

**The Student Radio Association Ltd.
*Constitution***

Adopted: Wednesday, 20 April 2007

Last revised: Thursday, 28 February 2008

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Name

- 1.1. The name of the association shall be the Student Radio Association ('the Association').

Definitions

- 1.2. Student Radio shall be defined as:
"A radio station based at, or linked to, a place or places of education. The station can be broadcasting by any means, off-air, or in the process of setting up."
- 1.3. Conflict of Interest shall be defined as:
"An activity undertaken by an individual that may prevent that person making an objective decision with regards to their responsibilities within the Student Radio Association."
- 1.4. A Policy shall be defined as:
"A written document that sets out a clear aim or statement of intent that shall be implemented across every activity of the Student Radio Association. They must be voted as policy at a General Meeting and are active for 3 years from the date of being voted on."
- 1.5. An Operational Document shall be defined as:
"A written document that sets out the protocol or method of implementation of an activity undertaken by the Student Radio Association. They can be initiated or altered by a majority vote of the Executive and then ratified by a General Meeting."
- 1.6. A Project shall be defined as:
"An agreed activity of the Student Radio Association that has clear written aims and objectives and method of monitoring. These can be designated by the Executive subject to ratification at a subsequent General Meeting. "
- 1.7. The Executive shall be defined as:
"The elected officials as defined under section 6 who have an overall responsibility for the day to day running of the organisation"
- 1.8. The Members shall be defined as:
"All station, individual, and associate members as defined under section 4"

Aims and Objectives

- 1.9. The Student Radio Association shall represent and lobby on behalf of student radio stations in the UK at both a national and regional level.
- 1.10. The Student Radio Association shall encourage and facilitate communication between student radio stations.
- 1.11. The Student Radio Association will offer support and advice to new student radio stations
- 1.12. The Student Radio Association will encourage and assist the development of existing student stations.
- 1.13. In meeting the above aims and objectives the Student Radio Association shall act in accordance with its current Equal Opportunity Policy, as attached.

Membership

- 1.14. Station Membership shall be open to all student radio stations based in the UK.
- 1.15. Individuals may join the Student Radio Association as Individual Members.
- 1.16. Associate membership of the Student Radio Association shall be open to any external organisations who may on occasion wish to affiliate.
- 1.17. A two-thirds majority at a quorate General Meeting of the Student Radio Association can terminate any membership.

- 1.18. The Executive may exclude a member (station, individual or associate), or an individual from a member organisation, from attending a Student Radio Association event.
- 1.19. Members may resign their membership at any time by writing to the Secretary.
- 1.20. All current Officers are considered to be full individual members of the Student Radio Association with subscription fees waived.

Subscriptions

- 1.21. Station and Individual Members shall pay an annual subscription, the amount of which shall be set by a simple majority vote at the Annual General Meeting.
- 1.22. Associate membership fees shall be set on a case by case basis by the Executive.
- 1.23. Temporary exemption from payment may be granted at the discretion of the Executive.
- 1.24. Members who resign or have their membership terminated will not be entitled to a refund on their subscription.

Executive Officers

- 1.25. The Student Radio Association Executive Committee shall consist of six elected Executive Officers whose job it is to oversee the day to day running of the Student Radio Association. The positions will be:

- 1.25.1. Chair
- 1.25.2. Secretary
- 1.25.3. Development Officer
- 1.25.4. Events Officer
- 1.25.5. Marketing Officer
- 1.25.6. Treasurer

- 6.2 The responsibilities of every Executive Officer are:

- 6.2.1 To attend General and Executive Meetings
- 6.2.2 To present a report of achievement at every General Meeting.
- 6.2.3 To prepare a 6-weekly account of achievement.
- 6.2.4 To prepare a report of any external meeting attended within two weeks of attendance
- 6.2.5 To declare any Conflict of Interest to the membership.
- 6.2.6 To represent the Student Radio Association in a professional manner.
- 6.2.7 To uphold the aims of the Student Radio Association as set out in section 3, and adhere to any policy documents.

- 6.3 The individual responsibilities of the **Chair** are:

- 6.3.1 To be the spokesperson for the Student Radio Association.
- 6.3.2 To support the other members of the Student Radio Association Executive
- 6.3.3 To be responsible for the organisation and chairing of Executive and General meetings.
- 6.3.4 To work alongside the other Officers to secure the viable long term future of the Student Radio Association and its member stations.
- 6.3.5 To be responsible for overseeing any campaigns or lobbying which the association may undertake from time to time.

- 6.4 The individual responsibilities of the **Secretary** are:

- 6.4.1 To develop a strong 2-way communication with members by welcoming and briefing new members, sending fortnightly members emails, and updating the news section of the website in a timely fashion.
- 6.4.2 To process membership requests by writing invoices for membership fees, liaising with the Treasurer regarding received payments, updating the member database, and chasing up membership renewals.
- 6.4.3 To compile an agenda for, and record minutes of all Student Radio Association meetings; and to distribute them to the Exec in hard copy which must be signed and archived, and then made available on the website.

- 6.4.4 To deal with all event administration; including logging the details of Student Radio Awards entrants, producing attendee lists for the awards and conference, and proof-reading promotional literature
- 6.5 The individual responsibilities of the **Development Officer** are:
 - 6.5.1 To be responsible for updating and implementing an annual development plan for the Student Radio Association.
 - 6.5.2 To offer support and advice to new & existing student radio stations on all aspects of radio broadcasting where requested.
 - 6.5.3 To be responsible for the activities of the Regional Officers, and ensuring that they are provided with adequate training.
 - 6.5.4 To produce and update training material of relevance to member stations.
 - 6.5.5 To oversee the strategic development of online resources for member stations.
 - 6.5.6 To chair the Development Committee.
- 6.6 The individual responsibilities of the **Events Officer** are:
 - 6.6.1 To oversee the planning of the annual Student Radio Awards
 - 6.6.2 To represent the Student Radio Association on the Student Radio Awards Committee
 - 6.6.3 To support the Student Radio Association's Regional Officers with the organisation of regional events.
 - 6.6.4 To oversee the planning of the annual National Student Radio Conference
- 6.7 The individual responsibilities of the **Marketing Officer** are:
 - 6.7.1 To source sponsorship and advertising revenue for Student Radio Association Events
 - 6.7.2 To investigate new ways in which the Student Radio Association can raise revenue through advertising, sponsorship, and donations.
 - 6.7.3 To offer advice to Members on the subject of advertising.
- 6.8 The individual responsibilities of the **Treasurer** are:
 - 6.8.1 To be responsible for the Student Radio Association Ltd. Finances including: writing invoices, payments received, banking, maintaining the bookkeeping database, submitting quarterly VAT returns, filing the annual return and keeping detailed financial records for audit
 - 6.8.2 To organise the payment of any legitimate expenses and administration costs incurred by Officers of the Student Radio Association Ltd. in going about official business.
 - 6.8.3 To present a budget at the Annual General Meeting and up-to-date accounts at every General Meeting.
 - 6.8.4 To oversee the budget for any individual projects as defined under section 2.
- 6.9 The election of Executive Officers shall take place each year at the Annual General Meeting.

7 Regional Officers

- 7.1 There shall be a regional representation scheme co-ordinated by the Development Officer in conjunction with the Regional Officers.
- 7.2 There shall be seven Regional Officers, one for each of the following regions:
 - 7.2.1 South East England
 - 7.2.2 South West England / South Wales
 - 7.2.3 North East / Yorkshire
 - 7.2.4 North West England / North Wales / Northern Ireland
 - 7.2.5 The Midlands

7.2.6 London / East Anglia

7.2.7 Scotland

7.3 The election for of Regional Officers shall take place each year at the Annual General Meeting.

7.4 The responsibilities of every Regional Officers are:

- 7.4.1 To represent the members in their region at Development Committee Meetings
- 7.4.2 To provide advice and support to members in their region, and where appropriate refer them to the relevant Administrative or Executive Officer.
- 7.4.3 To attend a Regional Officer training day.
- 7.4.4 To plan and organise training opportunities for members within their region with the assistance of the Development Officer
- 7.4.5 To plan and organise social events for members within their region with the assistance of the Events Officer
- 7.4.6 To assist the Executive Officers with the free flow of information between the Student Radio Association and its members.
- 7.4.7 To encourage student radio stations within their region who are not currently members of the Student Radio Association to become members.
- 7.4.8 To chair their regional forum, and to report any issues raised back to the Development Officer and Development Committee.
- 7.4.9 To declare any Conflict of Interest to the membership.
- 7.4.10 To represent the Student Radio Association in a professional manner.

8 Administrative Officers

8.1 Administrative Officers shall be appointed from time to time by the Executive and their remit and responsibilities will be defined by an Operational Document.

8.2 Administrative Officers may be re-appointed annually, or appointed for the duration of a specific project.

8.3 The responsibilities of every Administrative Officer are:

- 8.3.1 To fulfil their individual responsibilities and remit as defined under the relevant Operational Document
- 8.3.2 To declare any Conflict of Interest to the membership.
- 8.3.3 To represent the Student Radio Association in a professional manner.
- 8.3.4 To provide a regular report of their activities / progress to the Development Committee.

9 Standing Committees and General Meetings

9.1 The following standing committees and meetings shall convene as specified.

9.1.1 General Meetings

- 9.1.1.1 A General Meeting may be attended by any member of the Student Radio Association, and the members of any member stations.
- 9.1.1.2 The General Meeting is the highest operational body within the Student Radio Association, and as such a policy or decision implemented by this body can only be amended / repealed by a subsequent General Meeting.
- 9.1.1.3 There shall be a minimum of two General Meetings each year.

- 9.1.1.4 A general meeting will take place each year at the National Student Radio Conference and will act as the Annual General Meeting of the Student Radio Association.
- 9.1.1.5 A General Meeting can be called by a majority decision of the Executive Committee, a prior General Meeting, or on the request of one-fifth of station members.
- 9.1.1.6 The venue for a General Meeting will be decided by a vote of the body that have called the meeting.
- 9.1.1.7 The Chair of the Student Radio Association, must give at least 21 days notice to members before a General Meeting takes place.
- 9.1.1.8 All motions and policy or operational documents for discussion at a General Meeting must be submitted to the Secretary 7 days before the meeting takes place. Documents not received by this date will only be discussed in the Any Other Business section of the meeting at the discretion of the Chair.
- 9.1.1.9 The order of business and conduct of a General Meeting shall be defined by the General Meetings Operational Document.
- 9.1.1.10 The quorum for a General Meeting shall be forty percent of station members.
- 9.1.1.11 If a General Meeting is inquorate, its decisions will be recorded, but will not be implemented until ratified at a quorate General Meeting.
- 9.1.1.12 Only fully paid-up member stations and Executive Officers are entitled to vote at a General Meeting, with the exception of the Chair of the Association who may not vote except to cast the deciding vote where there is a tie.
- 9.1.1.13 The voting rights of a member station will be held by their Station Manager or their appointed representative from the station.

9.1.2 Executive Committee

- 9.1.2.1 The Student Radio Association Executive Committee shall be attended by the five Executive Officers and chaired by the Chair.
- 9.1.2.2 Subject to majority approval from the five Executive Officers, any individual who is not an Officer of the Association may be co-opted onto the Executive Committee as an associate without voting rights and for a specified period of time.
- 9.1.2.3 The Chair must give 14 days notice of a meeting to all members of the Executive. Any member of the Executive may call a meeting by submitting a written request to the Chair.
- 9.1.2.4 The Executive Committee has overall responsibility for the day to day operation of the Student Radio Association as well as co-opting members to vacant positions, producing and amending operational documents, implementing new projects and setting budgets
- 9.1.2.5 The maximum amount of expenditure which can be passed by the Executive Committee for any one item, or budgeted to any one project is £500. Expenditure over this amount must be ratified at a General Meeting.
- 9.1.2.6 The Executive Committee shall meet at least six times a year.
- 9.1.2.7 The quorum for an Executive Committee Meeting shall be four persons.

9.1.3 Development Committee

- 9.1.3.1 The Student Radio Association Development Committee shall be attended by the Development Officer (who will chair the meeting), the Chair, all eight Regional Officers, and any Administrative Officers.
- 9.1.3.2 The Development Committee has responsibility for receiving feedback from Regional Forums, evaluating training provision for members and officers, and providing a steer for the Executive Committee with relation to projects and policy.
- 9.1.3.3 The quorum for a Development Committee Meeting Shall be 5 persons.

9.1.4 Regional Forums

- 9.1.4.1 There shall be a Regional Forum for each of the eight regions defined under section 7, chaired by the Regional Officer for that region.
- 9.1.4.2 Regional Forums will meet at least twice each year and may be attended by any members, or members of member stations from the region.
- 9.1.4.3 The Regional Forums have a responsibility for receiving feedback from members, sharing information, and discussing topics of interest to those members present.
- 9.1.4.4 There is no quorum for Regional Forums.

10 Election and Dismissal of Officers

- 10.1 Elections for the five Executive Officer positions will be held each year at the Annual General Meeting.
- 10.2 The Executive will be elected by secret-ballot, according to the Election Procedure Operational Document.
- 10.3 All candidates must declare any Conflict of Interest to the General Meeting before the election can take place.
- 10.4 No person can hold an Executive position for more than three terms of office, either concurrently or split.
- 10.5 Vacancies on the Executive may be filled by co-option until the next General Meeting where a by-election will be held.
- 10.6 Elections for the eight Regional Officer positions will be held each year at the Annual General Meeting – An election, by secret ballot, will only be held for positions that are contested at the close of nominations. Non-contested candidates will be automatically appointed.
- 10.7 A Regional Officer may only be voted for by member stations from within their region.
- 10.8 Candidates for the position of Regional Officer must intend to be members of a member station for the majority of their term of office and they must hold residency, either at term-time or during vacation, in the area they represent.
- 10.9 In the event of no Regional Officer being elected the Development Officer may co-opt an individual to the post until the next General Meeting. Alternatively a by-election may take place at a Regional Forum, subject to notice being given 14 days before the date of the meeting.
- 10.10 Regional Officers may be suspended by a two-thirds majority of member stations in their region submitting a signed petition to the Development Officer.
- 10.11 An Executive Officer, Regional Officer, or Administrative Officer may resign in writing to the Chair.
- 10.12 A motion of recall against any Executive Officer may be upheld by a two-thirds majority of a General Meeting providing the motion is submitted in accordance with section 9 and the General Meetings Policy Document
- 10.13 A motion of censure against an Executive Officer, Regional Officer, or Administrative Officer may be proposed at any time during a General Meeting and upheld by a majority + 1 vote.
- 10.14 Only one successful motion of Censure can be carried against any particular Officer during a General Meeting
- 10.15 A motion of censure against an Officer must be upheld by the Chair of any Standing Committee for the non-attendance of an invited Officer without Apologies.
- 10.16 Should any Officer receive two motions of Censure against them, they shall automatically be recalled.

11 Student Radio Association Events

- 11.1 If the venue of the event is at an academic institution where a member station is based, the member station will take on the role of host.
- 11.2 In all cases an informal committee for the event must be formed. This will be attended by the Events Officer (who will chair any meeting), 2 reps from the host station (where applicable), and a further member of the Executive. Where appropriate other stakeholders may be invited to attend.
- 11.3 It is the responsibility of the host station to send delegates to the event committee, and to agree on their responsibilities relating to the event at a meeting of this committee. The Student Radio Association will reimburse the host with all reasonable costs incurred pursuant to the organisation of the event.
- 11.4 The event committee will produce a budget for the event. This will be presented to the Treasurer who will scrutinise it and where the total liability exceeds £300 provide a report to the Executive. The Executive will then make a decision as to whether the Student Radio Association will agree the underwrite the event.
- 11.5 If the Executive decide not to underwrite an event, it may still go ahead however full liability for any deficit on the event will lie with the host. If the Executive agree to underwrite an event, the Student Radio Association will be liable to cover any deficit on the event within the scope of the original budget.
- 11.6 The Student Radio Association may suspend the membership of any station who owes outstanding attendance fees for an event.

12 Policy & Motions

- 12.1 The term 'policy' shall be as defined under section 2. All policy must take the form of a written document which will be presented to a general meeting as a motion. The policy will be appended to the constitution if the motion is passed.
- 12.2 Policy can only be set or revoked by a majority vote at a General Meeting.
- 12.3 Policy will lapse automatically after 3 years; it is up to the Secretary to notify Members of policy which is due to lapse at an appropriate general meeting.
- 12.4 The structure and content of a motion should comply with the General Meetings Operational Document
- 12.5 Discussion on any motion will take the form of a structured debate. The procedure for this is detailed in the General Meetings Operational Document

13 Projects

- 13.1 The term 'project' shall be as defined under section 2. All projects will have clear written aims and may be implemented in any of the following ways:
 - 13.1.1 By a majority vote of the Executive subject to ratification at a General Meeting
 - 13.1.2 By a majority vote of a General Meeting
 - 13.1.3 As the result of a motion which resolves to initiate a project with specified aims.
- 13.2 All projects must further the aims of the Student Radio Association as defined under section 3 of the constitution.
- 13.3 A project document will include:
 - 13.3.1 A statement of the aims of the project
 - 13.3.2 A plan of how these aims will be achieved within a realistic timescale
 - 13.3.3 A budget request for the project
 - 13.3.4 A statement of responsibility for the project

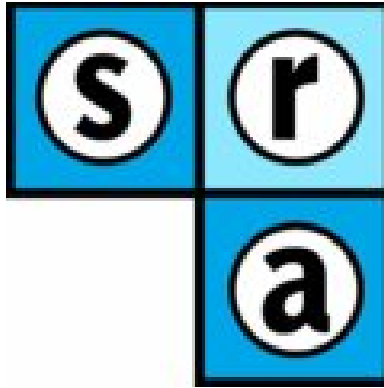
- 13.4 All projects will be overseen by an Officer of the Student Radio Association. This can include an Administrative Officer appointed specifically to manage the project. This Officer will be indicated in the statement of responsibility.
- 13.5 Where the Executive have approved a project but it has not yet been ratified by a General Meeting, the maximum amount of expenditure allocated to the project shall be £250.
- 13.6 A General Meeting may only approve a project with an allocated expenditure up to £1000 without it having first been approved by the Executive.
- 13.7 The Officer responsible for the project will be required to provide regular reports on their progress to the Development Committee, and to provide accurate detail of any income or expenditure to the Treasurer.

14 Finance

- 14.1 The Student Radio Association shall not be a profit maximising body.
- 14.2 The Student Radio Association can organise events, either alone or with other organisations, and charge fees for them.
- 14.3 The Student Radio Association can accept subscriptions, grants and donations from corporate bodies or individuals at the discretion of the Executive.
- 14.4 Subscription fees levied shall be used only for administration and expenses and to fund projects and events that are pursuant of the aims of the association.
- 14.5 The Treasurer will be responsible for presenting the accounts of the Student Radio Association to it's members at every General Meeting.

15 The Constitution

- 15.1 Any member of the Student Radio Association may propose an amendment to this constitution.
- 15.2 Amendments must be referred to the Executive who will consider and draft the change(s). The drafted amendments must then be approved by a two-thirds majority of a General Meeting.
- 15.3 In the event of a dispute over an interpretation of the Constitution, the decision of a General Meeting shall be final.



The Student Radio Association Ltd.
Constitution Appendix I - Policy

Last revised: Saturday, 08 December 2007

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10	Appendix I - Policy <ol style="list-style-type: none">1) Registration as a Company Limited by Guarantee2) That the Association Adopts a new Constitution3) That the Association Supports Hearing Aid4) That the East and West Midlands Regions are Combined5) Introduction Of Honourary Life Memberships6) To Remove Restriction On Executive Officer Re-election7) Redefining The Role Of Secretary & Finance Officer

April 2006 - Registration as a Company Limited by Guarantee

This Association Notes:

1. That the Student Radio Association (SRA) currently uses a 'Club/Society' bank account.
2. That the SRA Exec are currently jointly personally liable for the activities of the association.
3. That the SRA ran the student radio awards 2006 through its own bank account, with a turnover of over £10,000.
4. That a company limited by guarantee can limit the liability of its members by an agreed amount.
5. That the Commercial Radio Companies Association and the Community Media Association are both non-profit making companies limited by guarantee.
6. That incorporation as a company requires annual filing of accounts with Companies House and a registered office.

This Association Believes:

1. That registration as a non-profit making company limited by guarantee would help protect the personal liability of its Exec Officers, and would offer long-term stability to the organisation.
2. That registration would improve the status of the SRA and allow better scrutiny of its accounts by its member stations.

This Association Resolves:

1. To investigate the registration of the SRA as a non-profit company limited by guarantee.
2. To establish a registered office, perhaps by renting a small amount of office space from a relevant organisation for a nominal rental fee.

This Association Mandates the Executive:

1. To carry out the above resolves, seeking help from appropriate persons where required and communicating any actions to the membership.

Proposed by:

The Student Radio Association Executive Officers

April 2007 - That The Association Adopts A New Constitution

This Association Notes:

7. That the current Student Radio Association constitution refers to at least seven 'Operational Documents' – none of which have ever been published or, seemingly, composed.
8. That the current constitution requires that three General Meetings be held per annum – something which has not been considered achievable in many years.
9. That the current constitution includes out-of-date descriptions of the roles of the Officers and does not clearly define responsibility for many activities.
10. That the Development Officer has worked hard this year to put in place systems which make the Officers of this Association more accountable to the membership.

This Association Believes:

1. That a new, complete constitution would better serve the Association and it's members, enforcing the work the work of the Development Officer to improve accountability by making it policy.

This Association Resolves:

3. To repeal immediately the existing constitution of the Student Radio Association (Sixth Amendment)
4. To adopt immediately the constitution as published online on Weds 28th March – with amendments as announced during the 2007 AGM.

Proposed by:

Matt Hurst – Development Officer

April 2007 - That The Association Supports Hearing Aid

This Association Notes:

1. That Hearing Aid 2007 saw 9 student radio stations across the UK teaming up to raise money for Comic Relief through a series of live music events.
2. That over £4000 was raised for good causes by the student radio community, and everybody had fun along the way.
3. That the Student Radio Association could have offered a greater degree of support to the organisers than it did this year.

This Association Believes:

1. That Hearing Aid is a great event and should be repeated annually
2. That the Student Radio Association should provide assistance and support (where required) in organising this event annually.
3. That Student Radio Stations, and the student radio community as a whole will benefit from the publicity achieved by participating in this event.

This Association Resolves:

1. To offer our full and ongoing support to the organisers of future Hearing Aid events.
2. To mandate the SRA Events Officer to attend at least one meeting each year with the organisers of Hearing Aid to discuss their plans, and ensure that this Association is achieving Resolves 1.

Proposed by:

The Student Radio Association Executive Officers

April 2007 - That The East & West Midlands Regions Are Combined

This Association Notes:

- 1 . The West and East Midlands regions were split at last years conference in Southampton due to the belief that the region covered a larger area than it actually does.
- 2 . The West Midlands region has 6 member stations.
- 3 . The East Midlands region has 5 member stations.
- 4 . The Nominations night in November was combined to cover both regions.
- 5 . The two regions are geographically smaller than the largest SRA region.

This Association Believes:

1. That the split of the 2 regions has not benefited the member stations.
2. The total number of member stations will be 11 assuming no new stations register with the SRA.
3. That one person will be able to provide better representation for the Midlands region.

This Association Resolves:

- 1 . To combine the 2 regions into the Midlands region that existed one year ago to represent the region to a greater extent than it is at the present time.

Proposed by:

Ian Devlin – Burn FM

December 2008: Introduction of Honourary Life Memberships

This Association Notes:

1. That at present the Student Radio Association does not have a system for honouring those who have made considerable and significant contribution towards furthering the aims of the organisation.
2. That there are a number of individuals, both within the Student Radio community at present and also alumni, who have gone above and beyond expectation to further Student Radio in the UK.
3. That many other organisations including Students' Unions and even a number of Student Radio Stations award Honourary Life Memberships in recognition of the above.

This Association Believes:

1. That awarding Honourary Life Memberships would be an appropriate and suitable demonstration of gratitude on behalf of the organisation and it's station members.
2. That nominations for such awards should be made by the Executive Committee (in consultation with the Administrative and Regional Officers) and presented annually at the AGM.
3. That it is important to retain the value of such awards, and that as a result a cap should be placed on the maximum number which can be awarded in any one year.

This Association Resolves:

- 1 To introduce yearly awarding of Honourary Life Memberships, to be proposed by the Executive Committee and ratified by a majority decision of the Annual General Meeting.
- 2 For a register of such awards as issued under Resolves 1 to be appended to the Student Radio Association Constitution.
- 3 To limit the number of of such awards issued to 4 in any year.

Proposed by:

Matt Hurst – Development Officer

December 2008: To Remove Restriction On Executive Officer Re-election

This Association Notes:

1. That clause 10.4 of the constitution states “No person can hold an Executive position for more than two terms of office, either concurrently or split.”
2. That clause 10.4 is based on tradition, and was 'carried over' from the previous constitution.
3. That throughout their term of office, Executive Officers pick up valuable skills, become increasingly knowledgeable about their role and make countless contacts. Some of this is inevitably lost when the Officer leaves the Association.

This Association Believes:

1. That there is not a solid basis for the existence of clause 10.4 as long as appropriate controls are put in place to ensure that all Officers' have relevant experience for their role.
2. That it should be up to the membership to decide whether or not to re-elect an Executive Officer, not a written document.
3. That by removing clause 10.4 we would potentially increase the quality of service offered to members in the long term.

This Association Resolves:

1. To remove clause 10.4 of the constitution and replace it with:

“No person can hold an Executive position for more than three terms of office, either concurrently or split.”

Proposed by:

Matt Hurst – Development Officer

December 2008: Redefining the role of Secretary and Finance Officer

This Association Notes:

1. That according to company law, the roles of Company Secretary and Treasurer must be distinct (the Treasurer must function as an “internal control”)
2. That the secretary already functions as the first point of contact for new members.

This Association Believes:

1. That it is necessary to split the role of Secretary and Finance Officer into Secretary and Treasurer
2. That the roles need re-defining.

This Association Resolves:

1. To [split] the role of Secretary and Finance Officer into Secretary and Treasurer, thus:

The individual responsibilities of the **Secretary** are:

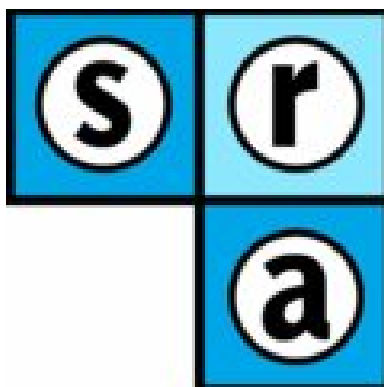
- a) To develop a strong 2-way communication with the members; welcoming and briefing new members; sending fortnightly members emails; updating the news section of the website; alerting the members to any developments promptly.
- b) To take in membership requests, write invoices for membership fees, liaise with the Treasurer as to when payment arrives, update the member database, inform the member of their changed status, and remind the members of when their membership is set to expire at the end of each calendar year
- c) To compile an agenda for, and record minutes of all Student Radio Association meetings, and to distribute them to the exec in hard copy which must be signed and archived, and then made available on the website.
- d) To deal with all event administration; e.g., logging the details of the awards entrants, producing attendee lists for the awards and conference, proof-reading.

The individual responsibilities of the **Secretary** are:

- e) To be responsible for the Student Radio Association Finances (inc. writing invoices, taking in payments, banking, keeping the bookkeeping database up-to-date, doing quarterly VAT returns, doing the annual return, keeping detailed financial records for audit)
- f) To organise the payment of any legitimate expenses and administration costs incurred by Officers of the Student Radio Association in going about official business.
- g) To function as an “internal control” in financial matters
- h) To present a budget annually and up-to-date accounts at every General Meeting.
- i) To oversee the budget for individual projects as defined under section 2.
- j) To liaise with exec members about financial issues constantly

Proposed by:

Heather Davies – Secretary & Finance Officer



The Student Radio Association Ltd.
Constitution Appendix II – Operational Documents

Last revised: Saturday, 08 December 2007

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18	Appendix II – Operational Documents <ul style="list-style-type: none">1) Equal Opportunities Operational Document2) General Meetings Operational Document3) Elections Operational Document4) Technical (Web) Operations5) Music Operations6) Officer Expenditure Operational Document7) Press & PR Operations

Equal Opportunities Operational Document

All activities of the Student Radio Association will be undertaken with the following statement of Equal Opportunities in consideration:

"The Student Radio Association believes in equal rights for all, regardless of sex, race, age, creed, sexuality, ability or political persuasion"

It is the responsibility of the Chair to enforce this policy within the day-to-day operation of the association and to handle any complaints with regard to breaches of the above statement.

Where relevant, the chair of a standing committee is responsible for ensuring the proceedings of the committee adhere to the above statement.

Where relevant, the Officer managing a project is responsible for ensuring that activities undertaken in relation to the project adhere to the above statement.

General Meetings Operational Document

1. All General Meetings will be chaired by the Chair of the Student Radio Association except in their absence in which case they will appoint another member of the Executive to take on the role of acting chair.
2. The business of all General Meetings will be recorded by the Secretary and Finance Officer.
3. At the beginning of a meeting, the chair should appoint a deputy chair and a teller.
4. The chair may not speak or make any comment other than on the conduct of business while in the chair.
5. The chair shall not normally vote except that (s)he must give a casting vote where voting is tied.
6. A motion challenging a ruling of the chair can be made at any point by any member indicating orally that they wish to make such a challenge. The procedure for debating such a challenge is as per point 7. Where the challenge is successful, the ruling of the chair shall be reversed.
7. The procedure for challenging a ruling of the chair shall be as follows:
 - a. Speech by the Challenger – 2mins
 - b. Speech by the Chair – 2mins
 - c. Voting
8. The Chair will hand over to the deputy chair if:
 - a. A motion of censure against him / her is being moved
 - b. A motion challenging his / her ruling is being moved
 - c. He / she wishes to participate in the debate
9. Where the chair has been surrendered temporarily to the elected deputy, the deputy will take on the role of chair and act in accordance with points 4 and 5 above.
10. Only Station and Individual members are entitled to vote at a General Meeting. It is the responsibility of the appointed teller to issue valid voting cards to legitimate voting members.
11. The quorum for a General Meeting shall be forty percent of all fully paid up station members.
12. The following majorities are required to secure a decision of a General Meeting:
 - a. Ordinary Motion – 50% + 1 of voters.
 - b. Recall Motion – Two-thirds of voters.
 - c. Ratification of Decisions – 50% + 1 of voters.
 - d. Policy Lapse – 50% + 1 of voters.
13. It is the responsibility of the teller to count and record the result of votes, which will be passed to the Chair and recorded by the Secretary & Finance Officer in the minutes of the meeting.
14. The order of business at a General Meeting shall be as follows:
 - a. Apologies for Absence
 - b. Appointment of a Deputy Chair
 - c. Minutes of the Previous Meeting
 - d. Correspondence

- e. Officers' Reports and Questions
 - f. Presentation of Accounts
 - g. Elections
 - h. Project Proposals
 - i. Recall Motions
 - j. Ordinary Motions (discussed in the order in which they were submitted)
 - k. Policy Lapse
 - l. Any Other Business
15. Ordinary Motions and Motions of Recall must be submitted to the Secretary and Finance Officer at least 7 days prior to the date of the General Meeting.
16. The procedure for discussing ordinary motions shall be as follows:
- a. Speech by the Proposer – 4mins
 - b. Speech in opposition – 4mins
 - c. Questions (made through the chair) – 4mins
 - d. Additional speech for / against the motion – 4mins each.
(These will be at the discretion of the chair)
 - e. Summary against the motion by the 1st opposition speaker. – 2mins
 - f. Summary for the motion 2mins
 - g. Voting
17. The procedure for discussing a motion of recall shall be as follows:
- a. Speech by the Proposer – 6mins
 - b. Speech by the subject – 6mins
 - c. Voting
18. All motions and amendments must have a proposer. This can be any member station or individual member of the Student Radio Association.
19. Amendments to any motion must be submitted in writing to the chair prior to the commencement of summarisation for / against a motion.
20. An amendment may alter any point in the original motion, providing it does not result in a motion which directly contradicts the intention of the original motion.
21. The proposer of the original motion may agree to accept any amendment. In this case the amendment will be incorporated into the original motion. If the amendment is not accepted by the proposer of the original motion, it will be discussed as per point 22. If a vote to accept the amendment is successful it will be incorporated into the original motion.
22. The procedure for discussing an amendment shall be as follows:
- a. Speech by the Proposer – 2mins
 - b. Speech by the Original Motion Proposer – 2mins
 - c. Voting

23. A motion should be structured as follows:

Section 1 – The SRA Notes:

In this section the proposer will highlight factual information relevant to the policy being proposed.

Section 2 – The SRA Believes:

In this section the proposer will highlight the stance that they believe the SRA should take on an issue, in relation to the facts presented in section 1 of the motion.

Section 3 – The SRA Resolves:

The final section will highlight the steps that the proposer believe the organisation needs to take to meet the beliefs presented in section 2 of the motion. Any resolutions listed in this section will become policy of the Student Radio Association.

24. All present at a General Meeting are expected to maintain good order. No person should interrupt any other when they are speaking with the exception of the chair. The chair will invite individuals to speak at his / her discretion.
25. The chair may eject from the meeting any person who acts in a way which is detrimental to the conduct of the meeting.

Elections Operational Document

1. General Regulations

1.1 The Chair shall give 21 days notice of the election which shall include:

- Details of posts for election
- Details for return of nominations
- Details of when the election shall take place.

1.2 The Executive shall have overall control and responsibility for all elections and shall be empowered to rule on any matter relating to the conduct of elections.

1.3 A Returning Officer shall be appointed fairly by the Executive prior to the Election.

1.4 Elections shall be held by Simple Majority Voting

1.5 All Executive Officer elections shall provide the opportunity to vote for Re-open Nominations, in preference to one or more candidates.

1.6 If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed regardless.

1.7 Nominations shall be made in writing and require the title of the post contested, the full name of the candidate and the name of the station which they are/were members of.

1.8 With each nomination, a manifesto of up to one page of A4 may be submitted by the candidate.

1.9 Any member may challenge the validity of a candidate at any time before hustings at the Election. The Returning Officer shall rule on any challenge and their decision shall be final.

1.10 Candidates may not make use of the Student Radio Association Website to campaign.

1.11 The quoracy of an election will be the same as the quoracy of the meeting at which the election is held.

1.12 Ballot forms should be retained by the chair and kept on file for a minimum of 3 years following the election.

1.13 All elections should be run in accordance with the Student Radio Association's Equal Opportunities Policy.

2. Duties of the Returning Officer

2.1 To count the ballots and be responsible for all matters relating to their counting.

2.2 To decide any matter relating to the conduct of the election, subject to ratification by the Executive. This shall include the power to penalise or exclude candidates in respect of any breach of election regulation and to postpone or nullify the result of an election in respect of any irregularity.

2.3 To report the election results to the membership.

3. Eligibility to stand and vote

3.1 Only individuals who are either members of a member station, or have been within the previous 12 months, may stand for election to the Executive. Candidates who are not current members of a member station must be individual members of the Student Radio Association.

3.2 Only member stations, and current Executive Officers are entitled to vote in an Election.

3.3 Each member station shall nominate a single representative, normally the Station Manager or their appointee to be responsible for the station vote.

3.4 Station members who are unable to send a representative to the elections, may submit a written vote provided it is received by the Returning Officer at least 24 hours prior to the election.

4. Election Timetable

4.1 Elections shall be held at the Student Radio Association's Annual General Meeting.

4.2 Nominations shall be received by the Returning Officer 14 days before the election.

4.3 Nominations will be notified to members at least 7 days prior to the elections.

5. Polling

5.1 Polling shall occur after hustings.

5.2 The Returning Officer shall submit ballot forms only to those holding valid voting cards, and as prescribed under section 3.

5.3 The ballot form should be in one of two forms:

- a) The candidates should be listed under the position they are running for in alphabetical order, with an empty box next to their name.
- b) The available positions should be listed with a blank box of adequate length available to write in the name of the selected candidate.

In each case, the form should clearly indicate the option to abstain for each position.

In the case of form 'a' members should be advised to place a cross next to the name of their preferred candidate. In the case of form 'b', a list of the candidates alongside the position they are running for should be clearly visible to those voting.

Completed ballot forms should be folded in half twice, then returned to the Returning Officer.

6. Voting

6.1 The Returning Officer shall ensure that the elections under the Simple Majority Voting system are conducted under the supervision of the Chair as follows:

6.1.1 For the first position being counted, sort the voting papers into a pile for each candidate, separating any spoils or abstentions.

6.1.2 Count the voting papers for each candidate recording them onto a pre-prepared election result sheet.

6.1.3 The candidate with the most votes shall win the election.

6.2 Where the number of abstentions cast is more than half of the total number of votes cast the election will be declared void. In this case the election will be postponed until the next General Meeting.

6.3 The number of votes cast should be passed to the Secretary and Finance Officer who shall record them in full in the minutes of the meeting, and to the Chair who shall announce them to those assembled.

7. Hustings

7.1 Hustings will take place immediately prior to the Election.

7.2 Candidates will be allowed a speech of up to 2 minutes.

7.3 There will be up to 2 questions put to each of the candidates which can be submitted in writing to the Returning Officer, or made verbally from the floor. Candidates will have up to one minute to answer such questions.

7.4 Questions may be directed at an individual candidate at the discretion of the Returning Officer.

8. RON

8.1 A single campaign may be run for RON by a member of a member station. This should be co-ordinated by an individual agreed by the Returning Officer.

8.2 Should RON win an election, the membership may vote to hold a new election straight away, or at some future date.

8.3 If the election is to be held straight away, nominations may be received from the floor and the election should proceed immediately in the usual way.

Technical (Web) Operations

The Student Radio Association undertakes to provide a wide variety of online resources for the benefit of its members. Fundamental to these resources is the association's website, accessed via the studentradio.org.uk domain. The upkeep, maintenance and management of this domain is essential to ensure the effective dissemination of information within the association.

The online resources provided by the association include:

- A facility for publishing news and information relevant to the student radio community.
- An online forum for encouraging discussion and collaboration between student radio stations.
- A knowledgebase of information and guides relating to the successful operation of a student radio station.

In addition to these resources a number of other projects have either been previously implemented or considered for implementation. These include a student radio blog, an interactive directory of student radio stations, and a web-based system to improve collaboration between stations.

Section 6.5.6 of the Constitution requires that the Development Officer "*Oversee[s] the strategic development of online resources for member stations.*" It is recognized therefore that overall responsibility for ensuring the provision of those services listed above shall fall with the current Development Officer. However it is prudent to realize that no technical knowledge is assumed in candidates running for the position of Development Officer, and that the amount of time realistically required undertaking the management of the studentradio.org.uk domain would be disproportionate to other equally important functions of the Development Officer role.

Therefore an Administrative Technical Officer will be appointed by the Executive as per Section 8.1 of the Constitution. This position shall be re-appointed annually, and the vacancy will be advertised to members in advance of nominations being accepted. The responsibilities of those holding this office (in addition to those highlighted under Section 8.3 of the Constitution) shall be:

- To facilitate and manage the provision of hosting services for the studentradio.org.uk domain and such online resources as the Association undertakes to develop.
- To manage and upkeep the studentradio.org.uk domain name and any additional or sub-domains that may exist.
- To manage and upkeep email aliases for the studentradio.org.uk domain.
- To develop and manage a web based membership database which incorporates a public interactive directory of student radio stations in the UK, such reporting facilities as are

required to manage membership, and the facility to mass email stations or groups of stations easily.

- To maintain, update and develop the Student Radio Association website and associated online resources under guidance from the Development Officer

The Technical Officer will work in collaboration with the Development Officer, and shall report to Development Committee. The Executive Committee will budget for the upkeep of the Association's online resources, and shall receive requests for any additional funding relating to technical operations.

Music Operations

One of the roles of the Student Radio Association is to act as a liaison between student radio stations and the music industry. The Association recognizes the importance of commercial music as part of our members output, and as such endeavors to maintain strong links with publishers and promo companies. In achieving this, we hope that these companies will continue to supply our members with the latest music, in return for their co-operation in undertaking the required feedback

The Student Radio Association also undertakes to produce a weekly chart, provide advice and support to members with regard to the licensing of copyrighted music for airplay, and consider potential projects which will enhance the provision of music-related services.

Under Section 6 of the Constitution, no Executive Officer is appointed overall responsibility for ensuring the ongoing provision of music related services. It is therefore in order that the Executive shall appoint an Administrative Music Officer with responsibility for running the music related operations of the Student Radio Association. This position shall be re-appointed annually, and the vacancy will be advertised to members in advance of nominations being accepted. The responsibilities of those holding this office (in addition to those highlighted under Section 8.3 of the Constitution) shall be:

- To forge and maintain relations between music publishers and promo companies, and our members.
- To compile, publish and distribute a weekly Student Radio Chart
- To provide advice and support for members trying to obtain music for airplay.
- To work with the Events Officer and member stations to find live acts to support both local and national events.
- To develop the provision of music related services for members, and to encourage a collaborative approach where possible.

The Music Officer will report to Development Committee, who will have overall strategic control of the associations music-related service provision. The Executive Committee shall receive requests for any funding relating to music operations.

Expenditure Operational Document

In response to the ongoing uncertain financial position of the Student Radio Association, the Executive Committee find it appropriate, and within their remit, to self-impose the following set of guidelines relating to Officer expenditure. It is noted that at the time of writing, September 2007, the Student Radio Association has outstanding debts totalling c. £12000.

This operational document will be reviewed by the Executive Committee 6 months after it's implementation, and subsequently, not less than annually.

- 4 Any expenditure totalling more than £10.00 must be cleared with the Finance Officer first.
- 5 The Finance Officer reserves the right at all times to refuse expenditure if she/he believes it is not for the exclusive benefit of the Student Radio Association.
- 6 All expenses claimed must be shown to be for the exclusive benefit of the Student Radio Association.
- 7 If any expenditure can be proven reckless in any way, the Finance Officer reserves the right to reimburse only part of the cost from Student Radio Association funds.
- 8 Each member of the Student Radio Association Executive may claim up to £5.00 worth of subsistence expenses per day spent on official Student Radio Association business; however, this should be avoided wherever possible.
- 9 No two Officers may claim expenses for a trip undertaken where only one Officer was required.
- 10 Attendance at any meetings, conferences or events which is funded by the Student Radio Association must be sufficiently reported back on to the Executive Committee and, where relevant, to the members. If this does not happen, the Finance Officer reserves the right to invoice said Officer for the expenses incurred.
- 11 The only Officer permitted to issue a purchase order on behalf of the Student Radio Association is the Secretary & Finance Officer. Third party invoices for general expenses will not be paid directly where they are not accompanied by such a purchase order. In all cases, the Officer who incurs the expense must pay upfront, complete a claim form (attaching all the relevant documentation) and then wait to be reimbursed.
- 12 All claims forms must be supported by relevant documentation (preferably VAT receipts), and all the fields filled in correctly, then sent to the Finance Officer for consideration.
- 13 A majority of the Executive Committee may overrule the Finance Officer if they disagree with a ruling she/he has passed.
- 14 These guidelines apply to all Officers of the Student Radio Association, however Regional Officers should be aware that they may only claim expenses for travel, and must first seek approval from the Development Officer.

Press & PR Operations

The first aim of the Student Radio Association states that the organisation “shall represent and lobby on behalf of student radio stations in the UK”. In many areas reasonable expectations with regard to this aim are met and surpassed, however in others the Association has historically fallen short. In particular, it is believed that the Association could do much more by way of operating campaigns in the interest of it’s members. It should be noted that such responsibility falls within the remit of the Chair, as indicated by clause 6.3.5 of the constitution:

“[The Chair is] to be responsible for overseeing any campaigns or lobbying which the association may undertake from time to time.”

It should however be noted that no design or promotions experience is expected or required of the candidate running for the position of Chair, and that even if the candidate had considerable experience, the work required to provide supporting material for such campaigns would be unjustly disproportionate to the other requirements of the role.

Additionally, it has been noted on multiple occasions that effective and timely communication between the Association and it’s members is essential in order to provide the quality of service that they expect. With this in mind, a number of initiatives have been launched which include:

- A regular email newsletter sent to stations.
- 6-weekly officer reports, published online.
- An SMS based news-alert service.

Further to these facilities, it is believed that further activity-specific publicity would benefit both members and the Student Radio Association through increased events participation and awareness.

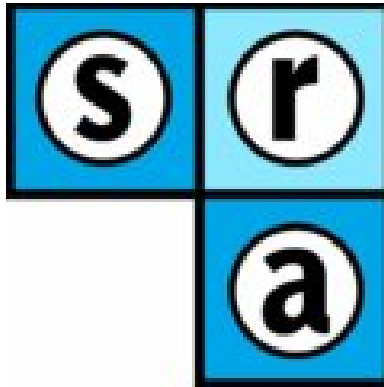
While it would doubtless be possible to divide press and PR functions amongst the present Executive Officer team, it is believed that this would provide distraction from their current functions, and prevent an opportunity to increase involvement with the Association through the appointment of a new Officer.

Therefore an Administrative Press & PR Officer will be appointed by the Executive as per Section 8.1 of the Constitution. This position shall be re-appointed annually, and the vacancy will be advertised to members in advance of nominations being accepted. The responsibilities of those holding this office (in addition to those highlighted under Section 8.3 of the Constitution) shall be:

4. To prepare and distribute press releases regarding Student Radio Association activities in consultation with the Executive Officers .
5. To produce publicity material promoting Student Radio Association Events and Activities to members.

6. To assist the Executive Officers in raising the profile of the Student Radio Association both internally and externally.
7. To provide promotional and publicity material in support of Student Radio Association campaigns.
8. Maintain a digital archive / catalogue of photos taken at Student Radio Association events.
9. Maintain a digital archive of press cuttings, publicity material and press releases and produce a media report on coverage.

The Press & PR Officer will work in collaboration with the Marketing Officer, and shall report to Development Committee. The Executive Committee shall receive requests for any funding relating to Press & Publicity operations.



The Student Radio Association Ltd.
***Constitution Appendix III – Register of Honourary Life
Members***

Last revised: xxx, xx xxxxxxxx 2008