

BAILRIGG FM BYLAWS (March 2019)

1. DEFINITIONS

- 1.1. 'BFM' will mean Bailrigg FM.
- 1.2. 'Union' will mean Lancaster University Students' Union.
- 1.3. 'ManCom' will mean the Management Committee of Bailrigg FM. ('The Exec' will mean the The Executive Committee of Bailrigg FM, made up of 8 elected positions.)
- 1.4. 'Constitution' will mean the Bylaws of Bailrigg FM.
- 1.5. '____ Committee' will mean a Sub-Committee 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 Union's Student Media personnel list having paid a membership fee as per current policy.
- 1.10. 'Non-Appointed Member' will mean any member that has not been appointed a role within The Executive Committee, a Sub-Committee or the Social Branch.
- 1.11. 'Elections' will mean the process by which Executive Committee members are appointed.
- 1.12. 'Appointment' will mean the process by which non-Exec Sub-Committee members are appointed.
- 1.13. 'Honorary Membership' will mean free life-time membership.
- 1.14. 'SRA' will mean the Student Radio Association.
- 1.15. 'Licensee' will mean the person appointed to hold the licence for broadcasting on behalf of Bailrigg FM.
- 1.16. 'Individual' with regards to The Exec positions will mean the position in question must be held by one member who holds no other position.

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, **as well as radio station maintenance and management**, within the limits of this constitution and broadcasting rules and guidelines (**and laws**).

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 (The Executive)** 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 (bi-weekly)** to the Union and the Licensee, **updating them as to the present status of the station, its output and plans.**

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.

4.1.3.1. In particular, all members wishing to be on-air during broadcasts must be fully trained as per the Presenter Contract: Media Law training, Presenter training and an Ofcom Broadcast Code session.

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 (The Exec)** 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. (can be voted on at any General Meeting.) 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 General Meeting takes place) any member can nominate to the Station Manager a suitable person along with a legitimate reason for their consideration for outstanding service (up to one week before this General Meeting takes place.) 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 (on 3 occasions) 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 and shall receive no financial reward for their work or 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.
- 4.1.13. Members agree to return key cards upon leaving Lancaster University
- 4.1.14. All members must respect the physical space and property of BFM, including the station building itself, and help to maintain a high standard of cleanliness, tidiness and functionality.

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 to read 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** (who will then refer them to the Licensee).

5.3. Any member who breaches the terms of the Presenter Contract **or the OFCOM broadcasting code** (or points 4.1.9, 4.1.11 or 4.1.12) shall be given a written warning, stating that they must apologise at the beginning of **the show following the complaint for any offence caused in the last.** (their next show for any offence caused.) The member in question will also have to meet with the Programme Controller to go over the regulations (that were broken).

5.4. In the event of a second complaint against a member (for breaching any of the same rules), they will be subject to suspension from broadcasting of up to a maximum of four weeks.

5.4.1. 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.

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

5.6. Serious or multiple breaches of the terms of the Presenter Contract (and associated Bylaw points) or (any breach of) the OFCOM broadcasting code shall result in **the maximum length of (an indefinite)** suspension from broadcasting. **After (During)** 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.

5.7. 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.

5.8. 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 (The Exec), whose powers and responsibilities are detailed within these bylaws.

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.

6.4. Votes of No Confidence in Exec members must be motioned by a fellow member of the sitting Exec and must be passed by a qualified majority at the next General Meeting or Emergency General Meeting.

6.4.1. A vote of no confidence in an Exec member may also be submitted by at least ten non-Exec members and raised at the next available meeting by a Social Secretary.

6.5. Votes of No-Confidence in appointed Sub-Committee members must be brought to the Exec, who must vote unanimously to remove the appointed member in order to pass the motion.

6.5.1. If there are any Abstentions on a VNC vote, and all other votes are in favour, the vote passes.

6.5.2. This includes the Chairperson, who is given a vote in these decisions

6.5.3. These votes can only be brought to the Exec after a formal warning is given to the appointed member by their manager and no changes to behaviour or actions are made within two weeks of that warning, or if another manager brings a VNC motion to the exec which is seconded by another Exec member.

6.5.4. If the only dissenting Exec member is the Chairperson, then the vote passes.

6.5.5. If only one Exec member dissents (and it is not the Chairperson), the decision will be postponed for one week, during which time the appointed member in question will be given notice of their position in the Exec's eyes and asked one more time to adjust their behaviour and actions appropriate to their role.

6.5.6. This notice must be given by the dissenting voter.

6.5.7. At the next Exec meeting, the dissenting Manager will be expected to provide a report of how the member in question has changed/improved their behaviour or performance, and another vote will be taken in light of this report.

6.5.7.1. This will require a qualified majority to pass.

7. ALL APPOINTED ROLES

7.1. All ManCom (appointed) members must keep a handover document up to date, updating it following the end of their term before providing it to their successor.

7.2. All ManCom (appointed) members should encourage all other members to run for their role, offering additional training and advice if necessary.

7.3. All appointed members are responsible for maintaining communications with the appointed members that they work with and reporting regularly to the relevant heads or managers.

8. EXECUTIVE COMMITTEE

8.1. The Exec consists of fifteen (eight) members:

8.1.1. Station Manager

8.1.2. Assistant Station Manager

8.1.3. Head of Engineering (Engineering Manager)

8.1.4. Webmaster

8.1.5. Programme Controller

8.1.6. Treasurer

8.1.7. Head of News (News Manager)

8.1.8. Head of Sport

8.1.9. Senior Producer (Production Manager)

8.1.10. Events Manager

8.1.11. Head of Speech

8.1.12. Head of Marketing (PR Manager)

8.1.13. Head of Playlists

8.1.14. Social Secretary x2

8.1.15. Chairperson

8.2. Exec meetings shall be chaired by the Chairperson or the Treasurer if the Chairperson is not present.

8.3. Quorum shall be a minimum of 8 people (6 Exec members). Failure to obtain such a quorum shall mean that the meeting shall have no constitutional authority.

8.4. ManCom (The Exec) shall meet at least once a week during term time. The date, time and location of this meeting will be communicated by the Chairperson to all ManCom (The Exec) members at least forty-eight hours before the meeting.

8.5. ManCom (The Exec) may be called with at least forty-eight hours' notice by either the Station Manager or a majority of ManCom (The Exec).

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

8.7. A minute taker must be designated at the beginning of each ManCom (The Exec) meeting.

8.8. All ManCom (The Exec) members must submit a written report prior to the meeting, failing this; a verbal report must be submitted.

8.9. All ManCom (The Exec) members are required to read all ManCom (The Exec) reports before the meeting.

8.10. ManCom (The Exec) members who are going to be absent from a meeting must provide notification of their absence to the Chairperson.

8.11. Absences from ManCom (The Exec) meetings and/or a lack of management reports may result in termination of a ManCom (The Exec) member's position at the discretion of the remainder of ManCom (The Exec). Any such member may appeal to ManCom (The Exec) for reinstatement before election of a successor, only under exceptional circumstances.

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

8.13. Any member of BFM may attend ManCom (The Exec) meetings in a nonvoting capacity and will have speaking rights.

8.14. All ManCom (The Exec) members have one vote only, regardless of how many positions they currently hold on ManCom (The Exec).

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

8.16. All station expenditure above £10 must be discussed and approved (by way of a vote) by **ManCom (The Exec)** before a payment claim or purchase order form is signed, with a review of the budget led by the Treasurer in a **ManCom (The Exec)** meeting. All expenditure below £10 must still be discussed with the Treasurer.

8.17. The minutes of **ManCom (The Exec)** shall be circulated to members by the **Chairperson** within 3 days of the meeting.

8.18. Once voted onto **ManCom (The Exec)**, all **ManCom (The Exec)** members have a duty to uphold the values and interests of Bailrigg FM and to liaise with the members.

8.19. Any **ManCom (The Exec)** member failing to do so can be removed from their position by a Vote of No Confidence, which must be discussed at a General Meeting or an Emergency General Meeting.

9. CONTENT AND PRODUCTION COMMITTEE

9.1. The Content and Production Committee is managed by the Production Manager, who holds final authority and responsibility for this Committee and appoints/approves all members working within it.

9.2. The Committee must meet at least once every two weeks for a Committee meeting, which will be organised and chaired by the Production Manager.

9.3. The Production Manager is expected to form a team within the Committee, made up of at least:

9.3.1. Head of Speech:

9.3.1.1. in charge of the Speech team, overseeing all speech-based shows and offering support to producers/writers working on those shows.

9.3.1.2. Also responsible for maintaining appropriate Ofcom training across the membership and policing any potential concerns/breaches.

9.3.2. Head of Music:

9.3.2.1. in charge of the Music team, overseeing all music-based shows and offering support to those producers/DJs creating such shows.

9.3.2.2. Also responsible for curating and maintaining the auto-playlist and the Bailrigg Chart.

9.3.3. **Programme Controller Content Coordinator:**

9.3.3.1. Responsible for the organisation and curation of the broadcast schedule, as well as its circulation and upkeep.

9.3.3.2. Responsible for presenter training, including the maintaining of a good standard of presentation across the board.

9.3.3.3. In charge of organising and sourcing external training sessions and reporting opportunities for such sessions to the relevant members.

9.3.3.4. Responsible for show logistics, keeping track of requests by individual show presenters and generally ensuring all shows are able to broadcast with everything they need.

9.3.3.5. Holds final say, unless overruled by the Production Manager over the scheduling of any show, including the decision of whether it goes on air.

9.3.4. The three appointed roles of this Committee (Head of Speech, Head of Music and Programme Controller) are expected to form their own teams, which can be constructed as they see fit but will be subject to the approval of the Production Manager.

9.3.4.1. Reasons for not forming a team must be given in a Committee meeting by the relevant Appointed Member and approved by the Production Manager.

10. PR AND MARKETING COMMITTEE

10.1. The PR and Marketing Committee is managed by the PR Manager, who holds final authority and responsibility for this Committee and appoints/approves all members working within it.

10.2. The Committee must meet at least once every two weeks for a Committee meeting, which will be organised and chaired by the PR Manager.

10.3. The PR Manager is expected to form a team within the Committee, made up of at least:

10.3.1. Head of Marketing:

10.3.1.1. Responsible for the management of all social media platforms.

10.3.1.1.1. An Assistant Head of Marketing can be appointed to help with the production of marketing material, at the discretion of the Head of Marketing and approved by the PR Manager.

10.3.2. Webmaster:

10.3.2.1. Responsible for maintaining the station website, adjusting the UI and User experience to make the site more easily accessible and easy to use.

10.3.2.2. Facilitating the updates to scheduling, team-member/show information, events or charts, the content of which is determined by the appropriate members as dictated in these bylaws.

10.3.3. Events Coordinator:

10.3.3.1. Organises all external events and liaises with other societies to coordinate joint events, including Battle of the Bands, open mic nights and Outdoor Broadcasts.

10.4. The Appointed Members working under the PR Manager can, with the approval of the PR Manager, form further teams if they deem it necessary, but all final decisions made within these teams must still go through the Committee meetings and the PR Manager has final say.

11. ENGINEERING AND MAINTENANCE COMMITTEE

11.1. The Engineering and Maintenance Committee is managed by the Engineering Manager, who holds final authority and responsibility for this Committee and appoints/approves all members working within it.

11.2. The Committee must meet at least once every two weeks for a Committee meeting, which will be organised and chaired by the Engineering Manager.

11.3. The Engineering Manager is expected to form a team to delegate to within the Committee, made up of at least:

11.3.1. Software Technician:

11.3.1.1. in charge of all software-based engineering tasks, at the discretion of the Engineering Manager, and works to improve/optimize the software side of our broadcast.

11.3.2. Hardware Technician:

11.3.2.1. in charge of all hardware-based engineering tasks, at the discretion of the Engineering Manager, and works to improve/optimize the hardware side of our broadcast.

11.4. The Appointed Members working under the Engineering Manager can, with the approval of the Engineering Manager, form further teams if they deem it necessary, but all final decisions made within these teams must still go through the Committee meetings and the Engineering Manager has final say.

12. NEWS COMMITTEE

12.1. The News Committee is managed by the News Manager, who holds final authority and responsibility for this Committee and appoints/approves all members working within it.

12.2. The Committee must meet at least once every two weeks for a Committee meeting, which will be chaired by the News Manager.

12.3. The News Manager is expected to form a team to delegate to within the Committee, made up of at least:

12.3.1. Head of News Content:

12.3.1.1. Responsible for curating and helping to produce any news-based show, as well as working on the weekly news show.

12.3.2. Head of Sport

12.3.2.1. Responsible for curating and helping to produce any sport-based show.

12.3.2.2. Monitors local and general sporting news, providing relevant positions with knowledgeable insight and support on sport-related content.

12.3.2.3. Maintains active communication with sport contacts on and off campus, such as the heads of sports-based societies.

12.3.3. Interview Coordinator:

12.3.3.1. Responsible for conducting or facilitating interviews in and out of the studio.

12.3.3.1.1. Determines whether an interested member is eligible to conduct an interview on a case-by-base basis.

12.3.3.2. Monitors local and relevant news sources to provide updates and lines of communication to the News Committee.

12.3.4. Online News Coordinator:

12.3.4.1. Updates the online news content of the station, both on the website and on the BFM News twitter account.

12.4. The Appointed Members working under the News Manager can, with the approval of the News Manager, form further teams if they deem it necessary, but all final decisions made within these teams must still go through the Committee meetings and the News Manager has final say.

13. SOCIAL BRANCH:

13.1. The Social Branch will act as the representative body for all Non-Appointed Members and will be made up of Social Secretaries, appointed by the Assistant Station Manager.

13.1.1. There will be at least one Social Secretary, with another being appointed for every 10th member.

13.2. The Role of the Social Secretaries will be to organise and maintain the social aspect of the membership, running Socials regularly and encouraging active and open communication amongst the Membership, no matter what, if any, position they hold.

13.2.1. They will also be expected to bring any concerns or complaints raised by Non-Appointed Members to the Exec meetings, which they will be required to attend only if they have received an agenda point from a Non-Appointed Member.

13.3. During Socials, the Social Secretaries are expected to stay sober and in sound-mental state to supervise and be responsible for the other members present.

13.3.1. Failure to do so will result in immediate suspension from the role, pending a hearing at the next Exec meeting.

13.3.2. Continued failure after this point will result in being permanently removed from the role.

14. GENERAL MEETINGS

14.1. 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.

14.2. General meetings must be called by either the Station Manager or a **qualified** majority of **ManCom** **the Exec**. 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:

14.3. Ratify BFM's budget for the next academic year.

14.4. Have the power to remove by vote of no-confidence any **ManCom** (**Exec**) member.

14.5. To hear the appeal of any member facing disciplinary procedures.

14.6. Hold elections and by-elections.

14.7. Award honorary memberships of BFM.

14.8. General Meetings shall be chaired by the **Chairperson**, or in their absence the **Treasurer** (**Assistant Station Manager**).

14.9. Any member, the Licensee and any honorary member will be eligible to attend and speak. However, only current members may vote.

14.10. Quorum shall be **fifteen members of the Station** (two thirds of Station membership), of which three must be **ManCom (Exec)** members.

14.11. Constitutional amendments, no-confidence motions **in Exec members** and matters relating to honorary memberships require a two thirds (qualified) majority in a vote.

14.12. All other matters require a simple majority.

14.13. 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.

14.14. Failure to attend 2 **consecutive** general meetings **without apologies deemed acceptable by the Chairperson** within an academic year will result in the member facing disciplinary action at the discretion of **ManCom (the Exec)**. **This can include suspension of broadcasting rights until such time as the member in question can explain their absences to the satisfaction of the Exec.**

14.15. Emergency General Meetings may be called with a minimum of 48 hours notice by either the Station Manager or at least **eight (5) ManCom (Exec)** 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:

14.16. Fulfilment of Quorum.

14.17. Election of a Minute Taker.

14.18. Item/s of Business in Respect of which the Emergency General Meeting was called. **(including by-elections and Votes of No-Confidence)**

14.19. Emergency General Meetings cannot award or revoke 'honorary' memberships.

14.20. The minutes of the Emergency General Meeting shall be ratified at the next general meeting.

15. **MANCOM (EXEC) JOB DESCRIPTIONS**

15.1. The Executive Committee holds a higher level of authority than that of the other sub-committees and as such, members on the Exec are expected:

15.1.1. To commit more time to the station than non-Exec members

15.1.2. Be actively invested in the Station's productivity and thriving.

15.1.3. Be readily available during academic term, unless prior warning of unavailability was given to the Exec.

15.1.4. Be available during non-academic term to continue managing the Station.

15.2. No one member may hold multiple Exec positions at any one time.

15.2.1. Any prior non-Exec position a member holds must be forfeit upon election to the Exec, with the understanding that a new member will be appointed as soon as possible to replace them.

15.2.2. The sitting Exec members may not apply for any other position in any Sub-Committee whilst holding their position.

15.2.3. If any sitting Exec member wishes to run for another Exec position or a Sub-Committee position, they must resign from their current position before doing so.

15.3. **Station Manager:**

15.3.1. To oversee the general running of BFM, with final say on all matters.

15.3.2. Report to the Licensee and Union any matters of concern to them.

15.3.3. To ensure all members in **ManCom** (appointed roles) are conducting themselves according to their positions and responsibilities.

15.3.4. To ensure that all members and committees of BFM act within the constitution and the Radio Association Code.

15.3.5. To sit on the Union Media and Communications Board as a representative for BFM.

15.3.6. Maintaining an up-to-date copy of this constitution and produce a copy for any BFM member to read upon request.

15.3.7. To actively seek opportunities for BFM to engage with the student body, societies and the wider community.

15.3.8. To assist and delegate with all **events and coverage** (station activity) in liaison with the appropriate **ManCom** (appointed) member.

15.3.9. In the event of a tie, to have the deciding vote on all BFM expenditure after liaising with ManCom, the Union and the Treasurer. (To decide all tied votes on BFM expenditure, without a tie-breaking vote from the Chairperson.)

15.3.10. To liaise with ISS, the Union and LA1TV for advice regarding systems administration.

15.4. Assistant Station Manager

15.4.1. To carry out station duties as requested by the Station Manager.

15.4.2. To be responsible for internal communications.

15.4.3. To organise coverage of campus events and events initiated by BFM including events such as Battle of the Bands.

15.4.4. To liaise with the Union on safety issues and to complete the risk assessment process as required by the Union.

15.4.5. To moderate the messages sent to the Facebook and Twitter accounts, and delegate responding to these to the relevant member of ManCom (the Exec).

15.4.6. To act as a delegate for the Station Manager when they are sick, injured, on leave or otherwise unavailable.

15.5. Head of Engineering (Engineering Manager):

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

15.5.2. Project manage technical activity and report back to ManCom (the Exec) on progress.

15.5.3. Manage the Engineering and Maintenance Committee, appointing members working in that Committee, holding the final vote on any internal decision and being responsible for the actions of the Committee as a whole.

15.5.4. To oversee the purchase of technical equipment after receiving approval from the Station Manager and Treasurer, and a discussion at a ManCom meeting. (with the Engineering and Maintenance Committee)

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

15.5.6. Work with the Station Manager and their Committee to ensure changes to the physical infrastructure meet risk assessments in place and any new activity is assessed.

15.5.7. To be the technical contact for OFCOM.

15.6. To supervise the training and development of Appointed Committee members alongside the Programme Controller, especially training of members in the use of production (technical equipment and in understanding station infrastructure) equipment.

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

15.6.2. Will assume responsibilities for Webmaster if there is no Webmaster available.

15.6.3. Reserves the right to postpone any show for necessary maintenance purposes.

15.7. **Webmaster**

Responsibilities:

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

15.7.2. 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.

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

15.8. **Programme Controller**

Responsibilities:

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

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

15.8.3. Ensure all members are trained to the highest possible standard of ability in presenting and production.

15.8.4. Where necessary, train other members of BFM to become trainers.

- 15.8.5. 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.
- 15.8.6. To assist with events and coverage.
- 15.8.7. To ensure the programme schedule is up-to-date and visible to members and listeners.
- 15.8.8. To be in charge of personnel; collating and updating the list of members.
- 15.8.9. In the event of taking a cash payment for equipment, this money should be handed to the Treasurer.

15.9. Treasurer:

- 15.9.1. To keep an accurate account of finances of BFM and present a report of these finances at ManCom (weekly Exec meetings) and General Meetings.
- 15.9.2. To liaise with the Union Finance Office on financial matters and ensure BFM financial affairs adhere to Union financial regulations.
- 15.9.3. To supervise the handling of all cash passing through BFM and ensuring it is properly passed to the SU finance office for accounting, in particular that taken by Programme Controller, Social Secretaries and Assistant Station Manager.
- 15.9.4. To arrange with the Union Finance Office financial training of signatories for BFM.
- 15.9.5. To ensure all financial forms are signed by either the Treasurer or the Station Manager.
- 15.9.6. To budget BFM's financial expenditure for each academic term before presenting it to ManCom (the Exec) for approval.
- 15.9.7. To 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 (Exec) meetings.
- 15.9.8. To be the Exec's point of contact with the Unioncloud team with regards to financial transactions facilitated by that service, such as organising deposits for RFID access and any membership discounts.
- 15.9.9. In the event that cash social fee payments are not made to the Social Secretary, this money should be taken by the Treasurer.

15.10. **Head Of News (News Manager)**

Responsibilities:

- 15.10.1. Oversee the production of a variety of news programming and bulletins in conjunction with the Programme Controller.
- 15.10.2. Manage the Content and Output Committee, appointing members working in that Committee.
- 15.10.3. Hold the final vote on any internal decision and take responsibility for the actions of the Committee as a whole.
- 15.10.4. Seek opportunities and create initiatives for members classifying their show as news programming.
- 15.10.5. Keep up-to-date with news-worthy issues of Lancaster University, the Students Union, Colleges, societies and Lancaster, as well as, covering news events such as Elections in the Student's Union and seek to create content from this.
- 15.10.6. Ensure news content adheres to the latest OFCOM Current Affairs Code.

15.11. **Head of Sport**

Responsibilities:

- 15.11.1. To oversee the production of a variety of sports programming and bulletins in conjunction with the Programme Controller.
- 15.11.2. To seek opportunities and create initiatives for members classifying their show as sports programming.
- 15.11.3. 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.
- 15.11.4. 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.

15.12. **Senior Producer (Production Manager):**

- 15.12.1. To oversee the production of a variety of entertainment and music programming in conjunction with the Programme Controller, including, but not limited to Bailrigg Shows and Live Lounges.

- 15.12.2. To keep up-to-date with music and music events on campus and in Lancaster and seek opportunities for involvement.
- 15.12.3. To engage with Lancaster and Lancaster University's live music scene and maintain a database of campus bands.
- 15.12.4. To keep up-to-date with Lancaster University, the Students Union, Colleges, societies and Lancaster and seek to create content from this.
- 15.12.5. To actively seek opportunities for content for entertainment and music programming.
- 15.9.1. Manage the Content and Output Committee, appointing members working in that Committee.
- 15.9.2. Hold the final vote on any internal decision and take responsibility for the actions of the Committee as a whole.
- 15.9.3. Ensure the continued upkeep of high-quality content broadcasting from the station, through the appointing and support of Heads of content and the Programme Controller.
- 15.9.4. Liaise with the SU on matters pertaining to the Output of the station when necessary, acting as the voice of the station in that regard and championing the interests of their Committee and the wider station as whole.
- 15.9.5. Reserves the right to suspend any show from air for a maximum of four weeks due to concerns over content or the attitudes/conduct of the presenters, both on and off air.
- 15.9.6. Responsible for the organisation and curation of the broadcast schedule, as well as its circulation and upkeep.
- 15.9.7. Holds final say over the scheduling of any show, including the decision of whether it goes on air.

15.10. **Head Of Speech**

Responsibilities:

- 15.10.1. To oversee the production of a variety of speech and news programming in conjunction with the Programme Controller, including, but not limited to, documentaries, dramas, and scripted comedies.
- 15.10.2. To seek opportunities and create initiatives for members classifying their show as speech programming.
- 15.10.3. 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..

15.11. **Head of Marketing (PR Manager):**

- 15.11.1. Maintain and develop the publicity and brand awareness of BFM on campus.
- 15.11.2. Manage the PR and Marketing Committee, appointing members working in that Committee.
- 15.11.3. Hold the final vote on any internal decision and take responsibility for the actions of the Committee as a whole.
- 15.11.4. (supervise the creation of) create promotional campaigns (with their Committee), ensuring that all on-air promotions are completed to a high standard, within required deadlines and in accordance with station policy.
- 15.11.5. To maintain and develop the social media of BFM.
- 15.11.6. Oversee the production of station identification jingles, audio show advertisements and promotions.
- 15.11.7. Oversee the production of promotional material for members' personal shows.
- 15.11.8. 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.
- 15.11.9. Provide marketing opportunities for others within BFM, including but not limited to training in graphic design or on relevant software.

15.12. **Head of Music**

Responsibilities:

- 15.12.1. To liaise with record and music companies who wish to provide content for the Station and seek opportunities for interviews.
- 15.12.2. To ensure the playlist is compiled regularly, shared with members and played on air.
- 15.12.3. Maintain a working library of music.

- 15.12.4. To ensure the BFM play out systems are regularly updated and well organised.
- 15.12.5. To ensure correct processing and organisation of songs within the playout library.
- 15.12.6. 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 playlist.

15.13. **Social Secretary (x2)**

Responsibilities:

- 15.13.1. To organise and publicise a variety of social events for BFM members.
- 15.13.2. In the event of taking a cash social fee payment, this money should be handed to the Treasurer.
- 15.13.3. Ensure that the Station is a friendly environment and social hub for members.
- 15.13.4. To be active in encouraging new members to visit the Station regularly and use it as social space.

15.14. **Chairperson:**

- 15.14.1. Convene and chair **ManCom (Exec)** meetings and General Meetings.
- 15.14.2. **Hold the tie-breaking vote, when necessary, in Exec meetings and otherwise abstain from voting within the Exec.**
- 15.14.3. Ensure **written** notification of **ManCom (Exec)** meetings and General Meetings is **dispatched (given)** to all Station members and is posted on a recognised BFM notice board.
- 15.14.4. Ensure room bookings are made for **ManCom (Exec)** meetings and General Meetings.
- 15.14.5. Be responsible as Chief Returning Officer for the overall conduct of BFM elections.
- 15.14.6. Be responsible for the notice board, requesting the most recent editions of documents such as safety regulations and minutes from meetings and keeping the notice board updated with these documents.

16. ELECTIONS (AND APPOINTMENTS)

- 16.9. The running of all elections is the responsibility of the Chairperson, who shall act as Chief Returning Officer (CRO). Should the Chairperson be a candidate in an election then another officer may be appointed Acting CRO by ManCom (The Exec) for the duration of that election.
- 16.10. The CRO may appoint a Deputy Returning Officer (DRO) to assist in their duties.
- 16.11. Annual 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.
- 16.12. The appointment of members by the appropriate managers to their sub-Committees may be done at any time throughout the year.
- 16.12.1. The manager in question must make public their intention to appoint a new member(s) to any given role(s), alongside any material for an application that the managers deems necessary for consideration. (i.e. an application form, letter of application, credentials etc)
- 16.12.1.1. They must then allow at least seven days for applicants to express their interest and provide the necessary material.
- 16.12.2. Once these seven days have elapsed, the manager may choose to conduct further interviews with the candidates they deem suitable or can appoint the new Committee member immediately on the eighth day.
- 16.12.2.1. New Committee members take up their office and responsibilities immediately.
- 16.13. Any empty Exec post may be filled by a by-election at a General Meeting.
- 16.13.1. Candidates elected through by-election will take up office immediately.
- 16.14. 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.
- 16.15. All candidates must be nominated by a proposer and seconder, both of whom must be BFM members.
- 16.16. For elections Alternative Transferable Vote (ATV) will be used.
- 16.17. Re-Open Nominations (RON) shall be a candidate in all elections.

16.18. 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.

16.18.1. 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.

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

16.20. All ballot papers must be retained for at least twenty-one days from the date of the election.

16.21. **Anybody can hold more than one ManCom (The Exec) position. (unless that position is explicitly made Individual)**

16.22. The CRO and Deputy CRO:

16.22.1. Must be current members of the Union.

16.22.2. May not be candidates in the election.

16.22.3. May not nominate or second any of the candidates.

16.22.4. Are responsible for the fair running of the election.

16.22.5. Are responsible for the production of nomination sheets.

16.22.6. Are responsible for the production, duplication and distribution of ballot papers to voters.

17. RESIGNATIONS

17.9. Resignations of all **Exec** posts, except Station Manager, must be made in writing to the Station Manager. The resignation takes place with immediate effect.

17.10. 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:

17.10.1. The Union President

17.10.2. The Licensee

17.10.3. A further copy must be posted on the Station notice board for a minimum of fourteen days.

17.11. Any resignation of a Sub-Committee member must be made in writing to the Manager of the relevant Sub-Committee. The resignation takes place with immediate effect.

17.12. Subsequent to the resignation of any Exec officer a by-election must be held. (as soon as possible, with co-option of the role by the Exec taking place within two weeks of the resignation if no by-election can be held within that time.)

17.12.1.1. In such a situation, a full by-election will be held at the next General Meeting, which should be called as soon as possible.

17.12.1.2. By-elections can be held as the sole agenda point in a General Meeting if agreed upon unanimously by the sitting Exec.

18. EQUIPMENT POLICY

18.9. All equipment belonging to BFM remain the sole property of the station and therefore should never be removed from the station or appropriate storage spaces, except if required or allowed for as BFM business.

18.10. They may be loaned to other parties only in liaison with a ManCom member. (the PR Manager, Engineering Manager or Station Manager, as appropriate.)

18.11. A written record of all media and equipment removed from the station must be kept (by the Engineering Manager or delegate thereof) – with details of who has borrowed them, whether any payment or deposit was taken, who authorised the transaction and when they are to be returned.

19. OPERATION OUTSIDE OF ACADEMIC TERM

19.9. All Exec operation that would normally take place within academic term will be transferred to online or telephone forums, with the same rules applying as are normal practice within academic term. The exception to this is weekly Exec meetings, which will resume within one week of every Exec member returning to active ability prior to the beginning of the academic term.

19.9.1. All Exec members retain authority over their roles as per academic term, with the same rules applying regarding channels of authority and approval of financial requests.

19.9.2. Should resignations take place outside of academic term, the responsibilities of any resigned role will be delegated to the rest of the Exec by the Station Manager, or to the Assistant Station Manager if the resignation is that of the Station Manager.

19.9.3. If the delegation of responsibilities is not possible or practical, the co-option of an appointed Sub-Committee member that worked under the Exec member in question is permitted via a qualified majority of The Exec, through the approved online or telephone forum.

19.9.3.1. If the Exec member is not in charge of any Sub-Committee (Treasurer, Chairperson or Assistant Station Manager), then any appointed Sub-Committee member across the management structure is eligible for co-option.

19.10. No member, in the Exec or otherwise, is required to stay within operating distance of the station or be available in person outside of academic term and any issues that arise during such times will be communally resolved to the best of the station's ability if the relevant member or Exec role is not able to resolve them themselves.

19.10.1. Subsequently, Exec members are expected to be reasonably available through online or telephone forums, unless they give at least one week's notice of their unavailability to the Exec.

19.10.1.1. The higher level of authority held by the Exec means they are expected to be more readily available than appointed Sub-Committee members and should prepare themselves adequately before academic term ends to either maintain their required responsibilities or delegate them appropriately.

19.10.2. The continued lack of availability or shirking of responsibilities by any Exec member, without explanation which the other sitting Exec members deem acceptable, may lead to the temporary suspension of that member from their

Exec role, with co-option of a current appointed Sub-Committee member into that role taking place until academic term begins again.

19.10.3. Upon return to academic term, the Exec member in question may appeal to the Exec to be returned to their role, subject to a qualified majority at the first available Exec meeting.

19.11. Sub-Committee members are expected to support their managers whenever possible over non-academic term but are not required to be available at all times.

19.11.1. If a Sub-Committee member knows that they will not be available for longer than two consecutive weeks, they must inform their manager with at least one further weeks' notice and handover any work in progress to the manager, to be delegated elsewhere as is seen fit.

20. CONSTITUTION

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

21. COMPLAINTS

21.9. Any complaints about any member should be discussed with the Assistant Station Manager, who will determine (with reference to the BFM and Students' Union Bylaws) whether the complaint should be handled internally or referred to the Students' Union.

21.9.1. Complaints about a member holding a Sub-Committee role should be referred to that member's manager by the Assistant Station Manager.

21.9.2. Any complaints about the Assistant Station Manager should be discussed with the Station Manager, who will assume the powers and responsibilities given to the Assistant Station Manager in section 21, in matters regarding said complaints.

21.10. If the Assistant Station Manager deems that a complaint should be looked into internally, they may go through the disciplinary procedures outlined below:

21.10.1. First, the Assistant Station Manager will have a formal conversation with the member in question, making them aware of the complaint (without disclosing

the identity of the complainant), and ask them to take steps to improve their behaviour or performance.

21.11. 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.

21.12. All members of BFM reserve the right to take up complaints about any members, rules or practices of BFM with a representative of the Students' Union, should they feel it necessary to do so.