



Students' Union Radio Station Constitution

1. Name and Identity

- 1.1 The Radio Station will be known as Insanity Radio 103.2 FM (hereinafter “the Station”).
- 1.2 The Station will be run by an appointed committee named the Insanity Radio 103.2FM Media Board (hereinafter “the Board”).
- 1.3 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 Students' Union all student meeting for approval.

2. Aims and Objectives

- 2.1 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.
- 2.2 To provide a training ground for anyone who wishes to pursue a career in radio broadcasting or in other forms of media.
- 2.3 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.
- 2.4 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.
- 2.5 These aims are to be pursued independent of any political organisation or religious body, including the Students' Union of Royal Holloway, University of London.

3. Membership

- 3.1 Any individual or associate member of the Students' Union of Royal Holloway, University of London can be a member of the Station.
- 3.2 The fees to become a member of the Station shall include:
 - a) Student Opportunities Membership which may vary annually;
 - b) Insanity Radio Membership: £7 (1 year); and
 - c) (If a presenter on Insanity Radio) Studio Deposit: £30 (Continues throughout presenting time at the Station unless banked (see 3.6)). Studio Key Fob Deposit: £10 (Continues throughout presenting time at Station unless banked/ lost (see 3.6)).
- 3.3. Members have the ability to attend and vote at Station General Meetings, which must be called termly. Additional General Meetings can be called at any time by either the Board, the Station Manager, or by gaining the signatures of 20% of the membership.

3.4 All members are accountable to the Board in regard to the terms and conditions of working at the Station, as outlined in the On-Air Agreement.

3.5 Presenters on Insanity Radio will be required to sign the On-Air Agreement, abide by the rules set out in the On-Air Guidelines specified within the On-Air Agreement and provide an "On Air" deposit of £30, alongside other fees defined in Clause 3.2.

3.7 Members are able to purchase a "Fob" deposit of £10 for access to the Station's facilities, as set out in Clause 3.2.

3.8 Both the "On Air" and "Fob" deposits will be returned at the end of the academic year on request if a member is not continuing to be involved with Insanity Radio the following year. The deposits will only be returned if no serious breaches of the On-Air Agreement have been made. Insanity Radio reserves the right to bank deposits of any members who break the terms of the document at the discretion of the Station Manager and the Assistant Station Manager with the agreement of the Co- President (Societies & Media).

4. Affiliations

4.1 The Station may be affiliated to the Student Radio Association.

4.2 Official affiliations to any other organisation can only be agreed upon through a fully attended board meeting with a board vote with an 80% majority.

5. Amendments to the Constitution

5.1 Amendments to the constitution can only be achieved by a majority vote at a Station General Meeting.

6. The Insanity Radio Production Board

6.1 The Station Manager and Assistant Station Manager will be elected through a cross-campus ballot. All other positions will be elected through a process agreed upon by a majority Board vote with the support of the Co-President (Societies & Media).

6.2 The board must be current members of the Station.

6.3 Job descriptions can only be changed through adjusting the constitution.

6.4 The Co-President (Societies & Media), of the Students' Union oversees the running and output of the station. The Co- President (Societies & Media), has the ability to prevent any broadcast and overturn any vote taken by the Board. This is only legitimate in protection of the legal interests of the Students' Union.

6.5 All elected board members must attend Board Meetings. Once three in a term are missed without apologies, the Station Manager and Assistant Station Manager will contact said board member and arrange a meeting to further discuss the board member's involvement. After the meeting, if the board member is deemed to have resigned their position, the board may co-opt an Insanity Radio member until a new recruitment process begins. If the board member does not attend the meeting, they will have deemed as resigning their position. If the Station Manager or Assistant Station Manager does not attend three board meetings in a term without apologies, the Co-President (Societies & Media), shall arrange the meeting to further discuss their involvement.

6.6 If, in the event of illness or any other problem, the Station Manager is temporarily unavailable to fulfil their role, the Assistant Station Manager shall assume control of the Station. If both are unavailable, the Co-President (Societies & Media), shall assume control. Should the Co-President (Societies & Media) be unwilling or unable to fill this role, control of the Station will pass to the Board collectively. In this instance, the chairing of the Board shall progress down the list as outlined in Clause 7, starting with Head of Operations.

6.7 After being elected onto the Board, the members must carry out their job descriptions (as described in Clause 7) to the best of their ability.

7. Job Descriptions

7.1 Co-President (Societies & Media)

- a) Shall be Editor-in- Chief of the Students' Union Radio Station in the case of legalities;
- b) The Co-President (Societies & Media), of the Students' Union will be a voting member of the Board;
- c) The Co-President (Societies & Media) has the ability to intervene in the running of the station should the position of the Union or Station be jeopardised;
- d) Shall have the ability to veto decisions made by the Board, but this can be overturned by a majority vote at an all-student meeting;
- e) Shall be responsible for the payment of any and all licences the Station is subject to;
- f) Shall co-sign any marketing agreements made by the Station.

7.2 Station Manager

- a) Shall be responsible for coordinating the running and development of the Station;
- b) Will develop relations with other external radio bodies, the Students' Union and College;
- c) Will coordinate, in conjunction with the Assistant Station Manager, the jobs outlined for the Board, and oversee technical and safety matters;
- d) Will ensure that the Station consistently adheres to the Students' Union Radio Station Constitution and the Students' Union Constitution;
- e) Will, in conjunction with the Assistant Station Manager, present a written report to the Co-President (Societies & Media) and the Station General Meeting each academic term;
- f) Shall be the Chair of the Insanity Radio Production Board;
- g) Shall be jointly responsible, with the Assistant Station Manager, for the Insanity Radio budget;
- h) Will co-sign any marketing agreements made by the Station; and
- i) Shall, in conjunction with the Assistant 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.

7.3 Assistant Station Manager

- a) Shall assist the Station Manager in the running of the Station;

- b) Shall deputise for the Station Manager in their absence;
- c) Shall be responsible for all communications with members of the Station;
- d) Shall be responsible for market research and shall coordinate advertising, publicity and promotions for the Station;
- e) Shall, in conjunction with the Station Manager, present a written report to the Co-President (Societies & Media), and the station General Meeting at each academic term;
- f) Shall be jointly responsible, with the Station Manager, for the Insanity Radio budget; and
- g) Shall, 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.

7.4 Head of Operations

- a) Shall support the Station Manager and Assistant Station Manager with administrative duties;
- b) Shall support the Assistant Station Manager by maintaining communications between Board members and the Station's teams;
- c) Shall take minutes during Media Production Board Meetings and distribute them to members of the board, the Students' Union website and the Co-President (Societies & Media), no later than 72 hours after the meeting;
- d) Shall work with the Station Manager and Assistant Station Manager, giving input to the budgeting of the station's funds;
- e) Shall ensure that all members sign any required contracts (e.g. On-Air Agreement, specified in Clause 3.6) and pay any deposits or fees required (specified in Clause 3.6/3.7/3.8);
- f) Shall act as a representative for the Station at official events in the absence of either the Station Manager or Assistant Station Manager;
- g) Shall create and assist with the maintenance of all mailing lists, databases of contacts and other information;
- h) Shall read and be aware of:
 1. The Ofcom Broadcasting Code,
 2. The Station's license (CR217), and the key commitments specified within,
 3. S166 Broadcasting Act 1990,
 4. S113-117 Broadcasting Act 1996, and,
 5. S105 (4)(c) & S319-321 & S325 & S334 Communications Act 2003; and
- i) Shall work with the Head of Content & Standards to ensure that all broadcasts do not break copyright or media law.

7.5 Head of Programming

- a) Shall 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;

- b) Shall 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;
- c) Shall 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”);
- d) Shall 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;
- e) Shall 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;
- f) Shall work with the Head of Training to help members develop potential talent;
- g) Shall liaise with the Head of Publicity to develop online content for specific presenters and shows; and
- h) Shall sit on any meetings held by the Producers’ Team.

7.6 Head of Content & Standards

- a) Shall lead the Producers’ Team, and chair any team meetings, who shall provide ongoing training and support to presenters;
- b) Shall 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;
- c) Shall 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.
- d) Shall be responsible for the development of presenters’ skills and confidence throughout the year;
- e) Shall read and be aware of:
 1. The Ofcom Broadcasting Code,
 2. The Station’s license (CR217), and the key commitments specified within,
 3. S166 Broadcasting Act 1990,
 4. S113-117 Broadcasting Act 1996, and,
 5. S105 (4)(c) & S319-321 & S325 & S334 Communications Act 2003;
- f) Shall 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
- g) Shall work with Head of Operations to ensure that all broadcasts do not break copyright or media law.

7.7 Head of Training

- a) Shall 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;
- b) Shall 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;
- c) Shall ensure that all presenters are trained in the basics of broadcasting prior to the start of the schedule;
- d) Shall provide re-training sessions to members throughout the year where necessary, including Board members;
- e) Shall ensure that members of the Producers' Team are trained in more advanced techniques so that they may provide ongoing training and support to presenters;
- f) Shall 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;
- g) Shall assist Board members in the training of their teams where necessary;
- h) Shall sit on any meetings held by the Producers' Team; and
- i) Shall be instrumental in organising an annual training day inviting industry professionals to Royal Holloway, University of London.

7.8 Head of Station Sound

- a) Shall lead the Sound Team who shall assist in the creative production of on-air branding, promotions, advertisements and, in conjunction with the Engineering "Tech" Team co-lead by the Head of Computing and the Head of Audio Engineering, the installation/ maintenance of audio equipment;
- b) Shall 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;
- c) Shall be responsible for the development of Station's on-air branding, including sweepers and jingles, receiving input from the Head of Marketing, Head of Publicity and Head of Audio Engineering;
- d) Shall, in conjunction with the Head of Marketing, be responsible for the production of advertisements and promotions;
- e) Shall produce regular compilations of output for distribution online and for use as award entries;
- f) Shall assist the Board in the editing of audio where necessary (e.g. events, radio edits, news programmes, radio plays etc.); and
- g) Shall 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.

7.9 Head of Audio Engineering

- a) Shall co-lead the Engineering "Tech" Team in conjunction with the Head of Computing, who look after the technical aspects of the Station;

- b) Shall 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;
- c) Shall be, in conjunction with the Head of Station Sound, Head of Computing and Engineering "Tech" Team, responsible for the installation and maintenance of all audio equipment owned by the Station;
- d) Shall liaise with the Students' Union's Tech Manager to ensure that audio equipment falling under the Students' Union's remit is properly maintained and kept in proper working order;
- e) Shall, 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;
- f) Shall, in conjunction with the Head of Computing, assist the Head of Training with the technical training of presenters and producers where necessary;
- g) Shall, 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;
- h) Shall, in conjunction with the Head of Computing, be responsible for ensuring that all systems related to the Station's audio equipment are properly documented on the Station's Wiki page and that all documentation is kept up to date;
- i) Shall, in conjunction with the Head of Computing and the Co-President (Societies & Media), investigate new technologies and develop new ways of broadcasting;
- j) Shall, in conjunction with the Head of Computing, assist the Head of Events with outside broadcasts both on campus and in the local area; and
- k) Shall sit on any meetings (when required) held by the Sound Team and the Branding, Marketing & Events Team.

7.10 Head of Computing

- a) Shall co-lead the Engineering "Tech" Team and co-chair "Tech" Team meetings in conjunction with the Head of Audio Engineering, who look after the technical aspects of the Station including the servers and maintenance of the website;
- b) Shall 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;
- c) Shall be responsible for the installation and maintenance of all computers, servers and software owned by the Station;
- d) Shall 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;
- e) Should have a working knowledge of managing Linux-based systems through the command-line terminal;
- f) Shall 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;
- g) Shall be responsible for maintaining the various Station software and services including, but not limited to those specified on the Station's wiki page;

- h) Shall, in conjunction with the Head of Audio 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;
- i) Shall, in conjunction with the Head of Audio Engineering, assist the Head of Training with the technical training of presenters and producers where necessary, and any other members who may require it;
- j) Shall, in conjunction with the Head of Audio Engineering, regularly monitor the Station's systems and output to ensure that all equipment and software is functioning properly;
- k) Shall, in conjunction with the Head of Audio 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;
- l) Shall, in conjunction with the Head of Audio Engineering, and the Co-President (Societies & Media), investigate new technologies and develop new ways of broadcasting;
- m) Shall, in conjunction with the Head of Audio Engineering, assist the Head of Events in running outside broadcasts both on campus and in the local area; and
- n) Shall sit on any meetings (when required) held by the Sound Team and the Branding, Marketing & Events Team.

7.11 Head of Community (Outreach)

- a) Shall co-lead the Community Team and co-chair Community Team Meetings with the Head of Community (Activities);
- b) Shall 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;
- c) Shall 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;
- d) Shall maintain a database of all non-students who are or wish to become involved with the Station;
- e) Shall 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;
- f) Shall actively reach out to schools, colleges and youth groups, creating links with staff and pupils to get young people involved with the Station;
- g) Shall, 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;
- h) Shall liaise with the Head of Training to ensure that all community presenters are appropriately trained before being allocated a show; and
- i) Shall liaise with the Co-President (Societies & Media), to ensure all community members are able to use the Students' Union website to make certain purchases, deposits etc.

7.12 Head of Community (Activities)

- a) Shall co-lead the Community Team and co-chair Community Team Meetings with the Head of Community (Outreach);

- b) Shall 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;
- c) Shall 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;
- d) Shall, 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;
- e) Shall 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.
- f) Shall liaise with the Head of Events to ensure that the Station is hosting events that are accessible to the Community; and
- g) Shall, 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.

7.13 Head of Events

- a) Shall co-lead the Branding, Marketing & Events Team with the Head of Marketing and Head of Publicity, and chair Branding, Marketing & Events Team meetings, who shall assist in the coordination and running of the Station's events;
- b) Shall 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;
- c) Shall coordinate and lead the running of the Station's events, both on and off campus;
- d) Shall liaise with the Head of Marketing to provide giveaways and competitions for events;
- e) Shall, 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;
- f) Shall be responsible for coordinating outside broadcasts both on campus and in the local area, with the assistance of the Head of Audio Engineering and Head of Computing; and
- g) Shall ensure there is a diverse range of events accessible to both the Students' Union membership and the local community.

7.14 Head of Music

- a) Shall 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;
- b) Shall 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;

- c) Shall be responsible for producing weekly playlists for use on air during both term time and out of term time (but at a lower frequency);
- d) Shall 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;
- e) Shall 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;
- f) Shall upload music reviews, interviews and weekly playlists to the website on a regular basis;
- g) Shall ensure the Station's music output abides by the Station's rules and regulations, and does not include abusive, racist or non-inclusive language;
- h) Shall ensure that all music is sourced legally.

7.15 Head of News

- a) Shall 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;
- b) Shall 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;
- c) Shall be responsible for the selection and, in conjunction with the Head of Training, training of news presenters;
- d) Shall 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;
- e) Shall be responsible for regularly updating the website with news articles, as well as the Station News Twitter feed;
- f) Shall be responsible, in conjunction with the Head of Audio Engineering and Head of Station Sound, for the maintenance of portable recording equipment, operating a booking system for members who require it; and
- g) Shall, 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.

7.16 Head of Marketing

- a) Shall co-lead the Branding, Marketing & Events Team with the Head of Publicity and Head of Events and attend all their team meetings;
- b) Shall 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;
- c) Shall 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;
- d) Shall produce an advertising and marketing pack to be sent to prospective advertisers;

- e) Shall be responsible for sourcing advertising and sponsorship for the station, in line with the Students' Union's Marketing policy;
- f) Shall be responsible for invoicing advertisers and ensuring payments are received in a timely manner;
- g) Shall ensure that all advertising agreements are adhered to, with advertisements being played at the correct times;
- h) Shall work with the Head of Content & Standards and Head of Station Sound to coordinate the recording and editing of advertisements;
- i) Shall work with the Head of Publicity to coordinate online advertising opportunities;
- j) Shall be responsible for on-air promotions, including competitions and giveaways as well as ensuring that prizes are delivered to winners in a timely manner;
- k) Shall 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
- l) Shall be responsible for applying to any grant-awarding bodies in conjunction with the Station Manager, Assistant Station Manager and Co- President (Societies & Media).

7.17 Head of Publicity

- a) Shall co-lead the Branding, Marketing & Events Team with the Head of Marketing and Head of Events and attend all their team meetings;
- b) Shall 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;
- c) Shall be responsible for the production of any advertising materials (e.g. leaflets, posters, merchandise);
- d) Shall 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;
- e) Shall 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 Engineering;
- f) Shall 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.;
- g) Shall be responsible for the development of the Station's online branding and design, receiving input from the Head of Marketing;
- h) Shall be responsible for publicising the Station's competitions and events;
- i) Shall ensure that none of the Station's publicity contradicts guidelines set by Ofcom or the Students' Union; and
- j) Shall provide input to the Head of Station Sound regarding the development of the Station's on-air branding, including sweepers, adverts and jingles.

8. Non-Voting Members

8.1 The Tech Manager, Societies and Development Coordinator and the Communications and Content Coordinator (all full time members of Students' Union staff) may act as advisors to the Board.

9. Media Board Meetings

9.1 Media Board Meetings will be chaired by the Station Manager. Should the Station Manager be unable to attend Board Meetings, the Assistant Station Manager will act as chair. In the event that neither the Station Manager nor the Assistant Station Manager are able to attend, meetings shall be chaired by the Head of Operations. Should all three be unable to attend, Board Meetings shall be postponed.

9.2 Minutes must be taken by the Head of Operations to record the events of the Board Meeting, unless the Head of Operations is acting as chair in which case another board member may be appointed.

9.3 The Station Manager can delegate control of the Chair to any board member through a vote of approval. Delegation to a board member must be proposed during a board meeting and agreed by 70% of the board.

9.4 In the event of a tie of vote during board meetings, the Chair will have the casting vote.

9.5 Meeting must be held at least every fortnight during term time.

9.6 Any issue that needs to be discussed at a meeting must be submitted to the Head of Operations by an agenda deadline set depending on the availability of the Head of Operations.

9.7 Items can be added to the agenda during a meeting if it is approved by both the Chair and the Head of Operations.

9.8 Any votes will only be valid if 50% plus one of board members are present, unless in the case of constitutional changes whereby 75% of all members must be present at the Station General Meeting.

9.9 The Station General Meeting has the ability to overturn any Board Meeting vote. If a vote is overturned, the Board must be notified immediately by the Station Manager.

9.10 The Chair reserves the right to refuse admission to a Board Meeting or to remove individuals from a meeting but must provide reason(s) for doing so. A majority Board vote can overturn the decision.

10. Appointment into Board Positions

10.1 The appointment of members into board positions must be through a method (e.g. elections, interviews etc.) agreed upon by a majority Board vote with the support of the Co-President (Societies & Media).

10.2 The said 'appointment' of board members must be carried out before the end of the second term of the academic year unless exceptional extenuating circumstances apply. Postponement of board appointment to the third academic term must be agreed by the Co-President (Societies & Media).

10.3 The Board has the ability to temporarily co-opt new members to the Board, with the permission of the Co-President (Societies & Media), if a board position is empty.

a) Co-option may be used if a board member resigns or leaves.

b) Co-option may be used if a board position remains empty after the 'appointment' ends.

c) Co-option will always be a temporary measure.

10.4 Board Members have the ability to propose a motion of no confidence against another Board Member. This proposal must be typed, seconded and presented to the Station Manager and those it concerns at least three days before a vote is to be carried out at the following Board Meeting, allowing time for the said board member to be able to appeal against the motion before the vote. Once the board member is in no-confidence, the member still remains a member of a station. A proposal to no confidence the Station Manager and Assistant Station Manager can only be raised through an all-student meeting.

10.5 A vote of no confidence can only be won with 80% of the board in attendance, and a two-thirds majority vote in support of the no confidence.

11. The Policies and Conditions of Broadcast

11.1 All policies must be adhered to by all members of the Station.

11.2 Failure to follow the policies will also mean failure to comply with that Station's 'Conditions of Broadcast', as stated in Community License: Key Commitments, and can result in action against a member.

11.3 If the 'Conditions of Broadcast' are broken, with the consent of the Co-President (Societies & Media), the Station Manager and Assistant Station Manager, who must be in agreement, members can be fined by having all or part of their on-air deposit banked and/ or having their membership terminated- as specified in Clause 3.

11.4 The output of Insanity Radio is subject to Ofcom Broadcasting Regulations.

12. Awards

12.1 A form of awards to celebrate the successes of the Station and its members must be held every year.

12.2 The form these awards take (e.g. part of annual SURHUL Societies, Media and RAG Ball, separate joint media awards evening etc.), are at the decision of a majority Board vote.

12.3 The Station Manager, Assistant Station Manager and Co-President (Societies & Media), have the ability to ultimately decide upon the categories of the awards, with the input of the Board.

12.4 The Station Manager, Assistant Station Manager and Co-President (Societies & Media), have the ability to ultimately decide upon the recipients of awards, but can disclose the recipient to the Board.

12.5 Nominations for awards must be announced at least seven days before the Awards event.

12.6 The recipients of the award must be kept confidential by the Insanity Radio Media Board and the Co-President (Societies & Media).

12.7 The Station Manager, Assistant Station Manager and Co-President (Societies & Media), have the responsibility to ensure awards are held every year.

12.8 In terms of external awards, including but not limited to the Student Radio Association Awards, The Station Manager, Assistant Station Manager and Co-President

(Societies & Media), with the consultation of the Board, are ultimately responsible for submitting to relevant radio awards.

13. Community

13.1 Members of the Station who are not members of the Students' Union, Royal Holloway, University of London (hereinafter "Community Members") are permitted to run for the Insanity Radio Media Board if they fulfil the following criteria:

- a) They will be eighteen years of age or older when they take up the position;
- b) They must be able to guarantee regular attendance at Board Meetings;
- c) They must be able to spend a minimum of six hours per week fulfilling their job onsite or on location as dictated by the Station, excluding time spent presenting on air.

13.2 A cap of two years will be placed upon Community Members being elected to the Insanity Radio Media Board to ensure new members are able to fulfil a Board position.

13.3 Community Members are not permitted to run for the positions of Station Manager, Assistant Station Manager or Co-President (Societies & Media), as dictated by the rules outlined by the Student's Union, Royal Holloway, University of London Constitution.