Membership.....	6
Article IV Structure .....	7
Article V Meetings .....	10
Article VI Amendment Procedure.....	11
Article VII Ratification .....	11
Article VIII Regulations .....	11

## **Part 3: General Policies and Procedures**

On-Air Staff .....	12
CSI Staff .....	12
Community and Alumni Volunteers.....	12
Operating Rules .....	13
Station Access .....	14
Teamwork .....	14
Station Appearance.....	15
Computers and Phone .....	15

## **Part 4: On-Air Programming Policies**

Programming Policies .....	16
Obscenity, Indecency & Profanity.....	16
Payola & Plugola.....	17
On-Air Phone Calls .....	17
On-Air Guests .....	18

## **Part 5: Departments**

The Programming Department .....	18
The Recruitment Department .....	19
The Music Department .....	20
The News Department.....	20
The Engineering Department.....	21
WSIA Professional Staff.....	21

## **Part 6: Resources for Students**

Reporting Personnel/FCC Infractions .....	22
College-Wide Resources.....	23

## **Part 1: Introduction**

### ***A short history of WSIA:***

In the mid-1970s, a group of students interested in radio gathered in a broom closet in the E Building of Staten Island Community College. They ran sound to the Middle Earth Lounge and started spinning records. Eventually, these students wanted more and petitioned the college for an FM license. The license was finally acquired in the very late 1970s. In the early 1980s, they found a tower site and were granted a construction permit.

In 1980, a General Manager was hired to get the station on air. It took a year to work out an agreement with The Archdiocese of New York for an antenna site, install phone lines for the transmitter site, and complete construction of the studios in the basement of the E building on the Sunnyside campus.

On August 31, 1981, WSIA began regularly scheduled programming. It was the culmination of a tremendous amount of hard work by college members and students. Yet, it was only the beginning. Since then, many students have been trained to become staff members. Some have gone on to successful careers in radio. Others look back on WSIA as an important part of their student experience.

Several changes have occurred since 1981. The station's offices and studios have been enlarged and improved. Our operating budget has increased from \$8,800 to over \$100,000 annually.

In 1985, the College showed its commitment to WSIA by picking up the salary of the General Manager. Previously, this had been paid out of student fees. In 2015, when the General manager left, no replacement was made due to a hiring freeze. The Chief Engineer absorbed the tasks completed by the General Manager. As of today, the station is overseen in its day-to-day workings by the Chief Engineer and the Associate Director of Student Life and Operations. The on-air programming has also undergone many changes over the years. Yet, students have always been committed to two things:

### ***Being innovative.***

#### **1) Serving the Staten Island and the College of Staten Island**

Thanks to our staff's many years of hard work, we enjoy excellent relationships with many members of the broadcast industry, such as record companies, musicians, artists, independent producers, clubs, and promoters.

In August 2021, WSIA celebrated 40 years of broadcasting on 88.9 FM. WSIA also broadcasts online at [www.wsia.fm](http://www.wsia.fm), making our programming available worldwide!

### ***About:***

WSIA, Staten Island 88.9FM is an FCC-regulated Class D non-commercial educational (NCE) college radio station funded solely by the College of Staten Island's Student Activity Fees. It offers a community-building and cultural enrichment channel in Staten Island, New York.

### ***Mission:***

To train students in broadcasting and leadership skills. Through membership, these students will develop self-efficacy and a professional skillset that can be used in any career path.

We use our airwaves to educate and entertain the Staten Island community. Through our unique alternative radio programming, we look to serve the student's interests at the College of Staten Island and our greater community.

To meet this mission, WSIA's goals are as follows:

#### **Internal Goals:**

1. To provide students with a safe and fun working environment and offer constructive activities outside class time.
2. To train the next generation of industry professionals by providing experience in a broadcast environment.
3. To develop leadership skills, including decision-making, conflict resolution, budgeting, and event planning.

#### **External Goals:**

1. To provide unique and diverse programming to our listeners and a platform for local and underrepresented artists.
2. To work collaboratively with the College community to promote the College of Staten Island and its programs.
3. To actively participate in community events such as concerts, parades, and charitable functions.

### ***The FCC***

WSIA is licensed by the Federal Communications Commission to operate as a non-commercial, educational radio station on the FM band at 88.9 megahertz from a tower atop Todt Hill. It is licensed to broadcast at a power of 10 watts.

The FCC provides rules and regulations for on-air operation. The FCC reserves the right to inspect WSIA's operations, logs, and files whenever it deems necessary. If anyone calls or contacts the station claiming they are from the FCC or with a complaint or question regarding the FCC, they must be immediately sent to the Chief Engineer.

The rules and procedures outlined in THE BOOK are designed to keep WSIA compliant with those rules. WSIA's license must be renewed every seven years. At that time, WSIA must show that it has operated in the public interest and will continue to do so.

### ***The License Holder***

WSIA's license is issued to and held by the College of Staten Island. As such, the College maintains legal control over the radio station. The College does this through the Office of Student Life. Day-to-day operations are in cooperation with the Associate Director of Student Life.

The Associate Director of Student Life, with the Chief Engineer, oversees the operation on behalf of the College to ensure conformity with both College and FCC rules and regulations.

WSIA's funding comes from the Student Activity Fee collected from every student. WSIA receives approximately \$13.00 per full-time student and \$6.00 per part-time student. Because

these funds are collected from students, all expenditures must be approved by the College of Staten Island Association, Inc., a non-profit corporation overseeing student fees. The Association's Board of Directors consists of elected students, representatives of Student Government, faculty, and administration.

### ***Streaming Rules***

WSIA streams on its website in addition to broadcasting on 88.9 FM. Please be aware that additional licensing rules apply. No more than two songs by one artist off of one album may be played in three hours, and no more than three songs by the same artist off of any album may be played in three hours.

### ***The Student***

WSIA is a student-run radio station. However, students work with the Associate Director of Student Life and Chief Engineer to develop policies and procedures. It is expected that all members abide by the rules and regulations set forth by the following groups:

1. The FCC (which issues and can revoke our license)
2. The College of Staten Island (who holds the license)
3. The Association of the College of Staten Island (who oversees funding)
4. The Dean of Students Office (who oversees the student conduct process)

### **All Staff Members are expected to:**

- Complete the WSIA Training Program.
- Follow all station, College, and FCC policies and procedures.
- Always ask questions, especially when unsure of rules or procedures.
- Put the station ahead of individual interests.
- Praise others when they do a good job, no matter how small.
- Be open to constructive criticism and act upon it professionally.
- Be aware of the outside world and issues affecting our community.
- Be on time for shows, appointments, and meetings.
- Make sure the station is always clean and in orderly condition.
- Perform at least 3 hours of on-air programming a week.
- Report equipment malfunctions to the Chief Engineer.
- Act in a professional manner, both on and off the air.
- As a station member, you always represent the station: in the station, on campus, in the community, and on social media.
- Not violating the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of Educational Law (see link for more).
  - <https://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/>
- Adhere to the Constitution of Bylaws (see below)

## **PART 2: WSIA-FM Constitution and Bylaws**

### **CONSTITUTION OF WSIA-FM AT THE COLLEGE OF STATEN ISLAND OF THE CITY UNIVERSITY OF NEW YORK**

#### ***Article I Name:***

The name of the organization shall be WSIA-FM.

#### ***Article II Mission & Purpose:***

The mission of WSIA-FM is to use our resources to train students in broadcasting and leadership skills and to help the Staten Island community. WSIA, Staten Island 88.9 FM is an FCC-regulated Class D non-commercial, educational college radio station funded solely by the College of Staten Island's Student Activity Fees. WSIA offers a community building and cultural enrichment channel in Staten Island, New York.

Our objective is twofold. We use our resources primarily to train our students in broadcasting and leadership skills. These students will gain confidence, a greater sense of self, career direction, and personal growth through membership.

We use our airwaves to educate and entertain the Staten Island community. Through our unique alternative radio programming, we seek to serve the student's interests at the College of Staten Island and our greater community.

#### ***Article III Membership:***

**Section 1:** Membership shall be open to all students registered at the College of Staten Island.

**Section 2:** Membership in WSIA-FM may not be denied based on race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis by federal, state, and city laws.

**Section 3:** To become a WSIA-FM staff member, students are expected to:

- a. Maintain a minimum of a 2.0 GPA.
- b. Attend WSIA-FM's monthly Full Staff meetings (**two absences are allowed per semester**).
- c. Complete the WSIA-FM Membership Training Program
- d. Pass the WSIA-FM entrance exam.
- e. Complete the WSIA-FM On-Air Training Program

***All members must do at least two hours of station work and 3 hours of on-air time per week.***

## **Article IV Structure:**

### ***Section 1: WSIA-FM Board of Directors***

The general membership will elect seven members to a Board of Directors, responsible for establishing policy and format and overseeing the day-to-day operations of WSIA-FM. The WSIA Board of Directors is the policy-making body on all station matters and will act as the appeal body in matters of disagreement. Additionally, they serve as representatives on the Technology Fee Committee and other College-wide groups. The Board of Directors shall consist of the Programming Director, Personnel Director, Music Director, News Director, Engineering Director, Promotions Director, and Finance Director. The duties of the Board of Directors are as follows:

#### *Programming*

Programming handles all on-air activities at WSIA-FM. This includes program structure, on-air elements and features, special programming, and maintenance of the FCC program logs. The Programming Director is solely responsible for the quality of programs, maintaining on-air schedules, and monitoring announcers. They have the final say in the station regarding on-air programming. They represent the Board's decisions and recommendations at engagements with other student organizations and college staff/administrators.

#### *Recruitment*

The Recruitment Director oversees all aspects of recruiting new members, including workshops, tabling, promotional items, social media, events, and other elements to highlight and recruit WSIA.

#### *Music*

Music receives submissions from various record labels and independent artists. This department is primarily responsible for communicating with labels to ensure we get new and exciting music for on-air. The Music Director oversees all music-related activities aired on WSIA, maintains the music library, and stays connected with labels, records, distributors, and artists. They may also name coordinators for specific genres of music who will oversee the acquisition and organization of that genre.

#### *News*

News curates all on-air programs related to our local and college community. These include interviews, periodic short—and long-form news stories, regional and national news stories, and public service announcements. The News Director oversees all news programs and interviews. This department is made up of reporters and writers who write, edit, copy, and announce breaking news. The public service coordinator oversees the collection of PSAs and LWAs. A Sports Coordinator position also covers local sports in our news reports.

#### *Engineering*

Engineering works with the radio station's chief engineer to ensure all devices are functional. They also instruct members on safely using equipment and correctly recording, editing, and producing material for air (e.g., Public Service Announcements, Station Promotions, live bands, and interviews). (e.g., Public Service Announcements, Station Promotions, live bands, and interviews). The Engineering Director trains everyone in proper equipment usage, maintains the equipment, updates the website, and resolves technical issues. The Engineering department also oversees the cleaning of all studios. This department also has two coordinator positions: The Production Coordinator, who oversees all recorded content, and the IT Coordinator, who manages our website and computer-based technology.

#### *Promotions and Events*

The Promotions Department is responsible for increasing WSIA's visibility and listenership within the local community (on and off campus) and for leading fundraising efforts through the underwriting process.

#### **\*For a more comprehensive list, please visit page 18\* Section 2: Election of Directors**

Elections will be held in May. A director will be elected by receiving a majority vote from the present membership. Elections may be held by show of hands or a ballot. Candidates must be present at the election meeting. The Associate Director of Student Life and Chief Engineer should be present at the election of officers.

#### **Section 2: Term of Office**

Terms of office for elected directors will be one year (July 1 - June 30). The terms of office for elected directors will be one year (July 1 - June 30). Students may hold a directorship for up to four consecutive years. If a director cannot complete their term of office, a new election will be held to fill the vacant position.

#### **Section 3: Eligibility to serve as a Director**

- a. Directors must be matriculated in a degree or credit-bearing program at the College of Staten Island
- b. Full-time undergraduate students must carry at least 12 credit hours; part-time undergraduates must take at least six credit hours; graduate students must carry at least three credit hours.
- c. They must have completed and earned passing grades in at least 50% of the credits they registered for the prior semester, but in no event less than three credits.
- d. Undergraduate students must have a minimum cumulative grade point average of 2.25 and be in good academic standing; graduate students must have a minimum cumulative grade point average of 3.0.
- e. Undergraduate students may not serve as a director for more than a total of five years
- f. They are expected to submit a Student Leader Position Acceptance form and complete NYS-mandated sexual misconduct training.
- g. To run for a directorship, a student must be on staff for at least one semester.
  - a. To run for Program Director, a student must have been a director or assistant

director for one full academic year (two semesters).

- h. Any station member who meets the eligibility requirements and wishes to be considered a candidate for a directorship must give a written candidate form to the Chief Engineer and Associate Director for Student Life at least 72 business hours before the election, Chief Engineer and Associate Director for Student Life at least 72 business hours before the election listing the reasons why the member wishes to be a candidate.

#### **Section 4: Removal/Resignation Procedures**

- a. If most of the Board of Directors deems a director to be delinquent or incapable of performing the duties associated with that office, the Board will ask the Station Advisor to meet with the director to review the existing problems. The Station Advisor and the director must report on the situation, in person, to the Board within two weeks. If the problem persists during the semester, a 2/3 majority vote of the Board of Directors will remove the director from office. New elections can be held at the next full staff meeting to fill the vacant position.
  - i. Directors who are up for removal must have a demonstrated pattern of behavior and/or significant increases in their violations in their FCC/Personnel file.
- b. Any Director absent from three (3) consecutive Board of Directors meetings or six (6) Board of Directors total meetings within the term from July 1 to June 31 shall be automatically removed from the Board of Directors.
  - i. An Assistant Director may fill in for the Director up to three (3) times per semester.
- c. Any Director arriving 20 minutes or more after the scheduled meeting's start time or leaving before the meeting's end time will count as half an absence.
  - i. Notice must be given to the Associate Director for Student Life before the meeting starts. Failure to notify the Associate Director before the meeting begins time will automatically count as a half of absence (should the Director show up)
  - ii. The Associate Director for Student Life with the Chief Engineer may make exceptions for extenuating circumstances.
- d. If a Board member becomes ineligible to serve, chooses to resign, or is removed from the Board through the above procedure, the assistant director from that department immediately becomes acting Director. Suppose an Assistant Director is unwilling or unable to serve. In that case, the Board of Directors may appoint an acting Director to serve until such a time as an election can be held to choose a replacement director. Acting Directors are ineligible to vote at meetings
- e. In a department without a Director, the position can be temporarily filled by either a Coordinator or an Acting Director.
  - i. An Acting Director must have the same qualifications as a Director.
  - ii. An acting Director counts towards quorum and may begin voting once they are voted in as the permanent Director.
  - iii. A Coordinator does not need to meet the qualifications of a Director. Coordinators do not count towards quorum nor get a vote in the Board of Directors.
  - iv. A Coordinator oversees the department's daily activities.
  - v. A voted in Director may not serve as a coordinator of another department.

- f. Per the [CUNY Guidelines, Article XV 15.2](#) states that “any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.”
- g. Per [CUNY Guidelines, Article XV 15.4](#) states that “a. A University student, employee, organization, department or visitor who believes she or he is the victim of a student’s misconduct (hereinafter “complainant”) may make a charge, accusation, or allegation against a student (hereinafter “respondent”) which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.”

#### ***Section 4: Policies, Procedures, and Expectations***

- a. The WSIA-FM Board of Directors is the policy-making body on all station matters. The Board consists of the Director of each department and, in their absence, their assistant director (see limitations above in section 5).
- b. Each Director is elected to a specific position by membership to the WSIA-FM staff and appoints an Assistant Director (and any coordinators designated for their department) at Directors Meetings.

***Each Director is expected to hold weekly or bi-weekly meetings with the Associate Director for Student Life to discuss their department's daily operations.***

- i. Meetings may be virtual or in-person.
- ii. The guidelines for the Board of Directors meetings are the same as the 1:1s.

***Each Director must have posted office hours, totaling 4 hours per week during standard operating business hours. The director will be expected to conduct station business during these office hours.***

- c. All policy proposals must be discussed with the Station Advisors before the WSIA-FM Board of Directors meetings.
- d. Each Director (or, in their absence, Assistant Director) has one vote. Department Coordinators do not vote.

#### **Article V Meetings:**

##### ***Section 1: Directors Meetings***

- a. The quorum for a Directors meeting is a 2/3 majority of the Directors or Assistant Directors of

the departments.

- b. The majority of the present board cannot be assistant directors.
- c. WSIA-FM will also comply with the policies and procedures set forth by the Student Government in cooperation with the Office of Student Life for setting meetings (e.g., submitting meeting information on CSI Connect at least 48 hours before the meeting).

### **Section 2: Full Staff Meetings**

- a. WSIA-FM will also comply with the policies and procedures set forth by the Student Government with the cooperation of the Office of Student Life for setting meetings (e.g., submitting meeting information on CSI Connect at least 48 hours before the meeting).

### **Article VI Amendment Procedure:**

#### **Section 1:**

- a. A majority vote of the total student membership of WSIA shall introduce an amendment to this constitution. Proposals for constitutional changes must be submitted for consideration at a full staff meeting and then voted on at the next full staff meeting.
- b. To vote, you must be on staff for at least one semester.
- b. Decisions of the WSIA-FM Board of Directors can be amended and repealed by a majority vote of at least  $\frac{2}{3}$  of the Full Staff.
  - i. To repeal a vote, policy, decision, or any other bylaw listed in this document, a petition must be filed with the Associate Director for Student Life with the signatures of most voting staff members.
- c. The Associate Director for Student Life and/or the Chief Engineer may enact executive authority in extenuating circumstances or after a decision that will negatively affect the radio station and/or its staff.

### **Article VII Ratification:**

**Section 1:** The Ratification of this constitution will follow the procedures as outlined in The WSIA Constitution: Article VI(1)(a).

### **Article VII Regulations:**

**Section 1:** WSIA-FM agrees to abide by the policies of the College of Staten Island as well as all federal, state, and local laws. Any changes to this constitution and/or by-laws will follow in word and spirit all College of Staten Island policies and all federal, state, and local laws.

**Section 2:** It is the responsibility of WSIA-FM to inform both the Student Government office and the Office of Student Life of all changes in the constitution and update membership information each semester.

## **PART 3: On Air Programming Policies**

The WSIA Board of Directors is responsible for formulating WSIA's overall program format, including the music types and program elements played on the air. However, the Program Director is responsible for implementing that format and ensuring that on-air DJs follow programming policies.

If the WSIA Board of Directors wishes to make a format change, it must first vote on the change and then submit it to the Associate Director for Student Life for approval. If approved, the format change goes into effect; if not, the Associate Director for Student Life returns the format to the Board with comments.

WSIA has various shows that air multiple times during the week. Most on-air programs follow a set format and play similar music. Other shows are "specialty shows," which deviate from the on-air format. These shows are designed to fill a specific niche (e.g., talk show, sports show, UK Pop). These shows are available to all DJs who complete their weekly emphasis show. These shows must be approved by Music and/or Programming.

The Music Director determines which music can and cannot be played on-air and is solely responsible for on-air music policies.

### ***Programming Policies***

1. Being an on-air DJ is something other than station work. You must fulfill your other station requirements. You will lose your air slot if you do not perform at least two hours of station work a week on top of your on-air shift.
2. All DJs must arrive at WSIA at least 1/2 hour before their scheduled airtime to adequately prepare for their shows.
3. If you have to miss a scheduled air shift, you MUST notify the Program Director at least 48 hours before your scheduled airtime. Failure to show up for an assigned timeslot without proper notification may result in disciplinary action, including suspension.
4. If DJs cannot make their timeslot, they must find their own replacement, who must be authorized to go on air.

### ***OBSCEITY, INDECENCY & PROFANITY***

WSIA must abide by the FCC's Obscenity, Indecency, and Profanity rules as a licensed radio station. These rules are designed to ensure that listeners are not presented with programming intended to shock or offend, lacking in intellectual severe merit. These are also the rules under which stations are routinely fined millions of dollars. [Janet Jackson, Bono, and Howard Stern have all fallen victim to these rules.]

Because WSIA is a college radio station with a small operating budget, it must refrain from defending itself against enormous fines. Even a single slip-up could cost the station student control or its license. As such, WSIA must enforce a more robust rule than the FCC regulations require.

**That rule, put, is that you are prohibited from broadcasting, at any time, anything that is obscene, indecent, or profane.**

The FCC defines profanity as anything the average person would consider a "curse word." A broadcast is considered indecent if it contains "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 activities or organs." It is obscene if it exceeds the limits of indecency, "appeals to the prurient interests" and lacks "serious literary, artistic,

political, or scientific value."

Profanity is easy to define, but indecency and obscenity are constantly evolving. Certain words and phrases that may have been considered indecent or obscene several years ago no longer are. However, words and phrases that were not regarded as vulgar or profane in the past may be considered lewd or obscene today. There is no set "seven dirty words" anymore, so anything can be regarded as indecent or obscene if used in the wrong context.

If you think something may be indecent or obscene, please consult with the Board of Directors, Chief Engineer, or Student Life staff before playing or saying it on the air.

DJs are responsible for everything they play during their shows and should be reviewing all music before it airs. If you broadcast anything or hear someone else broadcasting anything that might be considered obscene, indecent, or profane, you must notify the Chief Engineer immediately. Anyone who broadcasts obscene, vulgar, or profane material is subject to suspension for a minimum of two weeks at the sole discretion of the Chief Engineer Associate Director of Student Life.

***Payola and Plugola:***

Federal law prohibits WSIA and its DJs from engaging in payola or plugola.

**Payola** is the acceptance of money, gifts, promises of employment, or anything else of material value in exchange for promoting a particular record label or musical artist on the air.

**Plugola** is the on-air promotion of any goods or services for which you or the station has an undisclosed financial interest.

That means you can only promote, on our airwaves, your CD, your friend's concert, or anything for which you might receive a benefit with the express permission of the Program Director and Chief Engineer.

Because a violation of these rules may cost WSIA its license, anyone deemed to be in violation is subject to immediate penalties, up to and including suspension, at the sole discretion of the Chief Engineer.

***On Air Phone calls :***

**\*Currently, we do not allow on-air phone calls, but if our situation changes, the following is the outlined phone policy for on-air broadcasts. \***

WSIA's on-air request line is 718-982-3060. DJs can and do give out their phone numbers on the air to solicit requests or comments from callers. However, live on-air phone calls are only permitted with the permission of the Chief Engineer. Instead, phone calls can be recorded, edited, and played back later in the show.

If you wish to use an on-air caller live on the air, you must submit a written request to the Program Director. This should include the content, the subjects given to potential callers, and the time you plan to take calls.

An engineer designated by the Chief Engineer or Engineering Director must operate the board, run the on-air delay, and screen phone calls. The DJ may not act as the engineer. As per FCC rules, someone must also listen from an external source.

If you need an engineer for your show, you must contact the Engineering Director and ensure

an engineer will be available for your proposed program BEFORE you submit your request for airtime.

Before airing or recording any phone conversation, you must have the permission of all parties involved. Recording someone without their permission is a violation of federal and state law.

## ***On Air Guests***

On-air guests are only permitted with the approval of the Program Director, and the Program Director has sole responsibility for approving or denying all on-air guests. The Program Director, every semester, will set a procedure for requesting an on-air guest visit.

## **PART 4: Departments and Directors**

The WSIA staff is divided into seven separate departments, each responsible for one aspect of the radio station. They are:

- Programming
- Personnel
- Music
- News
- Engineering
- Promotions and Events

### ***Directors***

Each department is overseen by a Director elected by station members using the election procedure outlined in the WSIA Bylaws.

The Directors, along with the Advisors, make up the WSIA Board of Directors, which is responsible for the radio station's day-to-day operations. The Associate Director of Student Life is the chair of the Board and can only vote in the event of a tie.

The Board of Directors meets regularly to discuss station matters. The Board meetings are scheduled 48 hours before and open to the public.

Any station member may request to address the Board of Directors by contacting the Associate Director of Student Life at least 48 hours before the next meeting and asking for their issue to be put on the agenda.

Each director is responsible for their department as outlined in their job description. Every director should appoint an assistant director, who will serve as director in the director's absence. To appoint an Assistant Director, the board should be notified of the appointment by the Director at the next Board of Directors meeting. If a director cannot make the next meeting, they must distribute a written memo to all Directors and the Station Advisors. The memo must be distributed at least 24 hours in advance for the Assistant's status to be adequate at the next Board of Directors meeting.

Every Director has office hours posted on the bulletin board. **The Directors must be present during office hours.**

### ***Programming Department:***

The Programming Department handles all on-air activities at WSIA, including program structure, on-air elements and features, special programming, and program logs.

The Programming Department works with the Personnel Department to train new DJs. Before each semester starts, DJs request on-air shifts in writing from the Program Director.

The director then formulates an overall on-air schedule for the semester. The factors used to develop the final schedule are:

1. Is the DJ fulfilling the format requirements?
2. Is the DJ following FCC and Station regulations?

- 3. Is the DJ doing work at the station?
- 4. Seniority (Only used when two or more DJs request the same on-air shift.)
- Dating Logs
  - Check logs for errors, get them fixed, and hand them to the chief once a week.
- Trafficking Logs –
- Responsible for finding and burning, or otherwise, educational content for air.
- Ensuring that all DJs get at least four sit-ins
- Overseeing and passing or failing on-air demos/assigning someone competent to do so
- Ensuring that DJs certified to give sit-ins are giving proper sit-ins.
- Making sure that we meet 36 hours a week and that we follow correct formatting and guidelines for our license.
- Working with the music department to supply and uphold format content.
- Approval or rejection of all specialty shows in conjunction with music
- Approval of all interviews before the interview and before the air
- Scheduling of all non-music content
- Approval of all prerecorded content before air
- Listening to shows periodically to ensure adherence to formatting guidelines as well as quality of content and Dj
- Scheduling all shows at the start of each semester
- Keeping track of absences and fill-ins, as well as overseeing the filling in of shifts that were missed for emergency reasons
- As the most senior director, they are responsible for mentoring all other directors.

***Recruitment Department:***

The Recruitment Department handles staff recruitment. It oversees a series of general workshops, works with the Chief Engineer to schedule technical seminars, and administers the WSIA test. Additionally, the Recruitment Director works with other directors to promote the station and recruit new members.

- Recruitment. This includes everything involved with recruitment, such as:
  - Tabling
  - Calling/emailing/contacting possible recruits continuously throughout the semester. First calls should ideally be made two weeks before the first workshop
  - Scheduling workshop dates-
  - Checking CSI Connect for anyone interested in membership
- Calling those who miss or do not show up to workshops to find out where they are and whether they intend to continue with us, especially for the fourth.
- Oversee station upkeep, which includes cleanliness and organization.
- Organization and labeling of all student mailboxes at the beginning and end of each semester/as needed

### ***Music Department:***

WSIA receives thousands of albums each year from record companies. The Music Department is responsible for keeping in touch with these companies to ensure that WSIA gets new and exciting music to play on the air.

- Oversee the music library
  - Cleaning
  - Organizing
  - Discarding old music
- Manage all relationships between WSIA and labels
- Oversee all interviews related to music or musical acts
- Assigning and overseeing genre coordinators.
- Overseeing music database
- Decisions about emphasis on music
- Oversight of all music placed in on-air/played in on-air
- Reviewing all music that comes in/delegating reviews
- Checking email for new music and content from labels
- Ensuring that NEW content makes it to emphasis
- Ensuring that DJs are following the format expectations
- Oversight of music/music acts for live events/concerts
- Overseeing all music tracking
  - Station member playlists
  - Filling out tracking form/making sure others fill in the tracking form
  - Reporting charts to NACC

### ***News Department:***

WSIA's News Department is responsible for all on-air programs related to the local and college community. This includes periodic short-form and long-form news stories, overseeing weekly interview programs, covering local news stories, and announcement requests from local non-profit agencies.

- Sourcing and writing/organizing and EDITING news stories for air
- Sourcing and writing/organizing and EDITING PSAS for air
- Sourcing and writing/organizing and EDITING LWAS for air
- Maintaining a relationship with SI Live and The Banner
- Ensuring that stories read on air are of interest to our listenership
- EDITING all submissions for content, grammar, and accuracy.
- Timely removal of out-of-date material
- Overseeing all interviews with non-music-related guests.
- Overseeing all sports broadcasts and content
- Collection of PSAs for Digidart
- Organization all news-related Digidart content

### ***Engineering Department:***

The Engineering Department works with the Engineering Staff to ensure all of WSIA's equipment is functioning and to instruct WSIA student members on its proper use. It also works to record and edit all material for airing on WSIA, including public service announcements, station promotional announcements, live bands, and prerecorded interviews.

- Basic troubleshooting of equipment and technical issues.
- Cleaning of all WSIA studios and equipment
- Oversight of student computers for updates and other issues
- Production of all pre-recorded content for air (in a timely fashion)
- Working under the chief engineer to troubleshoot and fix problems
- The instruction of staff on the proper and appropriate use of all station equipment
- Responsible for all remote broadcasts, including ferry hawks and coverage in and out of the studio of engineers
- Responsible for all remote sound setups

### ***Promotions and Events Department***

The Promotions and Events Department at WSIA Radio is a leadership team focused on expanding the station's visibility and community listenership. This position serves as the primary manager for all station branding, event logistics, and financial growth through fundraising.

- Event Management: Overseeing internal and external events, such as WSIA Late Night and the Fall Festival, while managing all necessary documentation and logistics.
- Serve as the main contact for event logistics, including submitting necessary documentation (e.g., work orders, CSI connect).
- Identify and coordinate station attendance at local community events and shows.
- Marketing & Social Media: Driving the station's digital presence across platforms like Instagram, TikTok, and X through consistent content creation and campaign execution.
- Plan and execute all marketing and promotional campaigns on air and across social media.
- Ensure professional and timely responses to all social media inquiries.
- (Note: May appoint a Social Media Coordinator.)
- Secure giveaways for on-air contests.
- Financial Leadership: Leading the underwriting process to secure station funding and training other department members on these procedures.
- Operations: Managing the purchase and inventory of station merchandise, student apparel, and contest giveaways.
- Purchase promotional items and student apparel.
- Maintain accurate inventory of all promotional items and apparel.

### ***Professional Staff***

WSIA's professional staff includes the Associate Director of Student Life and Chief Engineer. The Associate Director of Student Life works for the College of Staten Island's Office of Student Life, and the Chief Engineer works for the CSI Association and is paid out of the radio station's budget.

#### ***Associate Director of Student Life Responsibilities:***

- Works with the Board of Directors to oversee the day-to-day operations of the radio station

- Ensures that WSIA adheres to FCC and College rules and regulations.
- Works with the Finance Department to seek outside funding sources.
- Review student records to ensure members are eligible for participation in WSIA.
- Prepares and monitors the annual operating budget, including all bills to be paid.
- Acts as a liaison with the College of Staten Island's academic departments and offices.
- Assists student directors so they can better perform their duties.
- Performs other duties as assigned by the Office of Student Life.

*Engineer Responsibilities:*

- Serves as the Designated Chief Operator, responsible for all on-air operations of WSIA.
- Review all program logs to ensure that on-air personnel follow station procedures.
- Assists the Associate Director of Student Life in the day-to-day operations of the radio station.
- Assists members in the use of production and on-air equipment.
- Works with the Engineering Department to ensure equipment is functioning correctly.
- Conducts initial technical training for all new members and conducts ongoing training for existing members.
- Maintains recording and production supplies and recommends new equipment purchases.
- Assists with live recordings and live remote broadcasts.
- Performs other duties as the Associate Director or Board of Directors assigned.

## **Part 5: Resources for Students:**

### ***Reporting Infractions Related to the Federal Communications Commission and/or Personnel***

As a team, it is our job to hold WSIA DJs accountable for their actions and educate them to ensure violations of The Book and CUNY Guidelines do not occur. WSIA's official reporting structure is done through Google Forms, where members can document potential violations of Federal Communications Commission policies and/or WSIA personnel policies and guidelines. The report can be found at this link: <https://forms.gle/UBU5cdbJ6DbSM5kn9>

Respondents are those who are in potential violation of FCC or The Book policies. Respondents may meet with a Board Member, or Advisor to discuss the potential violation. Based on the evidence and meeting with the respondent, two outcomes may be issued:

- Not Responsible: No further action is needed.
- Responsible: w/ potential outcomes
  - Verbal Warning
  - Written Warning (saved in personnel file)
  - Final Written Warning (saved in personnel file)
  - Suspension
  - Complaint to the Chief Student Affairs Officer

Those wanting to report Student Code of Conduct Violations should make a report with [Public Safety](#). Those wishing to report Sexual Misconduct and Title IX situations should contact Tara Mastrangelo, Director of Institutional Equity and Title IX Compliance Building 1A, Room 205B (718) 982-2688 [Tara.Mastrangelo@csi.cuny.edu](mailto:Tara.Mastrangelo@csi.cuny.edu).

For more information, please visit CUNY GUIDELINES Article XV Students and the CUNY Campus Behavior Code: <https://policy.cuny.edu/bylaws/article-xv/>

## **Part 5: Resources for Students Cont'd**

As an employee and student, you have many resources available. The below list represents some of them with explanations. Please note that not all of the reporting resources offer anonymity.

- [Employee Holiday Calendar](#),
  - Provide notice when the Office of Student Life and WSIA is Closed with professional staff(Column 1 w/ Y).
- [All Gender Restroom Guide](#)
- [College of Staten Island COVID-19 Policy](#)
  - Please note that Student Employees are not eligible for COVID-19 Sick Leave.
- [RELAY](#)
  - RELAY is a program within CSI whose goal is to end bias and racial bias. To report a Bias incident, please visit [this link](#).
- [Student Concern Form](#)
  - Students experiencing an issue they cannot resolve on their own should complete this form so that the matter may be reviewed by the appropriate campus department(s)/office(s) for resolution.
  - This form is directly routed to the Office of the Vice President of Student Affairs.
- [City University of New York HR Discrimination, Harassment or Retaliation Report](#)

- If you believe you have experienced discrimination, harassment, or retaliation, please report it through [this link](#).
- [Office of Diversity, Equity and Inclusion – Title IX](#)
  - If you believe you have been subjected to or witnessed sexual misconduct, please report it to the Department of Institutional Equity & Title IX via email to [IETitleIX@csi.cuny.edu](mailto:IETitleIX@csi.cuny.edu).
- [Office of Accessibility Services](#)
  - The Office of Accessibility Services (OAS) is to provide an accessible, inclusive learning and working environment for the College of Staten Island (CSI) students and employees with disabilities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Office of Accessibility Services (OAS) provides reasonable accommodations, auxiliary aids, and services to individuals with documented disabilities by the Americans with Disabilities Act (ADA). If you are eligible for services, please email OAS at [ACCESS@csi.cuny.edu](mailto:ACCESS@csi.cuny.edu).
- [Report Alleged Fraud, Abuse, Misconduct or Discrimination Anonymously Online](#)
  - May provide contact information as well.
- [Counseling Center](#)
- [Health and Wellness Center](#)
- [Food Pantry](#)
- CUNY Bylaws
  - [Article XV: Students](#)
    - 15.2 Student Organizations
    - 15.4 Student Disciplinary Procedures

VISIT US ONLINE AT:

[WWW.WSIA.FM](http://WWW.WSIA.FM)

INSTAGRAM @WSIA\_FM

CALL US:

(718) 982-3050

WSIA 88.9FM

COLLEGE OF STATEN ISLAND 2800 VICTORY BLVD. CAMPUS

CENTER (1C), ROOM 106

STATEN ISLAND, NY 10314