



# student radio association

## **The Student Radio Association *Constitution & Articles of Association***

**Adopted: 8<sup>th</sup> April 2009**

**Last revised: 16<sup>th</sup> April 2009**

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## **1. Name**

- 1.1. The name of the company shall be The Student Radio Association Ltd. ('The Company').
- 1.2. The Company shall trade as 'The Student Radio Association'

## **2. Definitions**

- 2.1. The Constitution shall be defined as this document which forms the Constitution and Articles of Association for the company.
- 2.2. Student Radio shall be defined as:  
*"A radio station based at, or affiliated to, a place or places of education. The station can be broadcasting by any means, off-air, or in the process of setting up."*
- 2.3. 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."*
- 2.4. 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."*
- 2.5. The Executive shall be defined as:  
*"The elected officials as defined under section 6 who perform the role of company directors and have overall responsibility for the running of the company"*
- 2.6. The Members shall be defined as:  
*"All station, individual, and associate members as defined under section 4"*
- 2.7. Conflict of Interest shall be defined as:  
*"An activity undertaken by an individual that may prevent that person making a objective decision with regards to their responsibilities within the Student Radio Association."*
- 2.8. "The Act" refers to The Companies Act 1985

*Expressions referring to writing shall unless the contrary intention appears become construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form. Unless the context otherwise requires, words or expressions contained in the Constitution shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which this Constitution becomes binding on the Company. The regulations in Table C schedule to the Companies (Tables A – F) Regulations 1985 shall, except where they are varied by or are inconsistent with the Constitution apply to the Company.*

## **3. Objects**

- 3.1. The Student Radio Association shall represent and lobby on behalf of student radio stations in the UK at both a national and regional level.
- 3.2. The Student Radio Association shall encourage and facilitate communication between student radio stations.
- 3.3. The Student Radio Association will offer support and advice to new and existing student radio stations
- 3.4. In meeting the above aims and objectives the Student Radio Association shall act in accordance with its current Equal Opportunity Policy, as attached.
- 3.5. The Student Radio Association shall encourage and facilitate collaborative projects between it's members.

## 4. Membership

- 4.1. Ordinary Membership shall be open to all student radio stations based in the UK.
- 4.2. Individuals may join the Student Radio Association as Individual Members.
  - 4.2.1. This is designed to allow individuals participating in student / voluntary radio to partake in the companys activities where the organisation with which they are affiliated has not taken up ordinary membership.
- 4.3. Associate membership of the Student Radio Association shall be open to any external organisations who may on occasion wish to affiliate – at the discretion of the executive.
- 4.4. A two-thirds majority at a quorate General Meeting of the Student Radio Association can terminate any membership.
- 4.5. Members may resign their membership at any time in writing to the Secretary.
- 4.6. All current Directors + Officers are considered to be full individual members of the Student Radio Association with subscription fees waived.

## 5. Subscriptions

- 5.1. Ordinary and Individual Members shall pay an annual subscription, the amount of which shall be set by the executive and communicated to the membership at least 3 months before coming into force.
- 5.2. Associate membership fees shall be set on a case by case basis by the Executive.
- 5.3. Temporary exemption from payment may be granted at the discretion of the Executive.
- 5.4. Members who resign or have their membership terminated will not be entitled to a refund on their subscription.

## 6. Directors

- 6.1. All Directors of the company shall be deemed to be members and must have participated within a station holding ordinary member status within the last 13 months, or be a current individual member.
- 6.2. The Student Radio Association Executive Committee shall consist of six elected Directors whose job it is to oversee the day to day running of the Student Radio Association. The positions will be:
  - 6.2.1. Chair
  - 6.2.2. Secretary
  - 6.2.3. Development Officer
  - 6.2.4. Events Officer
  - 6.2.5. Marketing Officer
  - 6.2.6. Finance Officer
- 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 communicate their activities to the membership
  - 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 Ordinary Members.
  - 6.3.5 To be responsible for overseeing any campaigns or lobbying which the company may undertake from time to time.
  - 6.3.6 To take overall responsibility for all press and publications issued by the company
- 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 regular 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 Ordinary Members.
  - 6.5.5 To oversee the strategic development of online resources for Ordinary Members.
  - 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 all SRA events, especially the annual Student Radio Awards
  - 6.6.2 To support the Student Radio Association's Regional Officers with the organisation of regional events.
- 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 assist the membership in sourcing sponsorship and marketing revenue.
- 6.8 The individual responsibilities of the **Finance Officer** are:
- 6.8.1 To be responsible for the company's 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 Directors 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 Director.
- 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 Directors 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 Officers**

8.1 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 Officers may be re-appointed annually, or appointed for the duration of a specific activity.

8.3 The responsibilities of every 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 Director to whom they report.

## **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 Ordinary Members.
- 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 Annual General Meetings shall not take place in excess of 15 months after the previous Annual meeting.
- 9.1.1.6 A General Meeting can be called by a majority decision of the Executive Committee, by notification to the secretary of 3 or more ordinary members or by bodies as defined in section 368 of the act.
- 9.1.1.7 The venue for a General Meeting will be decided by a vote of the body that have called the meeting.
- 9.1.1.8 The Chair of the Student Radio Association, must give at least 21 days notice to members before a General Meeting takes place.
- 9.1.1.9 All motions and policy or operational documents for discussion at a General Meeting must be submitted to the Secretary 14 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.
- 9.1.1.10 The order of business and conduct of a General Meeting shall be defined by the General Meetings Operational Document.
- 9.1.1.11 The quorum for a General Meeting shall be 50 percent of station members.
- 9.1.1.12 If a General Meeting is inquorate, its decisions will be recorded, but will not be implemented until ratified at a quorate General Meeting.
- 9.1.1.13 Only fully paid-up ordinary members and Directors are entitled to vote at a General Meeting, with the exception of the Chair of the company who may not vote except to cast the deciding vote where there is a tie.
- 9.1.1.14 The voting rights of a Ordinary Member will be held by their Station Manager or their appointed representative from the station.
- 9.1.1.15 Any General Meeting other than the Annual General meeting shall be referred to as an Extraordinary General Meeting.

### **9.1.2 Executive Committee**

- 9.1.2.1 The Directors may meet together and otherwise regulate their meetings as they see fit. Questions arising shall be decided by a majority of votes. In the case where a vote is hung – the Chair shall have the casting vote.

- 9.1.2.2 Any Director may call a meeting of the Executive.
- 9.1.2.3 The Student Radio Association Executive Committee shall be attended by the five Directors and chaired by the Chair.
- 9.1.2.4 Subject to majority approval from the five Directors, any individual who is not an Officer of the company may be present at Executive Committee as an advisor with no voting rights.
- 9.1.2.5 The Chair must give 7 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.
- 9.1.2.6 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
- 9.1.2.7 The maximum amount of capital expenditure which can be passed by the Executive Committee for any one item, or budgeted to any one activity is £500. Expenditure over this amount must be ratified at a General Meeting.
- 9.1.2.8 The quorum for an Executive Committee Meeting shall be at least 51% of the executive.

### **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, and all Officers (Regional and Administrative).
- 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 at least 51% of all persons eligible to attend.

### **9.1.4 Regional Forums**

- 9.1.4.1 There shall be a Regional Forum for each of the regions defined under section 7, chaired by the Regional Officer for that region.
- 9.1.4.2 Regional Forums will meet at least once each year and may be attended by any members, or members of Ordinary Members 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 Directors & Officers**

- 10.1 Elections for the 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 No person can hold an Executive position for more than three terms of office, either concurrently or split.
- 10.4 Vacancies on the Executive may be filled by co-option until the next General Meeting where a by-election will be held.
- 10.5 Elections for the 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.
- 10.6A Regional Officer may only be voted for by Ordinary Members from within their region.

- 10.7 Candidates for the position of Regional Officer must intend to be members of a station holding Ordinary Member status 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.
- 10.8 In the event of no Regional Officer being elected the Development Officer may co-opt an individual to the post until the next General
- 10.9 Regional Officers may be suspended by a two-thirds majority of Ordinary Members in their region submitting a signed petition to the Development Officer.
- 10.10 A Director or Officer may resign in writing to the Chair.
- 10.11 A motion of dismissal against any Director 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
- 10.12 A motion of censure against any Director or Officer may be proposed at any time during a General Meeting and upheld by a simple majority.
- 10.13 Only one successful motion of Censure can be carried against any particular Officer during a General Meeting
- 10.14 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.
- 10.15 Should any Officer receive two motions of Censure against them, they shall automatically be dismissed.

## **11 Policy & Motions**

- 11.1 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.
- 11.2 Policy can only be set or revoked by a majority vote at a General Meeting.
- 11.3 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.
- 11.4 The structure and content of a motion should comply with the General Meetings Operational Document
- 11.5 Discussion on any motion will take the form of a structured debate. The procedure for this is detailed in the General Meetings Operational Document

## **12 Finance**

- 12.1 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 company.
- 12.2 The Treasurer will be responsible for presenting the accounts of the Student Radio Association to it's members at every General Meeting.
- 12.3 The executive may suspend any member who does not pay within the defined time any bill or invoice levied against them.

## **13 The Constitution**

- 13.1 Any member of the Student Radio Association may propose an amendment to this constitution.
- 13.2 Amendments must be referred to the Executive who will consider and draft the change(s). The drafted amendments must then be ratified by a two-thirds majority of a General Meeting. The amended document must be submitted to Companies house.
- 13.3 In the event of a dispute over an interpretation of the Constitution, the decision of a General Meeting shall be final.

## **14 Equal Opportunities**

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

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

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

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

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



# **student radio** association

**The Student Radio Association Ltd.**  
***Constitution Appendix I - Policy***

**Last revised: Saturday, 08 December 2007**

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### **Appendix I - Policy**

- 1) **That the company Supports Hearing Aid**
- 2) **Introduction Of Honourary Life Memberships**



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### **April 2007 - That The Company 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 Company 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 Directors



## **December 2007: 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



## **March 2008: UK Not-For-Profit Broadcasters Integration / Communication**

### **This Association Notes:**

1. That there is a growing community of broadcasters in the UK who are not-for-profit.
2. That the stations the Student Radio Association represents shares with them many of their goals and ambitions.
3. That currently, as a not-for-profit broadcasting community, The Company is often treated as a commercial competitor.

### **This Association Believes:**

1. That it would be of benefit to the student radio community to make stronger links with the other not-for-profit broadcasters in the UK.
2. That such a motion would expand the reach of student radio in the short term
3. That such a motion would work towards a future of participation, mutuality and combined goals.

### **This Association Resolves:**

1. To arrange meetings between the SRA exec, the HBA and the CMA.
2. To develop relationships with these other organizations and their members with a hope to working together on projects that will benefit us all.
3. That such obligations should never take precedence over the needs of the student radio community.

### **Proposed by:**

Heather Davies  
Secretary and Finance Officer  
Student Radio Association



**student radio  
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### **March 2008: ASRA**

#### **This Association Notes:**

1. That ASRA have always had a heavy involvement with the SRA.
2. That the SRA has become increasingly independent of ASRA.
3. That whilst SRA Execs and the student community has a high turnover, ASRA remains a constant.

#### **This Association Believes:**

1. That it would be of benefit to the student radio community if the SRA Exec were to take more advantage of the skills and expertise of the individuals who are part of ASRA.
2. That such a motion would seek to ensure the continued success of the national student radio network, as it would provide cohesion across station committees and SRA Executives.
3. That such a motion would ease the social bleed from student radio to industry job.

#### **This Association Resolves:**

1. To appoint from the newly elected Executive an ASRA correspondent.
2. To keep ASRA informed of all major projects and policies.
3. To involve ASRA with whatever meetings and debates are appropriate (at the discretion of the current SRA Exec).

#### **Proposed by:**

Heather Davies  
Secretary and Finance Officer  
Student Radio Association



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### **April 2009: The Association Adopts A New Constitution**

#### **This Association Notes:**

1. In 2008 The Student Radio Association registered as a company limited by guarantee.
2. The current constitution pre-dates this process and has several contradictions with our current 'Articles of Association' – the legal documents which govern our operation as a company.
3. The current constitution contains several policies which have made significant changes to the way the association operates.

#### **This Association Believes:**

1. That a new, complete constitution and articles of association be put in place (see attached) replacing both the old constitution and our existing Articles. This will eliminate the contradictions between the two documents – and mean the associations operations fall within the legal duties of the association.

#### **This Association Resolves:**

1. To repeal immediately the existing constitution of the Student Radio Association
2. To adopt immediately the constitution as attached – with amendments as announced during the 2009 AGM.
3. To mandate the chair and finance officer to register this constitution as our new articles of association with companies house.

#### **Proposed by:**

Mark Farrington – Chair



## **April 2009: That the Association Accepts the Recommended Restructuring of Finance & Statutory Operations**

### **This Association Notes:**

1. The content of Finance Circular 04, which was originally distributed to the Company Exec on 01<sup>st</sup> December 2008 in which the troubled financial history of the Student Radio Association is discussed.
2. The content of Finance Circular 06, which has been distributed with this motion and recommends a strategy to secure the long-term financial and statutory stability of the Company.

### **This Association Believes:**

1. That the recommendations contained within Finance Circular 06 will play a significant role in protecting the future of the Company, providing a degree of stability as well as protecting the interests of the Directors and Members.

### **This Association Resolves:**

1. To accept the recommendations proposed in Finance Circular 06 and use them as the foundation for a new Financial Services Operational Document.
2. To contract an individual from July 2009 to provide the Company with relevant and necessary financial services in accordance with the Operational Document mandated in resolves 1. This individual to be appointed to the role of Company Secretary.
3. To allow the Exec, at their discretion, to remunerate the individual at a level they feel appropriate (but not more than £2000 per annum)

### **Proposed by:**

Matthew Hurst – Finance Officer



# student radio association

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

**Last revised: Saturday, 08 December 2007**

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### **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.
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 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 Ordinary members and Directors 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. Dismissal 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. Dismissal Motions
  - i. Ordinary Motions (discussed in the order in which they were submitted)
  - j. Policy Lapse
  - k. Any Other Business
15. Ordinary Motions and Motions of Dismissal 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 1<sup>st</sup> opposition speaker. – 2mins
  - f. Summary for the motion 2mins
  - g. Voting
17. The procedure for discussing a motion of dismissal 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 Ordinary Member or individual member of the Student Radio Association.
19. Amendments to any motion must be submitted to the floor 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, a vote shall be taken as to whether to accept to motion.
22. 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.

23. 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.
24. The chair may eject from the meeting any person who acts in a way which is detrimental to the conduct of the meeting.



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## **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 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.

1.6.1 At the discretion of the returning officer – on receipt of no nominations – nominations may be re-opened until 1 hour prior to voting.

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 – this should not be less than 11pt text.

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 Ordinary Members, and current Directors are entitled to vote in an Election.

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

3.3 An ordinary member wishing to nominate another member as their proxy may do so as long as this is notified to the returning officer in writing at least 48 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. Voting**

5.1 Voting 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 or chose to re-open nominations 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. Procedure**

6.1 The Returning Officer shall ensure that the elections under the Simple Majority Voting system are conducted fairly and efficiently.

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 Questions put to each of the candidates 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.

7.3.1 The returning officer can choose to end this process at any point

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 anyone participating in any Station holding Ordinary Member status. 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.



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### **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 are The Company's websites. The upkeep, maintenance and management of these sites is essential to ensure the effective dissemination of information within The Company.

The online resources provided by The Company 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 Ordinary Members.*" 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 websites would be disproportionate to other equally important functions of the Development Officer role.

Therefore a Web 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 websites and such online resources as The Company undertakes to develop.
- To manage the upkeep of any internet domain names the company owns.
- To manage and upkeep email aliases for the company.
- 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 The Executive. The Executive will budget for the upkeep of The Company's online resources, and shall receive requests for any additional funding relating to web operations.



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### **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 Company recognises 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 in association with other relevant officers.
- To provide advice and support for members trying to obtain music for airplay.
- To work with the Events Officer and Ordinary Members 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 The Executive, who will have overall strategic control of The Companys music-related service provision. The Executive shall receive requests for any funding relating to music operations.



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### **Expenditure Operational Document**

In the past, the Student Radio Association has been subject to an uncertain financial position

It is important that all expenditure of the executive is in the best interests of the membership.

- 1 Any expenditure totalling more than £10.00 must be cleared with the Finance Officer first.
- 2 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.
- 3 If any expenditure can be proven reckless in any way, the Finance Officer reserves the right to not reimburse any part of the cost from Student Radio Association funds.
- 4 Each member of the Student Radio Association Executive may claim subsistence expenses per day spent on official Student Radio Association business. This shall be determined by the executive on an annual basis, and communicated by means of a finance circular.
- 5 No two Officers may claim expenses for a trip undertaken where only one Officer was required.
- 6 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.
- 7 The only Director permitted to issue a purchase order on behalf of the Student Radio Association is the Finance Officer.
- 8 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.
- 9 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.
- 10 A majority of the Executive Committee may overrule the Finance Officer if they disagree with a ruling she/he has passed.
- 11 These guidelines apply to all Directors & Officers of the Student Radio Association, however Officers should be aware that they may only claim expenses for travel, and must first seek approval from the Executive.



# student radio association

## Chart Show Coordinator Operational Document

On Sunday 17<sup>th</sup> February 2008, the Student Radio Association launched a trial of The Student Radio Chart Show; a nationally syndicated showcase of the best new music as preferred by students. 12 stations are involved with the trial, and each of them will get a chance at hosting the show as it moves around the country week on week.

This is the first time that the Student Radio Association has trialled a nationally syndicated show, and if successful it may pave the way for further collaborative efforts. At the end of the trial, a range of anecdotal and statistical data will be collected by the SRA Marketing Officer, and this will be evaluated with a view to establishing the long term viability of such a project. If the Chart Show is found to be sustainable, it has the potential to raise capital for The Company and raise awareness of Student Radio within both the student community, and the radio industry.

Such a project will inevitably involve a large workload, above and beyond that which could fairly be expected of any of the existing Exec officers. There is an argument to consider in favour of adding management of this project to the remit of the existing administrative Music Officer, however it is the belief of the current Exec team that the roles require significantly different skills and motivations. While the Music Officer is expected to have a strong passion for new music, and be in touch with the grassroots music scene in the UK, co-ordinating the chart show will require strong marketing and administrative skills and will in fact be only consequentially music related.

Therefore an Administrative Officer with the title Chart Show Coordinator 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 compile, publish and release a weekly Student Radio Chart
- To work with the Press & PR Officer to promote the Student Radio Chart Show to the industry.
- To work with the Marketing Officer to plan and integrate sponsorship for the Student Radio Chart Show.

- To act as Executive Producer for the Student Radio Chart Show, taking full responsibility for ensuring the successful broadcast of each week's show.
- To take full responsibility for the content of the Student Radio Chart Show as broadcast each week.

The Chart Show Coordinator 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 operation of the Chart Show.



### **Press & Publicity 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 Company has historically fallen short. In particular, it is believed that The Company 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 Company 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 Company 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 Company 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:

- 1 To prepare and distribute press releases regarding Student Radio Association activities in consultation with the Directors .
- 2 To produce publicity material promoting Student Radio Association Events and Activities to members.
- 3 To assist the Directors in raising the profile of the Student Radio Association both internally and externally.
4. To provide promotional and publicity material in support of Student Radio Association campaigns.
5. Maintain a digital archive / catalogue of photos taken at Student Radio Association events.
6. 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.



## **Events Operations**

The following guidelines have been developed to assist in the operation of any event carried out under the banner of The Student Radio Association.

- If the venue of the event is at an academic institution where a Ordinary Member is based, the Ordinary Member will take on the role of host.
- 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.
- 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.
- 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.
- 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.



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## **Hearing Aid Coordinator Operational Document**

Adopted at SRA AGM April 2009

- *In 2006, Livewire launched a charity event, called Hearing Aid: following a successful expansion to nine university stations in 2007, a motion was passed by the SRA to support Hearing Aid at that year's AGM.*
- *The success was repeated in 2008, with twelve stations taking part. Following improved organisation, the twelve participating stations broadcast or hosted Hearing Aid events in the course of a single week. While relatively successful, the report written highlighted several areas of improvement.*
- *However, the project suffered following the departure of the original coordinator in early 2009. This provided less than one month to find a suitable charity and to gain support of member stations: many of which had already decided on hosting events for Comic Relief.*

Such a project will inevitably involve a large workload, above and beyond that which could fairly be expected of any of the existing Exec officers. There is currently no existing officer position as defined in the SRA constitution that could incorporate the responsibilities without requiring different or alternative skills essential for the position of co-ordinating Hearing Aid.

Therefore an Administrative Officer with the title Hearing Aid Coordinator 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 provide a suitable list of candidate charities that would be appropriate to donate to for a combined student radio charity event.
- To approach suitable organisations to compile and produce highlights packages, or to offer the work to SRA member stations
- To provide a report to the exec following the event.
- To work with the Press & PR Officer to promote Hearing Aid to the industry.

The Hearing Aid Coordinator will work in collaboration with the Development and Events Officers, and shall report to Development Committee. The Executive Committee shall receive requests for any funding relating to operation of Hearing Aid.



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**The Student Radio Association Ltd.**

***Constitution Appendix III – Register of Honourary Life Members***

**Last revised: xxx, xx xxxxxxxx 2008**