

Constitution

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1 Definitions

1. The name of the society will be University Radio York, hereafter referred to as its abbreviation, URY.
2. Those chosen to collectively represent URY, shall be referred to as the Committee.
3. The Station is used to refer to the URY studio building in Vanbrugh College.
4. YUSU and 'the union' are used to refer to the University of York Students' Union.
5. YUM is used to refer to York University Media, as outlined in the YUSU Constitution and Media Charter.
6. Computing Service or Computing Services refers to one or more aspects of URY's computing software and equipment.
7. The University of York shall hereby be referred to as 'the University'.

2 Aims and Objectives

1. The aims and objectives of URY are to promote the interests and act on behalf of the society members.
2. To provide an opportunity for members of URY to meet and participate in the given activities together.
3. The societies specific aims shall be:
 - a. 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.

- b. To represent the views of students on campus and be representative of the student body in both factual and entertainment content.
 - c. Be awesome and fun
4. The societies specific objectives shall be:
 - a. The continued growth and success of the society, both in terms of our own membership and with external bodies.
 - b. To run a radio service 24/7 during term time for the students of The University of York.
 - c. To cover large events on campus, run by YUSU, the University and other events relevant to the student body.

3 Membership

1. Membership shall be open to any member of the University, and any associate member, as defined in the union's constitution.
2. Membership may be offered to people who are not connected with the University but they may not hold office in the society.
3. Only members of the union may be signatories.
4. The cost of Membership shall be £7 for all members. This fee may be altered at the discretion of the Committee for a set amount of time for promotions.
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.
6. The Honorary President shall be an ex-officio Honorary Member.
7. All members must sign a declaration on joining URY, stating that they have never been, nor have any intention of being, involved in pirate radio.
8. 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.

4 Code of Practice

1. No member should undertake any action that may bring the reputation of URY, YUSU or the University into disrepute.
2. A member must not participate in or omit to mention anything which might cause injury/damage to themselves or others.
3. All members must adhere to the health and safety rules and procedures of YUSU, URY and the University.
4. No members should attend workshops, activities and meetings under the influence of drink and/or drugs.
5. Members must respect the different viewpoints of the society members if different from your own.

6. Members must respect the property of the university, YUSU, URY, University students and other society members.
7. Participant selection for society activities should be objective.
8. 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.
9. 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.
10. Members of URY will not apply what may be perceived as peer pressure upon individuals in any social situation.
11. Any spending from:
 - a. YUSU Own Funds account over the value of £15
 - b. Reallocation of any amount of money from YUSU Grant Account must be approved at a station meeting by SMV. Spending proposals should be sent to management at least 48 hours before the station meeting.
12. Breaches of this code of practice may result in disciplinary action from URY, YUSU or the University.

5 Honorary President

1. URY will appoint an Honorary President, who must be a member of the University's staff.
2. The appointment of an Honorary President will be approved at a URY Station Meeting, in consultation with the University authorities.
3. The Honorary President will hold URY's license, and should satisfy themselves that the requirements of the license are being adhered to.

6 URY's Committee

6.1 Committee Duties

1. The Committee will be collectively responsible for the effective management and day to day running of URY.
2. The Committee shall have the power to set URY rules, in accordance with this Constitution.
3. The Committee are responsible to the members of URY.
4. All members should have access to the contact details of the whole committee.
5. Three committee officers must be signatories of the society.
6. A new Committee must be elected at least annually at the Annual General Meeting (AGM)
7. 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.
8. All Heads of Teams have the following duties:
 - a. To coordinate other members of their team.
 - b. To promote the team and its activities to current and potential members.

- c. To perform the duties of other Officers within their team if the position is vacant.
 - d. To organise Team Meetings, at least three times a term.
9. All Assistant Heads of Teams have the following duties:
 - a. To perform duties within their respective Head of Team's remit under the direction of the Head of Team.
 - b. To act as Head of Team in absence of an elected Head of Team.
10. All Officers within a Team must attend Team meetings.
11. Each Officer position may be held by only one person, with the exception of Assistant Station Manager, for which two people may jointly stand; and Social Secretary and Assistant Heads of Teams, for which there are two position open to one person each.
 - a. If one member in a jointly held position steps down, the other member must also stand down.
12. In addition to the responsibilities listed above, each Officer position has additional duties as outlined in the following sections.
13. 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.

6.2 Management Team

6.2.1 Station Manager

1. Shall act as the Head of Team for the Management Team.
2. Co-ordinate and lead all URY Teams, campaigns, activities and events.
3. Chair Station Meetings, EGMs and the AGM.
4. Implement and develop URY's long term strategic planning processes.
5. Implement and enforce URY's Constitution and Policy.
6. Produce weekly relevant information to appear in the studio and mailing list.
7. Ensure the Honorary President holds all necessary licenses for URY to operate and that these licenses are paid and adhered to.
8. Coordinate entries to all relevant student media awards.

6.2.2 Assistant Station Manager

1. This position may only be held by a member who is already an Officer, who will act as Assistant Station Manager alongside their other duties. 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.
2. Shall act as the Assistant Head of Team for the Management Team.
3. Act as the Health and Safety Officer for URY.
4. Review and update URY's Health and Safety documentation on an annual basis.
5. Ensures YUSU are informed of any procedures that require their involvement.
6. Ensures all members follow URY's Code of Practice.

6.2.3 Treasurer

1. Management of accounts and finances in accordance to Section 8 (Finance) of this constitution, Laws and Bye Laws of YUSU.
2. Liaison inside and outside the University on all financial matters.
3. Learn and understand the Students' Union financial system.
4. Apply for the annual grant and extra funding from YUSU as necessary.
5. Keep track of all income/expenditure.

6.2.4 Secretary

1. Taking and publishing minutes of all Station Meetings and Officer Reports.
2. Maintenance of the Station office, including stationary levels.
3. Taking care of URY admin, keeping the YUSU backpages up-to-date, including signatories and memberships.
4. Replying to miscellaneous correspondence.

6.3 Presenting Team

6.3.1 Programme Controller

1. Shall act as the Head of Team for the Presenting Team.
2. Responsible for coordination of all presenters.
3. Responsible for leading scheduling of Programming and ensuring the quality of Programmes.
4. Responsible for ensuring and verifying the logging of all output.
5. Responsible for ensuring presenter contracts are adhered to.

6.3.2 Training Coordinator

1. Shall act as the Assistant Head of Team for the Presenting Team.
2. Responsible for coordinating training of new presenters and ensuring their continued competence and good practice.

6.4 News Team

6.4.1 Head of News and Sport

1. Shall act as the Head of Team for the News Team.
2. Coordinate all official campus, local, national and international news, sport, political and current affairs programming.
3. Manage the production of official URY news output both on-air and online, including the weekly URY Newshour.
4. Responsible for the upkeep of Studio2 in cooperation with the Head of Speech and all URY News OB/Studio equipment.
5. Responsible for covering YUSU Meetings

6.4.2 News Editor

1. Shall act as one Assistant Head of Team for the News Team.

2. Coordinate news reporters.
3. Organise cover and arrange content for URY's daily and hourly bulletins.

6.4.3 Sports Editor

1. Shall act as one Assistant Head of Team for the News Team.
2. Produce weekly sport content.
3. Coordinate sport reporters.
4. Collate campus sport scores for the URY Website and programmes.

6.5 Music Team

6.5.1 Head of Music

1. Shall act as the Head of Team for the Music Team.
2. Acquisition and purchase of musical material and equipment for URY's use.
3. Liaison with record companies and promoters.
4. Organise presenters for weekly music team shows.
5. Compile the weekly URY Playlist and Recommended Listening playlist and ensuring distribution to all presenters.

6.5.2 Assistant Head of Music

1. Shall act as the Assistant Head of Team for the Music Team.

6.6 Speech Team

6.6.1 Head of Speech

1. Shall act as the Head of Team for the Speech Team
2. Manage the production of official URY speech output both on-air and online, including the weekly URY Speech programme.
3. Responsible for the upkeep of Studio2 in cooperation with the Head of News and Sport and all URY Speech OB/Studio equipment.

6.6.2 Assistant Head of Speech

1. Shall act as the Assistant Head of Team for the Speech Team.

6.7 Events Team

6.7.1 Head of Events

1. Shall act as Head of Team for the Events Team.
2. Responsible for organising events, including liaison with YUSU Health and Safety, completion of Event Management Forms and provision of electricity and network access.
3. Responsible for the on-air and online content output of URY throughout special events campus-based or otherwise.
4. Coordination of all non-broadcast live events including gigs, club nights, and DJ sessions.
5. Liaison with Station Management and all other relevant Officers regarding every event.

6. Ensure that even financial planning is comprehensive, adequate and cleared by Station Management.

6.7.2 Assistant Head of Events

1. Shall act as the Assistant Head of Team for the Events Team.

6.8 Production Team

6.8.1 Head of Production

1. Shall act as the Head of Team for the Production Team.
2. Produce and acquire all jingles, beds, idents, adverts and audio promotional material.
3. Provide assistance for presenters producing material for their shows.
4. Provide radio edits of tracks as requested by the Presenting and Music Teams.
5. Organisation and maintenance of production CDs and resources on URY's computer system.

6.8.2 Assistant Head of Production

1. Shall act as the Assistant Head of Team for the Production Team.

6.9 Computing Team

6.9.1 Head of Computing

1. Shall act as the Head of Team for the Computing Team.
2. Work with the YUSU Data Protection Officer to ensure all information is stored appropriately.
3. Ensure the privacy of all users and their data.
4. Ensure that URY's output or other IT Services systems are not unduly disrupted by a URY run Computing Service.
5. Ensure the continued running and security of URY's Computing Services, including the encryption of all sensitive information (e.g. passwords).
6. Manage and ensure the continued service of the URY streams.
7. Delegate and manage privileges on Computing Services given to members of URY, YUSU or IT Services, with consent from the Management Team.
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.
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.

6.9.2 Assistant Head of Computing

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

6.10 Engineering Team

6.10.1 Chief Engineer

1. Shall act as the Head of Team for the Engineering Team.
2. Maintenance, development and procurement of URY's broadcast equipment, including the transmitter and aerial mast.
3. Upkeep of URY's fixtures and fittings.
4. Ensure Outside Broadcasts and other events have sufficient technical assistance.
5. Ensure URY equipment has passed necessary safety tests (e.g. PAT testing).
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.

6.10.2 Assistant Chief Engineer

1. Shall act as the Assistant Head of Team for the Engineering Team.

6.11 Marketing Team

6.11.1 Head of Marketing

1. Shall act as the Head of Team for the Marketing Team.
2. Manage external representation of URY.
3. Acquire on-air and off-air sponsorship/advertising in agreement with the Management Team.
4. Produce, verify and distribute URY publicity.
5. Promote URY to its listeners and enhance URY's presence within the University.
6. Coordinate promotions and competition, including warm-up shows for the weekly YUSU Club Nights.

6.11.2 Assistant Head of Marketing

1. Shall act as the Assistant Head of Team for the Marketing Team.

6.12 Other Officers

6.12.1 Social Secretary

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

6.12.2 Officer without Portfolio

1. Shall not be a member of any team.
2. Assists any team under the direction of Heads of Teams and the Management Team.
3. Shall polish the URY plaque as often as is necessary.

6.12.3 Digital Content Manager

1. Negotiate, upload and maintain URY's online content including, but not limited to URY Player, photos and videos to assist with on-air programming.

2. Develop and maintain consistent use of social media to extend the online presence of URY.
3. Coordinate with the Management and Presenting Teams to ensure a fair online representation of URY.

7 Broadcasting Policy

1. Any officer can make a request for broadcasting to cease to the following people, and it must be confirmed by them:
 - a. Station Manager
 - b. Assistant Station Manager
 - c. Honorary President
2. Broadcasting may recommence when the person who initiated the cessation gives their consent and has consulted the above.
3. A decision to deny the use of URY facilities to any member may be made 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 and Training Coordinator may deny the use of facilities temporarily until the next Station Meeting.
 - a. A member may appeal any decision made to the YUSU Student Activities Officer.
4. All broadcasting will comply with the relevant standards and practices published by Ofcom and other relevant licensing and standards bodies.
5. All presenters must sign a copy of the Presenter Contract before going on air.
6. A list of all persons who were on air at any time, including guests must be maintained.
7. 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 Presenting and News teams.
8. The Music Team are entitled to at least a 60 minute weekly music programme, to be scheduled jointly by the Presenting and Music Teams.
9. The Speech Team are entitled to at least a 60 minute weekly speech programme, to be scheduled jointly by the Presenting and Speech Teams.
10. All broadcast output, including sustaining services, must be logged in accordance with the Ofcom guidelines.
11. The Head of Computing and Chief Engineer must separately check, that both audio loggers are working on a weekly basis whilst URY is broadcasting.
12. An officer of the Computing or Engineering Teams must confirm that both audio loggers are working after any work in their vicinity.

8 Finance

1. All the Society's funds will be lodged with YUSU; all monies should be banked with the YUSU Finance Office.

2. The Station Manager, Treasurer and Secretary shall automatically be signatories to the Society accounts, but this can be altered with the committee's approval. YUSU must always have an up-to-date signatory list.
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.
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.
5. An annual membership fee is required from all URY members, unless stated otherwise. The Committee are also responsible for determining this fee and its collection.
6. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

9 Meetings

1. The primary decision making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
2. All general meetings are open and must be advertised to all members.
 - a. A motion may be passed to exclude non-members of URY.
3. 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.
4. The Committee shall give at least 7 days notice of any general meeting
5. Motions must be passed by a simple majority of those present and voting.
6. The quorum for all meetings shall be 10% of the membership of the society.
7. 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.

9.1 Station Meetings

1. URY shall hold a Station Meeting, open to all members, which incorporates a committee meeting, on a weekly basis during term time.
2. Station Meetings may be chaired by any Officer at the discretion of the Station Manager.
3. The agenda of Station Meetings will be decided by the chair, but must include ratification of the previous minutes, Head of Team reports and Any Other Business

9.2 Debate Motions

During debate, the following calls from the floor are allowed:

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

3. Move to a bar. This will result in a vote being held on whether or not to move to a bar, the vote being a SMV. If the motion is passed the meeting will be adjourned while all members proceed to the nearest college bar with instructions to purchase on 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.

9.3 Order of Succession

The order of officer succession at Station Meetings is as follows:

1. Station Manager
2. Assistant Station Manager
3. Programme Controller
4. Training Coordinator
5. Head of News
6. Head of Music
7. Head of Speech
8. Head of Marketing
9. Head of Production
10. Chief Engineer
11. Head of Computing
12. Head of Events
13. Assistant Head of News
14. Assistant Head of Music
15. Assistant Head of Speech
16. Assistant Head of Marketing
17. Treasurer

10 Elections & AGM

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.
2. This meeting shall be called by the Station Manager and be advertised to all member of the society and the YUSU Student Activities Officer with at least seven working days notice.
3. All members should be made aware of their ability to stand for election and vote.
4. Non-members and non-students' union members shall not be permitted to vote or stand for election.
5. The Committee must be democratically elected in a free and fair election.
 - a. All Society members must have the chance to question candidates and submit a vote in private and in absentia (where necessary).
 - b. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferrable Vote, which offer preferential voting.

- c. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
6. If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).
7. 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.
 - a. It must be clear to all members that the Officer position is still available.

11 Society Complaints Procedure

1. This procedure allows members to raise complaints about any issues relating to URY, including (but not limited to):
 - a. The safety of activities
 - b. The standards of instruction
 - c. The standard of equipment used for the activities
 - d. Bullying and harassment
 - e. Disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.
2. Complaints should first be addressed in writing to the Station Manager. When a complaint is made, the Station Manager should consult YUSU for advice.
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.
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.

12 Dismissal and Resignation of Committee Members

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.
2. Before a vote of 'no confidence' 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.
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 YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
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.

5. If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 9)
6. If the no confidence motion is unsuccessful.
 - a. YUSU will facilitate support with the committee to resolve any outstanding issues.
 - b. 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 Suspension and Exclusion of Members

1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
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.
3. If an imminent risk is identified a URY member may be suspended immediately for a period of up to 14 days.
 - a. Any assessment of risk must be carried out by YUSU at the earliest opportunity.
 - b. If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.
4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
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.
 - a. The panel for the hearing will be chaired by the Student Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same group as URY) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member will minute the meeting.
 - b. 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.
6. 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 YUSU.
7. 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. Ideally this panel will also consist of one more member each from Societies Committee and the York Sport Committee. However the

panel will primarily be constituted with a view to fairness and elimination of conflict of interest.

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

14 Constitutional Amendments

1. This constitution may be amended by a two thirds vote at an AGM or EGM
2. If amended, the constitution shall be re-ratified by the YUSU Student Activities Officer before coming into effect.

15 Indemnity

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

16 Lending & Services

1. Equipment or facilities may be leant 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.
 - a. A nominal charge may be made for this service on a case-by-case-basis.
 - b. 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.
2. Equipment belonging to specific teams may be leant 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.
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.
4. Requests received by URY for the provision of DJ services can be accepted at the discretion of a Station Meeting.
 - a. Guide pricing is £50-100 per night
 - b. YUSU or other large campus events may have this fee waived at the discretion of a Station Meeting.