



Cam FM Constitution

Cam FM Constitution

| | |
|-------------------------------------------------------------------|-----------|
| Definitions..... | 2 |
| SECTION 1: NAME, IDENTITY AND OBJECTS | 3 |
| 1. Name and identity..... | 3 |
| 2. Objectives of organisation..... | 3 |
| SECTION 2: THE BOARD OF DIRECTORS..... | 4 |
| 3. The Company | 4 |
| SECTION 3: MEETINGS, ELECTIONS AND APPOINTMENTS | 5 |
| 4. General Meetings | 5 |
| 5. Elections and Appointments | 5 |
| 6. Votes of No Confidence..... | 6 |
| 7. The AGM..... | 7 |
| 8. The EGM..... | 7 |
| 9. Appointment of Consultants and Advisors..... | 9 |
| 10. Retirement of Committee | 9 |
| SECTION 4: THE FULL COMMITTEE | 10 |
| 11. Structure of Cam FM | 10 |
| 12. Responsibilities and organisation of the Full Committee | 11 |
| 13. Consultants | 17 |
| 14. Subcommittees..... | 18 |
| 15. Committee Meetings..... | 19 |
| SECTION 5: MEMBERSHIP OF CAM FM..... | 20 |
| 16. Membership of Cam FM | 20 |
| SECTION 6: FINANCE..... | 23 |
| 17. Financial Structure..... | 23 |
| SECTION 7: LAWS AND REGULATIONS | 25 |
| 18. Validity of Constitution..... | 25 |
| 19. Copyright and Intellectual Property | 25 |
| 20. Dissolution | 26 |

Definitions

Chair – the member of committee who determines and oversees the running of a meeting.

Full Committee – the entire group of people who manage, develop and maintain Cam FM consisting of the Senior Treasurer, Consultants and Committee.

Committee – the group of students who are elected to fulfil the responsibilities of roles as defined in [Section 4, 12](#).

Term – an academic term as defined by the University of Cambridge.

The Company – the official company listed under Companies House, called “Cambridge And Anglia Ruskin Student Radio Limited”, Company number 06784652.

Station – this is defined as Cam FM qua organisation.

Student – this includes both Undergraduate and Postgraduate students.

Studio access – Studio access refers to having access to a studio key and book out any studio or air time.

Section 1: Name, identity and objects

1. Name and identity

- 1.1. The name of the organisation shall be Cam FM
- 1.2. Cam FM may operate under a range of trading names according to the brand adopted.
- 1.3. Cam FM shall be a wholly owned subsidiary of Cambridge and Anglia Ruskin Student Radio Ltd (henceforth referred to as 'The Company').

2. Objectives of organisation

- 2.1. To produce and present programming which conveys the ethos of community radio in Cambridge, unites students across colleges, universities and addresses the wide range of tastes and backgrounds of students in Cambridge.
- 2.2. To provide a news, entertainment, information and welfare advice service to students, staff and researchers in Cambridge.
- 2.3. To offer Cambridge University and Anglia Ruskin students, staff and researchers the opportunity to be trained in radio broadcasting and management, and provide them with a platform to develop their on-air personalities and programmes.
- 2.4. To remain financially self-sufficient by keeping control of costs and producing attractive advertising products to advertisers.
- 2.5. To provide a preferable alternative radio service to commercial and BBC radio for the student academic demographic and challenge commercial and BBC radio programming output.

Section 2: The Board of Directors

3. The Company

3.1. Ultimate responsibility for Cam FM and The Company lies with the Board of Directors.

3.2. Cam FM recognises the existence of Board of Directors of the Company that govern Cam FM. Ultimate responsibility for legal, licensing and financial matters rests with the Board of Directors.

3.3. The Board of Directors consists of:

3.3.1. Directors whose appointment to the Board and departure from the Board is governed by the processes specified in the Memorandum and Articles of Association of The Company.

3.3.2. Station Manager, if eligible by law to serve as a Director and appointment approved by the Board of Directors.

3.3.3. Deputy Station Manager, if eligible by law to serve as a Director and appointment approved by the Board of Directors.

3.3.4. Business Operations and Finance Consultant, if eligible by law to serve as a Director and appointment approved by the Board of Directors.

3.4. The Board of Directors will hold all assets and licences in use by Cam FM:

3.4.1. The assets directly used for preparing, presenting and broadcasting programmes and training members will be held "in trust".

3.4.2. The broadcast licences, performing rights lights, policies, grants, agreements, web domains and websites will be held "in trust".

3.4.3. Intellectual property developed by Cam FM will be held "in trust".

3.5. The Board of Directors shall be responsible for ensuring the adherence to the business strategy and policies of The Company.

3.6. The Board of Directors shall have oversight of all financial transactions, business and activities of The Company.

3.7. The Board of Directors shall ensure the continued legal and responsible operation of The Company and the licensed Radio Service.

3.8. The Board of Directors shall be bound firstly by the Memorandum and Articles of Association of The Company, then by this Constitution, insofar as it is relevant.

Section 3: Meetings, Elections and Appointments

4. General Meetings

- 4.1. General Meetings are the highest-order decision making process of Cam FM.
- 4.2. The outgoing Deputy Station Manager must minute all General Meetings. The minutes from this meeting shall be published on the Cam FM website.
 - 4.2.1. The Deputy Station Manager can delegate the role of minuting meetings to another member of Committee if they are unable to attend.
- 4.3. Two weeks advanced notice shall be given to the Committee and the membership upon calling a General Meeting.
- 4.4. Two forms of Cam FM General Meeting are recognised:
 - 4.4.1. Annual General Meeting
 - 4.4.2. Extraordinary General Meeting

5. Elections and Appointments

- 5.1. The Station Manager will chair the Annual General Meeting.
- 5.2. Committee roles shall be elected at the Annual General Meeting:
 - 5.2.1. Committee positions and job descriptions shall be advertised on the Cam FM website and via an e-mail to membership at least two weeks in advance of the AGM.
 - 5.2.2. Any Cam FM Member, who is a current student, may apply for any one Committee position. They may not apply for more than one position in advance of the AGM.
 - 5.2.2.1. Any applicants to the position of Station Manager may submit a secondary application to another role to be considered should their initial application be unsuccessful.
 - 5.2.2.2. Any applicants to the position of Deputy Station Manager may submit a secondary application to another role, other than Station Manager, to be considered should their initial application be unsuccessful.
 - 5.2.3. Applications for Core Committee positions must be received by 48 hours prior to the start of the AGM and will be published online and by email 24 hours before the AGM.
 - 5.2.3.1. Should six or more applications be received for a particular role, a notice should be published over the Cam FM mailing list as soon as possible.
 - 5.2.4. The format for applications will be determined by the Committee prior to the announcement of the AGM.
 - 5.2.5. There shall be hustings at the AGM for each role:
 - 5.2.5.1. Candidates for Committee shall be given 2 minutes to speak uninterrupted.
 - 5.2.5.2. Candidates for the role of Station Manager shall be given 5 minutes to speak uninterrupted.

5.2.5.3. General questions may be raised by any member after the speeches, with the Chair fielding their proposal. Each candidate will have 1 minute to speak uninterrupted in reply, with the order of speaking rotated with each question.

5.2.6. Committee roles at the AGM will be elected by a Single Transferable Vote conducted as a secret ballot, with Re-Open Nominations appearing as an option.

5.2.7. All members of Cam FM will be entitled to vote on each position, each member's vote shall carry equal weight.

5.2.8. Hustings for each role shall proceed in the order specified in [Section 4, 11.1.3](#)

5.3. Committee roles that remain unfilled at the end of AGM elections will be reopened for election.

5.3.1. If the role cannot be filled by a Cam FM Member, who is a current student, 14 days after the AGM, the role must be opened up and applications accepted from students, staff, researchers and alumni.

5.4. Committee members elected at the AGM will assume their Committee posts immediately.

5.4.1. It is the duty of outgoing committee members to arrange a full handover meeting with their successor within two weeks of the election.

6. Votes of No Confidence

6.1. A Vote of No Confidence may be tabled by any Committee member at any time provided that the Committee member who the vote is against has not faced a Vote of No Confidence in the last 28 days:

6.1.1. Votes of No Confidence should cite the reasons that the vote is being called, so that voting members of the Committee can make an informed decision.

6.1.2. All Core Committee members will be entitled to vote, including the person against which the vote was called ("the Committee member in question").

6.1.3. The Committee member in question is automatically invited to the Core Committee Meeting in which the Vote of No Confidence is being held.

6.1.4. Votes of No Confidence shall be conducted by a secret ballot, with "For", "Against" and "Abstain" the only options.

6.1.5. Spoilt ballots shall not be counted as votes.

6.1.6. The quorum for a Vote of No Confidence will be 50% of the Core Committee.

6.1.7. The quorum for a Vote of No Confidence will be 50% of the Core Committee. Should the vote be non-quorate, it will be postponed until the next quorate assembly of the Committee.

6.1.8. Attempts to avoid a Vote of No Confidence by actively preventing quorum by the Committee member who the vote has been called against will result in the Vote of No Confidence automatically passing.

6.1.9. Should a Vote of No Confidence pass, the Committee member in question will immediately be removed from their post.

6.1.10. Should the Committee member in question hold a Directorship position, such that removal of their Committee position renders them ineligible to be a Director, they will automatically be removed from their Directorship post.

6.1.10.1. Directorship positions may only continue to be held until new members are elected if the entire Committee has been subject to a Vote of No Confidence.

6.1.11. Should a Vote of No Confidence fail, the Committee member in question will be protected from further Votes of No Confidence for a grace period of 28 days.

6.1.12. Should a Vote of No Confidence fail, the evidence cited against the Committee member in question as part of the vote may not be used again for future Votes of No Confidence, unless the Committee member in question continues to engage in that behaviour beyond the date of the vote.

6.2. Where the procedure or outcome of a Vote of No Confidence is in fair dispute, the matter will be referred to the Senior Treasurer, who in this instance shall act as arbitrator and will ensure that due process has taken place.

7. The AGM

7.1. Annual General Meetings (AGM):

7.1.1. Shall be held every year.

7.1.2. Shall fall between the start of the second and the end of the seventh week of Cambridge University Lent Term, in compliance with [Section 4, 11.3](#).

7.1.3. Shall be arranged and scheduled by the current Committee in office.

7.1.4. Shall have a quorum of one-third of Cam FM members, or fifteen members, whichever is less.

7.1.5. Shall adopt the following agenda:

7.1.5.1. Opening Remarks from Station Manager.

7.1.5.2. Financial Report on the period since the last AGM.

7.1.5.3. Debate of any motions tabled for the AGM.

7.1.5.4. Elections of Committee positions (the procedure for elections outlined in [Section 3, 5](#)).

7.1.6. Motions for the AGM may be submitted by any Cam FM Members, or by the Board of Directors and must be sent to the Committee mailing list at least 7 days prior to the AGM.

7.1.6.1. Motions shall be published 24 hours before the AGM on the organisation's website and copied to all the members.

7.1.6.2. All members of Cam FM are entitled to vote on motions.

7.1.6.3. Motions will be deemed to pass if the overall majority of votes cast is "for" the motion.

8. The EGM

8.1. Extraordinary General Meetings (EGM):

8.1.1. May be held at any time in the year.

8.1.2. May be called in the following ways:

8.1.2.1. By majority (>50%) vote of the Core Committee.

8.1.2.2. By a petition signed by any 15 members of Cam FM.

- 8.1.3. Shall have a quorum of one-third of Cam FM members, or fifteen members, whichever is less.
- 8.1.4. Shall only debate the motion for which the EGM was called, plus any additional motions subsequently submitted according to [Section 3, 8.1.5.](#)
- 8.1.5. Additional motions for the EGM may be submitted by any Cam FM member, or by the Board of Directors and must be sent to the Committee mailing list at least 3 days prior to the EGM.
- 8.1.5.1. Motions shall be published 24 hours before the EGM on the organisation's website and copied to all the members.
- 8.1.5.2. All members of Cam FM are entitled to vote on motions.
- 8.1.5.3. Motions will be deemed to pass if the overall majority of votes cast is "for" the motion.
- 8.1.6. Votes of No Confidence tabled at an EGM shall be voted on in the following fashion. Votes of No Confidence submitted at an EGM may be against one, several or all Committee members:
- 8.1.6.1. All Cam FM members shall have a vote.
- 8.1.6.2. Votes of No Confidence shall be conducted by a secret ballot, with "For", "Against" and "Abstain" the only options.
- 8.1.6.3. Spoilt ballots shall not be counted as votes.
- 8.1.6.4. A Vote of No Confidence shall also be deemed to pass where the assembly of Members in which the vote takes place is considered quorate, and more than 50% of the votes cast are "for" the motion.
- 8.1.6.5. Should the motion pass, the Committee member(s) in question or whole Committee will be required to resign.
- 8.1.6.6. Should the motion fail the Committee member(s) in question will be entitled to a grace period of 28 days before another Vote of No Confidence may be called against them (whether through another AGM, or through a Committee Vote of No Confidence).
- 8.1.6.7. Evidence used to table a Vote of No Confidence cannot be used for future Votes of No Confidence unless the Committee member(s) in question continue to engage in similar behaviour.
- 8.1.7. Committee positions that are vacant at the time of an EGM, or become vacant at an EGM due to a Vote of No Confidence shall be opened up to elections in the following manner:
- 8.1.7.1. Members present at the EGM who do not already hold a Committee position will be invited to stand for the vacant position. Role descriptions and a copy of Cam FM Constitution will be provided.
- 8.1.7.2. There shall be hustings at the EGM for each of these roles where candidates are standing completed in the format detailed in [Section 2, 5.2.5.](#)
- 8.1.7.3. Vacant Committee roles at the EGM will be elected by a Single Transferable Vote conducted as a secret ballot, with Re-Open Nominations appearing as an option.
- 8.1.7.4. Vacant Core roles at the EGM will be elected by a Single Transferable Vote conducted as a secret ballot, with Re-Open Nominations appearing as an option.
- 8.1.7.5. If no candidates stand, or the position is left open by a vote of Re-Open Nominations, the position will cease to be elected at the EGM and be elected at a later date according

to the process outlined above. All General Meetings should be minuted, minutes should be made available on the Cam FM website within 48 hours of the event.

9. Appointment of Consultants and Advisors

9.1. Consultants and advisors are appointed by an invitation from the outgoing Station Manager .

- 9.1.1. The outgoing Station Manager must review the choice of current consultants and make invitations for consultants as appropriate.
- 9.1.2. If the incoming Station Manager has any grievances regarding a consultancy position not being continued or the inappropriate appointment, these should be raised and discussed with the outgoing Station Manager.
- 9.1.3. A Consultant should be a Committee Alumnus with the ability to attend committee meetings and assist in the regular station operations.
- 9.1.4. Any alumnus who can offer any benefit in assistance, knowledge or advice, but does not meet the criteria for a Consultant may be added to the Advisors database.
 - 9.1.4.1. It will be the responsibility of the Station Manager to manage all details stored on the database in accordance with the Station's Data Protection policy.
 - 9.1.4.2. All details will be distributed at the sole discretion of the Station Manager.

10. Retirement of Committee

10.1. Committee members will remain in office unless they:

- 10.1.1. Submit a written resignation.
- 10.1.2. Are forced to resign by a Vote of No Confidence which removes either the Committee in general, or the member in particular from office.
- 10.1.3. Are a Committee member who fails to submit apologies to two consecutive meetings where they will be absent.
- 10.1.4. Resign as compelled to at the next Annual General Meeting, or at the end of Cambridge full term, in the case of a Non-core termly role.
- 10.1.5. Elections for vacant positions must be held within two weeks of the retirement of the outgoing member.
- 10.1.6. Fail to pay the appropriate membership fee in a timely fashion as per [Section 5, 16.9](#) [within 2 weeks of the start of Michaelmas term] or are otherwise waived from paying fees as per [Section 5, 16.14](#).

Section 4: The Full Committee

11. Structure of Cam FM

11.1. Cam FM shall consist of a Full Committee, who shall represent the interests of Cam FM Members. The Full Committee will be subdivided as specified below:

11.1.1. **Senior Treasurer**

11.1.2. **Consultants**

11.1.3. **Committee** with the following members:

11.1.3.1. Station Manager

11.1.3.2. Deputy Station Manager

11.1.3.3. Junior Treasurer

11.1.3.4. Programme Controller

11.1.3.5. Head of Training and Membership

11.1.3.6. Head of Music

11.1.3.7. Head of News

11.1.3.8. Head of Technical Operations

11.1.3.9. Head of Social Events

11.1.3.10. Head of Sponsorship and Sales

11.1.3.11. Head of Publicity

11.1.3.12. Head of Sports

11.1.3.13. Head of Speech

11.1.3.14. Head of Communications

11.1.3.15. Head of Engineering

11.1.3.16. Head of Production

11.1.3.17. Head of Online

11.2. General Membership:

11.2.1. Presenters

11.2.2. Alumni

11.3. The Committee shall hold office for no more than 13 months.

11.4. Committee members must be students of Cambridge University or Anglia Ruskin University.

11.4.1. Staff, researchers and alumni may not join the Committee unless a role has been opened up and no application by Cam FM Members, who is a current student, have been accepted within 14 days.

11.5. Committee roles are appointed by election at AGM or EGM via a secret ballot (see [Section 3, 5 - Elections & Appointments](#)).

- 11.6. The Senior Treasurer is appointed by the elected members of the Core Committee and in accordance with the University of Cambridge Statutes and Ordinances Section II - Matriculation, Residence, Admission to Degrees, Discipline.
- 11.6.1. Specifically, the Senior Treasurer shall be a member of the Regent House, or other person approved by the Junior Proctor.
- 11.6.2. The Senior Treasurer acts as an *ex officio* member of the Core Committee.
- 11.7. No person may be voted into more than one Committee post at any time.
- 11.8. Committee decisions shall be by a majority of votes cast. The Station Manager shall have a deciding vote where votes cast for a motion are equal in number to votes cast against the motion. These Committee decisions may only take place at a Committee meeting or on the Committee mailing list.
- 11.9. The Core Committee may open up vacant Committee posts at any time for election or appointment in accordance with the Elections & Appointments section.

12. Responsibilities and organisation of the Full Committee

12.1. Senior Treasurer

12.1.1. There will be one Senior Treasurer.

12.1.2. The responsibility of the Senior Treasurer is to act in accordance with the University of Cambridge Statutes and Ordinances.

12.2. Consultants

12.2.1. There will be at most 15 consultants on any given Full Committee.

12.2.2. The responsibility of consultants is to aid in the smooth operational running of Cam FM and ensure continuity of operations and knowledge across committee.

12.2.3. A title may be chosen by the outgoing Station Manager for each appointed Consultant.

12.2.4. Further details are outlined in [Section 4, 13](#).

12.3. The Committee shall have the following members whose responsibilities are, but not limited to, defined below:

12.3.1. Station Manager:

12.3.1.1. Determine the strategic direction for the station.

12.3.1.2. Working with the Board of Directors and the Programme Controller, ensure that the station holds appropriate licences for its broadcasts and for the use of music, and that the station's ongoing activities and broadcasts comply with the terms of these licenses.

12.3.1.3. Submit applications for funding in collaboration with the Head of Sponsorship and Sales.

12.3.1.4. Delegate tasks appropriately to Committee according to expertise and availability and undertake any essential tasks that cannot be delegated.

12.3.1.5. Advertise vacant committee positions and ensure the elected member has a smooth transition into the Committee.

12.3.1.6. Identify and troubleshoot problems within Cam FM.

- 12.3.1.7. Update Committee by email or any other method of communication at least fortnightly.
- 12.3.1.8. Submit a 6 monthly station activity report to the Committee and Consultants.
- 12.3.1.9. Be answerable to any question posed to Cam FM by external organisations, unless it is deemed that it can be answered adequately by another member of the Committee.
- 12.3.1.10. Chair the Committee and the Full Committee.
- 12.3.1.11. Deal with any disputes should they arise between Committee Members, unless the dispute involves the Station Manager, at which point the Deputy Station Manager takes on this role.
- 12.3.1.12. Write a newsletter for general membership, to be distributed bi-weekly during full term and when required outside of full term.
- 12.3.1.13. To effectively document the activities of the station during their term.
- 12.3.1.14. To maintain relations with CUSU, ARUSU and any other outside organisations, such as SRA.
- 12.3.1.15. Sit on the Board of Directors.
- 12.3.1.16. To meet with the Consultants at least once per term and update them on Cam FM's activities.

12.3.2. Deputy Station Manager

- 12.3.2.1. Assist the Station Manager in any of the areas listed above, as required.
- 12.3.2.2. Identify potential opportunities for the Station.
- 12.3.2.3. Collaborate with other Committee members to offer assistance on ongoing projects.
- 12.3.2.4. Perform the role of Acting Station Manager when the Station Manager is unavailable to perform their duties.
- 12.3.2.5. Act as secretary to the university society (as defined by Cambridge University's Societies Syndicate), taking or delegating committee meeting minutes.
- 12.3.2.6. Manage, update and maintain the email administrative database for Cam FM Members.

12.3.3. Programme Controller

- 12.3.3.1. Source on-air programming from membership, as detailed in [Section 5, 16.6.2.](#)
- 12.3.3.2. Construct a broadcast schedule to primarily match listener demand but that is still plausible for members.
- 12.3.3.3. Vet programming applications from members and schedule the applications in accordance to broadcast schedule and member availability.
- 12.3.3.4. Enforce programming formats prescribed by programming applications.
- 12.3.3.5. Deal with slot swaps and changes of programme times.
- 12.3.3.6. Reconfigure the schedule for special programming (e.g. Outside Broadcasts)
- 12.3.3.7. Survey on-air programs, providing constructive feedback to the members where appropriate.

- 12.3.3.8. Determine a list of on-air programming standards (should at least be compliant with the UK legislation and the Ofcom Broadcasting Code) and ensure that programming is compliant with the standards.
- 12.3.3.9. Identify and construct reports of breaches in Cam FM's Membership Terms and Conditions and consult with the Head of Training and Membership on further action.
- 12.3.3.10. Ensure the regular and timely attendance of presenters for their shows. Enforce that if a presenter misses a show twice in one term without prior warning and without good cause, that presenter may forfeit their schedule slots for the remainder of the scheduling period.

12.3.4. Junior Treasurer

- 12.3.4.1. Work with the Business Operations and Finance Consultant to determine a yearly budget for the Committee.
- 12.3.4.2. Working with the Business Operations and Finance Consultant, prepare annual accounts in December to be approved by the Board of Directors for submission to the Proctor's Office;
- 12.3.4.3. Permit or refuse expenditure claims by individual committee members.
- 12.3.4.4. Chase all late payments and all society debtors.
- 12.3.4.5. Forecast yearly balance.
- 12.3.4.6. Set advertising and sponsorship targets.
- 12.3.4.7. Working with the Business Operations and Finance Consultant, ensure that the station's financial activities are legal and prudent.

12.3.5. Head of Training and Membership

- 12.3.5.1. Track all past and present Cam FM (and other brands of the Company) members on the membership databases.
- 12.3.5.2. Manage all recruitment activities (freshers fairs etc).
- 12.3.5.3. Maintain a near-100% training to membership throughput.
- 12.3.5.4. Produce and distribute all membership cards upon the receipt of all appropriate documentation and monies.
- 12.3.5.5. Provide the Junior Treasurer with all membership income information.
- 12.3.5.6. Coordinate all buddy activities, including the distribution of t-shirts to new members.
- 12.3.5.7. Manage all other stash or promotional material production and distribution to members.
- 12.3.5.8. Assist in the organisation of any social events.
- 12.3.5.9. Decide on and enforce sanctions where breaches of Cam FM's Membership Terms and Conditions have occurred.
- 12.3.5.10. Develop and maintain the producer/presenter training system.
- 12.3.5.11. Manage the training website and all its operations.
- 12.3.5.12. Oversee the use of the 'interested' mailing list.

- 12.3.5.13. Replenish the stores of assessment and membership documents in the studios,
- 12.3.5.14. Update the content of training guide documents (including a Membership Rules Agreement) when necessary.
- 12.3.5.15. Ensure that personal data held by Cam FM complies with relevant legislation, including but not limited to GDPR, Data Protection Act.

12.3.6. Head of Music

- 12.3.6.1. Develop, update and maintain the central Cam FM music playlists in accordance with the Cam FM music policy.
- 12.3.6.2. Forge and maintain links with record labels, promotion companies, local artists and venues.
- 12.3.6.3. Choose and promote a record of the week.
- 12.3.6.4. Update the music section of the website through encouraging all music presenters to write up reviews, podcast interviews and other audio productions.
- 12.3.6.5. Coordinate the application and allocation of interviews and press passes to concerts and festivals.
- 12.3.6.6. Oversee the weekly broadcast of Cam FM Breakthrough, a local, new and unsigned music show.
- 12.3.6.7. Oversee the continuation of 'Cam FM Presents' live music events.

12.3.7. Head of News

- 12.3.7.1. Recruit, manage and train a News Team.
- 12.3.7.2. Source, edit and produce (or delegate such activities) a weekly news show, on-hour local bulletins and regular website article material.
- 12.3.7.3. Maintain a relationship with the BBC Cambridgeshire news team and coordinate any activities relating to working with them.
- 12.3.7.4. Manage any news outside broadcasts, such as student union hustings.

12.3.8. Head of Technical Operations

- 12.3.8.1. Maintain studio power and audio hardware set-up.
- 12.3.8.2. Maintain computing services (including website, streaming, playout, archive, remote control of station).
- 12.3.8.3. In consultation with the Board of Directors, maintain RF transmission chain, ensuring that it meets with current licence parameters.
- 12.3.8.4. Develop new computing services as appropriate.
- 12.3.8.5. Maintain all computing operations directly relating to broadcast capabilities.
- 12.3.8.6. Manage all computing capabilities relating to the archiving and reporting of Cam FM's output.
- 12.3.8.7. Manage Cam FM's computer security systems.
- 12.3.8.8. Maintain the infrastructure of the Cam FM website.

- 12.3.8.9. Develop all hardware, computing and transmission capabilities with any operational changes (e.g. a studio move).
- 12.3.8.10. Assist with the technical setup of outside broadcasts & other extraordinary events requiring technical knowledge.
- 12.3.8.11. Delegate the majority of tasks to and manage the Technical Subcommittee.

12.3.9. Head of Social Events

- 12.3.9.1. Promote and coordinate social activities related to Cam FM.
- 12.3.9.2. Organise a termly schedule of social events with a variety of activities events to ensure a range of interests are satisfied with the events organised.
- 12.3.9.3. Assist any Cam FM member(s) in the production of any external events, most specifically live music nights or outside broadcast,
- 12.3.9.4. Liaise with the Junior Treasurer to agree on a budget for entertainment on a termly basis.
- 12.3.9.5. Liaise with the Head of Publicity to ensure members are aware of social events.
- 12.3.9.6. Work closely with the Head of Communications, Head of Publicity and the Station Manager in order to ensure the effective management of each event that Cam FM hosts.

12.3.10. Head of Sponsorship and Sales

- 12.3.10.1. Liaise with the Finance Manager and other members of the finance team to determine an advertising/sponsorship revenue target.
- 12.3.10.2. Establish contact with bodies interested in advertising/sponsoring on air.
- 12.3.10.3. Liaise with the production team and Head of Technical Operations to produce and air advertising material in conjunction with a specification during a period as defined by the sales contract.
- 12.3.10.4. Liaise with the Webmaster and Publicity & Liaison Officer on the creation and publication of any advertising banners or social media material detailed in the sales contract.
- 12.3.10.5. Provide a feedback booklet to advertisers/sponsors, even if one is not requested.
- 12.3.10.6. Collect any fees detailed in the contract and forward these to the Junior Treasurer.
- 12.3.10.7. Coordinate the allocation of commission through the Junior Treasurer.

12.3.11. Head of Publicity

- 12.3.11.1. Coordinate all activities relating to the raising of listener awareness within, but not exclusive to, Cambridge and Anglia Ruskin Universities.
- 12.3.11.2. Maintain and manage the brand's presence through social media.
- 12.3.11.3. Assist all members in the use of social media to promote their individual productions.
- 12.3.11.4. Maintain and foster relationships between Cam FM and any other societies and bodies.
- 12.3.11.5. Produce and coordinate the production and distribution of any publicity material, such as press releases and any graphic design tasks.

12.3.11.6. Liaise with all heads of content about their external contacts and sources.

12.3.11.7. Coordinate with Head of Training & Membership on the production of any brand merchandise and specifically their availability to non-members.

12.3.12. Head of Sports

12.3.12.1. Coordinate and maintain all regular sports broadcasting, including outside broadcasts of matches.

12.3.12.2. Manage all activities relating to the 'Cam FM Varsity' brand.

12.3.12.3. Maintain a high level of sport content on the website.

12.3.13. Head of Speech

12.3.13.1. Coordinate the sourcing, recording, production and editing of all comedy, drama and speech broadcasts.

12.3.13.2. Work with the Head of News to produce any long-form documentaries proposed by any member.

12.3.13.3. Liaise with any comedy and drama bodies in the Universities of Cambridge and Anglia Ruskin as a source of writing and acting talent.

12.3.13.4. Manage a database of all those interested in contributing to speech, comedy and drama productions.

12.3.14. Head of Communications

12.3.14.1. Send out weekly communication to members via the form of a newsletter sent via email.

12.3.14.2. Liaise with committee members about other emails/messages the committee receives.

12.3.14.3. Reply to member emails with guest requests.

12.3.14.4. Advertise interview positions by liaising with Head of Music and Head of News.

12.3.14.5. Maintain strong communication within the committee and between the committee and members.

12.3.14.6. Distribute any post sent to specific presenters from outside companies.

12.3.15. Head of Engineering

12.3.15.1. Maintenance and development of all studio hardware,

12.3.15.2. Tracking and maintenance of all outside broadcasting equipment and zoom recorders.

12.3.15.3. Training of any members in equipment when requested.

12.3.16. Head of Production

12.3.16.1. Assist in the production of all imaging and any show content requested by a member of Cam FM.

12.3.16.2. Coordination of any training in imaging production skills when requested.

12.3.16.3. Manage of the Production Special Team in completing these tasks.

12.3.17. Head of Online

- 12.3.17.1. Update and maintain the Cam FM website, in keeping with all usage needs and styling requirements.
- 12.3.17.2. Support other Committee members with the delivery of their online services.
- 12.3.17.3. Ensure that all documents that are needed to be published on the website are available for General Membership to view.

13. Consultants

13.1. Consultants are a group of experienced people who manage the business operations aspect of the organisation.

13.2. Consultants must:

13.2.1. Have served on committee for at least one year,

13.2.2. Maintain regular contact with the committee,

13.2.3. Meet with the committee at least once termly,

13.3. The Board of Directors will vote, requiring a 2/3 majority, on one consultant who shall be named the Business Operations and Financial Consultant.

13.4. The Business Operations and Financial Consultant will be in overall charge of the organisation's finances including, but not limited to, performing the following duties:

13.4.1. Keep a record of finances in the form of up-to-date online accounts spreadsheets.

13.4.2. Working with the Junior Treasurer, determine a yearly budget.

13.4.3. Working with the Board of Directors and Consultants, prepare annual accounts in December to be approved by the Board of Directors for submission to the Proctor's Office; in March for submission to Companies House; and as required for submission to Ofcom and PPL/PRS.

13.4.4. Working with the Board of Directors and Consultants, prepare annual tax returns in March to be approved by the Board of Directors for submission to HMRC; maintain account and reserves to ensure tax is paid as required.

13.4.5. Working with the Board of Directors and Consultants, ensure the timely and accurate payment of Ofcom licensing fees, and completion of all regulatory reporting required by Ofcom.

13.4.6. Working with the Board of Directors and Consultants, ensure the timely and accurate payment of PPL/PRS music licensing fees, and the completion of all regulatory reporting required by PPL/PRS.

13.4.7. Administrate accounts transfers to ensure payments are completed including payments for products or services used by Cam FM.

13.4.8. Working with the Junior Treasurer, permit or refuse expenditure claims by individual committee members.

13.4.9. Chase all late payments and all society debtors.

13.4.10. Working with the Finance Subcommittee, agree annual budgets for committee expenditure, forecast yearly balance, and set advertising and sponsorship targets.

13.4.11. Ensure that the station's financial activities are legal and prudent.

14. Subcommittees

14.1. There shall be a Content Subcommittee.

14.1.1. The following committee members will sit on the Content Subcommittee:

- 14.1.1.1. Programme Controller – the Programme Controller will chair the Content Subcommittee
- 14.1.1.2. Head of Music
- 14.1.1.3. Head of News
- 14.1.1.4. Head of Sports
- 14.1.1.5. Head of Speech

14.2. There shall be a Technical Subcommittee.

14.2.1. The following committee members will sit on the Technical Subcommittee:

- 14.2.1.1. Head of Technical Operations - the Head of Technical Operations will chair the Technical Subcommittee
- 14.2.1.2. Head of Engineering
- 14.2.1.3. Head of Production
- 14.2.1.4. Head of Online

14.2.2. The Technical Subcommittee can appoint Cam FM Members, without election, to be part of the Subcommittee subject to a vote, requiring a 2/3 majority, by the following members of Full Committee:

- 14.2.2.1. Station Manager,
- 14.2.2.2. Business Operations and Finance Consultant,
- 14.2.2.3. Head of Technical Operations

14.2.3. Each member of the Technical Subcommittee shall be granted the permissions appropriate to their individual role in order to modify and maintain systems, equipment and other assets of Cam FM.

14.2.4. The Board of Directors maintains final veto on technical operations, in order to ensure the continued legal operation of the station.

14.3. There shall be a Finance Subcommittee

14.3.1. The following committee members will sit on the Finance Subcommittee:

- 14.3.1.1. Junior Treasurer – the Junior Treasurer will chair the Finance Subcommittee
- 14.3.1.2. Business Operations and Finance Consultant
- 14.3.1.3. Head of Sponsorship and Sales
- 14.3.1.4. Station Manager
- 14.3.1.5. Deputy Station Manager

15. Committee Meetings

15.1. Committee meetings will be arranged and undertaken in the following manner:

15.1.1. The Committee should meet at least bi-weekly during Cambridge full term-time.

15.1.1.1. Any Committee member may call a Core Committee Meeting with a minimum of 48 hours' notice,

15.1.1.2. All Committee members are entitled to attend any Core Committee Meeting without exception,

15.1.1.3. Any Subcommittee member is entitled to attend a Committee Meeting upon invitation by either the Station Manager or the chair of their Subcommittee,

15.1.1.4. A quorum of six Committee members is required for the validity of any Committee Meeting.

15.1.2. Apologies must be received from absentees at least 24 hours before a Committee meeting to be valid.

15.1.2.1. Any Committee member who fails to attend two consecutive meetings without supplying apologies will be deemed to have resigned.

15.1.3. Opinions, points and votes may be taken from those physically absent from a meeting by means of electronic communication, or by written proxy.

15.1.4. Items which exceed their allotted time in a meeting may be cut short by the Chairperson and deferred to e-mail.

15.1.5. Unconstructive discussion and arguments must be stopped by the Chairperson, and the Chairperson shall act impartially in all cases when doing so.

15.1.6. The Chair may eject any Committee member from a meeting for ten minutes on grounds of disruptive behaviour.

15.1.7. Consultants may attend a committee meeting with or without notice and voice their opinions, however they do not have the capacity to vote on any motions.

15.1.8. Directors who do not also hold a committee role may attend a committee meeting with or without notice and voice their opinions, however they do not have the capacity to vote on any motions.

15.2. All Cam FM members who are not also members of the Committee may attend Core Committee or Subcommittee meetings by invitation. Members may apply for invitation by emailing the chair of the relevant Committee.

15.2.1. The chair may ask members who are not members of the relevant Committee to leave the meeting if any sensitive or confidential information is to be discussed.

15.3. Committee members who have a conflict of interest regarding any Cam FM matter shall have their votes discounted for the purposes of votes related to that matter.

15.3.1. This conflict of interest must be declared before the start of discussions on the matter.

15.4. Committee members shall act in accordance with the directions set by the Board of Directors in matters of the Company.

Section 5: Membership of Cam FM

16. Membership of Cam FM

- 16.1. Membership of Cam FM is open to all eligible persons. Eligible persons are those who:
- 16.1.1. Are students, staff, researchers or alumni of Cambridge University; or students, staff, researchers or alumni of Anglia Ruskin University,
 - 16.1.2. Have not been sanctioned by a ban, issued by the Full Committee and entirely at the Full Committee's discretion, unless it has been deemed, upon appropriate retraining, that the person in question can demonstrate adequately that they will not break the Membership Rules Agreement again,
 - 16.1.3. Have not been disqualified from working for a radio service under the Wireless Telegraphy Act 2006.
- 16.2. All members shall act in a voluntary capacity and are not salaried employees of Cam FM or the Company.
- 16.3. Honorary membership shall be granted to any person if duly voted so by the Committee. The length of validity of honorary memberships shall be specified when they are granted.
- 16.4. All members will be bound by the Membership Terms and Conditions, outlined in a Membership Rules Agreement, signed on the completion of training.
- 16.5. All the following persons are deemed to be Cam FM members:
- 16.5.1. Full Committee members:
 - 16.5.1.1. Senior Treasurer
 - 16.5.1.2. Committee
 - 16.5.1.3. Consultants
 - 16.5.2. General Membership
 - 16.5.2.1. Presenters
 - 16.5.2.2. Alumni
- 16.6. The roles of the General Membership include but are not limited to:
- 16.6.1. The Full Committee: look after the essential business of the Cam FM in accordance with the roles outlined within [Section 4](#).
 - 16.6.2. General Membership
 - 16.6.2.1. Presenters: prepare, produce and present programmes according to the format prescribed by their show applications. Fill in on-air schedule vacancies adapting their programming format where required.
 - 16.6.2.2. Alumni: Can prepare, produce and present programmes to fill programming hours primarily during the vacation period, or during term time at the discretion of the Programme Controller.
- 16.7. A list of all members, their basic details and the radio training courses they have completed will be kept on a database managed by the Head of Training & Membership. Information from this database

may never be given to Third Parties except for anonymised numbers of membership, which may be stratified by college, age or any other appropriate stratification as determined by the Committee.

16.7.1. Additionally, a list of all alumni, their basic details and the radio training courses they have completed will be kept on a database managed by the Head of Training & Membership. Information from this database may never be given to Third Parties except for anonymised numbers of membership, which may be stratified by college, age or any other appropriate stratification as determined by the Committee.

16.7.2. The University of Cambridge and Anglia Ruskin University are not to be considered as Third Parties and databases may be disclosed to them when necessary for the operation of Cam FM.

16.8. Cam FM membership commences for those parties outlined below:

16.8.1. Full Committee:

16.8.1.1. Senior Treasurer - upon appointment by the Committee and fulfils the relevant requirements as laid down by the University of Cambridge.

16.8.1.2. Consultants - when invited to the Committee as outlined in [Section 2, 9](#).

16.8.1.3. Committee – upon election to the Committee as outlined in [Section 2, 5](#) and payment of the appropriate membership fee.

16.8.2. General Membership

16.8.2.1. Presenters – on completion of Studio Training, signing of Membership Rules Agreement and payment of appropriate membership fee.

16.8.2.2. Honorary Members – on invitation to receive a presenter/producer or alumni studio membership and signing of Membership Rules Agreement.

16.9. Cam FM Membership will terminate at different times depending on the form of membership:

16.9.1. Senior Treasurer - on resignation, removal by the University of Cambridge or by a majority membership vote.

16.9.2. Consultants – three weeks after an AGM where they have not been re-invited to their role by the incoming Station Manager.

16.9.3. Full Committee

16.9.3.1. For annual roles, at the next AGM plus three weeks to allow for handover period in an advisory role (unless re-elected),

16.9.3.2. If removed from Committee by appropriate method (see [Section 2, 10](#)),

16.10. General Membership may be renewed through different methods depending on the form of membership:

16.10.1. Full Committee members:

16.10.1.1. Consultants - by an invitation from the outgoing Station Manager.

16.10.2. General Membership:

16.10.2.1. Presenters/producers - through payment of a new membership fee, contingent on completion of Studio Training at some point in the past.

16.10.2.2. Alumni - through payment of a new membership fee, contingent on completion of Studio Training at some point in the past.

- 16.11. The Membership fees will be determined by the Committee on an annual basis, they may not exceed the following:
- 16.11.1. Committee - £30 / annum.
 - 16.11.2. General Membership:
 - 16.11.2.1. Presenters/producers - £20 / term or £30 / annum (whichever is less).
 - 16.11.2.2. Alumni:
 - 16.11.2.2.1. Non-studio membership: £15 / annum
 - 16.11.2.2.2. Studio membership: £50 / annum
- 16.12. Only members who have been studio trained, hold a Committee, presenter / producer or alumni studio membership and have signed the Membership Rules Agreement shall be entitled to full studio access.
- 16.13. Committee members who retire at an Annual General Meeting shall be entitled to a free presenter/producer membership until the start of the next second week of Michaelmas Term.
- 16.14. The Committee may waive membership fees for any individual in the following circumstances:
- 16.14.1. For people with demonstrable financial hardship where evidence of hardship is provided by means of a letter to the Committee.
 - 16.14.2. For people who have made an outstanding contribution to Cam FM
 - 16.14.3. All the above shall be entirely at the discretion of the Committee.
- 16.15. General members may be expelled or suspended if it can be demonstrated that that person had at the time breached the Membership Rules Agreement or committed any offence that the Core Committee deems, at its complete discretion, to be worthy of expulsion or suspension from Cam FM, including but not limited to, actions that are felt to be such as to bring the Society into disrepute, or to adversely affect the smooth running of the Society in a major way.
- 16.15.1. The vote to expel or suspend shall be a majority vote of the Core Committee (excluding the Senior Treasurer).
 - 16.15.2. In the event of expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days.
 - 16.15.3. An expelled member is not entitled to any full or partial refund of membership fees.
- 16.16. An excluded or suspended member may initially appeal the expulsion decision to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.
- 16.17. Membership of Cam FM does not necessarily guarantee the right or access of a member to broadcast on the station; in the event of circumstances leading to the inability to broadcast, membership fees are not refundable. Such circumstances may include but are not limited to : technical failure, revocation of licences, inability to access studios.
- 16.18. Membership of Cam FM does not automatically confer membership of the Company (which is governed by its Memorandum & Articles of Association and is typically solely the Board of Directors).

Section 6: Finance

17. Financial Structure

- 17.1. The ultimate responsibility for Cam FM accounts sits with the Directors.
- 17.2. The Business Operations and Financial Consultant shall be responsible for the day-to-day administration of the accounts.
- 17.3. Cam FM's revenue shall be paid into the accounts in accordance with the business strategy.
- 17.4. Cam FM shall adopt a business strategy for the next three years, to be reviewed on a rolling yearly basis by the Finance Subcommittee with a progress report to be presented to the Committee within two weeks of the review taking place. This shall include, but not limited to:
 - 17.4.1. The setting of financial targets pertaining to all aspects of station income, set so as to meet the needs of Cam FM for the three-year period as interpreted by the Committee,
 - 17.4.2. An assessment of the previous year's targets and the measures taken to meet them.
- 17.5. Any Committee member may claim expenses for the purchase of a product or service for Cam FM subject to all of the following conditions:
 - 17.5.1. That the total amount of the claim is within the agreed budget.
 - 17.5.2. That the total amount of the claim does not exceed £50.
 - 17.5.3. That the claim submitted does not exceed the final amount paid for the product/service. All discounts must be passed on to Cam FM.
 - 17.5.4. That a receipt and an expenses form is submitted to the Junior Treasurer within 4 weeks of the purchase being made.
 - 17.5.4.1. The Junior Treasurer will then submit the receipt and expense form to the Business Operations and Financial Consultant for final approval.
 - 17.5.4.2. Once an expense is approved, the Business Operations and Finance Consultant will arrange payment to be made.
- 17.6. The Junior Treasurer and Business Operations and Financial Consultant retain the power of veto over claims on any expenditure made without prior Committee clearance.
- 17.7. Expenses not covered in Section 6, 17.5 must be proposed to the Junior Treasurer, Business Operations and Financial Consultant and confirmed by Committee vote before the expense can be made.
- 17.8. The Business Operations and Financial Consultant will submit six-month accounts to the Board of Directors at the end of every six months.
- 17.9. Annual end-of-calendar year accounts will be prepared by the Junior Treasurer for submission to the Proctors office / Societies Syndicate in December. These accounts will be passed to the Board of Directors and Business Operations and Financial Consultant and then to the Senior Treasurer for approval before being submitted by to the Societies Syndicate.
- 17.10. Annual end-of-financial year accounts will be prepared by the Business Operations and Financial Consultant and submitted to the Board of Directors at the end of March. The Board of Directors will clear these accounts for submission to Companies House.

- 17.11. Annual corporation tax accounts and returns will be prepared by the Business Operations and Financial Consultant and submitted to the Board of Directors at the end of March. The Board of Directors will clear these returns for submission to HMRC.
- 17.12. Annual Ofcom auditing and returns will be prepared by the Business Operations and Financial Consultant and submitted to the Board of Directors for approval, before filing with Ofcom.
- 17.13. Annual music licensing revenue accounts will be prepared by the Business Operations and Financial Consultant and submitted to the Board of Directors for approval, before filing with PRS/PPL.
- 17.14. No Full Committee member or Cam FM member shall be financially remunerated for their services tendered as part of their Cam FM role, beyond the expense provisions above.

Section 7: Laws and Regulations

18. Validity of Constitution

- 18.1. This Constitution shall supersede all previous governing documents.
- 18.2. Cam FM shall be governed by this Constitution, the business strategy ([Section 6, 17.4](#)) and any relating Policy documents.
 - 18.2.1. Policy documents are to be voted in and out of effectiveness by the committee and made available to view on the Cam FM website.
 - 18.2.2. Policy documents are intended to direct the operational activities of The Company and not the business management.
 - 18.2.3. They may not contradict any area of the constitution and, in case of conflicting statements, the constitution holds precedence.
- 18.3. This Constitution applies to Cam FM Members, as defined in [Section 5](#), only.
- 18.4. If any clause, or part of a clause, of this Constitution shall conflict with either of the following, then the remainder of said clause, and the Constitution as a whole, shall continue in full force and effect, to the greatest extent possible:
 - 18.4.1. Statutory Law of England & Wales
 - 18.4.2. Statutes, Ordinances & Edicts of the University of Cambridge
 - 18.4.3. The Memorandum and Articles of Association of The Company
- 18.5. This Constitution can only be amended by a motion tabled at an Annual General Meeting or Extraordinary General Meeting, with the approval of at least two-thirds of eligible members present.
 - 18.5.1. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge.
- 18.6. A copy of this Constitution must be uploaded to the Cam FM website and made available to all members within 48 hours of it coming into force or being amended.

19. Copyright and Intellectual Property

- 19.1. The copyright in the content of a show (the words spoken, the choice of music, the sequencing of events) or other audio work (e.g. podcast, interview, jingle or production) rests with its creators: i.e. the members involved in presenting and producing the show.
 - 19.1.1. The creators agree to grant Cam FM a non-exclusive right in perpetuity to freely broadcast, re-broadcast, retain and reproduce the content that they have created.
 - 19.1.2. The copyright in the sound recording of a show, audio work or podcast made using Cam FM's studios or equipment rests with Cam FM.
 - 19.1.3. Cam FM shall ordinarily grant members the right to retain a personal copy of the sound recordings of their show for personal archive and listening.

19.1.4. In exceptional circumstances agreed by Committee vote, Cam FM may withhold the sound recording of a show.

- 19.2. Cam FM does not guarantee the retention of a sound recording beyond the statutory 42-day period required by Ofcom.
- 19.3. The copyright in the sound recording of a show, audio work or podcast intended for broadcast on Cam FM's radio or online services but made without the use of Cam FM's equipment rests with its creator.
- 19.4. The creator agrees to grant Cam FM a non-exclusive right in perpetuity to freely broadcast, re-broadcast, retain and reproduce the sound recording.
- 19.5. The copyright in any photograph or image created by a member for the purposes of Cam FM productions or entertainment rests with that member. The member agrees to grant Cam FM a non-exclusive right in perpetuity to use and reproduce the photography or image.
- 19.6. The copyright in any written article created by a member for the purposes of Cam FM productions or entertainment rests with that member. The member agrees to grant Cam FM a non-exclusive right in perpetuity to use and reproduce the photography or image.
- 19.7. The above paragraphs should be read in conjunction with appropriate UK copyright law, the terms of Cam FM's music licences, and any appropriate statutory materials.

20. Dissolution

- 20.1. In the event that the Company remains intact but Cam FM is dissolved, the assets will continue to be held in trust by the Company to permit the recreation of a future student radio station or service.
- 20.2. Should the Company wish to liquidate, all studio assets and licenses will be donated - insofar as the Law permits - to a statutory charitable body (such as a Charity or Community Interest Company) that has similar aims to Cam FM.

Last updated: March 4th 2020