

# **The Constitution of Cotswold Hospital Radio**

## **AIMS**

COTSWOLD HOSPITAL RADIO – hereafter called “The Service” – is a voluntary community service organisation established to provide a ward visiting and local radio broadcasting service to persons in selected hospitals and other institutions administered by the GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST – hereafter called the “Authorities”.

## **REGULATIONS**

1. The Service shall operate to the permissions of the authorities and to any conditions, which the authorities may from time to time impose.
2. The Service shall comply with such regulations, status and other requirements laid down by law, as may from time to time apply to the service.
3. The affairs of the Service shall be monitored by a board of trustees.
  - a. Invitation to serve as a Trustee shall be by the Management Committee, ratified by the General Membership.
  - b. The Board shall elect a Chairman from among their number.
  - c. The Board shall meet twice a year to review the activities of the Service. The Chairman of the Management Committee shall make a report to the Board on those occasions. A statement of the accounts of the Service shall be presented at the second annual meeting.
  - d. The annual Accounts of the Service, presented to the Annual General Meeting shall be subject to approval of the Trustees.
  - e. Minutes of the Management Committee meetings shall be circulated to the chairman of the Board of Trustees.
4. The routine business of the Service shall be conducted by a Management Committee. The following provisions shall apply to the Management Committee.
  - a) The Management Committee shall be elected from the Membership at the Annual General Meeting. The constitution of the committee shall be as follows:
    - i) Chairman
    - ii) Patients Liaison Officer
    - iii) Secretary
    - iv) Station Manager
    - v) Treasurer
  - b) All five members of the Management Committee shall be voting members.
  - c) The Committee shall meet monthly and the minutes of its meetings shall be available to all Members of the Service
  - d) A quorum for the Committee shall be three elected members.
  - e) Proposals shall be adopted and resolutions passed by a simple majority of voting members present at a Management Committee Meeting.
  - f) The Management Committee may co-op any member to service on the Committee and may form any sub-committee, the size and composition of which shall be at its discretion.
5. The Service’s year shall be run from 1<sup>st</sup> January to 31<sup>st</sup> December and the Annual General Meeting shall normally be held during the month of March. The following provisions shall apply to the Annual General Meeting.
  - a. Notice shall be given of the Annual General Meeting shall be 21 clear days.
  - b. A quorum for an Annual General Meeting shall be 15 paid-up Members or 30% of the paid-up Memberships, whichever is the greater.
  - c. Proposals shall be adopted and resolutions passed by a simple majority of voting members present.
  - d. Only paid-up Members shall be permitted to attend Annual General Meetings, to engage in the business of such meetings and to vote on issues at such meetings.

- e. The Treasurer shall present to Annual General Meetings a recently audited Statement of Accounts of the Service.
6. An Extraordinary General Meeting may be called by 15 paid-up Members or 30% of the paid-up Membership, whichever is the greater. A quorum for an Extraordinary General Meeting shall be as for an Annual General Meeting. Notice to be given for an Extraordinary General Meeting shall be 7 clear days. Other provisions applied to Extraordinary General Meeting shall be as for Annual General Meetings, as stated in paragraph 5c, 5d of this constitution.
  7. Membership of the Service shall be at the discretion of the Management Committee recommendations by the Membership panel. The following provisions apply to Membership of the Service.
    - a. An intending Member shall submit a formal application for membership.
    - b. The Management Committee shall have the authority to refuse an application for membership and to terminate an existing membership where it considers that the interest of the Service requires such a course of action.
    - c. Where the Management Committee has levied an annual membership fee, failure to pay the fee within sixty days of the due date – normally 1<sup>st</sup> January shall render the member concerned liable to have their membership terminated.
    - d. The minimum age for membership of the service shall normally be 18 years of age.
  8. The Service shall exclude from its broadcasts all biased and selective material of a political, religious, racist, seditious or similar nature.
  9. An Extraordinary Meeting shall be called where:
    - a. The Management Committee feels unable to continue to conduct the business of the Service in accordance with its constitutional provisions, OR
    - b. A sufficient number of members of the Management Committee resigns for it to be impossible to conduct the business of the Service in accordance with the constitutional provisions, OR
    - c. It is proposed to enter a vote of no confidence in the Management Committee, OR
    - d. It is necessary for the General Meeting to ratify courses of action of decisions which cannot be held over until an Annual General Meeting
  10. In the event of the General Membership deciding at an Annual or Extraordinary General Meeting to cease operation of the Service. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred or given to such other charitable institutions having objects similar to the objects of the Service as the members of the Service may determine, or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement for the final accounting period of the Service must be sent to the Commissioners.
  11. This constitution shall not be altered or added to in any way, which would cause the Service to cease being a charitable enterprise or which would permit use of the funds of the Service for non-charitable purposes.

**May 2010**