

Cam FM Constitution

As Amended March 2022



Definitions

Chair - A committee member who schedules, sets the agenda of and leads a meeting.

Term - An academic term as defined by the University of Cambridge.

The Company - The entity listed under Companies House as “Cambridge and Anglia Ruskin Student Radio Ltd”.

Station - All assets and persons that are associated with Cam FM.

Student - A student who has matriculated at the University of Cambridge or Anglia Ruskin University.

Studio access - Any Cam FM Member who has a Cam FM Member Card and is entitled to retrieve the keys to any Cam FM studio is deemed as having “studio access”.

The Licensed Radio Service - The Company licensed by Ofcom to broadcast radio services.

The ‘interested’ mailing list - The email “soc-camfm-interested@lists.cam.ac.uk” that includes all those who have expressed an interest in joining Cam FM.

RF Transmission Chain - A cascade of electronic components and sub-units which may include amplifiers, filters, mixers, attenuators and detectors.

Outside Broadcast (OB) - Any live transmission on Cam FM that originates from a source NOT based in Cam FM’s studios.

Cam FM show - Any audio that is broadcast on Cam FM that is edited, sourced or presented by a Cam FM member.

The Membership Rules Agreement - A rules agreement that all Cam FM Members must sign to agree to the terms and conditions of using the Cam FM studios and being a member of Cam FM.

PPL and PRS (6.5.3) - The relevant licences required to broadcast and play music in the UK.

University Society - Any society that is registered with the proctors at the University of Cambridge.

Top-of-the-hour jingle - A jingle created for the purpose of Cam FM to mark the beginning of each hour on scheduled programming.

Section A: 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., 'The Company' (see **CHAPTER 3**).

2 Objectives of organisation

2.1 To produce and present programming that conveys the ethos of community radio in Cambridge, unites students across colleges and universities, and addresses the wide range of tastes and backgrounds of students, staff, researchers and alums in Cambridge.

2.2 To provide a news, entertainment, information and welfare advice service to students, staff, researchers and alums in Cambridge.

2.3 To offer Cambridge University and Anglia Ruskin students, staff, researchers and alums the opportunity to be trained in radio broadcasting and management and provide them with a platform to develop their on-air programmes, personalities and broadcasting skills.

2.4 To remain financially self-sufficient by keeping control of costs and providing attractive opportunities for advertisers.

2.5 To provide a preferable alternative radio service to commercial and BBC radio for the student demographic and challenge commercial and BBC radio programming output.

Section B: The Company

3 Organisation of the Board of Directors of The Company

3.1 Cam FM recognises the existence of a Board of Directors of The Company of which Cam FM is a wholly owned subsidiary.

3.2 Ultimate responsibility for The Company, including for all financial, legal and licencing matters, rests with the Board of Directors.

3.3 The Board of Directors consists of 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.

3.4 The Board of Directors shall hold all assets and licences in use by Cam FM 'in trust'. These include:

3.4.1 The assets directly used for preparing, presenting and broadcasting programmes and for training members.

3.4.2 The broadcast licences, performing rights, policies, grants, agreements, web domains and websites.

3.4.3 Intellectual property developed by Cam FM.

3.5 The Board of Directors shall be responsible for ensuring 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 C: The Full Committee

4 Organisation of the Full Committee

4.1 Cam FM shall consist of a Full Committee, who shall direct the activities of Cam FM and represent the interests of Cam FM Members. The Full Committee shall be subdivided as follows:

4.1.1 Senior Treasurer (see **CHAPTER 5**)

4.1.2 Consultants (see **CHAPTER 6**)

4.1.3 Committee (see **CHAPTER 7**)

5 The Senior Treasurer

5.1 There shall be one Senior Treasurer.

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

5.3 The Senior Treasurer shall be appointed by the elected members of the Committee and in accordance with the University of Cambridge Statutes and Ordinances Section II – Matriculation, Residence, Admission to Degrees, Discipline.

5.3.1 The Senior Treasurer shall be a member of the Regent House, or some other person approved by the Junior Proctor.

5.4 The Senior Treasurer acts as an *ex officio* member of the Committee.

6 Consultants

6.1 There shall be at most 15 Consultants on any given Full Committee.

6.2 The responsibility of Consultants is to facilitate the smooth operational running of Cam FM and to ensure continuity of operations and knowledge across the Full Committee.

6.3 Consultants are appointed by the outgoing Station Manager by the process specified in **CHAPTER 15**.

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

6.4 Consultants must meet the following requirements:

6.4.1 Have served on the Committee for at least one year.

6.4.2 Maintain regular contact with the Committee.

6.4.3 Meet with the Committee at least once termly.

6.5 The Board of Directors shall vote, requiring a 2/3 majority, on one consultant who shall be named the Business Operations and Finance Consultant, who shall be in overall charge of the organisation's finances, as well as licensing processes relevant to the operation of the Radio Service. The responsibilities of the Business Operations and Finance Consultant include, but are not limited to, the following:

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

6.5.2 Working with the Junior Treasurer, determine a financial strategy for Cam FM.

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

6.5.4 Working with the Board of Directors and Consultants, prepare annual tax returns in March for submission to HMRC, and maintain accounts and reserves to ensure tax is paid as required.

6.5.5 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.

6.5.6 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.

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

6.5.8 Working with the Junior Treasurer, permit or refuse expenditure claims by individual Committee members.

6.5.9 Chase all late payments and all society debtors.

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

6.5.11 Ensure that Cam FM's financial activities are legal and prudent.

6.5.12 Ensure that personal data held by Cam FM complies with relevant legislation, including, but not limited to, GDPR and the Data Protection Act.

6.5.13 Sit on the Board of Directors of The Company.

7. The Committee

7.1 The Committee shall have the following members whose responsibilities are, but are not limited to, as follows:

7.1.1 Station Manager

7.1.1.1 Determine the strategic direction for Cam FM.

7.1.1.2 Working with the Board of Directors of The Company and the Business Operations and Finance Consultant, 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 licences.

7.1.1.3 Working with the Junior Treasurer, submit applications for funding.

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

7.1.1.5 Advertise vacant Committee positions and ensure that the elected member has a smooth transition into the Committee.

7.1.1.6 Identify and troubleshoot problems within Cam FM.

7.1.1.7 Update the Committee by email or any other method of communication at least fortnightly.

7.1.1.8 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.

7.1.1.9 Deal with any disputes should they arise between Committee members, except in the event that the dispute involves the Station Manager, in which case the Deputy Station Manager should take on this role.

7.1.1.10 Effectively document the activities of the station, and maintain clear and transparent records of those activities.

7.1.1.11 Maintain relations with CUSU, ARUSU and any other relevant external organisations such as the SRA.

7.1.1.12 Meet with the Consultants at least once per term and update them on the activities of Cam FM.

7.1.1.13 Sit on the Board of Directors of The Company.

7.1.2 Deputy Station Manager

7.1.2.1 Assist the Station Manager in any of their responsibilities listed above, as required.

7.1.2.2 Ensure regular and healthy communication within the Committee and between the Committee and Cam FM Members.

7.1.2.3 Identify potential commercial, marketing or outreach opportunities for Cam FM.

7.1.2.4 Perform the role of Acting Station Manager when the Station Manager is unable to perform their duties.

7.1.2.5 Manage all recruitment activities, including freshers fairs.

7.1.2.6 Act as secretary to the University Society (as defined by Cambridge University's Societies Syndicate), taking or delegating Committee meeting minutes.

7.1.2.7 Manage, update and maintain the email administrative database for Cam FM Members.

7.1.2.8 Maintain relations with alumni of Cam FM through speakers events or otherwise.

7.1.2.9 Sit on the Board of Directors of The Company.

7.1.2.10 Working with the Head of Publicity, coordinate the design and sale of Cam FM merchandise.

7.1.3 Programme Controller

7.1.3.1 Source on-air programming from Cam FM Members.

7.1.3.2 Construct a broadcast schedule to primarily match listener demand but that is still plausible for Cam FM Members.

7.1.3.3 Vet programming applications from Cam FM Members and schedule those applications in accordance with the broadcast schedule and Cam FM Member availability.

7.1.3.4 Enforce programming formats prescribed by programming applications.

7.1.3.5 Deal with slot swaps and changes of programme times.

7.1.3.6 Reconfigure the schedule for special programming, including outside broadcasts.

7.1.3.7 Survey on-air programs, providing constructive feedback to Cam FM Members where appropriate.

7.1.3.8 Determine a list of on-air programming standards (at least compliant with UK legislation and the Ofcom Broadcasting Code) and ensure that Cam FM programming is compliant with the standards.

7.1.3.9 Working with the Station Manager, the Deputy Station Manager and the Head of Training and Membership, enforce the Membership Rules Agreement, as well as sanctions where breaches of this agreement have occurred.

7.1.3.10 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.

7.1.4 Junior Treasurer

7.1.4.1 Working with the Business Operations and Finance Consultant, determine a yearly budget for the Committee.

7.1.4.2 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.

7.1.4.3 Working with the Business Operations and Finance Consultant, undertake a review of the Cam FM business strategy for the subsequent year, and present a progress report to the Committee within two weeks of the review.

7.1.4.4 Permit or refuse expenditure claims by individual Committee members.

7.1.4.5 Chase all late payments and all society debtors.

7.1.4.6 Forecast yearly balance.

7.1.4.7 Working with the Head of Sponsorship and Sales, set advertising and sponsorship targets.

7.1.4.8 Working with the Business Operations and Finance Consultant, ensure that Cam FM's financial activities are legal and prudent.

7.1.5 Head of Training and Membership

7.1.5.1 Maintain an up-to-date record of all current Cam FM Members and alumni of Cam FM.

7.1.5.2 Maintain a near-100% training-to-membership throughput.

7.1.5.3 Produce and distribute all membership cards upon the receipt of all appropriate documentation and monies.

7.1.5.4 Coordinate all buddy activities.

7.1.5.5 Develop and maintain the producer/presenter training programme.

7.1.5.6 Oversee the use of the 'interested' mailing list.

7.1.5.7 Replenish the stores of assessment and membership documents in the Cam FM studios.

7.1.5.8 Update the content of training guide documents (including the Membership Rules Agreement), as required.

7.1.5.9 Working with the Business Operations and Finance Consultant, ensure that personal data held by Cam FM complies with relevant legislation, including but not limited to GDPR and the Data Protection Act.

7.1.6 Head of Music

7.1.6.1 Maintain, update and develop the central Cam FM music playlists in accordance with Cam FM music policies.

7.1.6.2 Maintain and develop links with record labels, promotion companies, local artists and venues.

7.1.6.3 Choose and promote a record of the week.

7.1.6.4 Support and encourage all music presenters to write up reviews, interviews and other audio productions.

7.1.6.5 Coordinate application for and the allocation of interviews and press passes to concerts and festivals.

7.1.6.6 Oversee the weekly broadcast of Cam FM Breakthrough, a show for local, new and unsigned music.

7.1.6.7 Coordinate live music events covered by Cam FM.

7.1.7 Head of News

7.1.7.1 Recruit, train and manage a News Team.

7.1.7.2 Source, edit and produce (or delegate such activities) a weekly news show, on-hour local bulletins and regular website article material.

7.1.7.3 Maintain a relationship with the BBC Cambridgeshire News Team and coordinate any activities relating to working with them.

7.1.7.4 Coordinate any news outside broadcasts, such as student union hustings.

7.1.8 Head of Social Events

7.1.8.1 Coordinate and promote any social activities relating to Cam FM.

7.1.8.2 Construct a termly schedule of various social events to ensure a range of interests are satisfied.

7.1.8.3 Working with the Junior Treasurer, the Head of Publicity and the Head of Communications, coordinate termly social events.

7.1.8.4 Assist any Cam FM Member(s) in the production and/or promotion of any external events, including live music nights and outside broadcasts.

7.1.9 Head of Sponsorship and Sales

7.1.9.1 Working with the Junior Treasurer, determine an advertising/sponsorship revenue target.

7.1.9.2 Contact and coordinate with bodies interested in advertising with or sponsoring Cam FM.

7.1.9.3 Working with the Head of Production, produce and broadcast advertising material according to the terms of any advertising contract or agreement.

7.1.9.4 Working with the Head of Online and Head of Publicity, create and publish any advertising banners or social media material detailed in any sales contract.

7.1.9.5 Provide a feedback booklet to advertisers/sponsors.

7.1.9.6 Publish a sponsorship booklet to showcase Cam FM's sponsorship opportunities to prospective bodies.

7.1.10 Head of Publicity

7.1.10.1 Coordinate all activities relating to the raising of listener awareness.

7.1.10.2 Manage Cam FM's social media channels.

7.1.10.3 Assist all Cam FM Members in the use of social media to promote their productions.

7.1.10.4 Coordinate the production and distribution of any publicity material, including press releases and any graphic design tasks.

7.1.11 Head of Sports

7.1.11.1 Coordinate all regular sports broadcasting, including outside broadcasts of sports matches and events.

7.1.11.2 Maintain connections with and broadcasts of high-profile OB Varsities (e.g. football, rugby, cricket, rowing) and Lent and May Bumps.

7.1.11.3 Coordinate a regular sport show.

7.1.11.4 Working with College/University/local Cambridge community teams, spotlight Cambridge sport and explore opportunities for commentaries.

7.1.11.5 Working with the Head of Publicity and the Head of Online, maintain a high level of sport content on the website and on Cam FM's social media channels.

7.1.12 Head of Speech

7.1.12.1 Coordinate with organisations producing speech, drama and comedy content to broadcast on Cam FM.

7.1.12.2 Assist with the sourcing, recording, production and editing of speech, drama and comedy programmes, as required.

7.1.12.3 Assist with the creation of any long-form documentaries proposed by Cam FM Members.

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

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

7.1.13 Head of Communications

7.1.13.1 Send out regular (at least twice per term) communications to Cam FM Members in the form of an e-newsletter.

7.1.13.2 Ensure emails and messages the Committee receives are promptly replied to.

7.1.13.3 Reply to all studio guest requests.

7.1.13.4 Working with the Head of Music, the Head of Sport and the Head of News, advertise opportunities for interviews.

7.1.13.5 Distribute any post sent to Cam FM Members from outside companies.

7.1.14 Head of Engineering

7.1.14.1 Maintain and develop all studio hardware.

7.1.14.2 Track and maintain all outside broadcasting equipment and recording devices.

7.1.14.3 Train any Cam FM Members in broadcasting hardware when requested.

7.1.15 Head of Production

7.1.15.1 Assist in the production of all Cam FM imaging (audio content including jingles, trailers and adverts).

7.1.15.2 Assist in the production of any show content requested by a Cam FM Member.

7.1.15.3 Coordinate any training in imaging production skills when requested.

7.1.15.4 Update the Cam FM top-of-the-hour jingle.

7.1.16 Head of Online

7.1.16.1 Update and maintain the Cam FM website, in keeping with all usage needs and styling requirements.

7.1.16.2 Review, edit and publish written content for the website from other Committee members.

7.1.16.3 Ensure that all documents that are required to be published on the website are available for Cam FM Members to view.

7.1.16.4 Agree to comply with Cam FM's Software Licence Policy.

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

7.3 No person may hold more than one Committee position at any time.

7.4 Individuals are appointed to Committee positions and retire from Committee positions in accordance with **CHAPTER 14** and **CHAPTER 17**.

7.5 Committee decisions shall be taken in the following manner:

7.5.1 Committee decisions shall be passed by majority of votes cast.

7.5.2 The Station Manager shall have a deciding vote where votes cast for a motion are equal in number to votes cast against the motion.

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

8. Committee Meetings

8.1 The Committee shall meet at least bi-weekly during the Cambridge Full Term.

8.2 The Station Manager shall act as the Chair of Committee Meetings.

8.3 Any Committee member may call a Committee Meeting with a minimum of 48 hours' notice.

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

8.5 The following persons may attend Committee Meetings:

8.5.1 All Committee members

8.5.2 Consultants

8.5.3 Members of the Board of Directors who do not also hold a Committee role

8.5.4 Any Subcommittee member, upon invitation by either the Station Manager or the Chair of their respective Subcommittee

8.5.5 Cam FM Members who are not members of the Committee, upon invitation only

8.5.5.1 Cam FM Members may apply for an invitation by emailing the Chair.

8.5.5.2 The Chair may ask Cam FM Members who are not members of the Committee to leave the meeting if any sensitive or confidential information is to be discussed.

8.6 Apologies must be received from absentees at least 24 hours before a Committee Meeting to be deemed valid.

8.6.1 Any agenda items, opinions, points and votes may be taken from those physically absent from a meeting by means of electronic communication, or by written proxy.

8.6.2 Any Committee member who fails to attend two consecutive meetings without supplying a valid apology shall be deemed to have resigned.

8.7 Votes on motions in Committee Meetings shall be conducted in accordance with **CHAPTER 7.6** and in the following manner:

8.7.1 All Committee members may vote on any motion.

8.7.2 Any other Committee Meeting attendee may vote on a motion at the sole discretion of the Chair.

8.8 Attendees who have a conflict of interest regarding any Cam FM matter shall declare a conflict of interest before the start of discussions on the relevant matter, and shall have any of their votes on motions concerning the relevant matter discounted.

8.9 Committee Meetings shall be moderated in the following manner:

8.9.1 Items which exceed their allotted time in a meeting may be cut short by the Chair.

8.9.2 Unconstructive discussion and arguments may be cut short by the Chair, and the Chair shall act impartially in all such cases.

8.9.3 The Chair may eject any attendee from a Committee Meeting for ten minutes on grounds of disruptive behaviour.

9. Subcommittees

9.1 There shall be a Content Subcommittee.

9.1.1 The Programme Controller shall act as Chair of the Content Subcommittee.

9.1.2 The following Committee members shall sit on the Content Subcommittee:

9.1.2.1 Programme Controller

9.1.2.2 Head of Music

9.1.2.3 Head of News

9.1.2.4 Head of Sports

9.1.2.5 Head of Speech

9.2 There shall be a Technical Subcommittee.

9.2.1 The Business Operations and Finance Consultant shall act as Chair of the Technical Subcommittee.

9.2.2 The following Committee members shall sit on the Technical Subcommittee:

9.2.2.1 Business Operations and Finance Consultant

9.2.2.2 Head of Engineering

9.2.2.3 Head of Production

9.2.2.4 Head of Online

9.2.2.5 Business Operations and Finance Consultant

9.2.3 The Technical Subcommittee may appoint Cam FM Members to be part of the Subcommittee without election, subject to a vote, requiring a 2/3 majority, among the Station Manager, the Business Operations and Finance Consultant and the Station Manager.

9.2.4 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, subject to approval from the Board of Directors.

9.3 There shall be a Finance Subcommittee.

9.3.1 The Junior Treasurer shall act as Chair of the Finance Subcommittee.

9.3.2 The following Committee members shall sit on the Finance Subcommittee:

9.3.2.1 Junior Treasurer

9.3.2.2 Station Manager

9.3.2.3 Deputy Station Manager

9.3.2.4 Head of Sponsorship and Sales

9.3.2.5 Business Operations and Finance Consultant

Section D: Cam FM Members

10 Membership of Cam FM

10.1 Membership of Cam FM is open to any individual who meets the following criteria:

10.1.1 Is a student, member of staff, researcher or alum of Cambridge University, or a student, member of staff, researcher or alum of Anglia Ruskin University

10.1.2 Has not been suspended or expelled by the Committee for breaking the Membership Rules Agreement or for any other reason, as per **CHAPTER 10.11**

10.1.3 Has not been disqualified from working for a radio service under the Wireless Telegraphy Act 2006

10.2 Honorary Cam FM Membership may be given to an individual by a vote of the Committee as per **CHAPTER 7.5.**

10.2.1 The length and type of an honorary Cam FM Membership shall be specified when it is given.

10.3 All Cam FM Members shall sign and be bound by the Membership Terms and Conditions, outlined in the Membership Rules Agreement.

10.4 All Cam FM Members shall act in a voluntary capacity and are not salaried employees of Cam FM or of the Company.

10.5 Cam FM Members shall be of two types:

10.5.1 Studio Members

10.5.2 Cam FM Alumni

10.6 The roles of Cam FM Members include but are not limited to:

10.6.1 Studio Members: prepare, produce and present programmes according to the format prescribed by the Programme Controller and through show applications.

10.6.2 Cam FM Alumni: 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.

10.7 A list of all Cam FM Members and alumni of Cam FM, their basic details and the radio training courses they have completed shall be kept on a database managed by the Head of Training & Membership.

10.7.1 Information from this database shall be kept in accordance with relevant legislation and shall never be given to Third Parties except in the form of anonymised numbers of Cam FM Membership, which may be stratified by college, age or any other appropriate stratification as determined by the Committee.

10.7.1.1 The University of Cambridge, its constituent Colleges and Anglia Ruskin University are not to be considered as Third Parties and databases may be disclosed to them at the Committee's discretion where necessary for Cam FM's operations.

10.8 Cam FM Membership commences as outlined below:

10.8.1 Studio Members: upon completion of Studio Training, signing of the Membership Rules Agreement and payment of the appropriate membership fee.

10.8.2 Cam FM Alumni: upon confirmation of previous Cam FM Member status and payment of the appropriate membership fee.

10.8.3 Honorary Members: upon invitation to receive Cam FM Membership and signing of the Membership Rules Agreement.

10.9 Cam FM Membership may be renewed through payment of the appropriate annual fee.

10.9.1 Cam FM Membership fees shall be determined annually by the Committee, and shall not exceed the following:

10.9.1.1 Studio Membership: £20 per term or £30 per annum (whichever is less)

10.9.1.2 Cam FM Studio Alumni: £50 per annum

10.10 The Committee may waive or reduce Cam FM Membership fees for individuals entirely at its own discretion. Those individuals may include:

10.10.1 Those with financial hardship where sufficient evidence of financial hardship is provided to the Committee

10.10.2 Those who have made an outstanding contribution to Cam FM

10.11 Cam FM Members may be suspended or expelled from Cam FM Membership if it can be demonstrated that that person has breached the Membership Rules Agreement or committed any offence that the Committee deems to be worthy of suspension or expulsion, including but not limited to an action that brings Cam FM into disrepute, or that disrupts Cam FM in a major way.

10.11.1 The vote to suspend or expel shall be by a vote of the Committee as per **CHAPTER 7.5**.

10.11.2 Any suspended or expelled Cam FM Member is required to return all assets that belong to the Society within 7 days.

10.11.3 A suspended or expelled Cam FM Member is not entitled to any full or partial refund of membership fees.

10.11.4 The duration of a suspension or expulsion shall be determined by the Committee. The Committee reserves the right to rescind any past suspension or expulsion at its own discretion.

10.11.5 A suspended or expelled Cam FM Member may appeal the Committee decision to the Senior Treasurer, who will consider all the facts, and whose decision on the matter will be final.

10.11.6 An appeal regarding the process of suspension or expulsion, but not for a further investigation into the facts, may be lodged with the Junior Proctor.

10.12 Only Cam FM Members who have been studio trained and have signed the Membership Rules Agreement shall be entitled to full studio access.

10.13 Membership of Cam FM does not necessarily guarantee a Cam FM Member the right to broadcast on the station.

10.13.1 In the event of circumstances leading to the inability to broadcast, Cam FM Membership fees are not refundable. Such circumstances may include but are not limited to: technical failure; revocation of licences; inability to access studio(s).

10.14 Membership of Cam FM does not automatically confer membership of the Company (which is governed by its Memorandum & Articles of Association and typically comprises the Board of Directors only).

Section E: Meetings, Elections and Appointments

11 General Meetings

11.1 General Meetings are the highest-order decision making process of Cam FM.

11.2 General Meetings are one of:

11.2.1 Annual General Meeting, AGM (see **CHAPTER 12**)

11.2.2 Extraordinary General Meeting, EGM (see **CHAPTER 13**)

11.3 General Meetings shall have a quorum of one-third of Cam FM Members, or fifteen Cam FM Members, whichever is less.

11.4 All Cam FM Members, Full Committee members, and members of the Board of Directors are entitled to attend General Meetings.

11.5 All Cam FM Members and Committee members are entitled to cast votes on motions at General Meetings.

11.6 Any motion(s) tabled for a General Meeting shall be published 24 hours before the General Meeting and distributed to all Cam FM Members and Committee members.

11.7 Motions shall be deemed to pass at a General Meeting if the overall majority of votes cast is 'for' the motion.

11.7.1 The Chair shall have a deciding vote where votes cast for a motion are equal in number to votes cast against the motion.

12 AGMs

12.1 One AGM shall be held every year.

12.1.1 The AGM shall fall between the start of the second and the end of the seventh week of Cambridge University Lent Term.

12.2 The AGM shall be scheduled and arranged by the incumbent Committee.

12.3 Two weeks' notice shall be given to the Committee and to Cam FM Members before an AGM.

12.4 The AGM agenda shall include the following items:

12.4.1 Opening Remarks from Station Manager

12.4.2 Financial Report on the period since the previous AGM

12.4.3 Debate of and voting on any motions tabled for the AGM in accordance with **CHAPTER 11** and **CHAPTER 12**

12.4.4 Elections of Committee positions in accordance with **CHAPTER 14**

12.5 The outgoing Station Manager shall Chair the AGM.

12.5.1 In the event that the outgoing Station Manager is unable to Chair the meeting, this responsibility shall be delegated to another member of the outgoing Committee.

12.6 The outgoing Deputy Station Manager shall minute the AGM.

12.6.1 In the event that the outgoing Deputy Station Manager is unable to take minutes, this responsibility shall be delegated to another member of the outgoing Committee.

12.7 Motions for the AGM may be tabled by any Cam FM Member, Committee member, or member of the Board of Directors.

12.7.1 To be debated and voted on at the AGM, a motion must have been sent to the Committee email address at least 48 hours prior to the AGM.

13 EGMs

13.1 There shall be no limit on the frequency of EGMs.

13.2 An EGM shall be called and arranged as and when it is deemed necessary.

13.2.1 The EGM shall be called in either of the following ways:

13.2.1.1 By a vote of the Committee in accordance with **CHAPTER 7.6**

13.2.1.2 By a petition, detailing a motion to be tabled at the EGM, signed by at least one eighth of all Cam FM Members and submitted in writing to the Committee

13.2.2 The EGM shall be scheduled and arranged by the Committee to take place no more than two weeks from the time it was called.

13.3 At least one week's notice shall be given to the Committee and to Cam FM Members before an EGM.

13.4 The EGM agenda shall include debate of and voting on any motions tabled for the EGM in accordance with **CHAPTER 11** and **CHAPTER 13**.

13.5 The Station Manager shall Chair the EGM.

13.5.1 In the event that the Station Manager is unable to Chair the EGM, this responsibility shall be delegated to another member of the Committee.

13.6 The Deputy Station Manager shall minute the EGM.

13.6.1 In the event that the Deputy Station Manager is unable to take minutes, this responsibility shall be delegated to another member of the Committee.

13.7 Motions for an EGM may be tabled by any Cam FM Member, Committee member, or member of the Board of Directors.

13.7.1 To be debated and voted on at an EGM, a motion must have been sent to the Committee email address at least 48 hours prior to the EGM.

14 Elections

14.1 Applications for Committee positions for election at the AGM, and in the first instance at other times, shall only be accepted from Cam FM Members who are students of Cambridge University or of Anglia Ruskin University.

14.1.1 Staff, researchers and alums who are Cam FM Members may not apply for a Committee position unless a position has been advertised and no application by a Cam FM Member who is a student of Cambridge University or of Anglia Ruskin University has been received for at least two weeks.

14.2 The format for applications to Committee positions shall be determined by the Committee.

14.3 Committee positions, their descriptions and application directions shall be distributed to Cam FM Members at least two weeks in advance of the AGM, and at least two weeks in advance of any application deadline at other times.

14.3.1 To be eligible for election at the AGM, an application for a Committee position must have been sent to the Committee email address at least 48 hours prior to the AGM.

14.4 A complete list of candidates for elections at the AGM shall be distributed to Cam FM Members at least 24 hours in advance of the AGM.

14.5 No Cam FM Member may apply for more than one Committee position in advance of the AGM, with the following exceptions:

14.5.1 Any applicants to the position of Station Manager may submit a secondary application to another role, to be considered in the event that their initial application is unsuccessful.

14.5.2 Any applicants to the position of Deputy Station Manager may submit a secondary application to another role, to be considered in the event that their initial application is unsuccessful.

14.6 Elections at the AGM shall proceed in the following manner:

14.6.1 The Chair of the AGM shall moderate all elections unless the Chair is standing in an election, in which case the election in question shall be moderated by another suitable member of the Full Committee.

14.6.2 Committee positions shall be elected in the order they are listed in **CHAPTER 7.1**.

14.6.3 There shall be hustings for each role.

14.6.3.1 Candidates for the role of Station Manager shall be given 5 minutes to speak uninterrupted.

14.6.3.2 Candidates for other Committee roles shall be given 2 minutes to speak uninterrupted.

14.6.4 Questions to candidates may be raised by any attendee after the initial speeches. Each candidate shall have 1 minute to speak uninterrupted in reply, with the order of speaking rotated with each question.

14.6.5 Voting shall be conducted by Single Transferable Vote in a secret ballot, with Re-Open Nominations (RON) appearing as an option.

14.6.6 All Cam FM Members shall be entitled to vote on each position, and each Cam FM Member's vote shall carry equal weight.

14.6.6.1 A Cam FM Member who cannot be present at the AGM shall be entitled to vote either by proxy or in writing, provided that this has been pre-agreed with the Chair.

14.7 Vacant Committee positions may be opened for election at any time, including those that remain unfilled following elections at the AGM.

14.8 Elections to Committee positions outside the AGM shall proceed in a manner determined by the Station Manager and may take the Committee as the electorate.

14.9 Individuals shall assume their Committee positions immediately upon election.

14.9.1 An outgoing Committee member shall be considered to have retired from the Committee immediately upon the election of a successor to their position at the AGM.

14.9.1.1 If no successor is elected to the position, the outgoing Committee member in question shall be deemed to have retired from the Committee immediately following the

AGM, unless otherwise agreed between the outgoing Committee member and the incoming Committee.

14.10 It is the duty of outgoing Committee members to arrange a full handover meeting with their successor within two weeks of their successor's election.

15 Appointment of Consultants

15.1 Consultants shall be appointed by an invitation from the outgoing Station Manager.

15.1.1 The outgoing Station Manager shall review the list of current Consultants and make invitations for Consultants as appropriate.

15.2 If the incoming Station Manager has any grievances regarding a consultancy position not being continued or an inappropriate appointment, these shall be discussed with the outgoing Station Manager.

15.3 Consultants must meet the requirements specified in **CHAPTER 6.4**.

15.4 Any Consultant not re-invited by the outgoing Station Manager within three weeks following an AGM shall be deemed to have retired.

15.5 Alumni who can offer any assistance or benefit to Cam FM but do not meet the criteria for consultancy may be added to an Advisors database by the Station Manager.

15.5.1 It shall be the responsibility of the Station Manager to manage all details stored on the database in accordance with relevant data protection laws and policies.

16 Votes of No Confidence

16.1 A Vote of No Confidence shall be tabled only in either of the following ways:

16.1.1 By any Committee member at any time against any other Committee member(s), submitted in writing to the Station Manager

16.1.1.1 If the Vote of No Confidence tabled is against the Station Manager, it may be submitted in writing to the Deputy Station Manager.

16.1.2 By a petition signed by at least one eighth of all Cam FM Members, submitted in writing to the Committee, against any Committee member(s) or against the entire Committee. This shall comprise the motion for calling an EGM as per **CHAPTER 13.2.1.2**.

16.2 A Committee member may not face an individual Vote of No Confidence if the same member has faced another Vote of No Confidence within the previous 28 days.

16.3 Any tabled Vote of No Confidence should cite the reasons that the vote is being tabled.

16.4 A Vote of No Confidence shall proceed contingent on the manner in which it has been tabled.

16.4.1 If it has been tabled by a Committee member according to **CHAPTER 16.1.1**:

16.4.1.1 The Vote of No Confidence shall take place at a Committee Meeting

16.4.1.2 The quorum shall be half of the Committee

16.4.1.3 The electorate shall be all Committee members, including the individual(s) against whom the vote has been tabled

16.4.2 If it has been tabled by a petition of Cam FM Members according to **CHAPTER 16.1.2**:

16.4.2.1 The Vote of No Confidence shall comprise a motion at an EGM, arranged according to **CHAPTER 13**

16.4.2.2 The quorum shall be the same as for any General Meeting as per **CHAPTER 11.3**

16.4.2.3 The electorate shall be the same as for any General Meeting as per **CHAPTER 11.5**

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

16.6 Should a meeting at which a Vote of No Confidence is tabled be non-quorate, the Vote of No Confidence shall be postponed until the next quorate meeting, arranged as promptly as is practicable.

16.7 Should a Vote of No Confidence pass, the individual(s) in question shall immediately be removed from the Committee.

16.7.1 Should an individual against whom a Vote of No Confidence has been passed hold a Directorship position such that removal of the individual's Committee position renders them ineligible to be a Director, the individual shall automatically be removed from the Directorship post.

16.7.1.1 In the event that the entire Committee has been removed by a Vote of No Confidence, Directorship positions shall only continue to be held by relevant individuals in that Committee until such time as new Committee members are elected.

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

17 Retirement of the Committee

17.1 Committee members shall remain in office unless they:

17.1.1 Submit a written resignation to the Station Manager

17.1.1.1 If the resignation is of the Station Manager, it may be submitted in writing to the Deputy Station Manager.

17.1.2 Are forced to resign by a Vote of No Confidence which removes either the Committee member or the entire Committee from office

17.1.3 Are a Committee member who fails to submit an apology at two consecutive meetings in which they are absent

17.1.4 Retire from the Committee as compelled to at, or following, the Annual General Meeting as per **CHAPTER 14.10.1**

Section F: Finance

18 Financial Structure

18.1 Ultimate responsibility for Cam FM's accounts rests with the Board of Directors.

18.2 The Business Operations and Finance Consultant shall be responsible for the day-to-day administration of the accounts.

18.3 Cam FM's revenue shall be paid into the accounts in accordance with The Company's business strategy.

18.4 Any Committee member may claim expenses for the purchase of a product or service for Cam FM.

18.4.1 Expenses may be claimed by Committee members subject to the following conditions:

18.4.1.1 The expense in question has been approved in advance by relevant members of the Committee

18.4.1.2 The total amount of the claim is within the agreed budget

18.4.1.3 The claim submitted does not exceed the final amount paid for the product or service. All discounts must be passed on to Cam FM

18.4.1.4 A receipt and an expenses form is submitted to the Junior Treasurer within 4 weeks of the purchase

18.4.2 The Junior Treasurer shall submit the receipt and expenses form to the Business Operations and Finance Consultant for final approval.

18.4.3 Once an expense is approved, the Business Operations and Finance Consultant shall arrange payment to be made.

18.4.4 The Junior Treasurer and Business Operations and Finance Consultant each retain a veto over claims on any expenditure made without a prior Committee vote.

18.5 The Business Operations and Finance Consultant shall submit accounts records to the Board of Directors every six months.

18.6 End-of-calendar year accounts shall be prepared by the Business Operations and Finance Consultant in December. These accounts shall be passed to the Board of Directors and then to the Senior Treasurer for approval before submission by the Station Manager to the Proctors' Office.

18.7 End-of-financial year accounts shall be prepared by the Business Operations and Finance Consultant and submitted to the Board of Directors by the end of March. The Board of Directors shall approve these accounts for submission to Companies House.

18.8 Annual corporation tax accounts and returns shall be prepared by the Business Operations and Finance Consultant and submitted to the Board of Directors by the end of March. The Board of Directors shall approve these for submission to HMRC.

18.9 Annual Ofcom auditing and returns will be prepared by the Business Operations and Finance Consultant and submitted to the Board of Directors. The Board of Directors shall approve these for submission to Ofcom.

18.10 Annual music licensing revenue accounts will be prepared by the Business Operations and Finance Consultant and submitted to the Board of Directors. The Board of Directors shall approve these accounts for filing with PRS/PPL.

18.11 No Full Committee member or Cam FM Member shall be financially remunerated for the services they tender as part of their Cam FM role beyond the expense provisions detailed in this section.

Section G: Laws and Regulations

19 Validity of Constitution

19.1 This Constitution shall supersede all previous governing documents.

19.2 The governing documents of Cam FM shall be this Constitution and any other policy documents.

19.2.1 Policy documents are to be voted in and out of effectiveness by the Committee and made available to view on the Cam FM website.

19.2.2 Policy documents may not contradict any area of this Constitution and, in the case of contradiction, this Constitution holds precedence.

19.3 In the event of any contradiction between the Memorandum and Articles of Association of the Company and this Constitution or other policy documents, the Memorandum and Articles of Association shall hold precedence.

19.4 If any clause, or part of a clause, of this Constitution shall conflict with any 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:

19.4.1 Statutory Law of England & Wales

19.4.2 Statutes, Ordinances & Edicts of the University of Cambridge

19.4.3 The Memorandum and Articles of Association of The Company

19.5 This Constitution may be amended by a motion tabled at a General Meeting only.

19.5.1 To pass, a vote on any amendment to this Constitution must have at least a two thirds majority in favour of the amendment.

19.5.2 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.

19.5.3 Any amendment to this Constitution passed at a General Meeting shall come into force immediately.

19.6 In the event that any amendment to this Constitution comes into force, an updated copy of the Constitution must be uploaded to the Cam FM website and made available to all Cam FM Members within 48 hours.

20 Copyright and Intellectual Property

20.1 The copyright in the content of any Cam FM show (the words spoken, the choice of music, the sequencing of events) or other audio work (such as a podcast, interview, jingle or drama production) rests with its creator(s).

20.2 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.

20.2.1 Cam FM shall ordinarily grant Cam FM Members the right to retain a personal copy of the sound recordings of a show, audio work or podcast made using Cam FM's studios or equipment for personal use.

20.3 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(s).

20.4 Upon upload of any sound recording to Cam FM's servers for broadcast on Cam FM's radio or online services, the creator(s) agrees to grant Cam FM a non-exclusive right in perpetuity to freely broadcast, re-broadcast, retain and reproduce the sound recording.

20.5 In exceptional circumstances and subject to a vote of the Committee, Cam FM may withhold a sound recording.

20.6 Cam FM does not guarantee the retention of a sound recording beyond the statutory 42-day period required by Ofcom.

20.7 The copyright in any photograph or image created by a Cam FM Member for the purposes of Cam FM productions or entertainment rests with that Cam FM Member.

20.7.1 Upon upload of any photograph or image to Cam FM's servers or to the Cam FM website, the Cam FM Member agrees to grant Cam FM a non-exclusive right in perpetuity to use and reproduce the photograph or image.

20.8 The copyright in any written article created by a member for the purposes of Cam FM productions or entertainment rests with that Cam FM Member.

20.8.1 Upon upload of any written article to Cam FM's servers or to the Cam FM website, the member agrees to grant Cam FM a non-exclusive right in perpetuity to use and reproduce the written article.

20.9 The above paragraphs should be read in conjunction with appropriate UK copyright law including the Copyright, Designs and Patents Act 1988, the terms of Cam FM's music licences, and any appropriate statutory materials.

21 Dissolution

21.1 In the event that the Company remains intact but Cam FM is dissolved, the assets shall continue to be held 'in trust' by the Company to permit the recreation of a future student radio station or service.

21.1.1 In the event that Cam FM is dissolved and the Company has held the assets 'in trust' for 5 years, the Company shall return all assets to the University of Cambridge.

21.2 Should the Company wish to liquidate, all studio assets and licences shall 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.

Appendix A: Non-Studio Membership

1.1 In addition to the two types of Cam FM Membership detailed in **CHAPTER 10.5**, there shall be a third type: Non-Studio Members.

1.2 The role of Non-Studio Members is the same as that detailed for Studio Members in **CHAPTER 10.6.1**.

1.3 Cam FM Non-Studio Membership commences upon completion of the Non-Studio Membership Assessment, signing of the Membership Rules Agreement and payment of the appropriate membership fee.

1.4 The membership fee for Non-Studio Members shall be determined annually by the Committee as detailed in **CHAPTER 10.9.1**, and shall not exceed £15 per term or £20 per annum (whichever is less).

1.5 Cam FM Non-Studio Members are not entitled to full studio access.

1.6 Cam FM Non-Studio Members may not apply for the following roles on the Cam FM Committee:

1.6.1 Station Manager

1.6.2 Deputy Station Manager

1.6.3 Programme Controller

1.6.4 Junior Treasurer

1.6.5 Head of Training and Membership

1.6.6 Head of Engineering

1.7 In matters other than those detailed in this Appendix, Cam FM Non-Studio Members are to be treated as Cam FM Members for the purposes of reading the Cam FM Constitution.