

BYE-LAW 11 –Constitution of Bailrigg FM

- B11.1** Definitions
- B11.1.1 'BFM' will mean Bailrigg FM 'Union' will mean Lancaster University Students' Union (LUSU).
- B11.1.2 'Mancom' will mean the Management Committee of Bailrigg FM.
- B11.1.3 'Constitution' will mean the constitution of Bailrigg FM.
- B11.1.4 'Department' will mean a department of Bailrigg FM.
- B11.1.5 'General Meeting' will mean a meeting of all members of Bailrigg FM.
- B11.1.6 'Academic Term' will mean the academic term of the University.
- B11.1.7 'Station' will mean the studios and offices of Bailrigg FM.
- B11.1.8 'Member' will mean all persons on the Bailrigg FM personnel list having paid a membership fee as per current policy.
- B11.1.9 'SRA' will mean the Student Radio Association.
- B11.1.10 'Licensee' will mean the person appointed by the Senate of the University to hold the licence for broadcasting on behalf of Bailrigg FM.
- B11.2** The Object of Bailrigg FM
- B11.2.1 To provide a campus-wide Radio Station, providing entertainment, news and information to the University population.
- B11.2.2 To provide facilities for members to learn about and enjoy radio broadcasting, within the limits of this constitution and broadcasting rules and guidelines.
- B11.3** Licensee
- B11.3.1 The holder of the Radio Authority Licence on behalf of the University is the Union General Manager .S/he shall ensure that BFM at all times acts in line with the licence and any other relevant regulations/legislation. S/he shall have all necessary authority/powers to this effect, including the power to close the station down if necessary. On a day to day basis this authority is delegated to, and exercised by, the Director of BFM on behalf of the Union manager. The Director shall immediately report any problems to the licensee that affect the licence.
- B11.3.2 The Director shall ensure the day to day operation of the station is in line with the above, and shall report termly on the operation of the station to the GM and other Union trustees.

- B11.4** Membership
- B11.4.1 Membership of BFM is open to any member of Lancaster University Students' Union, and falls into two categories, full and associate. For full details of full and associate membership see Section 7 of the Union Constitution.
- B11.4.2 Honorary membership may be granted on a life basis or for a limited period, at the discretion of a general meeting. This is normally granted to ex-members of BFM for outstanding service or if they are to continue to offer service to BFM.
- B11.4.3 Each year Mancom will have the responsibility of putting forward names of up to ten suitable people that match the requirements for honorary membership. This list shall be taken to a general Meeting who shall decide for each individual put forward whether honorary membership will be granted. Such decisions will require a qualified majority.
- B11.4.4 Current Union members may not hold 'Honorary' membership.
- B11.4.5 Such 'Honorary' membership will enable the holder to participate in BFM activities, but not hold an elected post or have voting rights. 'Honorary' memberships may be revoked by any subsequent general meeting
- B11.4.6 Membership of BFM does not imply an entitlement to broadcast.
- B11.4.7 Broadcasting rights shall only be given once the member has completed a course of training and achieved a standard which is acceptable to the head of presenter training.
- B11.4.8 All presenters must sign and adhere to the terms of a presenter contract, a copy of which shall be placed in studio A. Members have the right to request a copy of the Presenter Contract at any time.
- B11.4.9 The presenter contract shall be written and amended by the Station Director in liaison with the Programme Controller and shall be approved by Mancom and the licensee.
- B11.4.10 All presenters shall adhere to the conditions set out in the Radio Authority Programme Code, a copy of which shall be placed in Studio A. A copy of this code must be produced for all members upon request.
- B11.4.11 All breaches of the presenter contract or the Radio Authority Programme Code must be reported to the licensee.
- B11.4.12 Any presenter(s) who breaches the terms of the presenter contract or the Radio Authority Programme Code shall be subject suspension from broadcasting up to a maximum of four weeks. The duration of this suspension will be at the discretion of the Programme Controller in liaison with the Station Director. If the presenter in question is the Station Director or the Programme Controller then the Assistant Director will have the power to act as above. No such action will take effect without the prior approval of the licensee.

- B11.4.13 Serious or multiple breaches of the terms of the Presenter Contract or the Radio Authority Programme Code shall result in the maximum length of suspension from broadcasting. After this time the future status of the member as a broadcaster will be reviewed by the Station Director and Programme Controller. All such actions will be subject to the approval of the licensee.
- B11.4.14 Any fines or costs incurred as a result of a breach of the Radio Authority Programme Code will be met by the presenter(s) concerned, after full consultation with the licensee whose decision on the matter will be final.
- B11.4.15 Appeals about any disciplinary action should be made to the Pro Vice Chancellor responsible for Student Affairs.
- B11.4.16 All members are responsible for maintaining the physical upkeep and appearance of the station.
- B11.4.17 No member shall defame the name or reputation of BFM or engage in any activity which may cause harm to the name or reputation of the radio station.
- B11.4.18 No member shall use the name or facilities of BFM for personal or financial gain.
- B11.4.19 No member shall use the name or facilities of BFM to further any political interests.
- B11.5** Government and Administration
- B11.5.1 BFM is a sub-committee of the Union Council with permanent delegated powers, subject to the constraints set out in Sections 10 and 15 of the Union Constitution.
- B11.5.2 The sovereign ruling body of BFM is a general meeting, not withstanding the ultimate control of the Union Council.
- B11.5.3 The financial affairs of the station will comply with the Union financial regulations.
- B11.5.4 All affiliations of BFM will be ratified by Union Council.
- B11.5.5 BFM will be administered by Mancom, whose powers and responsibilities are detailed within this constitution.
- B11.5.6 The Station Director's decision on the content of broadcasting shall be final; subject to the precaution that due care is taken to avoid slander, or other legal difficulties. They shall consult the Trustees and General Manager of the Union over any potential legal problems.
- B11.6** Management Committee (Mancom)
- B11.6.1 Mancom consists of nineteen members:
- B11.6.1.1 Station Manager
- B11.6.1.2 Assistant Station Manager
- B11.6.1.3 Chief Engineer
- B11.6.1.4 Programme Controller
- B11.6.1.5 Head of Music

- B11.6.1.6 Head of Administration
- B11.6.1.7 Head of News
- B11.6.1.8 Head of Publicity
- B11.6.1.9 Head of Advertising
- B11.6.1.10 Head of Presenter Training
- B11.6.1.11 Head of Production
- B11.6.1.12 Systems Administration
- B11.6.1.13 Record Librarian
- B11.6.1.14 Six elected officers
- B11.6.2 Quorum shall be attendance of at least 50% of currently held Mancom positions minimum of 6 people. Failure to obtain such a quorum shall mean that the meeting shall have no constitutional competence.
- B11.6.3 Mancom shall meet at least once a week during academic term, excepting weeks where a general meeting is held. The date, time and location of this meeting having been posted on the Station notice board at least forty eight hours before any such meeting. Normally this will remain unchanged from week to week but Mancom or a general meeting may change this arrangement.
- B11.6.4 The Station Director or a majority of Mancom members may alter the arrangements no later than twenty four hours before the meeting is due to take place.
- B11.6.5 Mancom may be called with at least forty-eight hours notice by either the Station Director or a majority of Mancom. A meeting must also be called if the Station Director is petitioned to do so, in writing, by at least ten Station members.
- B11.6.6 The agenda of a Mancom meeting shall be:
 - B11.6.6.1 Fulfilment of quorum
 - B11.6.6.2 Apologies for absence
 - B11.6.6.3 Confirmation of the minutes from the previous Mancom meeting
 - B11.6.6.4 Matters arising from the minutes
 - B11.6.6.5 Challenges to the order of agenda
 - B11.6.6.6 Departmental reports
 - B11.6.6.7 Motions, Elections and Matters for discussion
 - B11.6.6.8 Any other business
- B11.6.7 Mancom members who are going to be absent from a meeting must provide a written apology for that meeting. Department Heads must also submit a report, either written or in person. Should any Mancom member or Department Head fail to meet these criteria for any two Mancom meetings in any one term, then they shall cease to be a Mancom

member. This shall be confirmed in writing to the Station member losing their post. Any such member may appeal to Mancom for reinstatement before election of a successor, only under exceptional circumstances.

- B11.6.8 Mancom has the power to:
 - B11.6.8.1 Challenge the order of agenda
 - B11.6.8.2 Call for a general meeting
 - B11.6.8.3 Approve the presenter contract in conjunction with the licensee
 - B11.6.8.4 Transfer the vote of any absent Head of Department to their appointed assistant in the event of a reasonable period of absence, not exceeding one academic term.
 - B11.6.9 Mancom has the responsibility of:
 - B11.6.9.1 discussing any matter relating to BFM
 - B11.6.9.2 organising the general running of BFM
 - B11.6.9.3 seeing the Station funds are used properly for the benefit of BFM
 - B11.6.9.4 Co-opting members to temporarily fulfil a vacant position, until such time as the position is filled by a by-election. Such decisions require ratification by a qualified majority at a general meeting.
 - B11.6.9.5 Deciding time and venue of next meeting. By default unchanged.
 - B11.6.10 Any member of BFM may attend Mancom meetings in a non-voting capacity and will have speaking rights.
 - B11.6.11 Mancom meetings shall be chaired by the Station Director, or the Assistant Director if the Station Director is not present.
 - B11.6.12 Any motion, in whole or modified form, defeated twice shall not be discussed or considered again by either Mancom or a General Meeting within the same academic term. However, a simple majority of a Mancom Meeting may decide to discuss such a motion after a speech For and a speech Against has been made.
 - B11.6.13 Matters require a simple majority of those voting For, as opposed to those voting Against. Abstentions are NOT counted as votes against, but as an un-opinionated view.
- B11.7** General Meetings
- B11.7.1 General meetings shall:
 - B11.7.1.1 Ratify the accounts of the previous year at the first general meeting of the Michaelmas term.
 - B11.7.1.2 Ratify a budget formulated by Mancom at a general meeting held during the Michaelmas term, including departmental competencies.
 - B11.7.1.3 Have the power to censure any member or remove by vote of no-confidence any officer.

- B11.7.1.4 Have the power to award non-members 'honorary' and 'associate' membership of Radio Bailrigg.
- B11.7.2 General meetings must be held at least twice each academic term; usually within the first three weeks and last three weeks of the term.
- B11.7.3 General meetings must be called with at least seven days notice by either the Station Director or a majority of Mancom. A meeting must also be called if the Station Director is petitioned to do so, in writing, by at least ten Station members.
- B11.7.4 Notice shall be posted on the Station notice board, and also written notification must be made to all BFM members, not less than seven days before the meeting.
- B11.7.5 General Meetings shall be chaired in the first instance by the Station Director, or in their absence the Assistant Director. If quorum is fulfilled the Chair shall ask for nominations for chair of the meeting. From then, the elected Chair will chair the meeting.
- B11.7.6 Any member of BFM, the licensee and any honorary member will be eligible to attend and speak. However, only full members may vote.
- B11.7.7 Quorum shall be twenty members of the Station, of which three must be Mancom members.
- B11.7.8 Voting: Constitutional amendments, no-confidence motions and matters relating to honorary memberships, require a two-thirds (qualified) majority. All other matters require a simple majority of those voting for, as opposed to those voting against. Abstentions are NOT counted as votes against, but as an un-opinionated view.
- B11.7.9 The Agenda for a general meeting shall be:
 - B11.7.9.1 fulfilment of quorum and an announcement of such quorum
 - B11.7.9.2 election of a Chair
 - B11.7.9.3 confirmation of Minutes from previous general meeting
 - B11.7.9.4 matters arising from minutes
 - B11.7.9.5 challenges to the order of agenda
 - B11.7.9.6 departmental reports
 - B11.7.9.7 motions, elections and matters for discussion
 - B11.7.9.8 Any Other Business
- B11.7.10 Any motion, in whole or modified form, defeated twice shall not be discussed or considered again by either Mancom or a general meeting within the same academic term. However, a simple majority of a may decide to discuss such a motion after a speech For and a speech Against has been made.
- B11.7.11 Emergency General Meetings may be called with a minimum notice of 48 hours, by either the Station Director or at least 50% of currently held Mancom positions, minimum of 6

people. A meeting must also be called if the Station Director is petitioned to do so, in writing, by at least ten Station members.

- B11.7.12 The Agenda for an Emergency General Meeting shall be:
 - B11.7.12.1 fulfilment of quorum and the announcement of such quorum
 - B11.7.12.2 election of a Chairperson
 - B11.7.12.3 the ONE item of business in respect of which the Emergency General Meeting was called.
- B11.7.13 Emergency General Meetings cannot:
 - B11.7.13.1 pass constitutional amendments
 - B11.7.13.2 award or revoke 'honorary' and 'associate' memberships
 - B11.7.13.3 discuss no-confidence or censuring measures
 - B11.7.13.4 transact any financial business
- B11.7.14 The minutes of the Emergency General Meeting shall be ratified at the next general meeting.
- B11.8** Mancom Job Descriptions
 - B11.8.1 Station Manager - Responsibilities:
 - B11.8.1.1 To report to the Licensee any matter of concern to the Licensee.
 - B11.8.1.2 To report to the Union any matter which may concern the Union.
 - B11.8.1.3 To convene and in the first instance chair Mancom meetings.
 - B11.8.1.4 To oversee the general running of BFM.
 - B11.8.1.5 To handle all correspondence which is not the responsibility of another member of BFM.
 - B11.8.1.6 To ensure all Department Heads are conducting themselves according to their positions and responsibilities.
 - B11.8.1.7 To ensure that all members and committees of BFM act within the constitution and the Radio Association Code.
 - B11.8.1.8 To call and convene Mancom meetings.
 - B11.8.2 Assistant Station Manager - Responsibilities:
 - B11.8.2.1 To ensure written notification of general meetings are dispatched to all Station members and notice is posted on a recognised Union notice board with at least the prescribed 7 days notice.
 - B11.8.2.2 To be responsible for the printing and dispatch of BFM letters.
 - B11.8.2.3 To carry out station duties as requested by the Station Director.
 - B11.8.2.4 To be prepared to carry out the Station Director's duties should the need arise.
 - B11.8.2.5 To be in charge of personnel - collating and updating the list.

- B11.8.2.6 To produce, in conjunction with the publicity department, an introductory document to be distributed to all station members.
- B11.8.2.7 To be responsible as Chief Returning Officer for the overall conduct of BFM elections in association with the Union Elections sub committee.
- B11.8.2.8 Maintaining an up-to-date copy of this constitution and produce a copy for any BFM member upon request.
- B11.8.3 Chief Engineer - Responsibilities:
 - B11.8.3.1 To oversee maintenance of all equipment associated with BFM.
 - B11.8.3.2 To oversee the purchase of technical equipment via Mancom.
 - B11.8.3.3 To ensure the technical standard of broadcast is as high as possible.
 - B11.8.3.4 To ensure that broadcasting regulations are adhered to.
- B11.8.4 Programme Controller - Responsibilities:
 - B11.8.4.1 To ensure that smooth and efficient broadcasting occurs at all times.
 - B11.8.4.2 To ensure that presenters are allocated to all programme slots.
 - B11.8.4.3 To ensure that the presenter (and producer, if appropriate) are of a high enough standard to enable smooth and efficient broadcasting.
 - B11.8.4.4 To co-ordinate live bands, plays and discussions.
 - B11.8.4.5 To convene and chair meetings of the Listening Committee (Listicom). This may be chaired by another Mancom member in the absence of the Programme Controller.
- B11.8.5 Head Of Music - Responsibilities:
 - B11.8.5.1 To ensure BFM receives as many records as possible that Radio Bailrigg may have interest in. This includes liaising with record companies.
 - B11.8.5.2 To assist the record librarian in ensuring correct filing of records, and in the absence of a record librarian to fulfil their responsibilities
 - B11.8.5.3 To compile play lists and music policy, pending appeal to Mancom.
- B11.8.6 Head Of Administration – Responsibilities
 - B11.8.6.1 To ensure room bookings are made weekly for mancom meetings and bi-termly general meetings, and that the time and locations of these meetings are publicised to the membership.
 - B11.8.6.2 To take the minutes at mancom and general meetings and to present them in a coherent and legible form before the next scheduled meeting.

- B11.8.6.3 To record all policy passed at mancom and general meetings in the policy book.
- B11.8.6.4 To keep an accurate account of finances of BFM, and present a report of these finances at mancom and general meetings.
- B11.8.6.5 To liase with the union finance office on financial matters and insure BFM financial affairs adhere to Union financial regulations.
- B11.8.6.6 To supervise the handling of cash passing through BFM.
- B11.8.6.7 To ensure all expenses are backed up by receipts and goods where appropriate.
- B11.8.6.8 To deal with all outstanding accounts, whether in credit or in debt and ensure that they are handled fittingly.
- B11.8.7 Head Of News - Responsibilities:
 - B11.8.7.1 To oversee collection, collation and presentation of national, local and campus news and the attendance of news readers.
 - B11.8.7.2 To ensure on-air newsreaders adhere to the latest Radio Authority News and Current Affairs Code.
 - B11.8.7.3 To maintain close contact with such bodies as SCAN, JCRs, the Students' Union, Societies and obtain any news-worthy items from them.
 - B11.8.7.4 To oversee arranged interviews and debates on important and interesting issues.
 - B11.8.7.5 To assist the Programme Controller in the formatting of specific features to be included in programmes.
 - B11.8.7.6 The co-ordination of news programmes in conjunction with the Programme Controller.
- B11.8.8 Head Of Publicity - Responsibilities:
 - B11.8.8.1 The production of a regular programme schedule which gives details of intended output for that period.
 - B11.8.8.2 Maintaining a reasonable amount of publicity around campus.
 - B11.8.8.3 Presenting for each issue of SCAN, an article outlining BFM activities of interest to members, as well as non-members of BFM.
 - B11.8.8.4 To be responsible for the delegation supervision of the ordering and sale of Radio Bailrigg promotional goods.
 - B11.8.8.5 To liase with the Head of Advertising to gather prizes and arrange their collection and distribution for use in BFM promotions and competitions.
- B11.8.9 Head Of Advertising - Responsibilities:
 - B11.8.9.1 To arrange the sale and production of advertising material.
 - B11.8.9.2 To keep records of all revenue from commercials broadcast on BFM.
 - B11.8.9.3 To co-ordinate a local sales team.

- B11.8.9.4 To liase with the Licensee and other relevant external bodies concerning advertising on BFM.
- B11.8.9.5 To liase with the Head of Publicity to gather prizes and arrange their collection and distribution for use in BFM promotions and competitions.
- B11.8.10 Head Of Presenter Training - Responsibilities:
 - B11.8.10.1 To regularly produce a report of people waiting to be trained.
 - B11.8.10.2 To co-ordinate the allocation of trainees to trainers.
 - B11.8.10.3 To ensure trainees attain the highest possible standards of technical ability.
 - B11.8.10.4 To ensure all trainers are capable of training to the highest possible technical standard.
- B11.8.11 Head Of Production - Responsibilities:
 - B11.8.11.1 To ensure that all on-air promotions are completed to a high standard, within required deadlines and in accordance with station policy.
 - B11.8.11.2 To produce as and when required, station identification jingles, advertisements and promotions.
 - B11.8.11.3 To liase with the presenter trainer regarding the training of members in the use of production equipment
- B11.8.12 Systems Administrator – Responsibilities
 - B11.8.12.1 To ensure the smooth and constant operations of all computer systems within and under the control of Bailrigg FM.
 - B11.8.12.2 To ensure the prompt restoration of computer services in the event of system failure.
 - B11.8.12.3 To co-ordinate the creation of user accounts for members as and when appropriate.
 - B11.8.12.4 To ensure the maintenance of BFM’s website, in liaison with Webmaster. If the systems administrator is found to be abusing the power that comes with this position they will be immediately suspended from their role and further action may be taken by the University if required.
- B11.8.13 Six Elected Others (6 members) - Responsibilities:
 - B11.8.13.1 To attend each Mancom meeting or provide written apology if unable.
 - B11.8.13.2 To undertake any tasks designated as those of Mancom by current policy.
 - B11.8.13.3 To actively participate in station matters and ventures.
- B11.8.14 Record Librarian (Mancom Post) - Responsibilities:
 - B11.8.14.1 To ensure all records belonging to BFM are regularly and correctly filed, in liaison with the Head of Music.
 - B11.8.14.2 To update any computer listing at regular intervals, to implement any changes in the listing system that they deem necessary and to produce listings when required.

B11.8.14.3 To be responsible for the whereabouts of any records removed from the Station, excepting those taken for use during Bailrigg FM outside events.

B11.8.14.4 In the absence of an elected Record Librarian, these duties fall to the Head of Music.

B11.9 Non-Mancom Positions

B11.9.1 Non-Mancom positions shall include:

B11.9.1.1 Webmaster

B11.9.1.2 Safety Officer

B11.9.1.3 Social Secretary

B11.9.1.4 Assistant Heads of Departments

B11.9.2 Non-mancom positions shall be elected at the same time as Mancom posts, in accordance with section B11.10 of this constitution.

B11.9.3 Non-Mancom members do not have the right to vote at Mancom meetings.

B11.9.4 Social Secretary (Non-Mancom) - Responsibilities:

B11.9.4.1 To organise and publicise BFM social events.

B11.9.4.2 To ensure that these social events are acceptable to BFM members.

B11.9.5 Webmaster (Non Mancom) – Responsibilities

B11.9.5.1 To co-ordinate the design of the website

B11.9.5.2 To oversee the content of the website including submissions from departments and individual members where appropriate

B11.9.5.3 To ensure that the website is kept up to date.

B11.9.6 Assistant Head Of Departments (Non-Mancom)

B11.9.6.1 Every Department Head shall be required to ensure that there is a recognised deputy. Such assistants will be appointed by the department head and this decision ratified by a Mancom vote. If the assistant is rejected by Mancom then the department head will be required to select another nominee.

B11.9.6.2 Department Head will refer to all elected Mancom members, except Station Director, Assistant Director and the six others.

B11.9.7 Assistant Heads Of Departments (Non-Mancom) Responsibilities:

B11.9.7.1 To carry out the duties of the head of department in their absence.

B11.9.7.2 To carry out duties requested by the head of the department, concerned with the operation of that department.

B11.9.7.3 To be responsible to the head of department.

- B11.9.8 Safety Officer (Non-Mancom) Responsibilities:
- B11.9.8.1 To oversee the enforcement of the Bailrigg FM Safety Code of Conduct.
 - B11.9.8.2 To maintain Bailrigg FM as a safe working environment for all members
 - B11.9.8.3 To deal with any safety issues which arise during the running of Bailrigg FM.
 - B11.9.8.4 To liaise with LUSU on safety issues and to complete the risk assessment process as required by LUSU.

B11.10 Elections

- B11.10.1 The running of all elections is the responsibility of the Union Elections sub committee who shall deputise this to the Assistant Director, who shall act as Chief Returning Officer. The Assistant Station Manager shall actively seek training from a representative of the union election sub-committee in order that these responsibilities be understood and conducted correctly. Should the Assistant Director be a candidate in an election an Acting CRO may be appointed by a simple majority of a Mancom Meeting.
- B11.10.2 The CRO may appoint a Deputy Returning Officer (DRO) to assist in his/her duties.
- B11.10.3 Elections shall be held at a general meeting.
- B11.10.4 The CRO and Deputy CRO:
- B11.10.4.1 must be current members of the Union
 - B11.10.4.2 may not be candidates in the election
 - B11.10.4.3 may not nominate or second any of the candidates
 - B11.10.4.4 are responsible for the fair running of the election
 - B11.10.4.5 are responsible for the production of nomination sheets
 - B11.10.4.6 are responsible for the production, duplication and distribution of ballot papers to voters
 - B11.10.4.7 are responsible to the Union Elections Committee.
- B11.10.5 All posts listed in B11.6.1 and B11.9.1, except the Six Elected Officers, shall be elected at a general meeting in the last three weeks of Lent term. These posts run from the end of Lent term, for one year.
- B11.10.6 The Six Elected Officers posts on Mancom shall be elected at a general meeting in the last three weeks of each term. Posts run from the end of that term and for the following term.
- B11.10.7 Any post may be filled by by-election at a general meeting.
- B11.10.8 Candidates elected by by-election will take up office seven days from the date of the election.

- B11.10.9 Nomination sheets will be posted on the Station notice board at least seven days before an election is due to occur. Nominations will not be accepted with less than twenty-four hours until the scheduled election. Nomination sheets should have the following or a similar wording:
- B11.10.9.1 Election for the post of..... (Mancom/non-Mancom).
 - B11.10.9.2 Proposer and Secunder must be members of the Station.
 - B11.10.9.3 Candidate must be a member of the Station.
 - B11.10.9.4 The post expires on .
 - B11.10.9.5 The election takes place on (DATE) at the General Meeting at (TIME) in (VENUE).
 - B11.10.9.6 Nominations will not be accepted with less than twenty-four hours until the scheduled start of the election.
- B11.10.10 Nominations shall close twenty-four hours preceding the time set for the general meeting at which the election is to be held.
- B11.10.11 All candidates must be nominated by a proposer and seconder, both of whom must be BFM members.
- B11.10.12 For single post elections Alternative Transferable Vote (ATV) will be used.
- B11.10.13 Re-Open Nominations (RON) shall be a candidate in all elections.
- B11.10.14 For the 'Six Elected Officers positions the following procedures shall be used:
- B11.10.14.1 If there are six or less members standing for election (including RON) then they shall be individually elected by a simple majority at a general meeting. This election may be held by a secret ballot, if decided by a simple majority of the meeting.
 - B11.10.14.2 If there are more than six members standing for elections (including RON) then the Single Transferable Voting System will be used as defined by the Electoral reform Society.
- B11.10.15 All elections are preceded by speeches by the candidates not exceeding five minutes in the case of Station Director and two minutes for all other posts. This is followed by questions to the candidates directed through the CRO who shall act as Chair. Candidates unable to attend must send written confirmation of their intention to stand and this must be read out by the CRO after the speeches from the other candidates. If no confirmation is received, exclusion from the election will result. A vote shall then be taken.
- B11.10.16 Voting shall be by secret ballot. Proxy votes shall be accepted only in the case of an on-air presenter.
- B11.10.17 All ballot papers must be retained for at least twenty-one days from the date of the election.
- B11.10.18 Any complaints regarding elections should at first be taken to the CRO. His/her decision can be appealed to the Union Elections sub-committee whose decision is final, subject to

the complaints procedure set out in Section 21 of this Constitution.

B11.11

Resignations

B11.11.1

Resignations of all posts, except Station Director, must be made in writing to the Director at least seven days before the resignation is due to take effect. The resignation letter shall be posted on the Station notice board for a minimum of seven days.

B11.12

The resignation of the Station Director must be made at least fourteen days before the resignation is to take effect. Copies of the resignation must be sent to:

B11.12.1

The Union President on behalf of the Union.

B11.12.2

The Licensee.

B11.12.3

The Chair of the SRA.

B11.12.4

A further copy must be posted on the Station notice board for a minimum of fourteen days.

B11.12.5

Subsequent to the resignation of any officer a by-election must be held. Mancom has the power to co-opt members to temporarily fulfil a vacant position, until such time as the position is filled by a by-election. Such decisions require ratification by a qualified majority at a General Meeting.

B11.13

Policy

B11.13.1

All equipment belonging to Radio Bailrigg remain the sole property of the station and therefore should never be removed from the station, except if required for Radio Bailrigg business (outside events).

B11.13.2

They may also be loaned to other parties only via a Mancom decision and on receipt of a deposit. The deposit is to be in accordance with current Mancom policy.

B11.13.3

The same restrictions are imposed with technical equipment, which has the added restriction of requiring the consent of the Chief Engineer or Deputy, which must be obtained in addition to any Mancom decision to loan.

B11.13.4

A written record of all media and technical equipment removed from the station must be kept and displayed - with details of who has borrowed them and when they are to return.

B11.13.5

A record of all major policy decisions taken at a Mancom or a general meeting should be kept in a notebook with a copy of the constitution in the station. A copy should also be kept in a secure place.

B11.14

Constitution

B11.14.1

All amendments or deletions to this constitution must be passed by a qualified majority at a general meeting. Any changes require Union Council approval before taking effect.

B11.15**Complaints**

B11.15.1

Any complaints about the running or operations of BFM should initially be discussed with the Station Director, but then shall be dealt with under the procedure set out in Section 21 of the Union Constitution.