

Forth Valley Broadcasting Constitution

1. Title

The title of the Organisation shall be Forth Valley Broadcasting, hereafter referred to as 'the Organisation'.

2. Objects

The objects of the organisation shall be to relieve the needs of the patients of Falkirk and Stirling Royal Infirmaries and other health care establishments by the provision of radio programmes. In furtherance thereof, but not otherwise, the Organisation shall:

- (i) Maintain a central studio and administrative offices
- (ii) Broadcast a variety of radio programmes to hospitals and other health care establishments.

3. Powers

In pursuance of these objects, the Organisation shall have the following powers:

- (i) Engage and pay fees to professional and technical advisers / consultants to assist in the work of the Organisation
- (ii) Bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals
- (iii) Take out membership of such organisations as are considered to be in the interests of and compatible with the objects of the Organisation
- (iv) Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses
- (v) Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas
- (vi) Cause to be prepared and printed or otherwise reproduced and circulated, free of charge or for payment, such papers, books, periodicals, pamphlets or other documents or films or recorded media (whether audio or video or both) as shall further the objects
- (vii) Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objects and construct, maintain and alter any buildings considered appropriate for the work of the Organisation
- (viii) Sell, let, grant securities over, dispose of or turn to account all or any of the property or assets of the Organisation
- (ix) Raise money for the objects and accept gifts on such terms and on such security as shall be deemed to be appropriate
- (x) Raise funds and invite and receive contributions from any person or persons by way of subscription or otherwise

Forth Valley Broadcasting Constitution

- (xi) Invest the funds of the Organisation not immediately required for the objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may at the time be imposed or required by law
- (xii) Do all such other lawful things as are incidental or conducive to the attainment of the objects

4. Departments

The Organisation shall consist of several Departments, namely Record Library, Presentation and Production, Engineering, Programme Services, Training Information Technology and Fundraising which will be subject to the descriptions in Appendix E. The Head of each Department shall be known as its Controller.

5. Executive Committee

The day-to-day running of the Organisation, and of the services which it provides, will be done by an Executive Committee, who will be responsible to the Membership of the Organisation. The Executive Committee will be subject to the Rules and Regulation laid out in Appendix A.

6. Assets

- (i) Such accounts as are deemed necessary by the Membership will be maintained, at whichever financial institutions deemed suitable by the Membership, in the name of the Organisation. These institutions shall be requested to honour the signatures of the Chairman and the Treasurer, and their successors. The Organisation's financial year shall be deemed to commence on 1st February each year.
- (ii) All premises and other assets belonging to the Organisation will be subject to the Rules and regulations laid out in Appendix D.

7. Membership

Membership will be open to all interested in assisting the project. Members, and those applying for Membership, will be subject to the Rules and Regulations laid out in Appendices B and F.

8. Meetings

- (i) There will be an Annual General Meeting of which no less than fourteen days notice will be given. An Extraordinary General Meeting may be convened by the Secretary upon request by the Executive Committee or 4 Members of the Executive Committee or 8 Full Members, who shall state the business to be considered at the meeting. The Annual General Meeting and all Extraordinary General Meetings will be subject to the Rules and Regulations laid out in Appendix C. All Full Members will have the right to vote at these Meetings.
- (ii) There will be not less than quarterly meetings of the Executive Committee. Any Member has the right to be present at any Executive Committee Meeting. Not less than fourteen days' notice will normally be given to the Membership of any Executive Committee meeting, in whatever form the Executive Committee deem appropriate. Executive

Forth Valley Broadcasting Constitution

Committee Meetings will be subject to the Rules and Regulations laid out in Appendix C. Members of the Executive Committee will have the right to vote at these Meetings.

- (iii) Ordinary general meetings will be held at the discretion of the Executive Committee, and not less than fourteen days' notice, not necessarily in writing, will be given to the Membership in whatever form the Executive Committee deem appropriate. All Full Members will have the right to vote at these Meetings. General meetings will be subject to the Rules and Regulations laid out in Appendix C.

9. Dissolution

In the event of the dissolution of the Organisation, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Organisation, but shall be given or transferred to a recognised charitable organisation(s) having objects similar to those of the Organisation.

APPENDIX A - THE EXECUTIVE COMMITTEE

A1. Office Bearers

The Office Bearers of the Organisation shall be the Chairman, the Secretary, the Treasurer and the Station Manager.

A2. Executive Committee

- (i) The Executive Committee shall consist of the Office Bearers and Departmental Controllers of the Organisation, and such other officials as are considered necessary by the Executive Committee.
- (ii) The Chairman shall be the principal contact point between the Organisation and any external bodies. He shall also chair Meetings of the Members of the Organisation.
- (iii) The Secretary shall organise Meetings, including the preparation of Minutes, and keep track of all outgoing and incoming correspondence.
- (iv) The Treasurer shall keep record of the accounts of the Organisation, and prepare a statement of accounts for each Meeting. An independent audited balance sheet shall be prepared by a suitably qualified auditor for the Annual General Meeting and a copy shown to Members present at the meeting.
- (v) The Station Manager, in the absence of the Chairman, shall assume the responsibilities of Acting Chairman. He shall also ensure the cleanliness of all properties used by the Organisation and its Members in the course of their duties, and shall ensure that adequate stocks of supplies are kept as required for the efficient running of the Organisation. He will also keep charge of discipline in accordance with Appendix F.
- (vi) The Departmental Controllers will ensure the efficient running, as far as manpower and equipment in their own departments are concerned, of the Organisation in accordance with the departmental descriptions laid out in Appendix E.

Forth Valley Broadcasting Constitution

A3. Appointments

- (i) All Office Bearers and Departmental Controllers will resign at the Annual General Meeting, except for the Chairman and Secretary who will normally resign after alternating two-year periods. Any Full Member may be nominated for Office. Nominations will require a proposer and seconder.
- (ii) The Health Board will be notified of the new Executive Committee following the Annual General Meeting.

APPENDIX B - MEMBERSHIP

B1. Application

- (i) Application for Membership shall be made to the Executive Committee. Applicants may or may not be granted Probationary Membership, at the discretion of the Executive Committee.
- (ii) All Members must sign a declaration at the time of application that they have read, understood and are willing to abide by the rules and regulations of the Organisation and any amendments thereto.
- (iii) Excepting in unusual circumstances, after either three months of acceptance as a Probationary Member, or attaining an age of sixteen years, whichever is the later, Probationary Members will either be transferred to the Full Membership List, the Associate Membership list or have their Membership annulled by the Executive Committee. Full Membership shall be granted to those who will take a regular active part in the maintenance of the Organisation and shall have full voting rights. Associate and Probationary Members shall have no voting rights.

B2. Dismissal

- (i) The Controllers of the Executive Committee may recommend for dismissal any Member from the Organisation for a just cause. Any member so recommended has the right of appeal to the Office Bearers of the Executive Committee.
- (ii) Any Member who has been expelled or required to leave the Organisation by a previous Executive Committee shall not be re-admitted. Members who have left on their own accord and wish to re-apply will be subject to the same conditions as if they had not previously been Members.

B3. Subscription Fees

The subscription rate for Full Members will be fixed at the beginning of the Organisation's financial year by the Executive Committee, following the advice of the Treasurer. Membership subscription shall fall due immediately following the Annual General Meeting and should be paid by the end of the next calendar month. The fee is not returnable if association with the Organisation is terminated for any reason whatsoever. Associate and Probationary Members are not required to pay subscription.

Forth Valley Broadcasting Constitution

APPENDIX C - MEETINGS

C1. Quorum

- (i) The Quorum at the Annual General Meeting or an Extraordinary General Meeting shall be fifteen Full Members, or two-thirds of the Full Membership if this is less. In the event of there not being a Quorum, the Members present shall form an Interim Committee. This Interim Committee may proceed as if the Meeting was quorate.
- (ii) The Quorum for General Meetings and Executive Committee Meetings shall be five Full Members and three Executive Committee Members respectively.

C2. Voting

- (i) Should any Meeting require a decision to be made, a vote shall be taken by show of hands, each Full Member having a single vote (other than during an Executive Committee Meeting, when only Executive Committee Members have the right to vote), excepting the Chairman of the Meeting, who shall have both a deliberative and a casting vote, the latter being in whatever manner he deems appropriate for the occasion.
- (ii) If any Member requests that the vote shall be by secret ballot, or when any Office Bearer is being elected, then the vote shall be by secret ballot.
- (iii) If any member cannot attend an Annual general Meeting (AGM), or Extraordinary General Meeting (EGM), in person, then that member may either:
 - a) Nominate another member to vote on their behalf at the meeting, or,
 - b) Instruct the Chairman to cast their vote, as directed.

In both cases, Proxy Form must be completed and signed by the member and lodged with the Chairman at least 24 hours prior to the start of the AGM or EGM. In all cases it is the member's responsibility to ensure that the Chairman has received the Proxy Form in time. It will not be sufficient to leave the Proxy Form in the Radio Royal studio by the deadline.

In the event that the member who has lodged a Proxy Form does attend the AGM or EGM in person, then the Proxy Form will automatically become void.

C3. Reporting

Each Controller shall report on matters relevant to his Department, and each Member of the Executive Committee shall report on any matter that he sees fit. The report may be in any form of his choosing, excepting at the Annual General Meeting, at which the report shall be in writing. Reports for the Annual General Meeting shall be given to the Secretary not later than seven days before the date of the Meeting.

C4. Minutes

Minutes or Action & Information Points shall be kept of each Meeting. These Minutes should be adopted as correct at the next Meeting of the same type. The writer of the Minutes may neither propose nor second the adoption of these Minutes.

Forth Valley Broadcasting Constitution

C5. Motions

- (i) Motions for the Constitutional changes must be put to the Secretary, in writing, not less than seven days before the date of the Meeting to which the Motion applies. No changes may be made to the Constitution that would have the effect of the Organisation failing to be recognised as a charity. Changes may be made to any part of the Constitution only at an AGM or EGM. In addition, changes may be made to any part of the Appendices at any General meeting.
- (ii) Any Full Member may propose any competent motion at any Meeting (excepting at an Executive Committee Meeting, where only Executive Committee Members have this right), in accordance with (i) above. Any other Full Member may second this motion. Motions will not be accepted by the Chairman unless they have both a Proposer and Seconded. Amendments to motions may be made, requiring both a Proposer and Seconded, both of whom must be Full Members, and must not be the Proposer or Seconded of the motion being amended. Amendments, and the motion to which they refer, will be discussed in the reverse order of proposal, unless the Chairman rules that not to do so would benefit the discussion of these amendments.

C6. Agenda

- (i) An Agenda will be prepared by the Chairman for each Meeting. Where written notice of a Meeting is given, the Agenda for that Meeting must be included with that notice. Items for inclusion in the Agenda must be put to the Secretary not less than seven days before the date of the Meeting, excepting where written notice of the Meeting is to be given, where items for inclusion in the Agenda must be put to the Secretary not later than seven days before the notice is due to go out. Inclusion of items for the Agenda after that date is at the discretion of the Chairman. The Agenda will include an item named "Any Other Competent Business."
- (ii) Any Member may make comment on any subject on the Agenda. Should he wish to raise a matter that is not on the Agenda, he may do so under "Any Other Competent Business," but only with the consent of the Chairman.

C7. Apologies

- (i) Apologies for absence of any Member at an Annual or Extraordinary General Meeting must be given, in writing, in advance, to the Secretary.
- (ii) Apologies for absence of Members unable to attend Executive Committee and General Meetings are expected.

APPENDIX D - PROPERTY

D1. Ownership

- (i) Any property or assets heritable or moveable that the Organisation may acquire in any such manner or way shall be vested in the name of the Organisation.

Forth Valley Broadcasting Constitution

- (ii) Where, for any reason, it is not possible to vest any acquired property or assets in the name of the Organisation then such property or assets shall be vested in the names of the Chairman and the Treasurer for the time being.
- (iii) Should the Organisation wind up, all equipment and effects shall be sold for the best prices obtainable and the revenue there from, together with any sums held in the name of the Organisation, and shall be used to offset any debts if existing. Should there be any property or liabilities on rental, lease or hire at the time of the Organisation winding up then sums shall be held to ensure that any such finances are met until the time of termination of any such rental lease or hire periods. Any sums remaining shall be donated to a recognised charitable organisation(s), as indicated in Section 9 Dissolution.

D2. Damage

- (i) Any Member found to have wilfully damaged any property belonging to or leased by the Organisation may be deemed liable for any expenses incurred in the repair or replacement of that property.

APPENDIX E - DESCRIPTION OF DEPARTMENTS

E1. Record Library

- (i) The Record Library will have a cross-referenced index to all records owned by the Organisation.
- (ii) It will keep copies of pop record charts and provide these for use by Presenters within programmes.
- (iii) A stop list of banned records will also be kept, listing numbers and titles of all tracks deemed not suitable for play for any reason.

E2. Presentation & Production

- (i) The Presentation and Production Department will prepare all programmes for transmission, and will provide the final link between the Organisation and its audience.
- (ii) It will keep a library of pre-recorded programmes for use both in emergencies, and as regular programmes.

E3. Engineering

- (i) The Engineering Department will undertake installation and maintenance of all equipment.
- (ii) It will only be open to those suitably qualified persons authorised by the Executive Committee.

E4. Programme Services

The Programme Services Department will provide request collectors and co-ordinate all hospital visitors representing Radio Royal.

Forth Valley Broadcasting Constitution

E5. Training

The Training Department will organise the general training of all Members in liaison with the Programme Services, Presentation and Production, and Record Library Departments.

E6. Information Technology

- (i) The Information Technology Department will maintain the software and hardware of the Organisation's computer equipment.
- (ii) The Information Technology Department will maintain an external web site and the relevant web and email access accounts.

E7. Fundraising

The fundraising department will be responsible for organising all fundraising events and activities and will co-ordinate the efforts of members in this regard.

APPENDIX F - RULES OF MEMBERSHIP

F1. Disciplinary Procedure

- (i) Failure to comply with any one of the rules laid out in this appendix will result in the offence being minuted by the Executive Committee after investigation by the Station Manager and Departmental Controller, where appropriate, and an oral warning being given.
- (ii) A second failure to comply will result in the offence being investigated by the Station Manager and Departmental Controller, where appropriate, and after being further Minuted by the Executive Committee, a written warning will be issued and an automatic two week suspension from Radio Royal will be given. During the period of suspension, no member will be permitted to make any broadcast, nor make use of any Radio Royal facility in any way.
- (iii) Any further failure to comply will result in the offender being immediately suspended from Membership, pending further investigation. The offence will be investigated by the Station Manager, and Departmental Controller where appropriate, and, if confirmed, will result in action being taken as detailed in B2.

F2. Membership

- (i) Members must attend General Meetings on a regular basis and fulfil their volunteered commitments, including the raising of funds. Members who are unable to attend Meetings should make their apologies to the Secretary. Those unable to fulfil their commitments should inform the appropriate Departmental Controller as soon as possible.
- (ii) Members must pay the appropriate fees within one month of confirmation of acceptance of Full Membership and within the time limit specified in Appendix B, where appropriate. Members who have failed to pay their fees within this time limit shall forfeit the right to vote until their fees are paid.
- (iii) Members must, at all times, behave in a sensible, co-operative, and polite manner.

Forth Valley Broadcasting Constitution

F3. Studio Complex

- (i) Key Holders will be held responsible for ensuring the cleanliness and security of the Studio Complex, and for all activity therein, except where there are Members of the Executive Committee present. For the purposes of this appendix, the Duty Key Holder or Executive Committee Member present shall be referred to as the Responsible Member.
- (ii) All Members will obey the instructions of the Responsible Member.
- (iii) No Member may enter the Studio Complex should they be under the influence of alcohol or drugs, nor may any alcohol or drugs be consumed on these premises. Food must not be taken into the Studios. Any drink taken into the studio must be stored in the receptacles provided.
- (iv) Members must sign in and out of the Studio Complex on arrival and departure respectively.
- (v) A Member may sign in visitors to the Studio Complex, provided he has previously gained permission from an Executive Committee Member, and will be responsible for those visitors. Any visitor may be asked to leave by the Responsible Member.

F4. Equipment

- (i) No Member may buy goods, or incur any liability without the prior agreement of the Treasurer or Chairman.
- (ii) Fault report cards should be filled out for damaged or faulty equipment and returned to the Engineering Controller for examination.
- (iii) No Member should attempt repair of, design alterations or other changes to, equipment used by the Organisation without permission of the Engineering Controller. No equipment within its warranty or guarantee period will have said warranty or guarantee invalidated in any way except with the specific written permission of the Engineering Controller. All equipment installation, wiring, etc. will be completed to the appropriate British Standard.
- (iv) Members will treat all equipment and other property used by the Organisation with due respect. Use of any equipment in the Studio Complex is at the discretion of the Responsible Member during normal hours. Equipment will not be used outwit normal hours and should normally be vacated by 23.00 or one hour after broadcasting has finished, except with the permission of an Executive Committee Member.
- (v) Members may neither borrow or otherwise remove from the Studio Complex records, tapes, or other equipment belonging to the Organisation, without permission of an Executive Committee Member, nor use the studio for the recording of tapes for their own benefit without the prior consent of the Chairman or Station Manager.

F5. Hospital Visitors

Hospital Visitors, and other Members visiting hospitals, must ask permission of the appropriate Staff Nurse before entering a ward, and should obey the instructions of the nursing staff.

Forth Valley Broadcasting Constitution

F6. Programmes

- (i) Presenters and Producers must be in the Studio Complex thirty minutes before their programme is due to commence, and are responsible for filing records, running orders, scripts, etc. used in their programme, and should do so before leaving the premises. Damaged records should be marked and returned to the Record Library Controller for examination rather than being filed.
- (ii) Any on-air studio must be attended at all times when broadcasting is in progress.
- (iii) Off-duty personnel may be asked to vacate the Studio Complex by the Responsible Member, or an on-air Studio by the Presenter or Producer of an on-air programme.
- (iv) No Member may present a programme unless they have passed a Test-Tape Audition, or have been given permission to do so as part of their induction training, and have been specifically so informed by the Presentation and Production Controller.
- (v) All programmes will be prepared by a Producer and/or a Presenter.
- (vi) Requests may be played on any programme, provided the request falls within the scope of the programme. If it does not, another record should be dedicated instead.
- (vii) Records on the stop list for any reason must not be played unless specifically requested by a patient.
- (viii) All programmes must run exactly to time.
- (ix) Presenters should not (a) hold a controversial interview without the prior permission of the Executive Committee; (b) comment detrimentally or sarcastically on health, welfare, sickness, death, injury or politics.
- (x) Should the Producer or Responsible Member feel that programme quality is not of a high enough standard, he has the right to take that programme off air. If the programme is recorded, it should be given to the Programme Services Controller for action. If the programme is live, a recording should be made if possible, and the Presentation and Production Controller informed.

F7. Correspondence

All outgoing correspondence must be signed by a Member of the Executive Committee and must be seen and approved by the Secretary.

F8. Internet

No member may use any internet connection provided, for purposes which are not directly relevant to the Organisation's maintenance, development or on-air programming. The Organisation's Acceptable Use Policy can be located in the Policies and Procedures Manual.