

# URY Constitution (2019)

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# **1. Definitions**

- 1.1. The name of the society will be University Radio York, hereafter referred to as its abbreviation, URY, or 'the society'.
- 1.2. Those chosen to collectively represent URY, shall be referred to as the Committee.
- 1.3. The Station is used to refer to the URY studio building in Vanbrugh College.
- 1.4. YUSU and 'the union' are used to refer to the University of York Students' Union.
- 1.5. YUM is used to refer to York University Media, as outlined in the YUSU Constitution and Media Charter.
- 1.6. Computing Service or Computing Services refers to one or more aspects of URY's computing software and equipment.
- 1.7. The University of York shall hereby be referred to as 'the University'.
- 1.8. Obituary shall hereby be referred to as OBIT.
- 1.9. An Outside Broadcast shall hereby be referred to as an OB
- 1.10. Any vote at a Station Meeting with the exception of elections for committee members will be conducted by a Simple Majority Vote (SMV) or a Single Transferable Vote (STV) at the Returning Officer's (RO) discretion.

# **2. Aims & Objectives**

- 2.1. The aims and objectives of URY are to promote the interests and act on behalf of the society members.
- 2.2. To provide an opportunity for members of URY to meet and participate in the given activities together.
- 2.3. The societies specific aims shall be:
  - 2.3.1. To provide opportunities for students to join and be part of a student radio station and gain experience in all areas of radio, both on and off air.
  - 2.3.2. To represent the views of students on campus and be representative of the student body in both factual and entertainment content.
  - 2.3.3. Be awesome and fun.
- 2.4. The societies specific objectives shall be:
  - 2.4.1. The continued growth and success of the society, both in terms of our own membership and with external bodies.
  - 2.4.2. To run a radio service 24/7 during term time for the students of The University of York.
  - 2.4.3. To cover large events on campus, run by YUSU, the University and other events relevant to the student body.

### **3. Membership**

- 3.1. Membership shall be open to any member of the University, and any associate member, as defined in the union's constitution.
- 3.2. Membership may be offered to people who are not connected with the University but they may not hold office in the society.
- 3.3. Only members of the union may be signatories.
- 3.4. A universal annual membership fee is required from all URY members, unless stated otherwise. The Committee are also responsible for determining this fee and its collection, and can change this value for promotional purposes at their discretion.
- 3.5. URY may choose at a Station Meeting to have non-fee paying Honorary members. The Honorary membership will last as long as the Station Meeting decides but shall not be shorter than the remainder of the academic year in which the Honorary membership is conferred.
- 3.6. The Honorary President shall be an ex-officio Honorary Member.
- 3.7. Every member of URY agrees to abide by the YUSU byelaws, the YUSU constitution and URY's own code of conduct. URY remains responsible for the actions of its members in the course of their URY duties.
- 3.8 All members of the society are assumed to have access to the Station Meetings and as such all announcements made in station meetings are to be assumed to be made public to all members
  - 3.8.1 Any notice made in the station meeting will be minuted and available to all members of the society at least 48 hours before the next station meeting.

### **4. Code of Practice**

- 4.1. No member should undertake any action that may bring the reputation of URY, YUSU or the University into disrepute.
- 4.2. A member must not participate in or omit to mention anything which might cause injury/damage to themselves or others.
- 4.3. All members must adhere to the health and safety rules and procedures of YUSU, URY and the

University.

4.4. Members must respect the different viewpoints of the society members if different from your own.

4.5. Members must respect the property of the university, YUSU, URY, University students and other society members.

4.6. Participant selection for society activities should be objective.

4.7. Socials (and any related activity) must be opt-in only and shall have no effect on status within URY or eligibility for membership and committee positions.

4.8. Drinking should not be the main purpose of any social, and members should be able to participate in all activities without drinking alcohol, and without any coercion to drink.

4.9. Members of URY will not apply what may be perceived as peer pressure upon individuals in any social situation.

4.10. Any spending from the following must be approved at a station meeting by SMV. Spending proposals should be sent to management at least 48 hours before the station meeting. The Station Management can approve expenditures in exceptional circumstances without consulting The Committee:

4.10.1. YUSU Own Funds account over the value of £25.

4.10.2. Reallocation of any amount of money from YUSU Grant Account.

4.11. In the event that URY property is no longer needed, if it was purchased by the society it may be auctioned off first to members, and then the wider public. If the property was donated by a member, it may be returned to said member, or auctioned to alumni and members only. Items may also be thrown out if deemed to have no value to URY. In order to sell or throw out items, an SMV vote must be passed at a Station Meeting.

4.12. Breaches of this code of practice may result in disciplinary action from URY, YUSU or the University.

## **5. Honorary President**

5.1. URY has appointed an Honorary President, who must be a member of the University's staff.

5.2. When the current Honorary President can no longer hold the office, the appointment of a new Honorary President will be approved at a URY Station Meeting, in consultation with the University authorities.

5.3. The Honorary President will hold URY's license, with the Station Manager being responsible for license payments and introducing changes in the license after consultation with the Honorary President.

## **6. URY's Committee**

6.1. The Committee will be collectively responsible for the effective management and day to day running of URY.

6.2. The Committee shall have the power to set URY rules, in accordance with this Constitution.

6.3. The Committee are responsible to the members of URY and the UK Government as outlined in Ofcom licence.

6.4. All members should have access to the contact details of the whole committee.

6.5. A new Committee must be elected at least annually at the Annual General Meeting (AGM)

6.6. A Committee member may resign at any time by written notification to the Station Manager. The resignation will be announced at the next station meeting and nominations open for election. The

election must not occur until at least 7 days after the announcement was made.

6.7. All Heads of Teams have the following duties:

6.7.1. To delegate work to other members of their team and coordinate it accordingly.

6.7.2. To promote the team and its activities to current and potential members.

6.7.3. To perform the duties of other Officers within their team if the position is vacant.

6.7.4. To organise Team Meetings, at least three times a term.

6.8. All Assistant Heads of Teams have the following duties:

6.8.1. To perform duties within their respective Head of Team's remit under the direction of the Head of Team.

6.8.2. To act as Head of Team in absence of an elected Head of Team.

6.8.3. To take minutes or records of discussion at all team meetings

6.9. All Officers within a Team must attend Team meetings, unless they provide a reasonable explanation for their absence.

6.10. Each Officer position may be held by only one person, except Social Secretary and Assistant Heads of Teams, for which there are two positions open to one person each.

6.11. In addition to the responsibilities listed above, each Officer position has additional duties as outlined in the following subsections of Section 7.

6.12. Heads of Teams may give any team member an officer title and associated responsibilities at their discretion. These roles are not elected, and are valid until the next AGM or the Head of Team's disbandment of the given role, whichever is sooner.

6.13. Students who are on a Year in Industry are not allowed to hold the following positions

6.13.1 Any position that requires them to be a signatory of the society

6.13.2 Chief Engineer

6.13.3 Head of Computing

6.13.4 Head of News & Sport

## **7. Committee Positions & Duties 7.1.**

### **Management Team**

#### **7.1.1. Station Manager**

The position of Station Manager shall have the following roles:

7.1.1.1. Act as the Head of Team for the Management Team.

7.1.1.2. Coordinate and lead all URY Teams, campaigns, activities and events.

7.1.1.3. Chair Station Meetings and EGMs.

7.1.1.4. Implement, develop, and enforce URY's long term strategic planning processes.

7.1.1.5. Implement and enforce URY's Constitution and Policy.

7.1.1.6. Ensure the Honorary President is aware of the legal situation of URY.

7.1.1.7. Ensure all necessary licences are paid and adhered to

7.1.1.8. Ensure there is a representative from URY at all Media Committee Meetings organised by YUSU

7.1.1.9. Liaise with Multimedia Representative and YUSU for the development of URY

7.1.1.10. Work with the Programme Controller to coordinate entries to all relevant awards.

7.1.1.11. Act as a signposter for the welfare needs of any member.

### **7.1.2. Assistant Station Manager**

7.1.2.1. This position may be held by a member who is already an Officer. Assistant Station Managers may also hold a second committee position, however there is no requirement for Assistant Station Managers to hold a second committee position. If an Assistant Station Manager holds a second position, then with the exception of the week preceding AGM or By-Election of that role where they will only hold the position of Assistant Station Manager.

7.1.2.2. The position of Assistant Station Manager shall have the following duties:

7.1.2.2.1. Shall act as the Assistant Head of Team for the Management Team.

7.1.2.2.2. Act as the Health and Safety Officer for URY.

7.1.2.2.3. Review and update URY's Health and Safety documentation on an annual basis.

7.1.2.2.4. Ensures YUSU are informed of any procedures that require their involvement.

7.1.2.2.5. Ensures all members follow URY's Code of Practice.

7.1.2.2.6. Chair the AGM

7.1.2.2.7. Responsible for liaising with relevant bodies during organisation of events, and fulfilling all necessary procedures including, but not limited to, EMFs, coordination with YUSU's Health and Safety and Democracy.

### **7.1.3. Programme Controller**

The position of Programme Controller shall have the following duties:

7.1.3.1. Be responsible for coordination of all presenters.

7.1.3.2. Be responsible for leading scheduling of Programming and ensuring the quality of Programmes.

7.1.3.3. Be responsible for ensuring and verifying the logging of all output.

7.1.3.4. Be responsible for ensuring presenter contracts are adhered to.

7.1.3.5. Work with the Station Manager to coordinate entries to all relevant awards.

### **7.1.3. Treasurer**

The position of Treasurer shall have the following duties:

7.1.3.1. Management of accounts and finances in accordance to Section 9 (Finance) of this constitution, Laws and Bye Laws of YUSU.

7.1.3.2. Liaison inside and outside the University on all financial matters.

7.1.3.3. Learn and understand the Students' Union financial system.

7.1.3.4. Apply for the annual grant and extra funding from YUSU as necessary.

7.1.3.5. Keep track of all income/expenditure.

### **7.1.4. Secretary**

The position of Secretary shall have the following duties:

7.1.4.1. Taking and publishing minutes of all Station Meetings and Officer Reports at least 48 hours before the next Station Meeting.

7.1.4.2. Maintenance of the Station office, including stationery levels.

7.1.4.3. Taking care of URY admin, keeping the YUSU backpages up-to-date, including signatories and memberships.

7.1.4.4. Replying to miscellaneous correspondence.

7.1.4.5. Ensuring that the Vanbrugh Reception has an up-to-date member list or URY for the

purposes of keycards.

7.1.4.6. Monitoring all equipment bookings.

7.1.4.7. Submitting and monitoring EMFs for station events.

7.1.4.8. Maintaining the station's calendars.

7.1.5.9. Publish the resignation notice of any member of the committee to the same place as Station Meeting minutes.

7.1.5.9.1 This must be done at least 48 hours before the next Station Meeting if the news of the resignation has reached the secretary at least 72 hours before the next Station Meeting is due to take place.

## **7.2. Production Team**

### **7.2.3. Production Manager**

The position of Production Manager shall have the following duties:

7.2.3.1. Act as Head of Team for the Production Team.

7.2.3.2. Responsible for creating and coordinating the Production team, made of producers and technical producers.

7.2.3.3. Producing Station Programmes including, but not limited to, The Station's Outside Broadcasts and specials, by coordinating presenters, content and ensuring appropriate message and quality of the broadcast.

7.2.3.4. Secure Sound or Content for shows, if a presenter requests such support.

7.2.3.5. Coordinate flagship shows.

7.2.3.6. Coordinate all events and shows involving DJs

### **7.2.4. OB Coordinator**

The position of OB Coordinator shall have the following duties:

7.2.4.1. Act as an Assistant Head of Production Team.

7.2.4.2. Coordinate OBs by working with the Secretary to organise Room Bookings and EMFs, as well as with the Head of Computing, Head of Production and Chief Engineer to organise OB crew.

### **7.2.5. Show Coordinator**

The position of Show Coordinator shall have the following duties:

7.2.5.1. Act as an assistant Head of Production Team.

7.2.5.2. Coordinate special shows.

7.2.5.3. Support all shows and presenters when necessary.

7.2.3.4 Coordinate visualisation for shows on request.

## **7.3. News & Sport Team**

### **7.3.1. Head of News & Sport**

The position of Head of News & Sport shall have the following duties:

7.3.1.1. Shall act as the Head of Team for the News Team.

7.3.1.2. Coordinate all official campus, local, national and international news, sport, political and current affairs programming.

7.3.1.3. Manage the production of official URY news output both on-air and online, including the weekly URY Newshour.

7.3.1.4. Responsible for covering YUSU Meetings.

#### **7.3.2. News Editor**

The position of News Editor shall have the following duties:

7.3.2.1. Act as one Assistant Head of Team for the News Team.

7.3.2.2. Coordinate news reporters.

7.3.2.3. Organise cover and arrange content for URY's daily and hourly bulletins, if needed.

#### **7.3.3. Sport Editor**

The position of Sports Editor shall have the following duties:

7.3.3.1. Act as one Assistant Head of Team for the News Team.

7.3.3.2. Produce weekly sport content.

7.3.3.3. Coordinate sport reporters.

### **7.4. Engineering Team**

#### **7.4.1. Chief Engineer**

The position of Chief Engineer shall have the following duties:

7.4.1.1. Act as the Head of Team for the Engineering Team.

7.4.1.2. Maintenance, development and procurement of URY's broadcast equipment, including the transmitter and aerial mast.

7.4.1.3. Upkeep of URY's fixtures and fittings.

7.4.1.4. Ensure Outside Broadcasts and other events have sufficient technical assistance.

7.4.1.5. Ensure URY equipment has passed necessary safety tests (e.g. PAT testing).

7.4.1.6. Work with the Head of Computing to prepare and develop Disaster Recovery plans to enable continued operation or to restore operation as quickly as possible in the event of an emergency, including the loss of the Chief Engineer, station or broadcast equipment.

7.4.1.7. Ensure both Assistant Chief Engineers are capable of switching the transmitter on or off in the event of the inability of the Chief Engineer to do so.

#### **7.4.2. Assistant Chief Engineer**

The position of Assistant Chief Engineer shall have the following duties:

7.4.2.1. Act as Assistant Head of Team for the Engineering Team.

7.4.2.2. Switch the transmitter on or off if the Chief Engineer is unable to do so

### **7.5. Computing Team**

#### **7.5.1. Head of Computing**

The position of Head of Computing shall have the following duties:

7.5.1.1. Act as the Head of Team for the Computing Team.

7.5.1.2. Work with the YUSU Data Protection Officer to ensure all information is stored appropriately.

7.5.1.3. Ensure the privacy of all users and their data in accordance with the appropriate laws from governing bodies.

7.5.1.4. Ensure that URY's output or other IT Services systems are not unduly disrupted by a URY run Computing Service.

7.5.1.5. Ensure the continued running and security of URY's Computing Services, including the encryption of all sensitive information (e.g. passwords).

7.5.1.6. Manage and ensure the continued service of the URY streams.

7.5.1.7. Delegate and manage privileges on Computing Services given to members of URY,



YUSU or IT Services, with consent from the Management Team.

7.5.1.8. Shall have full, unrestricted access to all Computing Services for the purpose of ensuring their continued service and development, including the 'root' password for all servers.

7.5.1.9. Work with the Chief Engineer to prepare and develop Disaster Recovery plans to enable continued operation or to restore operation as quickly as possible in the event of an emergency, including the loss of the Head of Computing and associated privileges to the Computing Services.

#### **7.5.2. Assistant Head of Computing**

The position of Assistant Head of Computing shall have the following duties:

7.5.2.1. Act as the Assistant Head of Team for the Computing Team.

### **7.6. Marketing Team**

#### **7.6.1. Head of Marketing**

The position of Head of Marketing shall have the following duties:

7.6.1.1. Act as the Head of Team for the Marketing Team.

7.6.1.2. Regulate and control the integrity of the Station's Brand.

7.6.1.3. Acquire on-air and off-air sponsorship in agreement with the Management Team.

7.6.1.4. Coordinate, verify and distribute URY publicity.

7.6.1.5. Promote URY to its listeners as well as aim to increase the listenership, and enhance URY's presence within the University and beyond.

7.6.1.6. Coordinate promotions and competition, ensuring their legality if applicable.

7.6.1.7. Promote collaboration with other societies and companies, ensuring legality of such collaborations if applicable.

#### **7.6.2. Physical Marketing Manager**

The position of Physical Marketing Manager shall have the following duties:

7.6.2.1. Act as Assistant Head of Team for the Marketing Team.

7.6.2.2. Create and manage the Physical Marketing subteam and closely cooperate with the Digital Content subteam.

7.6.2.3. Create and coordinate marketing events, campaigns and activities aiming to increase URY presence on campus and beyond as well as general publicity.

#### **7.6.3. Digital Marketing Manager**

The position of Digital Marketing Manager shall have the following duties:

7.6.3.1. Act as Assistant Head of Team for the Marketing Team

7.6.3.2. Create and manage the Digital Content subteam and closely cooperate with the Physical Marketing subteam

7.6.3.3. Manage all aspects of the digital presence of URY by negotiating, uploading and maintaining URY's online content including, but not limited to URY On Tap, photos and videos to assist with on-air programming.

7.6.3.4. Coordinate creation of graphics and designs for the use in URY

7.6.3.5. Develop and maintain consistent use of social media to extend the online presence of URY.

### **7.7. Audio Resources**

#### **7.7.1. Head of Audio Resources**

The position of Head of Audio Resources shall have the following duties:

- 7.7.1.1. Act as the Head of Team for the Audio Resources Team.
- 7.7.1.2. Produce and acquire all jingles, beds, idents, adverts and audio promotional material.
- 7.7.1.3. Provide assistance for presenters producing audio material for their shows.
- 7.7.1.4. Provide radio edits of tracks as requested by the Presenting and Music Teams.
- 7.7.1.5. Organisation and maintenance of production CDs and resources on URY's computer system.

#### **7.7.2. Assistant Head of Audio Resources**

The position of Assistant Head of Audio Resources shall have the following duties:

- 7.7.2.1. Act as the Assistant Head of Team for the Audio Resources Team.

### **7.8. Music Team**

#### **7.8.1. Head of Music**

The Head of Music shall have the following duties:

- 7.8.1.1. Act as the Head of Team for the Music Team.
- 7.8.1.2. Acquisition and purchase of musical material and equipment for URY's use.
- 7.8.1.3. Liaison with record companies and promoters.
- 7.8.1.4. Organise presenters for weekly specialist music shows.
- 7.8.1.5. Download and update the SRA Playlist.

#### **7.8.2. Music Editor**

The position of Music Editor shall have the following duties:

- 7.8.2.1. Act as one Assistant Head of Team for the Music Team.
- 7.8.2.2. Manage the URY Music Blog.

#### **7.8.3. Playlist Coordinator**

The position of Playlist Coordinator shall have the following duties:

- 7.8.3.1. Act as one Assistant Head of Team for the Music Team
- 7.8.3.2. Curate the station's playlists on Spotify and MyRadio, including OBIT playlist and Jukebox playlists and weightings, and upload every track we

receive from promoters

### **7.9. Speech Team**

#### **7.9.1. Head of Speech**

The position of Head of Speech shall have the following duties:

- 7.9.1.1. Act as the Head of Team for the Speech Team.
- 7.9.1.2. Manage the production of official URY speech output both on-air and online, including the weekly URY Speech programme.

#### **7.9.2. Non-Fiction Speech Editor**

The position of Non-Fiction Speech Editor shall have the following duties:

- 7.9.2.1. Act as one Assistant Head of Team for the Speech Team.
- 7.9.2.2 Coordinate Non-Fiction Speech content, such as film, art, literature, food, culture and drink reviews and documentaries

#### **7.9.3. Fiction Speech Editor**

The position of Fiction Speech Editor shall have the following duties:

- 7.9.3.1. Act as one Assistant Head of Team for the Speech Team.

7.9.3.2. Coordinate Fictional Speech content, such as radio plays, comedy shows, and dramas

## **7.10. Other Officers**

### **7.10.1. Training Coordinator**

The position of Training Coordinator shall have the following duties:

7.10.1.1. Be responsible for coordinating training of new presenters and ensuring their continued competence and good practice.

7.10.1.2. Organise workshops and trainings for the URY presenters.

7.10.1.3. Be responsible for maintaining the relevance of URY's training resources, including documents and videos.

### **7.10.2. Social Secretary**

The position of Social Secretary shall have the following duties:

7.10.2.1. Organise and publicise regular URY socials to all members in accordance to YUSU guidelines.

### **7.10.3. Alumni Officer**

The position of Alumni Officer shall have the following duties:

7.10.3.1. Be responsible for the upkeep of the 'University Radio York URY Alumni' Facebook Group.

7.10.3.2. Organise alumni events.

7.10.3.3. Organise alumni shows.

7.10.3.4. Update the station wiki page on Station History.

### **7.10.4 Officer without Portfolio**

The position of Officer without Portfolio shall have the following duties:

7.10.4.1. Assist any team under the direction of Heads of Teams and the Management Team.

7.10.4.2. Shall polish the URY plaque as often as is necessary.

## **8. Broadcasting Policy**

8.1. Any Officer can make a request for programming to cease to any of the following people, and it

must be confirmed by them:

8.1.1. Programme Controller, Station Management, Honorary President.

8.2. The following officers may take the executive decision for physical broadcasting to cease in the case of emergencies:

8.2.1. Chief Engineer, Head of Computing.

8.3. Broadcasting may recommence when the person who gave consent to the cessation gives their consent and has consulted the above.

8.4. A decision to deny the use of URY facilities to any member may be proposed at a Station Meeting. That person must be informed when such a motion is to be discussed and invited to the relevant meeting. The Station Manager, Assistant Station Manager, Programme Controller or Training Coordinator may deny the use of URY facilities in accordance with the presenter contract.

8.5. A member may appeal any decision made to the Station Manager and/or YUSU Student Activities Officer.

- 8.6. All broadcasting will comply with the relevant standards and practices published by Ofcom and other relevant licensing and standards bodies.
- 8.7. All presenters must sign a copy of the Presenter Contract before going on air.
- 8.8. Changes to the Presenter Contract may be tabled at a Station Meeting by the Programme Controller, where they must be able to be scrutinised. The changes may be implemented into the Presenter Contract after being passed by a vote at the following Station Meeting or at least 7 days since the changes were proposed, whichever is sooner. If the contract is changed, all signatories of the contract must be notified.
- 8.9. A list of all presenters who were on air at any time must be maintained.
- 8.10. The News Team are entitled to at least a two-minute hourly news programme and a 60 minute weekly news programme, to be scheduled jointly by the Programme Controller and News team.
- 8.11. The Music Team are entitled to at least a 60 minute weekly music programme, to be scheduled jointly by the Programme Controller and Music Team.
- 8.12. The Speech Team are entitled to at least a 60 minute weekly speech programme, to be scheduled jointly by the Programme Controller and Speech Team.
- 8.13. All broadcast output, including sustaining services, must be logged in accordance with the Ofcom guidelines.
- 8.14. The Head of Computing is responsible for regularly checking we are logging content in accordance with Ofcom regulations.
- 8.15. An officer of the Computing or Engineering Teams must confirm that both audio loggers are working after any work in their vicinity.
- 8.16. If the Programme Controller is unavailable to schedule shows, then the responsibility of scheduling falls in the order that follows
  - 8.16.1. Production Manager
  - 8.16.2. Show Coordinator
  - 8.16.3. OB Coordinator
  - 8.16.4. Station Manager
  - 8.16.5. Assistant Station Managers

## **9. Finance**

- 9.1. All the Society's funds will be lodged with YUSU; all monies should be banked with the YUSU Finance Office.
- 9.2. All Officers of the Management Team shall automatically be signatories to the Society accounts. YUSU must always have an up-to-date signatory list.
- 9.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the society. Signatories may not sign for claims made on their own behalf.
- 9.4. The society's own funds accounts shall be available for inspection at any reasonable time by signatories, YUSU staff or the YUSU Student Activities Officer.
- 9.5. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

## **10. Meetings**

- 10.1. The primary decision making bodies of the Society are Station Meetings, Annual

General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

10.2. All general meetings are open and must be advertised to all members.

10.3. A motion may be passed to exclude non-members of URY.

10.4. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.

10.5. The Committee shall give at least 7 days notice of any general meeting

10.6. Motions must be passed by a simple majority of those present and voting.

10.7. The quorum for all meetings shall be 15 persons, or 10% of the membership, whichever is greater.

10.8. An EGM can be called by the Committee of the Society, Societies Committee or a petition signed by 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

### **10.9. Station Meetings**

10.9.1. URY shall hold a Station Meeting, open to all members, which incorporates a committee meeting on a weekly basis during term time.

10.9.2. Station Meetings may be chaired by any Officer at the discretion of the Station Manager.

10.9.3. The agenda of Station Meetings will be decided by the chair, but must have the opportunity to query the minutes from last week's meeting, including ratification of the previous minutes Head of Team reports and Any Other Business.

### **10.10. Debate Motions**

10.10.1. Challenge to the quorum. This will result in the immediate count of those present, and the meeting will be closed if inquorate.

10.10.2. Challenge to the chair. This will result in the challenger being asked to put their reasons to the meeting. The chair may reply to the challenge. The meeting will then reach a decision by means of an SMV. If the challenge is upheld, the chair is passed to the successor as defined in Order of Succession below, for the remainder of the meeting or until such time as a subsequent challenge to the chair is upheld.

10.10.3. Call to Bar: This will result in a vote being held on whether or not to move to a bar, the vote being an SMV. If the motion is passed the meeting will be adjourned while all members proceed to the nearest college bar with instructions to purchase one pint (or appropriate legal measure) of any liquid provided by the licensee for consumption on or off the premises. The meeting will recommence when 75% of those who have proceeded to the bar have returned, subject to a quorum count.

### **10.11. Order of Succession**

The order of officer succession at meetings is as follows:

1. Station Manager
2. Assistant Station Manager(s)
3. Programme Controller
4. Head of News & Sport
5. Chief Engineer
6. Head of Computing
7. Treasurer

8. Secretary
9. Production Manager
10. Head of Marketing
11. Head of Audio Resources
12. Head of Music
13. Head of Speech
14. Training Coordinator
15. Assistant Head(s) of News and Sport
16. Assistant Chief Engineer(s)
17. Assistant Head(s) of Computing
18. Assistant Head(s) of Production
19. Assistant Head(s) of Marketing
20. Assistant Head(s) of Audio Resources
21. Assistant Head(s) of Music
22. Assistant Head(s) of Speech
23. Alumni Officer
24. Social Secretary/ies
25. Officer without Portfolio

## **11. Voting & AGM**

11.1. An AGM of the society will take place at least once in every 12 month period, in which every Officer position is re-elected, with the exception of Assistant Station Manager which is elected at the subsequent Station Meeting.

11.1.1. The next AGM will take place during Spring Term.

11.2. This meeting shall be called by the Station Manager and be advertised to all members of the society and the YUSU Student Activities Officer with at least seven working days notice.

11.3. All members should be made aware of their ability to stand for election and vote.

11.4. Non-members and non-students' union members shall not be permitted to vote or stand for election.

11.5. The Committee must be democratically elected in a free and fair election.

11.6. All Society members must have the chance to question candidates and submit a vote in private and in absentia.

11.7. Votes must be counted using the Alternative Vote/Single Transferable Vote, which offer preferential voting.

11.8. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.

11.9. If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via a Station Meeting

11.10. At the Station Meeting following an AGM, any position which remains vacant may be temporarily delegated to any other Officer until such a time that the position is filled. It must be clear to all members that the Officer position is still available.

11.11. Candidates running for Officerships must have the chance to make a speech, with a maximum time of 3 minutes for Station Manager, 2 minutes for all other Officers on Management Team and Heads of Teams, and 1 minute for all other roles.

11.12. In order to run for an Officership, a nomination for the candidate must be written by a different URY member, and seconded by another different URY member. They must not exceed 150 words in length.

11.14 All votes done in accordance with this constitution must have the results, including numbers of votes for each option and abstentions, available to be published to any member of the society to whom the vote concerns

11.14.1 In a Station Meeting Vote not concerning people, all members present are concerned in the vote and as such the number of votes for each option and abstentions should be released after the vote is concluded, by the returning officer.

## **12. Society Complaints Procedure**

12.1. This procedure allows members to raise complaints about any issues relating to URY, including (but not limited to):

12.1.1. The standards of instruction.

12.1.2. The standard of equipment used for the activities.

12.1.3. Bullying and harassment.

12.1.4. Disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.

12.2. Complaints should first be addressed in writing to a member of the Management team. When a complaint is made, the Management team member should consult YUSU for advice.

12.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (Bye-Law 13) which will be followed in addressing Formal Complaints.

12.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints Procedure.

## **13. Dismissal & Resignation of Committee Members**

13.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from URY members or in a situation outlined in section 13.7.

13.2. Before a vote of 'no confidence' or section 12.7 can be considered against a committee member, the complainant must have attempted to settle the matter informally, and one of the committee members named in section 6.2 will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary.

13.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the YUSU Societies Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of full members of the society or 15 full members of the Society, whichever is greater.

13.4. If a 'no confidence' motion is called then a Society EGM (see section 9) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those

voting.

13.5. If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. The Society may then re-elect a new person to the position (see section 9)

13.6. If the no confidence motion is unsuccessful:

13.6.1. YUSU will facilitate support with the committee to resolve any outstanding issues.

13.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that committee member was heard.

13.7. If the Committee is unable to contact a Committee member for 30 days or a committee member avoids their responsibilities for 4 weeks without just cause, the Committee can remove them from the position by a vote of SMV during a Station Meeting.

## **14. Suspension & Exclusion of Members**

14.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU or by motion by Programme Controller, as outlined in the Presenter Contract. This is to ensure fairness and transparency of processes.

14.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.

14.3. If an imminent risk is identified a URY member may be suspended immediately for a period of up to 14 days. Any assessment of risk must be carried out by YUSU at the earliest opportunity.

14.4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.

14.5. Any member facing exclusion from URY must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.

14.6. The panel for the hearing will be chaired by the Student Activities Officer (or the York Union President if there is a conflict of interest) with the following additional members: Multimedia Representative and Print Representative, and a member of Media Committee, and a YUSU Staff member will minute the meeting.

14.7. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.

14.8. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to the YUSU Activities Officer.

14.9. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.

14.10. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

## **15. Constitutional Amendments**



15.1. This constitution may be amended by a two thirds vote at an AGM or EGM.

15.2. Any amendments must be proposed and made available to the membership no less than 7 days before the AGM or EGM at which they are voted upon.

15.3. A review meeting should be held no less than 4 days before the AGM or EGM, with any subsequent changes to the proposal made available to the membership no less than 2 days before.

15.4. If amended, the constitution shall be re-ratified by the YUSU Student Activities Officer before coming into effect.

15.5. The Constitution shall be reviewed no later than the end of Spring Term each year to ensure it reflects URY's aims and functioning.

## **16. Indemnity**

16.1. The Honorary President will be indemnified, out of URY's assets, against losses or liabilities which they may incur in or about the execution of their office or otherwise in relation thereto.

16.2. Every officer of the society shall be entitled to be indemnified out of the assets of the society

against all losses or liability which he or she may sustain or incur in or about the execution of or in relation to his or her office.

16.3. No officer of the society shall be liable for any loss, damage or misfortune which may happen or be incurred by the society in the execution of the duties of his or her office in relation thereto.

16.4. Provided that nothing in this clause shall affect their liability for the consequences of any negligent act on their part.

## **17. Lending & Services**

17.1. Equipment or facilities may be lent out for non-URY purposes at the discretion of the Committee, with the permission of the Chief Engineer. URY reserves the right to refuse lending.

17.1.1. A nominal charge may be made for this service on a case-by-case-basis.

17.1.2. All borrowed equipment is to be returned as soon as possible. Damaged or faulty equipment must be taken to the Chief Engineer and repair cost will be applicable to those that have borrowed the equipment.

17.2. Equipment belonging to specific teams may be lent out at the discretion of the Head of Team. The Head of Team is responsible for the correct signing out and return of this equipment. This includes lending within the society for team purposes.

17.3. All music in the URY Central Database and CD and Vinyl Stores are not for the personal use of any URY member or any body other than URY. All relevant copyright and distribution laws must be adhered to.

17.4. Requests received by URY for the provision of DJ services can be accepted at the discretion of a Station Meeting by SMV.

17.4.1. Guide pricing is £50-100 per night.

17.4.2. YUSU or other large campus events may have this fee waived at the discretion of the Station Manager and Chief Engineer.