

# **BAILRIGG FM BYELAWS (January 2017)**

## **1. DEFINITIONS**

- 1.1. 'BFM' will mean Bailrigg FM.
- 1.2. 'Union' will mean Lancaster University Students' Union (LUSU).
- 1.3. 'ManCom' will mean the Management Committee of Bailrigg FM.
- 1.4. 'Constitution' will mean the Byelaws of Bailrigg FM.
- 1.5. 'Department' will mean a department of Bailrigg FM.
- 1.6. 'General Meeting' will mean a meeting of all members of Bailrigg FM.
- 1.7. 'Academic Term' will mean the academic term of the University.
- 1.8. 'Station' will mean the studios and offices of Bailrigg FM.
- 1.9. 'Member' will mean all persons on the LUSU Student Media personnel list having paid a membership fee as per current policy.
- 1.10. 'Honorary Membership' will mean free life-time membership.
- 1.11. 'SRA' will mean the Student Radio Association.
- 1.12. 'Licensee' will mean the person appointed to hold the licence for broadcasting on behalf of Bailrigg FM.

## **2. OBJECTIVES**

Bailrigg shall exist to:

- 2.1. Provide a campus-wide radio station, providing music, entertainment and news for its listeners.
- 2.2. Provide its members with the opportunity to gain experience in radio broadcasting and its production, within the limits of this constitution and broadcasting rules and guidelines.

## **3. LICENSEE**

- 3.1. The Licensee shall ensure that BFM at all times acts in accordance with the licence and any other relevant regulations/legislation. They shall have all necessary authority/powers to this effect, including the power to close the Station down if necessary.
- 3.2. On a day-to-day basis this authority is delegated to the Station Manager of BFM on behalf of the Licensee. The Station Manager shall immediately report any problems to the Licensee that affect the licence.
- 3.3. The day-to-day operation of the Station is the responsibility of the Station Manager in full consultation with the Management Committee of BFM. The Station Manager shall ensure that the running of the Station is in accordance with the above.

3.4. The Station Manager shall report termly to the Union and the Licensee.

#### **4. MEMBERSHIP**

4.1. Membership of BFM is open to any member of Lancaster University.

4.1.1. Membership of BFM does not imply an entitlement to broadcast.

4.1.2. Broadcasting rights shall only be given once a member has completed a course of training and achieved a standard that is acceptable to the Programme Controller.

4.1.3. All presenters must sign and adhere to the terms of a presenter contract.

4.1.4. The Presenter Contract shall be written and amended by the Station Manager in liaison with the Programme Controller. This shall then be approved by ManCom and the Licensee. This will be reviewed at the beginning of each academic year.

4.1.5. Honorary membership is voted on at the last General Meeting of the academic year. This is normally granted to ex-members of BFM for outstanding service.

4.1.6. Before the last General Meeting of the academic year any member can nominate to the Station Manager a suitable person along with a legitimate reason for their consideration for outstanding service. This list shall be taken to the General Meeting which shall decide for each individual whether honorary membership will be granted. Such decisions will require a simple majority.

4.1.7. Any individual is entitled to 3 appearances on air before being required to become a member provided they are supervised by a fully trained member who will take responsibility for their conduct in accordance with the terms of the presenter contract.

4.1.8. All members will be expected to contact the Programme Controller if they are unable to attend their shows. Any member that does not turn up to their show without an authorised absence for 3 weeks will have their show removed from the schedule. Reapplication for a show will be at the discretion of the Programme Controller.

4.1.9. No member shall defame the name or reputation of BFM or engage in any activity which may cause harm to the name or reputation of the radio station.

4.1.10. All members of BFM are volunteers with no financial reward for their contributions.

4.1.11. No member shall use the name or facilities of BFM for personal or financial gain.

4.1.12. No member shall use the name or facilities of BFM to further any political interests.

## **5. THE OFCOM BROADCASTING CODE**

5.1. All members shall adhere to the conditions set out in the OFCOM broadcasting code. A copy of this code must be produced for all members upon request.

5.2. All complaints regarding breaches of the presenter contract or the OFCOM broadcasting code must be reported to Programme Controller and Station Manager with extreme cases referred to the Licensee.

5.3. Any member who breaches the terms of the Presenter Contract or the OFCOM broadcasting code shall be given a written warning, stating that they must apologise at the beginning of the show following the complaint for any offense caused in the last. The member in question will also have to meet with the Programme Controller to go over the regulations.

5.4. In the event of a second complaint against a member, they will be subject to suspension from broadcasting of up to a maximum of four weeks.

5.5. The duration of this suspension will be at the discretion of the Programme Controller in liaison with the Station Manager. If the presenter in question is the Station Manager or the Programme Controller then the Assistant Station Manager will have the power to act as above.

5.6. Following a suspension, retraining is required to return to broadcasting.

5.7. Serious or multiple breaches of the terms of the Presenter Contract or the OFCOM broadcasting code shall result in the maximum length of suspension from broadcasting. After this time the future status of the member as a broadcaster will be reviewed by the Station Manager and Programme Controller. All such actions will be subject to the approval of the licensee.

5.8. Any fines or costs incurred as a result of a breach of the OFCOM broadcasting code will be met by the member(s) concerned, after full consultation with the Licensee, whose decision on the matter will be final.

5.9. Appeals about any disciplinary action should be made to the Licensee.

## **6. GOVERNANCE**

6.1. The financial affairs of the Station will comply with the Union financial regulations.

6.2. BFM will be administered by ManCom, whose powers and responsibilities are detailed within these byelaws.

6.3. The Station Manager's decision on the content of broadcasting shall be final; subject to the precaution that due care is taken to avoid slander, or other legal difficulties. They shall consult the Licensee over any potential legal problems.

## **7. MANAGEMENT COMMITTEE (MANCOM)**

7.1. ManCom consists of fourteen members:

- 7.1.1. Station Manager
- 7.1.2. Assistant Station Manager
- 7.1.3. Head of Engineering
- 7.1.4. Webmaster
- 7.1.5. Programme Controller
- 7.1.6. Treasurer
- 7.1.7. Head of News
- 7.1.8. Head of Sport
- 7.1.9. Senior Producer
- 7.1.10. Head of Speech
- 7.1.11. Head of Marketing
- 7.1.12. Head of Playlists
- 7.1.13. Social Secretary x2

7.2. ManCom meetings shall be chaired by the Assistant Station Manager or the Treasurer if the Assistant Station Manager is not present.

7.3. Quorum shall be a minimum of 8 people. Failure to obtain such a quorum shall mean that the meeting shall have no constitutional authority.

7.4. ManCom shall meet at least once a week during term time. The date, time and location of this meeting will be communicated by the Assistant Station Manager to all ManCom members at least forty-eight hours before the meeting.

7.5. ManCom may be called with at least forty-eight hours notice by either the Station Manager or a majority of ManCom.

7.6. A meeting must be called if the Station Manager is petitioned to do so in writing by at least ten Station members.

7.7. A minute taker must be designated at the beginning of each ManCom meeting.

7.8. All ManCom members must submit a written report 24 hours before the meeting, failing this, a verbal report must be submitted.

7.9. All ManCom members are required to read all Management reports before the meeting.

7.10. ManCom members who are going to be absent from a meeting must provide notification of their absence to the Assistant Station Manager.

7.11. Absences from ManCom meetings and/or a lack of management reports may result in termination of a ManCom member's position at the discretion of the remainder of

ManCom. Any such member may appeal to ManCom for reinstatement before election of a successor, only under exceptional circumstances.

7.12. ManCom is responsible for co-opting members to temporarily fill a vacant position, until such time as the position is filled by a by-election.

7.13. Any member of BFM may attend ManCom meetings in a nonvoting capacity and will have speaking rights.

7.14. All ManCom members have one vote only, regardless of how many positions they currently hold on ManCom.

7.15. Any motion, in whole or modified form, defeated twice shall not be discussed or considered again by ManCom within the same academic term. However, a simple majority of a ManCom meeting may decide to discuss such a motion after a speech "For" and a speech "Against" has been made.

7.16. All station expenditure must be discussed and approved (by way of a vote) by ManCom before a payment claim or purchase order form is signed, with a review of the budget lead by the Treasurer in a ManCom meeting.

7.17. The minutes of ManCom shall be circulated to members by the Assistant Station Manager within 3 days of the meeting.

7.18. Once voted onto ManCom, all ManCom members have a duty to uphold the values and interests of Bailrigg FM and to liaise with the members.

7.19. Any ManCom member failing to do so can be removed from their position by a Vote of No Confidence, this must be discussed at a General Meeting or an Emergency General Meeting.

7.20. All ManCom members must keep a handover document up to date, updating it following the end of their term in office before providing it to their successor.

7.21. All ManCom members should encourage all other members to run for their role, offering additional training if necessary for those needing proficient knowledge in specialist fields.

## **8. GENERAL MEETINGS**

8.1. General Meetings must be held no less than once each term and written notice must be given to all BFM members no less than seven days before the meeting. Notice shall also be posted on the Station notice board.

8.2. General meetings must be called by either the Station Manager or a majority of ManCom. A meeting must also be called if the Station Manager is petitioned to do so in writing by at least ten Station members.

General Meetings have the power to:

- 8.3. Ratify BFM's budget for the next academic year.
- 8.4. Have the power to remove by vote of no-confidence any ManCom member.
- 8.5. To hear the appeal of any member facing disciplinary procedures.
- 8.6. Hold elections and by-elections.
- 8.7. Award honorary memberships of BFM.
- 8.8. General Meetings shall be chaired by the Assistant Station Manager, or in their absence the Treasurer.
- 8.9. Any member, the Licensee and any honorary member will be eligible to attend and speak. However, only current members may vote.
- 8.10. Quorum shall be fifteen members of the Station, of which three must be Mancom members.
- 8.11. Constitutional amendments, no-confidence motions and matters relating to honorary memberships, require a two thirds (qualified) majority in a vote.
- 8.12. All other matters require a simple majority.
- 8.13. Any motion, in whole or modified form, defeated twice shall not be discussed or considered again by a General Meeting within the same academic year. However, a simple majority may decide to discuss such a motion after a speech "For" and a speech "Against" has been made.
- 8.14. Failure to attend 2 general meetings without reasonable sent apologies within an academic year will result in the member facing disciplinary action at the discretion of ManCom.
- 8.15. Emergency General Meetings may be called with a minimum of 48 hours notice, by either the Station Manager or at least eight ManCom members. A meeting must also be called if the Station Manager is petitioned to do so in writing by at least ten Station members.

The Agenda for an Emergency General Meeting shall be:

- 8.16. Fulfilment of Quorum.
- 8.17. Election of a Minute Taker.
- 8.18. Item/s of Business in Respect of which the Emergency General Meeting was called.
- 8.19. Emergency General Meetings cannot award or revoke 'honorary' memberships.
- 8.20. The minutes of the Emergency General Meeting shall be ratified at the next general meeting.

## **9. MANCOM JOB DESCRIPTIONS**

### **9.1. Station Manager**

Responsibilities:

- 9.1.1. To oversee the general running of BFM, with final say on all matters.
- 9.1.2. Report to the Licensee and Union any matters of concern to them.
- 9.1.3. To ensure all members of ManCom are conducting themselves according to their positions and responsibilities.
- 9.1.4. To ensure that all members and committees of BFM act within the constitution and the Radio Association Code.
- 9.1.5. To sit on the LUSU Media and Communications Board as a representative for BFM.
- 9.1.6. Maintaining an up-to-date copy of this constitution and produce a copy for any BFM member upon request.
- 9.1.7. To actively seek opportunities for BFM to engage with the student body, societies and the wider community.
- 9.1.8. To assist and delegate with all events and coverage in liaison with the appropriate ManCom member.
- 9.1.9. To have the deciding vote on all BFM expenditure after liaising with ManCom, the Union and the Treasurer.
- 9.1.10. To liaise with ISS, LUSU and LA1TV for advice regarding systems administration.

**9.2. Assistant Station Manager**

Responsibilities:

- 9.2.1. To ensure written notification of ManCom meetings and General Meetings is dispatched to all Station members and is posted on a recognised BFM notice board.
- 9.2.2. To ensure room bookings are made for ManCom meetings and General Meetings.
- 9.2.3. To carry out station duties as requested by the Station Manager.
- 9.2.4. To be responsible as Chief Returning Officer for the overall conduct of BFM elections.
- 9.2.5. To be responsible for internal communications including updating the station notice board.
- 9.2.6. To organise coverage of campus events and events initiated by BFM.
- 9.2.7. In the event that cash membership fee payments or cash social fee payments are not made to the Programme Controller or either Social Secretary, this money should be taken by the Assistant Station Manager and handed to the Treasurer.
- 9.2.8. To liaise with LUSU on safety issues and to complete the risk assessment process as required by LUSU.

9.2.9. To convene and chair ManCom meetings and General Meetings.

### **9.3. Head of Engineering**

Responsibilities:

9.3.1. To oversee and document maintenance and installation of all equipment associated with BFM.

9.3.2. Project manage technical activity and report back to Mancom on progress.

9.3.3. To oversee the purchase of technical equipment after receiving approval from the Station Manager and a discussion at a ManCom meeting.

9.3.4. To ensure that technical broadcasting regulations are adhered to.

9.3.5. Work with the station manager to ensure changes to the physical infrastructure meet risk assessments in place and any new activity is assessed.

9.3.6. To be the technical contact for OFCOM.

9.3.7. To supervise the training and development of members alongside the Programme Controller, especially training of members in the use of production equipment.

9.3.8. To ensure that no engineering work of any kind occurs without communication to ManCom and the approval of the Station Manager.

### **9.4. Webmaster**

Responsibilities:

9.4.1. To update and oversee the content of the website including submissions from ManCom and individual members where appropriate.

9.4.2. To liaise on a weekly basis with Head of Marketing, Head of Playlists and Programme Controller in order to circulate current branding, playlists and schedules on the website.

9.4.3. To organise training for UnionCloud, with the purpose of managing the BFM web area on the LUSU website.

### **9.5. Programme Controller**

Responsibilities:

9.5.1. To be responsible for the training and development of members alongside the Head of Engineering.

9.5.2. Organise training sessions for new members and, if necessary, retrain existing members, ensuring they sign the Presenter Contract.

- 9.5.3. Ensure all members are trained to the highest possible standard of ability in presenting and production.
- 9.5.4. Where necessary, train other members of BFM to become trainers.
- 9.5.5. Ensure the broadcasting quality of BFM's content is at a high standard, in liaison with the Senior Producer, Head of News, Head of Sport and Head of Speech.
- 9.5.6. To assist with events and coverage.
- 9.5.7. To ensure the programme schedule is up-to-date and visible to members and listeners.
- 9.5.8. To be in charge of personnel; collating and updating the list of members.
- 9.5.9. In the event of taking a cash membership fee payment, this money should be handed to the Treasurer.

## **9.6. Treasurer**

### Responsibilities:

- 9.6.1. To keep an accurate account of finances of BFM, and present a report of these finances at ManCom and General Meetings.
- 9.6.2. To liaise with the Union Finance Office on financial matters and ensure BFM financial affairs adhere to Union financial regulations.
- 9.6.3. To supervise the handling of all cash passing through BFM, in particular that taken by Programme Controller, Social Secretaries and Assistant Station Manager.
- 9.6.4. To arrange with the Union Finance Office financial training of signatories for BFM.
- 9.6.5. To ensure all financial forms are signed by either the Treasurer or the Station Manager.
- 9.6.6. To budget BFM's financial expenditure for each academic term before presenting it to ManCom for approval.
- 9.6.7. The treasurer will provide up-to-date data on BFM's financial situation and compare this with the pre-set termly budget when discussing any expenditure in ManCom meetings.

## **9.7. Head Of News**

### Responsibilities:

- 9.7.1. To oversee the production of a variety of news programming and bulletins in conjunction with the Programme Controller.
- 9.7.2. To seek opportunities and create initiatives for members classifying their show as news programming.

9.7.3. To keep up-to-date with news-worthy issues of Lancaster University, the Students Union, Colleges, societies and Lancaster and seek to create content from this.

9.7.4. To ensure news content adheres to the latest OFCOM Current Affairs Code.

### **9.8. Head of Sport**

Responsibilities:

9.8.1. To oversee the production of a variety of sports programming and bulletins in conjunction with the Programme Controller.

9.8.2. To seek opportunities and create initiatives for members classifying their show as sports programming.

9.8.3. To keep up-to-date with sporting issues of Lancaster University, the Students Union, Colleges, teams and Lancaster and seek to create content from this.

9.8.4. To liaise with the Station Manager and University Radio York (URY) on Bailrigg FM's coverage of Roses, seeking opportunities for members interested in covering the event.

### **9.9. Senior Producer**

Responsibilities:

9.9.1. To oversee the production of a variety of entertainment and music programming in conjunction with the Programme Controller, including, but not limited to, Hometimes, Preshows and Live Lounges.

9.9.2. To keep up-to-date with music and music events on campus and in Lancaster and seek opportunities for involvement.

9.9.3. To engage with Lancaster and Lancaster University's live music scene.

9.9.4. To keep up-to-date with Lancaster University, the Students Union, Colleges, societies and Lancaster and seek to create content from this.

9.9.5. To actively seek opportunities for external interviews and content for entertainment and music programming.

### **9.10. Head Of Speech**

Responsibilities:

9.10.1. To oversee the production of a variety of speech programming in conjunction with the Programme Controller, including, but not limited to, documentaries, dramas, and scripted comedies.

- 9.10.2. To seek opportunities and create initiatives for members classifying their show as speech programming.
- 9.10.3. To maintain close contact with the Lancaster University Writers Society, the Lancaster University Comedy Institute, the Lancaster University Theatre Group and other relevant bodies on campus, as well as external bodies, and seek to create content from this..

### **9.11. Head of Marketing**

#### Responsibilities:

- 9.11.1. To maintain and develop the publicity and brand awareness of BFM on campus.
- 9.11.2. To create promotional campaigns, ensuring that all on-air promotions are completed to a high standard, within required deadlines and in accordance with station policy.
- 9.11.3. To maintain and develop the social media of BFM.
- 9.11.4. To oversee the production of station identification jingles, audio show advertisements and promotions.
- 9.11.5. To oversee the production of promotional material for members' personal shows.
- 9.11.6. To have access to or a proficient knowledge of graphic design and the software involved, including but not limited to Adobe Creative Suite or to be willing to seek training.
- 9.11.7. To provide marketing opportunities for others within BFM, including but not limited to training in graphic design or on relevant software.

### **9.12. Head of Playlists**

#### Responsibilities:

- 9.12.1. To liaise with record and music companies who wish to provide content for the Station.
- 9.12.2. To ensure the weekly playlist is compiled.
- 9.12.3. Maintain a working library and database of campus bands and music.
- 9.12.4. To ensure the BFM play out systems are regularly updated and well organised.
- 9.12.5. To ensure correct processing and organisation of songs within the playout library.

9.12.6. To ensure a regular dialogue with the Senior Producer, ensuring the playlists are utilised by team shows and allowing their input into the station's weekly playlist.

### **9.13. Social Secretary (x2)**

Responsibilities:

9.13.1. To organise and publicise a variety of social events for BFM members.

9.13.2. In the event of taking a cash social fee payment, this money should be handed to the Treasurer.

## **10. ELECTIONS**

10.1. The running of all elections is the responsibility of the Assistant Station Manager, who shall act as Chief Returning Officer (CRO). Should the Assistant Station Manager be a candidate in an election then another officer may be appointed Acting CRO by ManCom for the duration of that election.

10.2. The CRO may appoint a Deputy Returning Officer (DRO) to assist in their duties.

10.3. Elections shall be held at a General Meeting in the latter half of Lent Term. These posts shall run from the end of Lent term for one year.

10.4. Any empty post may be filled by a by-election at a General Meeting.

10.4.1. Candidates elected by by-election will take up office immediately.

10.5. All members should be made aware of an upcoming election taking place and nomination sheets will be posted on the Station notice board at least seven days before an election is due to occur.

10.6. All candidates must be nominated by a proposer and seconder, both of whom must be BFM members.

10.7. For elections Alternative Transferable Vote (ATV) will be used.

10.8. Re-Open Nominations (RON) shall be a candidate in all elections.

10.9. All elections are preceded by speeches by the candidates. These speeches shall not exceed five minutes in the case of Station Manager and two minutes for all other posts. This is followed by questions to the candidates directed through the CRO who shall act as Chair.

10.9.1. Candidates unable to attend must send written confirmation of their intention to stand and this must be read out by the CRO after the speeches from the other candidates. If no confirmation is received, exclusion from the election will result.

10.10. Voting shall be by secret ballot. Proxy votes shall be accepted only in the case of an on-air presenter.

- 10.11. All ballot papers must be retained for at least twenty-one days from the date of the election.
- 10.12. Anybody can hold more than one ManCom position.
- 10.13. The CRO and Deputy CRO:
  - 10.13.1. Must be current members of the Union.
  - 10.13.2. May not be candidates in the election.
  - 10.13.3. May not nominate or second any of the candidates.
  - 10.13.4. Are responsible for the fair running of the election.
  - 10.13.5. Are responsible for the production of nomination sheets.
  - 10.13.6. Are responsible for the production, duplication and distribution of ballot papers to voters.

## **11. RESIGNATIONS**

- 11.1. Resignations of all posts, except Station Manager, must be made in writing to the Station Manager. The resignation takes place with immediate effect.
- 11.2. The resignation of the Station Manager must be made at least fourteen days before the resignation is to take effect. Copies of the resignation must be sent to:
  - 11.2.1. The Union President
  - 11.2.2. The Licensee
  - 11.2.3. A further copy must be posted on the Station notice board for a minimum of fourteen days.
  - 11.2.4. Subsequent to the resignation of any officer a by-election must be held.

## **12. EQUIPMENT POLICY**

- 12.1. All equipment belonging to BFM remain the sole property of the station and therefore should never be removed from the station, except if required for BFM business.
- 12.2. They may be loaned to other parties only in liaison with a ManCom member.
- 12.3. A written record of all media and equipment removed from the station must be kept – with details of who has borrowed them and when they are to be returned.

## **13. CONSTITUTION**

- 13.1. All amendments or deletions to this constitution must be passed by a qualified majority at a General Meeting.

## **14. COMPLAINTS**

14.1. Any complaints about the running or operations of BFM should initially be discussed with the Station Manager and VP (Campaigns and Communications), but then shall be dealt with by the Licensee of BFM, who has final say on the matter.