

Cam FM Constitution

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.

2 Objectives of organisation (as Mission Statement)

- 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.

3 Validity of Constitution

- 3.1 This Constitution shall supersede all previous governing documents.
- 3.2 Cam FM shall be governed by this Constitution, the business strategy (11.8) and any relating Policy documents.
 - 3.2.1 Policy documents are to be voted in and out of effectiveness by the committee and made available to view on the Cam FM website.
 - 3.2.2 Policy documents are intended to direct the operational activities of the company and not the business management.
 - 3.2.3 They may not contradict any area of the constitution and, in case of conflicting statements, the constitution holds precedence.
- 3.3 This Constitution applies to Cam FM members only.
- 3.4 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:
 - 3.4.1 Statutory Law of England & Wales
 - 3.4.2 Statutes, Ordinances & Edicts of the University of Cambridge

3.5 This Constitution can only be amended by a motion tabled at an Annual General Meeting or Extraordinary General Meeting.

3.6 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.

4 Structure of Cam FM:

4.1 Cam FM shall consist of a Committee, who shall represent the interests of the General Membership. These units will be subdivided as specified below (4.2, 4.3).

4.2 The Committee:

- 4.2.1 Core
- 4.2.2 Non-core (sit on sub committees)
- 4.2.3 Consultants
- 4.2.4 Senior Treasurer

4.3 General Membership:

- 4.3.1 Presenters / producers
- 4.3.2 Special Teams
- 4.3.3 Alumni

4.4 A single person may belong to the Committee and any or all of those subdivisions of the General Membership requiring payment of studio membership fees.

5 Board of Directors

5.1 Cam FM recognises the existence of Board of Directors of the Company, and that the Board of Directors govern Cam FM.

5.1.1 Cam FM recognises that the Board of Directors consists of:

- 5.1.1.1 Station Manager
- 5.1.1.2 Deputy Station Manager
- 5.1.1.3 Finance Manager

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

- 5.2.1 The assets directly used for preparing, presenting and broadcasting programmes and training members will be held "in trust".
- 5.2.2 The broadcast licences, web domains and websites will be held "in trust".

5.3 The Board of Directors shall be responsible for ensuring the adherence to the business strategy.

5.4 The Board of Directors shall be bound by this Constitution.

6 Membership of Cam FM

6.1 Membership of Cam FM is open to all eligible persons. Eligible persons are those who:

6.1.1 Are students, staff, researchers or alumni of Cambridge University; or students, staff, researchers or alumni of Anglia Ruskin University and

6.1.2 Have not been sanctioned by a ban, issued by the Core Committee and entirely at the 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 and

6.1.3 Have not been disqualified from working for a radio service under the Wireless Telegraphy Act 2006.

6.2 All members shall act in a voluntary capacity, and are not salaried employees of Cam FM or the Company.

6.3 Honorary producer/presenter or alumnus studio membership shall be granted to any person if duly voted so by the Core Committee. The length of validity of honorary memberships shall be specified when they are granted.

6.4 All members will be bound by the Membership Terms and Conditions, outlined in a Membership Rules Agreement, signed on the completion of training.

6.5 All the following persons are deemed to be Cam FM members:

6.5.1 Committee members:

6.5.1.1 Core

6.5.1.2 Non-core

6.5.1.3 Any consultants, as invited by the Station Manager

6.5.1.4 One Senior Treasurer

6.5.2 General Membership

6.5.2.1 Presenters / producers

6.5.2.2 Alumni

6.5.2.3 Special Team members

6.6 There will be three Special Teams.

6.6.1 Each Special Team will focus on a particular area of operation of Cam FM.

6.6.1.2 None of these areas shall permit full studio access without having first obtained a Presenter / Producer or alumnus studio membership.

6.6.1.3 Studio access refers to the ability to hold the studio key and book out any studio or air time.

6.6.2 Three Special Teams shall exist and can have any number of team members, these shall be:

6.6.2.1 News Special Team

6.6.2.2 Sponsorship and Sales Special Team

6.6.2.3 Production Special Team

6.6.3 Any change to the structure of special teams and/or the creation of new special teams must be done at an AGM or EGM.

6.7 The roles of the General Membership include but are not limited to:

6.7.1 The Committee: look after the essential business of the Cam FM in accordance with the roles outlined within section 12.

6.7.2 General Membership

6.7.2.1 Presenters / producers: 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.

6.7.2.2 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.

6.7.2.3 Special Teams:

6.7.2.3.1 News: produce news content for on-air broadcast and online publication. Managed by the Head of News.

6.7.2.3.2 Sponsorship and Sales: coordinated by the Head of Sales and liaise with third parties to schedule and secure on-air and online advertising and sponsorship, arrange payments for advertising services tendered, provide feedback to advertisers.

6.7.2.3.3 Production: work under the Head of Production to produce content for presenters and producers, including imaging and editing speech programming.

6.8 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 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.

6.8.1 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 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.

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

6.9 Cam FM membership commences for those parties outlined below:

6.9.1 The Committee:

6.9.1.1 Core – upon election to the Committee as outlined in section nine.

6.9.1.2 Non-core – upon election to the Committee as outlined in section nine.

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

6.9.1.4 Consultants – when invited to the Committee as outlined in section nine.

6.9.2 General Membership:

6.9.2.1 Presenters / producers – on completion of Studio Training, signing of

Membership Rules Agreement and payment of appropriate membership fee.

6.9.2.2 Alumni

6.9.2.2.1 Studio membership: on completion of Studio Training, signing of Membership Rules Agreement and payment of appropriate membership fee.

6.9.2.2.2 Non-studio membership: on completion of Studio Training at some point in the past, signing of Membership Rules Agreement and payment of appropriate membership fee.

6.9.2.3 Special Teams – on completion of relevant Special Team training, signing of Terms & Conditions of Membership and payment of appropriate membership fee.

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

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

6.10.1 Core and Non-core Committee members:

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

6.10.1.2 Termly Committee roles: under the terms of Presenter / Producer membership and/or at the start of week two of the University of Cambridge Michaelmas, Lent and Easter Terms.

6.10.1.2 If removed from Committee by appropriate method (see Section 7 and 8)

6.10.1.3 See 6.14 for details on the termination of retiring Committee members' General Membership.

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

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

6.10.3 General Membership:

6.10.3.1 Presenters / producers: at the start of week 2 of University of Cambridge Michaelmas Term

6.10.3.2 Alumni: at the start of week 2 of University of Cambridge Michaelmas Term.

6.10.3.3 Special teams (news, sponsorship and sales, production) – at the start of week 2 of University of Cambridge Michaelmas Term.

6.10.4 General Membership can be renewed (see section 6.11)

6.11 General Membership may be renewed through different methods depending on the form of membership

6.11.1 Members of the Committee:

6.11.1.1 Core

6.11.1.1.1 By re-election at an AGM or EGM,

6.11.1.2 Annual Non-core

6.11.1.2.1 By being appointed by the Committee.

6.11.1.3 Consultants

6.11.1.3.1 By an invitation from the incoming Station Manager.

6.11.2 General Membership:

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

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

6.11.2.3 Special Teams: through payment of a new appropriate Special Team membership fee, contingent of completion of relevant training at some point in the past.

6.11.3 Note that Non-core Committee roles may be termly (see section 9.5) and therefore not subject to committee membership rules. Members filling these roles should be in possession of a presenter/producer membership.

6.12 The Membership fees will be determined by the Committee on an annual basis, they may not exceed the following:

6.12.1 Committee - £30 / annum.

6.12.2 General Membership:

6.12.2.1 Presenters/producers: £20 / term or £30 / annum (whichever is less).

6.12.2.2 Alumni:

6.12.2.2.1 Non-studio membership: £15 / annum

6.12.2.2.2 Studio membership: £50 / annum

6.12.2.3 Special teams:

6.12.2.3.1 News: £20 / annum

6.12.2.3.2 Sponsorship and Membership: £20 / annum

6.12.2.3.3 Production: £20 / annum

6.13 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, as defined in section 6.6.1.3.

6.14 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.

6.14.1 Non-core committee members who retire at the end of a term in accordance with section 8.1.5 will be required to resume payment of a Presenter/Producer membership in the following term if they are not re-elected to a committee position.

6.15 The Committee may waive membership fees for any individual in the following circumstances:

6.15.1 For people with demonstrable financial hardship where evidence of hardship is provided by means of a letter to the Committee.

6.15.2 For people who have made an outstanding contribution to Cam FM or have been appointed as a Consultant to the Committee (see section 9.6).

6.15.3 All the above shall be entirely at the discretion of the Committee.

6.16 General members may be expelled or suspended by majority vote of the Core Committee 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.

7 Committee

7.1 The Committee shall have the following members:

7.1.1 Twelve Core Roles (with job descriptions specified in this Constitution):

7.1.1.1 Station Manager

7.1.1.2 Deputy Station Manager

7.1.1.3 Finance Manager

7.1.1.4 Programme Controller

7.1.1.5 Head of Membership

7.1.1.6 Head of Training

7.1.1.7 Head of Music

7.1.1.8 Head of News

7.1.1.9 Head of Technical Operations

7.1.1.10 Head of External Events

7.1.1.11 Head of Sponsorship & Sales

7.1.1.12 Publicity & Liaison Officer

7.1.2 One Senior Treasurer

7.1.3 Seven Non-core Roles (with job descriptions specified in this Constitution):

7.1.3.1 Head of Sports

7.1.3.2 Head of Speech

7.1.3.3 Entertainment Editor (termly appointment)

7.1.3.4 Head of Engineering

7.1.3.5 Head of Computing

7.1.3.6 Head of Production

7.1.3.7 Webmaster

7.1.4 Selected consultants

7.2 The Committee shall be organised in the following way:

7.2.1 The Core Committee

7.2.1.1 The Core Committee shall consist of the twelve Core Committee Roles

7.2.1.2 The Core Committee shall be chaired by the Station Manager

7.2.2 The Content Subcommittee

7.2.2.1 The Content Subcommittee shall consist of the following roles:

7.2.2.1.1 Programme Controller

7.2.2.1.2 Head of Music

7.2.2.1.3 Head of News

7.2.2.1.4 Head of Sports

7.2.2.1.5 Head of Speech

7.2.2.1.6 Entertainment Editor

7.2.2.2 The Content Subcommittee shall be chaired by the Programme Controller

7.2.3 The Technical Subcommittee

7.2.3.1 The Technical Subcommittee shall consist of the following roles:

7.2.3.1.1 Head of Technical Operations

7.2.3.1.2 Head of External Events

7.2.3.1.3 Head of Engineering

7.2.3.1.4 Head of Computing

7.2.3.1.5 Head of Production

7.2.3.1.6 Webmaster

7.2.3.2 The Technical Subcommittee shall be chaired by the Head of Technical Operations

7.2.3.2.1 The Head of Technical Operations must also occupy one of the Non-Core roles on the Tech Subcommittee, which they assume upon election as Head of Technical Operations.

7.2.4 The Finance Subcommittee

7.2.4.1 The Finance Subcommittee shall consist of the following roles:

7.2.4.1.1 Finance Manager

7.2.4.1.2 Head of Sponsorship and Sales

7.2.4.1.3 Station Manager

7.2.4.1.4 Deputy Station Manager

7.2.4.2 The Finance Subcommittee shall be chaired by the Finance Manager.

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

7.4 Core and Non-core Committee members must be students, staff, researchers or alumni of Cambridge University or Anglia Ruskin University.

7.5 Greater than 50% of the Core and Non-Core Committee must be current students, staff or researchers of Cambridge and Anglia Ruskin Universities.

7.6 Core Roles are appointed by election at AGM or EGM via a secret ballot (see 9 - Elections & Appointments).

7.7 The Senior Treasurer is appointed in an AGM or EGM vote and in accordance with the University of Cambridge Statutes and Ordinances Chapter II - Matriculation, Residence, Admission to Degrees, Discipline.

7.8 Non-core roles are appointed by majority Core Committee vote (see 9 - Elections & Appointments).

7.9 No person may hold more than one core Committee post at any time.

7.10 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.

7.11 Only Core Committee Members shall have a casting vote on issues of company action.

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

7.12.1 The Core Committee should meet at least weekly during Cambridge fullterm-time.

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

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

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

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

7.12.2 Each Subcommittee should meet at least fortnightly during term-time.

7.12.2.1 Any Subcommittee member may call a meeting of their Subcommittee with a minimum of 48 hours' notice,

7.12.2.2 All Subcommittee members are entitled to attend any of their Subcommittee's meetings without exception,

7.12.2.3 The Station Manager or their Deputy is entitled to attend any Subcommittee meetings without exception,

7.12.2.4 A quorum of 50% of any Subcommittee is required for the validity of a subcommittee meeting.

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

7.12.3.1 Any Core or Non-Core Committee member who fails to attend two consecutive meetings without supplying apologies will be deemed to have resigned.

7.12.4 An outline agenda must be published to General Membership between 24 and 12 hours prior to a committee meeting.

7.12.5 Opinions, points and votes may be taken from those physically absent from a meeting by means of a phone with a loudspeaker, or by written proxy.

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

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

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

7.12.9 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.

7.13 The Core Committee may open up vacant Committee posts at any time for election or appointment in accordance with the Elections & Appointments section.

7.14 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.

7.14.1 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.

7.15 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.

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

8 Retirement of Committee

8.1 Committee members will remain in office unless they:

- 8.1.1 Submit a written resignation,
- 8.1.2 Are forced to resign by a Vote of No Confidence which removes either the Committee in general, or the member in particular from office,
- 8.1.3 Are a Core or Non-core Committee member who fails to submit apologies to two consecutive meetings where they will be absent,
- 8.1.4 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,
- 8.1.5 Annual Non-core roles may be terminated at the end of Cambridge full term,
 - 8.1.5.1 Decisions to re-open any given Non-core role at the start/end of Cambridge term will be made at the discretion of the Core Committee and based solely on the professional performance of the current Non-core member,
 - 8.1.5.2 Retirement and re-election of that position will then follow over the vacation (see section 9.5).
- 8.1.6 Elections for vacant positions must be held within two weeks of the retirement of the outgoing member.

8.2 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:

- 8.2.1 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.
- 8.2.2 All Core Committee members will be entitled to vote, including the person against which the vote was called ("the Committee member in question").
- 8.2.3 The Committee member in question is automatically invited to the Core Committee Meeting in which the Vote of No Confidence is being held.
- 8.2.4 Votes of No Confidence shall be conducted by a secret ballot, with "For", "Against" and "Abstain" the only options.
- 8.2.5 Spoilt ballots shall not be counted as votes.
- 8.2.6 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.
- 8.2.7 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.
- 8.2.8 Should a Vote of No Confidence pass, the Committee member in question will immediately be removed from their post.
- 8.2.9 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.
 - 8.2.9.1 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.

8.2.10 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.

8.2.11 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.

8.3 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.

9 Elections & Appointments

9.1 Core Committee roles shall be elected at the Annual General Meeting:

9.1.1 Core 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.

9.1.2 Any society member may apply for any one Core Committee position. They may not apply for more than one position in advance of the AGM.

9.1.2.1 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.

9.1.3 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.

9.1.3.1 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.

9.1.4 The format for applications will be determined by the Committee prior to the announcement of the AGM.

9.1.5 Applications for Core Committee positions from current students, staff and researchers will be considered and voted on at the AGM before any applications from University alumni are considered,

9.1.5.1 Alumni can only be appointed to a Core role if no applications from current students, staff or researchers have been received, or the position is voted as Re-open Nominations at the AGM where applications from current students, staff or researchers have been received.

9.1.6 There shall be hustings at the AGM for each role:

9.1.6.1 Candidates for Core-roles shall be given 2 minutes to speak uninterrupted,

9.1.6.2 Candidates for the role of Station Manager shall be given 5 minutes to speak uninterrupted,

9.1.6.2 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.

9.1.7 Core 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.

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

9.1.9 Hustings for each role shall proceed in the order specified in Section 7.1.1.

9.2 Core Committee roles that remain unfilled at the end of AGM elections will be reopened for election in the same manner as non-core roles (see below).

9.3 Core Committee members elected at the AGM will assume their Committee posts immediately,

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

9.4 Non-core roles will be appointed in the following fashion:

9.4.1 The Committee shall email the membership within two weeks of the post falling vacant advertising the title and job description,

9.4.2 The format for applications will be determined by the Committee prior to the advertisement of the role,

9.4.3 A one week period shall be given for members to submit applications; these should be emailed to the Station Manager,

9.4.4 At the end of the one week period the Core Committee shall take a vote on which of the applicants shall be invited to attend an interview,

9.4.5 The Committee shall vote to determine which three members of the Committee should form an interview panel for each Non-core position.

9.4.5.1 The interview panel must be consistent for all candidates applying for the same position,

9.4.5.2 The interview panels may differ for Non-core positions,

9.4.5.3 Any Committee member, including Non-core Committee members, may be considered to sit on an interview panel.

9.4.6 An interview for each Non-core position shall take place with the respective appointed panel, the candidates being given one week's notice of the interview time.

9.4.7 The interview panel for each Non-core position shall determine whether a candidate is appointed.

9.4.8 In the event that no candidate for any Non-core role be deemed suitable for tenure of that role, the panel may decide to re-open applications for the role in question.

9.4.9 In the interim period of a Non-core role being unfilled, the head of the related sub-committee must fill the role or delegate appropriately.

9.5 Termly Non-core roles

9.5.1 Non-core roles can be declared as termly upon appointment.

9.5.1.1 The role of Entertainment Editor is automatically termly.

9.5.2 Resignation from a termly position must occur 2 weeks after the end of Cambridge Full term.

9.5.2.1 Under section 8.1.5., an Annual Non-core position can become termly at the end of any term, and so follow the same election procedure.

9.5.3 Appointment of the new role must occur by the first week of the next Cambridge full

term.

9.5.3.1 This may occur by either holding interviews before the outgoing member has vacated the role or by voting over email and interviewing over video conference during the vacation.

9.5.4 Termly roles are not permitted access to sensitive central Committee information, including but not exclusive to, finance documentation and membership databases.

9.5.5 Termly roles may be invited to a Core Committee meeting in the same manner as other Non-core personnel, however they may be asked to leave at any time at the discretion of the Chair.

9.6 Appointment of Consultants and Advisors

9.6.1 Consultants and advisors are appointed by an invitation from the current Station Manager.

9.6.1.1 Invitations must be renewed upon the appointment of a new Station Manager.

9.6.1.2 Any grievances regarding a consultancy position not being continued or the inappropriate appointment should be raised with the outgoing Station Manager.

9.6.2 A Consultant should be a Cam FM Alumnus with the ability to attend committee meetings and assist in the regular station operations.

9.6.3 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.

9.6.3.1 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.

9.6.3.2 All details will be distributed at the sole discretion of the Station Manager.

10 General Meetings

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

10.2 All General Meetings must be minuted by the outgoing Head of Membership. The minutes from this meeting shall be published on the Cam FM website.

10.3 Two weeks advanced notice shall be given to the Committee and the membership upon calling a General Meeting.

10.4 Two forms of Cam FM General Meeting are recognised:

10.4.1 Annual General Meeting

10.4.2 Extraordinary General Meeting

10.5 Annual General Meetings (AGM):

10.5.1 Shall be held every year.

10.5.2 Shall fall between the start of the second and the end of the seventh week of Cambridge University Lent Term, in compliance with section 7.3.

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

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

10.5.5 Shall adopt the following agenda:

- 10.5.5.1 Opening Remarks from Station Manager,
- 10.5.5.2 Financial Report on the period since the last AGM,
- 10.5.5.3 Debate of any motions tabled for the AGM,
- 10.5.5.4 Elections of Core positions (the procedure for elections outlined in 9.1).

10.5.6 Motions for the AGM 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 7 days prior to the AGM.

- 10.5.6.1 Motions shall be published 24 hours before the AGM on the organisation's website and copied to all the members.
- 10.5.6.2 All members of Cam FM are entitled to vote on motions.
- 10.5.6.3 Motions will be deemed to pass if the overall majority of votes cast is "for" the motion.

10.6 Extraordinary General Meetings (EGM):

10.6.1 May be held at any time in the year.

10.6.2 May be called in the following ways:

- 10.6.2.1 By majority (>50%) vote of the Core Committee,
- 10.6.2.2 By a petition signed by any 15 members of Cam FM,

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

10.6.4 Shall only debate the motion for which the EGM was called, plus any additional motions subsequently submitted according to (10.6.5).

10.6.5 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.

- 10.6.5.1 Motions shall be published 24 hours before the EGM on the organisation's website and copied to all the members.
- 10.6.5.2 All members of Cam FM are entitled to vote on motions.
- 10.6.5.3 Motions will be deemed to pass if the overall majority of votes cast is "for" the motion.

10.6.6 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:

- 10.6.6.1 All Cam FM members shall have a vote.
- 10.6.6.2 Votes of No Confidence shall be conducted by a secret ballot, with "For", "Against" and "Abstain" the only options.
- 10.6.6.3 Spoilt ballots shall not be counted as votes.
- 10.6.6.4 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.
- 10.6.6.5 Should the motion pass, the Committee member(s) in question or whole Committee will be required to resign.
- 10.6.6.6 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 EGM, or through a Committee Vote of No Confidence).

10.6.6.7 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.

10.6.7 Core 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:

10.6.7.1 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.

10.6.7.2 There shall be hustings at the EGM for each of these roles where candidates are standing. Completed in the format detailed in section 9.1.6.

10.6.7.3 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.

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

10.6.7.5 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 (9.4). All General Meetings should be minuted, minutes should be made available on the Cam FM website within 48 hours of the event.

11 Financial Structure

11.1 The ultimate responsibility for Cam FM accounts sits with the Directors.

11.2 The Directors automatically delegate the day to day running of the accounts to the Committee Finance Manager.

11.3 The Finance Manager shall be responsible for the day-to-day administration of the accounts.

11.4 All bank accounts in use by Cam FM shall require two signatories for expenditure to take place. These signatories should be the Finance Manager plus one other Director.

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

11.6 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 Core Committee within two weeks of the review taking place. This shall include, but by no means will be limited to:

11.6.1 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 Core Committee,

11.6.2 An assessment of the previous year's targets and the measures taken to meet them.

11.7 Any Committee member may claim expenses for the purchase of a product or service for Cam

FM subject to the following conditions:

- 11.7.1 That the total amount of the claim does not exceed £50,
- 11.7.2 That the claim submitted does not exceed the final amount paid for the product/service. All discounts must be passed on to Cam FM,
- 11.7.3 That a receipt and an expenses form is submitted to the Finance Manager within 6 weeks of the purchase being made.

11.8 The Finance Manager retains the power of veto over claims on any expenditure made without prior Committee clearance.

11.9 Expenses not covered in 11.7 must be proposed to the Finance Manager and confirmed by Core Committee vote before the expense can be made

11.10 The Finance Manager will submit six-month accounts to the Board of Directors at the end of every six months.

11.11 Annual end-of-calendar year accounts will be prepared by the Finance Manager for submission to the Proctors office / Societies Syndicate in December. These accounts will be passed to the Board of Directors for clearance before being submitted to the Societies Syndicate.

11.12 Annual end-of-financial year accounts will be prepared by the Finance Manager 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.

11.13 Cam FM's finances shall be submitted for a monthly financial review arranged and chaired by the Finance Manager at which the rest of the Finance Group shall be present.

11.14 No Committee member or Cam FM member shall be financially remunerated for their services tendered as part of their Cam FM role, except for:

- 11.14.1 Where the member is responsible for sourcing and dealing with a customer purchasing advertising/sponsorship. In this case they shall be entitled to 10% of the profit made from that particular campaign as commission. Such monies must be claimed on the basis of part of a service tendered by a self-employed individual, thus the member shall not consider himself or herself as an employee of the organisation when claiming.

12 Committee Role Descriptions

12.1 All Core and Non-core Committee members will be expected to act outside their roles to cover additional tasks essential for the efficient operation of Cam FM.

12.2 Station Manager:

- 12.2.1 Determine strategic direction for station,
- 12.2.2 Apply for broadcasting and music licensing,
- 12.2.3 Submit applications for funding in collaboration with the Head of Sponsorship and Sales,
- 12.2.4 Delegate tasks appropriately to Committee according to expertise and availability,
- 12.2.5 Undertake any essential tasks that cannot be delegated,
- 12.2.6 Advertise vacant committee positions and ensure the elected member has a smooth transition into the Committee,

- 12.2.7 Identify and troubleshoot problems within Cam FM,
- 12.2.8 Update Committee by email (at least fortnightly),
- 12.2.9 Submit a 6 monthly station activity report to the Core and Sub-committees,
- 12.2.10 Be answerable to any question posed to Cam FM by external organisations, unless it is deemed that it can be answered adequately by the Publicity & Liaison Officer.
- 12.2.11 Chair the Core Committee,
- 12.2.12 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,
- 12.2.13 Write a newsletter for general membership, to be distributed weekly during full term and when required outside of full term,
- 12.2.14 To effectively document the activities of the station during their term,
- 12.2.15 To maintain relations with CUSU, ARUSU and any other outside organisations, such as SRA,
- 12.2.16 Sit on the Board of Directors.

12.3 Deputy Station Manager

- 12.3.1 Assist the station manager in any of the areas listed above, as required,
- 12.3.2 Identify potential opportunities for the station,
- 12.3.3 Collaborate with other Committee members to offer assistance on ongoing projects,
- 12.3.4 Perform the role of Acting Station Manager when the Station Manager is unavailable to perform their duties,
- 12.3.5 Sit on the Board of Directors

12.4 Programme Controller:

- 12.4.1 Source on-air programming from membership, as detailed in section 6.7.2.1 and section 6.7.2.2,
- 12.4.2 Construct a broadcast schedule to primarily match listener demand but that is still plausible for members,
- 12.4.3 Vet programming applications from members and schedule the applications in accordance to broadcast schedule and member availability,
- 12.4.4 Enforce programming formats prescribed by programming applications,
- 12.4.5 Deal with slot swaps and changes of programme times,
- 12.4.6 Reconfigure the schedule for special programming (e.g. Outside Broadcasts),
- 12.4.7 Survey on-air programmes, providing constructive feedback to the members where appropriate,
- 12.4.8 Determine a list of on-air programming standards (should at least be compliant with UK legislation and the Ofcom Broadcasting Code),
- 12.4.9 Identify and construct reports of breaches of Cam FM's Membership Terms and Conditions and consult with the Head of Membership on further action,
- 12.4.10 Chair the content sub-committee.

12.5 Finance Manager:

- 12.5.1 Keep a record of finances in the form of up-to-date online accounts spreadsheets,
- 12.5.2 Submit annual accounts in December to the Board of Directors for submission to the Proctor's Office and in March for submission to Company's House,
- 12.5.3 Administrate account transfers and cheques to ensure payments are completed,
- 12.5.4 Permit or refuse expenditure claims by individual members,
- 12.5.5 Make payments for products or services used by Cam FM,
- 12.5.6 Chase all late payments and all society debtors,
- 12.5.7 Forecast yearly balance,
- 12.5.8 Set advertising and sponsorship targets,
- 12.5.9 Chair the Finance Subcommittee and construct all relevant reports,
- 12.5.10 Sit on the Board of Directors.

12.6 Head of Membership:

- 12.6.1 Track all past and present Cam FM (and other brands of Cambridge and Anglia Ruskin Student Radio) members on the membership databases,
- 12.6.2 Manage all recruitment activities (freshers fairs etc),
- 12.6.3 Assist the managers of special teams in their training and administration,
- 12.6.4 Work with the Head of Training to maintain a near-100% training to membership throughput,
- 12.6.5 Produce and distribute all membership cards upon the receipt of all appropriate documentation and monies,
- 12.6.6 Provide a the Finance Manager with all membership income information,
- 12.6.7 Act as secretary to the university society (as defined by Cambridge University's Societies Syndicate), taking or delegating committee meeting minutes,
- 12.6.8 Coordinate all buddy activities, including the distribution of t-shirts to new members,
- 12.6.9 Manage all other stash or promotional material production and distribution to members,
- 12.6.10 Assist in the organisation of any social events,
- 12.6.11 Decide on and enforce sanctions where breaches of Cam FM's Membership Terms and Conditions have occurred.

12.7 Head of Training:

- 12.7.1 Develop and maintain the producer/presenter training system,
- 12.7.2 Manage the training website and all its operations,
- 12.7.3 Oversee the use of the 'interested' mailing list,
- 12.7.4 Replenish the stores of assessment and membership documents in the studios,
- 12.7.5 Update the content and distribution of training guide documents (including a Membership Rules Agreement) when necessary,
- 12.7.6 Liaise with the Head of Membership on throughput processes, including but not exclusively the collection of membership application materials and the organisation of recruitment events,
- 12.7.7 Allocate buddies to passed trainees,
- 12.7.8 Continue to develop or oversee the development of the automation of the role with

the aim of reverting to a merged training and membership committee role in the near future.

12.8 Head of Music:

- 12.8.1 Develop, update and maintain the central Cam FM music playlists in accordance with the Cam FM music policy,
- 12.8.2 Forge links with record labels, promotion companies, local artists and venues,
- 12.8.3 Choose and promote a record of the week,
- 12.8.4 Update the music section of the website through encouraging all music presenters/producers to write up reviews, podcast interviews etc
- 12.8.5 Coordinate the application and allocation of interviews and press passes to concerts and festivals,
- 12.8.6 Oversee the weekly broadcast of Cam FM Breakthrough, a local, new and unsigned music show,
- 12.8.7 Oversee the continuation of 'Cam FM Presents' live music events.

12.9 Head of News:

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

12.10 Head of Technical Operations:

- 12.10.1 Maintain studio power and audio hardware set-up,
- 12.10.2 Maintain computing services (including website, streaming, playout, archive, remote control of station),
- 12.10.3 Maintain RF transmission chain, ensuring that it meets with current licence parameters,
- 12.10.4 Develop new computing services as appropriate,
- 12.10.5 Develop all hardware, computing and transmission capabilities with any operational changes (eg a studio move),
- 12.10.6 Assist with the technical setup of outside broadcasts & other extraordinary events requiring technical knowledge,
- 12.10.7 Delegate the majority of tasks to and manage the Technical Sub-Committee.

12.11 Head of External Events:

- 12.11.1 Assist any Cam FM member(s) in the production of any external events, most specifically live music nights or outside broadcast,
- 12.11.2 Manage the maintenance, set up, use and care of any Cam FM equipment at these events,

- 12.11.3 Ensure the rental/procurement of any equipment not possessed by Cam FM and necessary for an event,
- 12.11.4 Communicate closely with the Head of Publicity & Liaison on working with external entities to produce as many external events as feasible,
- 12.11.5 Train any Cam FM members in the use of outside broadcast equipment when approached to do so.

12.12 Head of Sponsorship and Sales:

- 12.12.1 Liaise with the Finance Manager and other members of the finance team to determine an advertising/sponsorship revenue target,
- 12.12.2 Establish contact with bodies interested in advertising/sponsoring on air,
- 12.12.3 Establish and sign fair sales contracts,
- 12.12.4 Liaise with the production team and Head of Computing to produce and air advertising material in conjunction with a specification during a period as defined by the sales contract,
- 12.12.5 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,
- 12.12.6 Provide a feedback booklet to advertisers/sponsors, even if one is not requested,
- 12.12.7 Collect any fees detailed in the contract and forward these to the Finance Manager,
- 12.12.8 Coordinate the allocation of commission through the Finance Manager,
- 12.12.9 Manage the Sales Special Team in completing any of the tasks above.

12.13 Publicity & Liaison Officer:

- 12.13.1 Coordinate all activities relating to the raising of listener awareness within, but not exclusive to, Cambridge and Anglia Ruskin Universities,
- 12.13.2 Maintain and manage the brand's presence through social media,
- 12.13.3 Assist all members in the use of social media to promote their individual productions,
- 12.13.4 Maintain and foster relationships between Cam FM and any other societies and bodies,
- 12.13.5 Produce and coordinate the production and distribution of any publicity material, such as press releases and any graphic design tasks,
- 12.13.6 Liaise with all heads of content about their external contacts and sources,
- 12.13.7 Coordinate with Head of Membership on the production of any brand merchandise and specifically their availability to non-members.

12.14 Head of Sports:

- 12.14.1 Coordinate and maintain all regular sports broadcasting, including outside broadcasts of matches,
- 12.14.2 Manage all activities relating to the 'Cam FM Varsity' brand,
- 12.14.3 Maintain a high level of sport content on the website.

12.15 Head of Speech:

- 12.15.1 Coordinate the sourcing, recording, production and editing of all comedy, drama and speech broadcasts,
- 12.15.2 Work with the Head of News to produce any long-form documentaries proposed by any member,
- 12.15.3 Liaise with any comedy and drama bodies in the Universities of Cambridge and Anglia Ruskin as a source of writing and acting talent,
- 12.15.4 Manage a database of all those interested in contributing to speech, comedy and drama productions.

12.16 Entertainment Editor:

- 12.16.1 Coordinate, schedule and manage all presenters of Breakfast and Lunchbreak programming during their appointed term,
- 12.16.2 Promote of any content through social media and the website,
- 12.16.3 Assist any other entertainment programmes in their promotion or content development.

12.17 Head of Engineering:

- 12.17.1 Maintenance and development of all studio hardware,
- 12.17.2 Tracking and maintenance of all outside broadcasting equipment and zoom recorders,
- 12.17.3 Training of any members in equipment when requested.

12.18 Head of Computing:

- 12.18.1 Maintenance of all computing operations directly relating to broadcast capabilities,
- 12.18.2 Management of all computing capabilities relating to the archiving and reporting of Cam FM's output,
- 12.18.3 Management of Cam FM's computer security systems,
- 12.18.4 maintenance of the infrastructure of the Cam FM website.

12.19 Head of Production:

- 12.19.1 Assist in the production of all imaging and any show content requested by a member of Cam FM,
- 12.19.2 Coordination of any training in imaging production skills when requested,
- 12.19.3 Management of the Production Special Team in completing these tasks.

12.20 Webmaster:

- 12.20.1 Update and maintain the Cam FM website, in keeping with all usage needs and styling requirements,
- 12.20.2 Support other Committee members with the delivery of their online services,
- 12.20.3 Ensure that all documents that are needed to be published on the website are

available for General Membership to view.

13 Dissolution

13.1 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.

13.2 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.