



CSR FM CONSTITUTION 2014/15

Revised 04/02/15

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This document has been put together with the Memorandum and Articles of Association for the governing organisation, Canterbury Youth and Student Media and is subservient to the rulings within it.

Although it has been constructed as a democratic constitution, those responsible for the project (the Board of Directors) have the autonomy of governing the radio station

The constitution provides a guide to the roles and responsibilities of the elected Executive Committee and how this is enabled through the Board of Directors and Student Media Manager.



DEFINITIONS

CYSM – Canterbury Youth and Student Media Ltd is a not for profit company which is limited by guarantee without a share capital. The company is responsible for the radio station – CSR. (Please see the Articles of Association for more detail)

CSR – This is the name given to the Community Radio Station in Canterbury. It is broadcast on 97.4FM across a 5 km radius of Canterbury and across the internet. The licence is for 5 years and broadcasting began on 15th January 2007. CSR was granted a licence extension in 2012, and will broadcast on FM until 2017.

Education – For the purpose of this document, this primarily refers to the training and knowledge about radio practices that we give to the members volunteering with the radio station.

Educational Content – This can derive from a number of sources which include; debates, discussions and school/college and university curriculum related programmes.

Target Audience – The group of listeners that we focus the radio station on;. CSR's target audience is 15 - 24 year olds in the Canterbury area.

Membership – Those who are eligible and have decided to take an active role in the running of the radio station. Members are volunteers.

Executive Committee – The elected full members of CSR who are responsible for running the radio station in an operational capacity.

Student Media Manager – A paid full time position line managed by Kent Union.

External Directors – These are appointed by the CYSM Board, based on experience, skills and need for the radio station.

AA – Articles of Association.

AGM – Annual General Meeting.

EGM – Extraordinary General Meeting.

STV – Single Transferable Vote.



1. MISSION, VISION AND VALUES

Mission

CSR is an innovative community radio station which provides an educational experience for all involved.

Vision

- Enhance the education of members by providing bespoke training and support in all areas of radio production and management
- Engage, entertain and educate our 15-24 target audience through creative programming and scheduling
- Create programming which contributes to open community debate and expands listeners musical influences
- Present and deliver regular community events, increasing the diversity and involvement of members from the Canterbury community
- Provide an accessible avenue for our target audience to be involved in the radio station

Values

Democratic – Student-led community project with an elected exec and committee leading the station. The membership is imperative.

Partnership – CSR has since the beginning been a joint project between four bodies – University of Kent, Canterbury Christ Church University, Kent Union and Christ Church Students' Union.

Community – Unlike other university projects, CSR boasts a large community membership and listenership. Aside from our funding bodies, the project also caters for students at other educational establishments. CSR also works closely with local schools and youth groups to increase awareness of the station and the radio industry.

Innovative Programming – CSR continues to provide innovative programming across our three departments; daytime, speech and specialist, as well as with off air programming initiatives such as the John Pidgeon Awards. Educational specialist music programming is at the heart of our late night department.

Volunteering – Enhancing the volunteer experience is integral to how the project runs and operates. For local community members, it is an opportunity to pass on relevant knowledge as well as upskill. For University students, CSR enhances graduate employability opportunities and provides a unique volunteering experience.



2.MEMBERSHIP

Full Member

2.1 Eligibility

Must be registered at the University of Kent or Canterbury Christ Church University or any other funding partner institution.

If a Director or Union Trustee of CYSM is also a student at either of these institutions, they are not eligible for full membership. To be full members, students must pay the required membership fee decided annually by the Executive Committee.

2.2 Entitlement

Full members are eligible to be involved in all areas of the radio station, including running and standing in Executive Committee elections. They are also allowed to attend and speak at the CSR AGM.

At all times the number of full members must equal 50% or more of the total membership.

Associated Member

2.3 Eligibility

These can be any members of Canterbury community aged 18 upwards; however we encourage those aged between 18 - 24 to be involved in the radio station.

Directors and Union Trustees are eligible to be members, however they must declare if there is a conflict of interest. To be an associate member, individuals must pay the required membership fee decided annually by the Executive Committee.

2.4 Entitlement

These individuals are involved in the radio station. These individuals are not allowed to stand or run for an Executive Committee position, but can run for committee positions.

3. GOVERNANCE

3.1 Role of Directors

There are 17 directors of CYSM,

- 2 individuals from Kent Union
- 2 individuals from Christ Church Students' Union
- 2 individuals from University of Kent
- 2 individuals from Canterbury Christ Church University
- 4 External Directors
- 1 Executive Director from Kent Union
- 4 Executive Committee Members (students).

Collectively their role is to oversee and manage the strategic, financial and compliance implications of CSR. For more detail on the role of the Directors, please refer to Memorandum and Articles of Association



3.2 Frequency of Meeting

There will be a minimum of quarterly annual meetings with the Board of Directors. Minutes will be taken and these will be made available to the Executive Committee.

These meetings will also be attended by the Student Media Manager. This position has speaking, but not voting rights at this meeting.

3.3. Role of Staff

The Governance Manager is the company secretary for CYSM (details in the AA). For the Board of Directors, staff will coordinate the meetings and meet all legal obligations outlined in the AA.

The role of staff (Student Media Manager and Administrator) is to support the Executive Committee in running the radio station and to be a point of contact between the Directors and Executive Committee.

3.4 Role of Executive Committee and Committee

The role of the Executive committee is to operationally run the radio station in accordance with the strategic plans from the Board of Directors. Each executive member will be responsible for the day to day operations of their own departments.

For more information on each positions responsibilities, see role descriptions.

The Executive Committee will be made up of the Station Manager, Technical Manager, Deputy Station Manager and Communications Manager who are all student volunteers. All other positions will be decided upon annually by the Board of Directors, advised by the Executive Committee, according to need. Only non-executive committee roles can be filled by associate members.

The Committee will hold a minimum of fortnightly meetings attended by the Student Media Manager which will be minuted. Minutes of the meeting will be made available to the membership within 5 working days of the meeting. Any committee member who misses two consecutive committee meetings, without sending apologies in advance will automatically enter into an anonymous Vote of No Confidence from the committee. This would have been agreed when signing the committee agreement.

3.5 Role of Appointed Positions

The committee are entitled to appoint positions to support them with more administrative volunteering tasks. These positions must still provide volunteers with a learning experience, and open up a number of opportunities. These positions will require a brief explanation from candidates explaining their strength as a candidate, and they are then elected by the relevant members of committee. Unsuccessful candidates will be offered feedback to their application. Those appointed to these roles can be removed by those in the positions of which appointed them.

3.6 Members Meeting

An Annual General Meeting (AGM) will be held to demonstrate the progress of each Executive Committee department. It will also be an opportunity to question the Executive Committee.



The AGM will be held in a premise at the discretion of the returning officer and Station Manager. To reach quoracy there must be 30 full members present.

An Extraordinary General Meeting (EGM) may be held at the discretion of the Executive Committee or the Board of Directors to canvass member views on strategic plans, and to vote on the removal of Executive Committee position. Decision making quoracy is 30 full members.

Both AGM's and EGM's will be minuted with these notes available on the CSR FM website.

The Student Media Manager will chair these meetings.
All members will have a right to vote at these meetings.

Any member may request a meeting of all members and must approach the Student Media Manager.

If quoracy is not reached at either meeting, the decisions made must be approved by the Board of Directors.

3.7 Disciplinary Procedure

Members of CSR must abide by the CSR regulations. CSR has a Disciplinary Procedure which can be called upon where necessary.

3.8 Removal of membership

Any request for removal of membership must be discussed at the committee meeting and then dealt with accordingly. The individual will then be invited to a Disciplinary Committee Meeting if necessary. Once this Disciplinary Procedure has been called the member will be temporality suspended from the station.

If that member wishes to appeal that decision then it will be dealt with by the Appeals Committee. During the appeal process the member's status will continue to be temporarily suspended by the Student Media Manager from all involvement until a decision has been made.

3.9 Removal from Committee

Any request for removal from the Committee must be submitted to the Student Media Manager in writing with supporting signatures from 10% of full members.

An EGM will then take a vote on the removal, needing 50 % plus 1 in favour of removal to pass. This will be minuted with notes available on the CSR FM website.

If the individual wishes to appeal the decision made by the members, they have the right to appeal to the Board of Directors for a final decision.

If an individual resigns from their position on the Executive Board they must provide a handover document.



The Board of Directors reserve the right to vote and remove an Executive Committee member based on their performance. A Board Meeting will then take a vote on the removal, needing 50% plus 1 in favour of removal to pass. These meetings are all minuted and held by the Company Secretary.

3.10 Removal of Directors

Directors who are funders may only be removed by the bodies that nominated them. External Directors can be removed with a 50% plus one vote in favour of removal. Directors who wish to resign must submit this in writing to the Board.

3.11 Executive Committee Elections

Returning officer is the Student Media Manager.

Election handover will be within two months of election date. Timetable for election will be approved by the committee.

The elections will be held annually. STV voting will be adopted, please refer to full election rules, where the positions and period of office will be decided by the committee and Board of Directors if necessary.

If there are unfilled, a by-election will be held as decided by the returning officer.

The Executive Committee can co-opt a member into a position, but with the intention for these positions to be elected when next available.

4. FINANCE

CSR follows Kent Union financial procedures in accordance with Companies House. Refer to Financial procedures.

Funding will be agreed annually with all bodies in accordance with financial procedures.

The annual budget needs to be agreed by Board of Directors and managed by the Student Media Manager.

CYSM will hold its own insurance for public liability, equipment (Kent Union and Christ Church Students' Union), combined insurance, slander.

5. COMMENTS AND COMPLAINTS

If a member has a comment or complaint, it should be directed to the Student Media Manager, and then discussed with the Executive Committee.

The Student Media Manager will log the issue and give a written response within 10 days on behalf of the Executive Committee or CYSM directors.



Directors must be made aware of any serious complaints by the Student Media Manager.

Any appeals to the comment or complaint handing should be taken to the Board of Directors.

If the complaint puts the licence in jeopardy an Emergency Board of Directors meeting can be called.

If a complaint needs to be made about the Student Media Manager, this can be directed to the Station Manager, and then CYSM Board or the Student Media Manager's line manager if necessary.

6. PARTNERSHIP

CSR defines their partners as those in the community who participate in one off events. These are whole institutions who wish to be involved in CSR through group activities or events, notably schools, colleges and community groups in the Canterbury area.

This constitution was agreed to at the committee meeting on _____ by the following:

_____ (Station Manager)

_____ (Programming Manager)

_____ (Technical Manager)

_____ (Communications Manager)

Witness

_____ (Student Media Manager)