

# Constitution for ICU IC Radio

## 1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Committee.
- 1.2 The name of the Club shall be IC Radio, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Provide facilities, equipment, and training to allow our members to produce and broadcast radio shows
  - 2.2 Provide an environment that promotes a community based around Radio production and broadcasting
  - 2.3 Provide facilities and opportunities for interviewing, reviewing, and recording bands and musicians
  - 2.4 Support education in radio and media production, and provide network links to other radio stations and media groups through membership to affiliate bodies such as the Student Radio Association.
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## 3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

## 4. Membership

- 4.1 The following shall be eligible to become members of the club:
  - 4.1.1 ICU Full Members
  - 4.1.2 ICU Associate Members
  - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

## 5. Committee

- 5.1 Station Manager
- 5.2 Assistant Head of Music
- 5.3 Head of Music
- 5.4 Head of Programming
- 5.5 Head of Training
- 5.6 Technical Manager
- 5.7 IT Manager
- 5.8 Production Studio Manager
- 5.9 Junior Treasurer
- 5.10 Secretary
- 5.11 Publicity
- 5.12 Social Secretary
- 5.13 Assistant Station Manager
- 5.14 Head of Discos

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## 6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Station Manager shall be the Chair of the club and shall represent it on the Media Executive, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected. They shall sign an ICU Financial Responsibility form, and be aware of ICU Financial Regulations..
- 6.5 The Junior Treasurer shall shall carry out the day to day financial duties of the club, and, with the Station Manager, sign an ICU Financial Responsibility form and be aware of ICU Financial Regulations..
- 6.6 The Secretary shall shall be responsible for keeping the club records in good order.
- 6.7 The Head of Music shall shall be responsible for liaising with record companies and concert promoters on behalf of the station, to provide new music, concert tickets, and interview opportunities for society members. .
- 6.8 The Head of Programming shall shall organise the broadcast schedule, working to improve and diversity it.
- 6.9 The Publicity shall shall be responsible for promoting the IC Radio Brand and individual IC Radio shows to the student body..
- 6.10 The Production Studio Manager shall shall carry out the day to day running of the recording studio.
- 6.11 The Technical Manager shall carry out the day to day technical duties of the club.
- 6.12 The Social Secretary shall shall be responsible for organising social events for all the club members.
- 6.13 The Assistant Station Manager shall shall act as a general committee member and support any committee members who may request assistance with their individual duties.
- 6.14 The IT Manager shall shall be responsible for the upkeep and maintenance of the IC Radio website and broadcasting servers.
- 6.15 The Head of Training shall will be responsible for the basic training and continual development of all show presenters and producers.
- 6.16 The Assistant Head of Music shall assist the Head of Music in liaising with record companies and concert promoters on behalf of the station, to provide new music, concert tickets, and interview opportunities for society members. .
- 6.17 The Head of Discos shall shall maintain and co-ordinate the hiring of IC Radio hire gear.

## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

## 8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

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## 9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
- 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
  - 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
- 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
  - 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

## 10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

## 11. Health & Safety

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

## 12. Additional Activities

## 13. Constitution

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for IC Radio on 18/05/2014 by George Butcher and James Dunn