



## Students' Union Radio Station Constitution

### Version Control

This section ensures that everyone understands how the constitution was approved and amended.

Version	Proposal summary	Date of approval
201701	Full review of Students' Union Radio Station Constitution	3rd October 2016 Annual General Meeting
201801	Add board position 'Head of Video Content'	2 <sup>nd</sup> October 2017 Annual General Meeting
201901	Full review of Students' Union Radio Station Constitution	15 <sup>th</sup> October 2019 Annual General Meeting

### 1. Establishment

- 1.1. The Radio Station shall be known as Insanity Radio 103.2FM (hereinafter "the Station").
- 1.2. The Station will be run by an appointed committee named the Insanity Radio 103.2FM Production Board (hereinafter "the Board").
- 1.3. The Station will operate the Community Radio licence CR000217 (the "Licence"), under delegation and supervision from the Insanity Radio Advisory Committee (the "Advisory Committee").
- 1.4. A change to the Station name and/ or the identity can only be achieved through an 80% majority at a fully attended board meeting. The change must then be presented to the Station's Advisory Committee or General Meeting for approval.

### 2. Aims & Objectives

2.1. The Station's Objectives shall be:

- i. to provide a music, news, information and entertainment service on radio and online for Royal Holloway campus and all of the surrounding area as covered by the transmission radius of the frequency of 103.2FM, and across the world;
- ii. to provide a training ground for anyone who wishes to pursue a career in radio broadcasting or in other forms of media;
- iii. to provide a broadcasting service to integrate the students of Royal Holloway and the local community by terrestrial transmission, online broadcasting and other forms of media; and

- iv. to provide a safe space that does not offend or discriminate against any person with regards to the Nine Protected Characteristics referenced in the Equality Act 2010.

2.2. These aims are to be pursued independent of any political organisation or religious body, including Royal Holloway Students' Union (hereinafter "RHSU" or "SU").

### 3. Membership

3.1. Membership of the Station is divided into the following categories:

- i. Off-Air Membership ("Off-Air") and On-Air Membership ("On-Air"), which:
  - a. expires at the end of the academic year; and
  - b. must be renewed annually.
- ii. Alumni Membership ("Alumni"), which:
  - a. does not expire, unless the member is inactive for 6 months; and
  - b. can be opted out of by writing to the Station Manager or Assistant Station Manager (hereinafter "Station Management").

3.2. Any member of RHSU is eligible for Off-Air or On-Air Membership. Individuals may be granted Alumni Membership through a majority Production Board vote.

3.3. Any member of the Station may attend and vote at Station General Meetings, and any member may observe Board meetings.

3.4. Off-Air and On-Air members are required to pay Station membership dues. All On-Air members and Alumni members are required to provide a Broadcast Deposit (or "Studio Deposit") to use the Station's studio facilities without supervision. The Broadcast Deposit is held in trust by RHSU, and:

- i. is normally returned when use of studio facilities is no longer required - for instance, upon termination of membership;
- ii. will only be returned upon request from the member who paid the deposit; and
- iii. may, at the discretion of Station Management Committee with support from the Supervising Trustee, be kept by the Station ("banked") - for instance, if a member breaches this constitution.

3.5. Membership entitlements are only valid once the required membership dues are paid, and once the relevant terms and conditions are signed.

3.6. Members are accountable to the Board in regards to the terms and conditions of working at the Station, as outlined in the Member's Agreement. For avoidance of doubt, this includes all relevant Station policy.

### 4. Affiliations

4.1. The Station may be affiliated to the following organisations:

- i. the Student Radio Association.

4.2. Official affiliations to any other organisation may only be agreed upon through a supermajority vote of the Board.

## 5. Constitutional Amendments

- 5.1. Amendments to the constitution may only be achieved by a majority vote at a Station General Meeting.
- 5.2. A General Meeting must be called annually in autumn, normally late September or early October. This quorum for the General Meeting is 30 members, or 10% of the membership, whichever is less. General meetings are open to everyone, but only members may vote. The Chair may choose to require student ID to verify membership.

## 6. The Insanity Radio Production Board

- 6.1. The Station Manager and Assistant Station Manager are elected annually through a cross-campus ballot. All other positions will be appointed through a process agreed upon by a majority Board vote with the support of the Supervising Trustee. This includes any position that may become vacant between or after appointment periods.
- 6.2. Board members, including Station Manager and Assistant Station Manager, must have Station membership. The suspension of membership entitlements includes the suspension of voting rights and board role.

To be eligible to run for a management or Production Board position, a candidate must have Station membership.

- 6.3. Job descriptions can only be changed through adjusting the constitution.
- 6.4. The Station's Supervising Trustee oversees the running and output of the Station, and has additional powers as stated within the relevant byelaw of the RHSU Constitution (hereinafter the "Media Charter").
- 6.5. All Board members must attend Production Board meetings. If three meetings in an academic term are missed without apologies, the following process shall be enacted:
  - i. If the Board member who has missed three Board meetings is the Station Manager or Assistant Station Manager, clause ii applies. Alternatively, clauses iii onwards applies.
  - ii. The Station Manager or Assistant Station Manager should meet with the Supervising Trustee to discuss their involvement with the Station. The Supervising Trustee has the power to remove the Station Manager or Assistant Station Manager if they do not reasonably attend a meeting.
  - iii. Station Management will contact said Board member to discuss their continued involvement by arranging a meeting.
  - iv. If the Board member does not attend a meeting with Station Management or Supervising Trustee, they will be deemed to have resigned their post. Meetings should be arranged so that the Board member can reasonably attend.
  - v. If the Board member is deemed to have resigned their post, the Board may co-opt a replacement to fill the vacant position, as per the relevant clause.
- 6.6. If the Station Manager is unable to fulfil their role, or is unavailable for an extended duration, the following process applies:

- i. The Assistant Station Manager may immediately take control of the Station.
  - ii. If they are not able to, control of the Station will pass to the Supervising Trustee.
  - iii. If they are not able to assume control, control of the Station will pass collectively to the Board. The Chair will be determined by progressing down the list of Job Descriptions, starting with Head of Operations. The Board may vote to designate a specific Board member as chair.
  - iv. Lastly, in absolutely exceptional circumstances, control of the Station may be assumed by the Insanity Radio Advisory Committee.
  - v. When the Station Manager is able to re-fulfil their role, control of the Station will revert back to the Station Manager.
- 6.7. The formal process of appointing the successive board members will commence during the second academic term, except in exceptional circumstances where it may temporarily be postponed. It should complete within the first few weeks of the third academic term.
- 6.8. The Board may co-opt members into empty board positions as a temporary measure. The Board may also vote to promote the Head of Operations to the position of Station Manager or Assistant Station Manager, if one of these positions becomes empty.
- 6.9. The Board may vote on motions of no confidence against an individual board member through the following process:
- i. A proposal is typed, seconded, and emailed to the Station Manager and the individual facing the vote of no confidence.
  - ii. At the next appropriate board meeting (if the meeting is less than three working days, then the following board meeting), before the commencement of further business, a vote will be undertaken on the motion.
  - iii. If the proposal is made against the Station Manager or the Assistant Station Manager, the motion must be proposed to the Station General Meeting or 'SSO' Executive.

For avoidance of doubt, Board members may be removed if recommended by a disciplinary outcome.

## 7. Board Meetings

- 7.1. During the academic term, the Board will meet weekly, but should meet no less than fortnightly except in exceptional circumstances. Board meetings can be called by:
- i. the Station Manager; or
  - ii. a consensus between 50% of Board members

7.2. Board meetings will be chaired by one of the following:

- i. the Station Manager; or in their absence
- ii. the Assistant Station Manager; or in the absence of both
- iii. the Head of Operations.

7.3. The Chair will:

- i. appoint a Board member to take minutes (normally the Head of Operations);
- ii. have the casting vote in event of a tie;
- iii. have the right to refuse admission to a Board meeting, or to remove individuals from the meeting. A reason must be provided, and a simple majority Board vote can overturn this decision.

7.4. Minutes are to be taken by the Head of Operations, unless they are acting chair. In this case, another Board member must take minutes.

7.5. The Station Manager can delegate control of the Chair to any Board member through a vote of approval. Delegation must be proposed during a Board meeting and agreed on by a 2/3 supermajority Board vote.

7.6. Meeting agenda consists of:

- i. a set agenda as proposed by Station Management Committee. Any Board member may propose agenda points or a motion to the Head of Operations, but these must be submitted before the agenda deadline. The deadline is set by the Head of Operations with support from the Station Manager.
- ii. additional agenda points, which can be proposed during the meeting and are subject to approval by the Chair, and
- iii. 'any other business'.

7.7. Board votes have the power to shape Station policy, and may mandate Board members to complete actions. They:

- i. have a quorum of 50% + 1 members of the Board;
- ii. are binding, but can be overturned by a motion from the Station's General Meeting;
- iii. do not have the power to change the Constitution, or wind up the Station.

7.8. The Station General Meeting has the ability to overturn any Board vote. If a vote is overturned, the Station Manager will:

- i. immediately notify the Production Board, and
- ii. if necessary, call an additional Board meeting to discuss the issue.

## 8. Station Management Committee

- 8.1. The Production Board establishes the Station Management Committee as a subcommittee of the Production Board. Station Management Committee has additional powers to make decisions on behalf of the Production Board, for example in a time sensitive situation. The subcommittee will consider and decide on disciplinary matters.
- 8.2. The quorum for the Station Management Committee is 50% + 1 members of the subcommittee, and its membership comprises:
- i. the Station Manager;
  - ii. the Assistant Station Manager; and
  - iii. the Head of Operations
- 8.3. The Supervising Trustee will be a voting member of the subcommittee, but will not be included in calculating its quorum.
- 8.4. Decisions made by Station Management Committee may be scrutinised by the Production Board or the Supervising Trustee, through the framework defined in this document.

## 9. The Insanity Radio Advisory Committee

- 9.1. The Station Managers and Board are accountable to the Advisory Committee, who oversee the Station's development.
- 9.2. The Advisory Committee has the power to make executive decisions on behalf of the Station if there is a genuine and unmitigable legal risk.

## 10. Job Descriptions

### 10.1. The Supervising Trustee will:

- i. act as the lead Trustee of the Union with respect to risk management, as mandated within the Union Constitution;
- ii. be a voting member of the [Production] Board;
- iii. have the ability to veto votes of the Board; and
- iv. be responsible for payment of the Station's broadcast and music licences.

### 10.2. The Station Manager will:

- i. be responsible for coordinating the running and development of the Station;
- ii. develop relations with
  - a. other external radio bodies, such as Ofcom and the SRA,
  - b. the Students' Union; and
  - c. the College.
- iii. coordinate, in conjunction with the Assistant Station Manager, the jobs outlined for the Board, and oversee technical and safety matters;
- iv. ensure that the Station adheres to its Constitution and the RHSU Constitution;
- v. present a written report, in conjunction with the and Assistant Station Manager, to the Station General Meeting and Supervising Trustee termly;

- vi. chair the Insanity Radio Production Board;
- vii. manage the Station's finances in conjunction with the Assistant Station Manager;
- viii. co-sign any and all marketing agreements made by the Station; and
- ix. encourage, in conjunction with the Supervising Trustee and Assistant Station Manager, active collaboration and participation with RHSU Student Media Outlets.

10.3. The Assistant Station Manager will:

- i. assist the Station Manager in the running of the Station;
- ii. deputise for the Station Manager in their absence;
- iii. be responsible for all communications with members of the Station;
- iv. be responsible for market research and shall coordinate advertising, publicity and promotions for the Station;
- v. in conjunction with the Station Manager, present a written report to the Supervising Trustee and the station General Meeting at each academic term;
- vi. be jointly responsible, with the Station Manager, for the Insanity Radio budget; and
- vii. in conjunction with the Station Manager, encourage active collaboration and participation between the Station and other Media Outlets of the Students' Union, including but not limited to, the Students' Union Publication and the Students' Union Television Station.

10.4. The Head of Operations will:

- i. support the Station Manager and Assistant Station Manager with administrative duties;
- ii. support the Assistant Station Manager by maintaining communications between Board members and the Station's teams;
- iii. take minutes during Media Production Board Meetings and distribute them to members of the board, the Students' Union website and the Supervising Trustee no later than 72 hours after the meeting;
- iv. work with the Station Manager and Assistant Station Manager, giving input to the budgeting of the station's funds;
- v. ensure that all members sign any required contracts (e.g. Member's Agreement) and pay any deposits or fees required);
- vi. act as a representative for the Station at official events in the absence of either the Station Manager or Assistant Station Manager;
- vii. create and assist with the maintenance of all mailing lists, databases of contacts and other information;
- viii. read and be aware of:
  - a. The Ofcom Broadcasting Code,
  - b. The Station's license (CR217), and the key commitments specified within,
  - c. S166 Broadcasting Act 1990,
  - d. S113-117 Broadcasting Act 1996, and,
  - e. S105 (4) & S319-321 & S325 & S334 Communications Act 2003; and
- ix. work with the Head of Content & Standards to ensure that all broadcasts do not break copyright or media law.

10.5. The Head of Programming will:

- i. create broadcasting schedules for each term with the input of the Station Manager and Assistant Station Manager, and ensure Ofcom commitments of eight hours a day during term time are met;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on application processes for new and returning presenters;

- iii. work with Head of Content & Standards to diversify the Station's output, especially in the area of speech-based programming (defined by the Station's key commitments to Ofcom as: "local news and information, gig-guides, what's on information, discussion shows both in-studio and phone-ins, factual feature packages, interviews, education programming and some pre-recorded drama and comedy");
- iv. read and be aware of the Station's key commitments to Ofcom and work with the Assistant Station Manager to ensure that the Station's scheduled output matches them;
- v. work with the Head of Training, who shall be responsible for sourcing pre-recorded content, to ensure sufficient, original content for out-of-term programming as specified in the Station's key commitments to Ofcom;
- vi. work with the Head of Training to help members develop potential talent;
- vii. liaise with the Head of Publicity to develop online content for specific presenters and shows; and
- viii. sit on any meetings held by the Producers' Team.

10.6. The Head of Content & Standards will:

- i. lead the Producers' Team, and chair any team meetings, who shall provide ongoing training and support to presenters;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of targets for the Producers' Team for the year;
- iii. ensure that each show on the schedule is assigned a producer- or that those most in need of a producer, such as first-time presenters or those doing topical chat shows are definitely produced.
- iv. be responsible for the development of presenters' skills and confidence throughout the year;
- v. read and be aware of:
  - a. The Ofcom Broadcasting Code,
  - b. The Station's license (CR217), and the key commitments specified within,
  - c. S166 Broadcasting Act 1990,
  - d. S113-117 Broadcasting Act 1996, and,
  - e. S105 (4)(& S319-321 & S325 & S334 Communications Act 2003;
- vi. ensure the Station's rules and regulations are being adhered to by members, reporting any breaches to the Station Manager and Assistant Station Manager; and
- vii. work with Head of Operations to ensure that all broadcasts do not break copyright or media law.

10.7. The Head of Training will:

- i. manage the volunteer trainers, who shall provide the required training to presenters, and other members who may need it, as well as assist in the production of pre-recorded content;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a training programme for presenters as well as a set of targets for pre-recorded content;
- iii. ensure that all presenters are trained in the basics of broadcasting prior to the start of the schedule;
- iv. provide re-training sessions to members throughout the year where necessary, including Board members;
- v. ensure that members of the Producers' Team are trained in more advanced techniques so that they may provide ongoing training and support to presenters;



- vi. be responsible for sourcing pre-recorded shows for out-of-term programming, ensuring that the Station adheres to the minimum daily quota of four hours of original content, as specified in its key commitments to Ofcom;
- vii. assist Board members in the training of their teams where necessary;
- viii. sit on any meetings held by the Producers' Team; and
- ix. be instrumental in organising an annual training day inviting industry professionals to Royal Holloway, University of London.

10.8. The Head of Station Sound will:

- i. lead the Sound Team who shall assist in the creative production of on-air branding, promotions, advertisements and, in conjunction with the Tech Team co-lead by the Head of Computing and the Head of Audio Visual Engineering, the installation/maintenance of audio equipment;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of targets for the Station's on-air branding for the year;
- iii. be responsible for the development of Station's on-air branding, including sweepers and jingles, receiving input from the Head of Advertising and Promotion, Head of Publicity and Head of Audio Visual Engineering;
- iv. in conjunction with the Head of Advertising and Promotion, be responsible for the production of advertisements and promotions;
- v. produce regular compilations of output for distribution online and for use as award entries;
- vi. assist the Board in the editing of audio where necessary (e.g. events, radio edits, news programmes, radio plays etc.); and
- vii. chair any meetings held by the Sound Team as well as sit on (when required) any meetings held by the Branding, Marketing & Events Team or the Engineering "Tech" Team.

10.9. The Head of Audio Visual Engineering will:

- i. co-lead the Tech Team in conjunction with the Head of Computing, who look after the technical aspects of the Station;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of targets for the station's audio systems for the year;
- iii. be, in conjunction with the Head of Station Sound, Head of Computing and Tech Team, responsible for the installation and maintenance of all audio visual equipment owned by the Station;
- iv. liaise with the Students' Union's Tech Manager to ensure that audio visual equipment falling under the Students' Union's remit is properly maintained and kept in proper working order;
- v. in conjunction with the Head of Computing, ensure that all warranty agreements and manuals are filed and easily accessible to any board member or Students' Union official who may need them;
- vi. in conjunction with the Head of Computing, assist the Head of Training with the technical training of presenters and producers where necessary;
- vii. in conjunction with the Head of Computing, regularly monitor the Station's systems and output to ensure that all equipment and software is functioning properly;
- viii. in conjunction with the Head of Computing, be responsible for ensuring that all systems related to the Station's audio visual equipment are properly documented on the Station's Wiki page and that all documentation is kept up to date;
- ix. in conjunction with the Head of Computing and the Supervising Trustee, investigate new technologies and develop new ways of broadcasting;

- x. in conjunction with the Head of Computing, assist the Head of Events with outside broadcasts both on campus and in the local area; and
- xi. sit on any meetings (when required) held by the Sound Team and the Branding, Marketing & Events Team.

10.10. The Head of Computing will:

- i. co-lead the Engineering "Tech" Team and co-chair "Tech" Team meetings in conjunction with the Head of Audio Visual Engineering, who look after the technical aspects of the Station including the servers and maintenance of the website;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of targets for the Station's computer systems for the year;
- iii. be responsible for the installation and maintenance of all computers, servers and software owned by the Station;
- iv. ensure that the Station is compliant with S117 Broadcasting Act 1996 by using software to retain recordings ("logs") of all the Station's output for at least 42 days after broadcast;
- v. have a working knowledge of managing Linux-based systems through the command-line terminal;
- vi. liaise with the Students' Union's Tech Manager to ensure that all computers, servers and software falling under the Students' Union's remit is properly maintained and kept in working order;
- vii. be responsible for maintaining the various Station software and services
- viii. including, but not limited to those specified on the Station's wiki page;
- ix. in conjunction with the Head of Audio Visual Engineering, ensure that all warranty agreements and manuals relating to computers, servers and software are filed and easily accessible to any board member or Students' Union official who may need them;
- x. in conjunction with the Head of Audio Visual Engineering, assist the Head of Training with the technical training of presenters and producers where necessary, and any other members who may require it;
- xi. in conjunction with the Head of Audio Visual Engineering, regularly monitor the Station's systems and output to ensure that all equipment and software is functioning properly;
- xii. in conjunction with the Head of Audio Visual Engineering, be responsible for ensuring that all systems related to the Station's computer, servers and software are properly documented on the Station's Wiki page and that all documentation is kept up to date;
- xiii. in conjunction with the Head of Audio Visual Engineering, and the Supervising Trustee, investigate new technologies and develop new ways of broadcasting;
- xiv. in conjunction with the Head of Audio Visual Engineering, assist the Head of Events in running outside broadcasts both on campus and in the local area; and
- xv. sit on any meetings (when required) held by the Sound Team and the Branding, Marketing & Events Team.

10.11. The Head of Community (Outreach) will:

- i. co-lead the Community Team and co-chair Community Team Meetings with the Head of Community (Activities);
- ii. meet with the incoming Station Manager, incoming Assistant Station Manager and incoming Head of Community (Activities) before the start of the academic year and agree on a set of targets for the year;
- iii. maintain a database of youth groups and secondary/ further education schools and colleges in the area with notes on what involvement they have had with the Station;

- iv. maintain a database of all non-students who are or wish to become involved with the Station;
- v. act as the first point of contact between the Station and members of the community, of all ages, who wish to get involved with the Station;
- vi. actively reach out to schools, colleges and youth groups, creating links with staff and pupils to get young people involved with the Station;
- vii. in conjunction with the Head of Community (Activities), regularly check that the Station's premises are an appropriate environment for those under the age of eighteen;
- viii. liaise with the Head of Training to ensure that all community presenters are appropriately trained before being allocated a show; and
- ix. liaise with the Supervising Trustee, to ensure all non-student members are able to use the Students' Union website to make certain purchases, deposits etc.

10.12. The Head of Community (Activities) will:

- i. co-lead the Community Team and co-chair Community Team Meetings with the Head of Community (Outreach);
- ii. meet with the incoming Station Manager, incoming Assistant Station Manager and incoming Head of Community (Outreach) before the start of the academic year and agree on a set of targets for the year;
- iii. coordinate open days and workshops for members of the local community both at the Station's premises and elsewhere (e.g. at schools), with the aid of other board members;
- iv. in conjunction with the Head of Community (Outreach), regularly check that the Station's premises are an appropriate environment for those under the age of eighteen;
- v. ensure that any community presenters that are considered 'vulnerable', such as under the age of eighteen, are appointed a 'Guide' to aid said member in Station-related pursuits.
- vi. liaise with the Head of Events to ensure that the Station is hosting events that are accessible to the Community; and
- vii. on request from the Station Manager or Assistant Station Manager, lead an annual review to the opportunities provided to the community by the Station, to be presented to the Insanity Radio Advisory Committee, taking into account the Station's key commitments to Ofcom.

10.13. The Head of Events will:

- i. co-lead the Branding, Marketing & Events Team with the Head of Advertising and Promotion and Head of Publicity, and chair Branding, Marketing & Events Team meetings, who shall assist in the coordination and running of the Station's events;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and draft a list of events and outside broadcasts for the year;
- iii. coordinate and lead the running of the Station's events, both on and off campus;
- iv. liaise with the Head of Advertising and Promotion to provide giveaways and competitions for events;
- v. in conjunction with the Head of News, the Students' Union Television Station Manager, Students' Union Publication Editor and the Students' Union's Student Voice Team, organise student media coverage of the elections results night following each cross-campus ballot;
- vi. be responsible for coordinating outside broadcasts both on campus and in the local area, with the assistance of the Head of Audio Visual Engineering and Head of Computing; and

- vii. ensure there is a diverse range of events accessible to both the Students' Union membership and the local community.

10.14. The Head of Music will:

- i. lead the Music Team, and chair Music Team meetings, who shall assist in the writing of music reviews, interviewing artists, reviewing concerts, the compilation of playlists and uploading music to the playout system;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a policy for playlists and music uploads for the year;
- iii. be responsible for producing weekly playlists for use on air during both term time and out of term time (but at a lower frequency);
- iv. be responsible for the maintenance of music on the playout system, including regular updates of a variety of new music and auditing tracks for quality and legal purposes;
- v. liaise with appropriate labels and businesses to source music as well as liaising with artists and venues to organise press passes for interviews and reviews;
- vi. upload music reviews, interviews and weekly playlists to the website on a regular basis;
- vii. ensure the Station's music output abides by the Station's rules and regulations, and does not include abusive, racist or non-inclusive language;
- viii. ensure that all music is sourced legally.

10.15. The Head of News will:

- i. lead the News Team, and chair News Team meetings, who shall assist in the production of news programmes and the writing of news articles for the website;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a format for news programmes for the year;
- iii. be responsible for the selection and, in conjunction with the Head of Training, training of news presenters;
- iv. be responsible for coordinating daily news broadcasts, which should cover news both on campus (relating to the activities of sports and societies, the Students' Union and the college), as well as off campus throughout the station's broadcast area;
- v. be responsible for regularly updating the website with news articles, as well as the Station News Twitter feed;
- vi. be responsible, in conjunction with the Head of Audio Visual Engineering and Head of Station Sound, for the maintenance of portable recording equipment, operating a booking system for members who require it; and
- vii. in conjunction with the Head of Events, Students' Union Television Station Manager, Students' Union Publication Editor and the Students' Union's Student Voice Team, organise student media coverage of the elections and results night following each cross-campus ballot.

10.16. The Head of Advertising and Promotion will:

- i. co-lead the Branding, Marketing & Events Team with the Head of Publicity and Head of Events and attend all their team meetings;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of advertising targets for the year;

- iii. oversee the running of market research (e.g. relating to the Station's output and audience), and ensure it is provided to potential advertisers and other interested parties;
- iv. produce an advertising and marketing pack to be sent to prospective advertisers;
- v. be responsible for sourcing advertising and sponsorship for the station, in line with the Students' Union's Marketing policy;
- vi. be responsible for invoicing advertisers and ensuring payments are received in a timely manner;
- vii. ensure that all advertising agreements are adhered to, with advertisements being played at the correct times;
- viii. work with the Head of Content & Standards and Head of Station Sound to coordinate the recording and editing of advertisements;
- ix. work with the Head of Publicity to coordinate online advertising opportunities;
- x. be responsible for on-air promotions, including competitions and giveaways as well as ensuring that prizes are delivered to winners in a timely manner;
- xi. build links with PR companies and other providers of prizes, ensuring that audio copies of promotions featured on air are sent to them, and maintain a detailed database of organisations and which prizes are received from each; and
- xii. be responsible for applying to any grant-awarding bodies in conjunction with the Station Manager, Assistant Station Manager and Supervising Trustee.

10.17. The Head of Publicity will:

- i. co-lead the Branding, Marketing & Events Team with the Head of Advertising and Head of Events and attend all their team meetings;
- ii. meet with the incoming Station Manager and incoming Assistant Station Manager before the start of the academic year and agree on a set of targets for publicity for the year;
- iii. be responsible for the production of any advertising materials (e.g. leaflets, posters, merchandise);
- iv. be responsible for executing publicity drives, including physical/ online posters and leaflets, the Students' Union Publication, and the Students' Union Television Station, the Students' Union website, the Station's website and social media (including but not limited to): Facebook, Twitter and Mixcloud;
- v. be responsible for the maintenance of the Station's website, in conjunction with the Head of Computing, and the Wiki page, in conjunction with the Head of Computing and Head of Audio Visual Engineering;
- vi. liaise with relevant board members to ensure that the website is regularly updated with presenter/ show information, contact details of board members, news articles, music articles, weekly playlists, audio clips etc.;
- vii. be responsible for the development of the Station's online branding and design, receiving input from the Head of Advertising and Promotion;
- viii. be responsible for publicising the Station's competitions and events;
- ix. ensure that none of the Station's publicity contradicts guidelines set by Ofcom or the Students' Union; and
- x. provide input to the Head of Station Sound regarding the development of the Station's on-air branding, including sweepers, adverts and jingles.

10.18. The Head of Video Content will:

- i. meet with the incoming Station Manager and incoming Assistant Manager before the start of the academic year and agree on a set of visual content targets for the year;

- ii. be responsible for the regular production, editing and uploading of visualized content to the Station's social media (including by not limited to): Facebook, YouTube and Twitter;
- iii. work with the Head of Content and Standards and Head of Training to ensure that members are familiar with how to access and create appropriate visual content;
- iv. encourage and support members in utilizing the visual radio equipment for content creation;
- v. be responsible for the promotion and management of visual content livestreams (including but not limited to): The Insanity Radio Website, Facebook Live and YouTube livestreams;
- vi. liaise with the Head of Publicity to ensure that all video content is in line with Insanity Radio branding;
- vii. be aware of the legalities concerning social media policies and guidelines (including but not limited to): Music Copyright and Content Strikes;
- viii. liaise with the Head of Publicity to monitor Insanity Radio's YouTube Channel, regularly checking analytics and forming an upload strategy in order to boost public engagement;
- ix. be responsible for the process by which members give consent to the visual live streaming of their show(s).

## 11. Conduct & Disciplinary

- 11.1. All members of the Station will abide by Station Policy, as ratified in Annex A, and to strive to comply with the Licence Key Commitments. Members are responsible for ensuring their guests abide by the relevant policy when on site.
- 11.2. Members are liable to disciplinary action if they breach any policy, rule, or reasonable instruction given by a member of the Production Board. Members are able to make allegations of misconduct against another member by writing to the Station Manager.
- 11.3. The Station Manager will be responsible for leading investigation into misconduct. Allegations of misconduct against the Station Manager must be reported under the summary complaints procedure of the Union constitution, avoiding conflict of interest.
- 11.4. Any member of Station Management Committee may suspend membership entitlements after an allegation of misconduct is made, or in response to an ongoing incident, to ensure that risk is appropriately controlled with regards to the station. This decision should be ratified by the Supervising Trustee, but may be enforced in advance. The member may appeal to the Supervising Trustee, who has the ability to restore membership entitlements.
- 11.5. During an investigation into alleged misconduct, Station Management Committee may determine that an allegation of misconduct should be referred to another body, such as RHSU, the College, or the relevant authorities.

## 12. Awards

- 12.1. The Station will celebrate its successes and the achievements of its members annually through an awards ceremony.
- 12.2. The Station Manager, Assistant Station Manager and Supervising Trustee will decide upon the categories of awards, with input from the Board, and decide upon the recipients. Nominations should be announced 7 days before the date of the awards, but the recipients must be kept confidential by the Board.

### 13. Community

- 13.1. Members who are Associate Members of RHSU are permitted to run for the Production Board if and only if:
  - i. they will be over eighteen years of age when they commence in the position; and
  - ii. they can guarantee regular attendance at Board meetings; and
  - iii. they have the ability to spend at least six hours a week fulfilling their job description; and
  - iv. they have not held a current board role for more than two years.
- 13.2. For avoidance of doubt, associate members of RHSU are not eligible to run in cross-campus ballots for the roles of Station Manager or Assistant Station Manager.

## **Annex A: Policy & Procedure**

As stated in the Constitution, the Board has power to set policy on behalf of the Station.

### **1. Active Policies & Agreements**

The following policies and agreements are currently enacted and apply to the Station and its membership. This section may be updated by Station Management Committee when new policy is passed or amended.

- i. Member's Agreement
- ii. Guest Agreement
- iii. Strikes policy
- iv. Music Upload policy
- v. Cover policy
- vi. Obituary Procedure
- vii. Broadcasting News As Requested By Members Of The Public policy
- viii. Technical Operations policy ("Tech Run Book")