

S. 19-1 Motion to Replace the Broadcasting Society (STAR) Constitution

Owner: Tom Groves

In effect from: immediately

Review date: 2nd April 2019

This SSC notes:

Based on the constitutions publicly available at the time of writing:

1. The length of STAR's constitution is 363 words, as shown in Appendix A.
2. The average length of a subcommittee constitution is 1226 words.
3. STAR's constitution lacks guidelines for:
 - The role of each committee member
 - The frequency of committee meetings
 - Who should chair committee meetings in the absence of the Broadcasting Officer
 - The committee application process
 - Procedure when filling committee positions that fall vacant
 - Finance
4. The positions of Assistant Head of Events, Assistant Head of Programming, Assistant Head of News, and Assistant Head of Tech have been appointed in recent years, despite no mention of any assistant positions in the current constitution.
5. As stated in Association Law (Chapter 21, Section 1.3), a core aim of STAR is to "provide additional broadcasting services as should become desirable in the future".
6. Whilst no modification is intended for the title of SSC Broadcasting Officer, the practice of including an additional title (in this case Station Manager) is in line with current constitutions, notably SSC Performing Arts Officer (Mermaids President).

This SSC believes:

1. The level of detail in the current constitution does not reflect the quality of services provided by STAR.
2. The updated role descriptions cover all responsibilities that the positions have entailed in recent years, with reasonable extensions to further the development of STAR.
3. The addition of guidelines concerning the appointment of assistant positions in September will increase engagement with first year students, and allow them the opportunity to be part of a subcommittee. Such opportunities should be considered by other subcommittees.
4. Introducing more of a focus on video-based content fits within the existing constitutional bounds.
5. No subcommittee of the Students' Association currently includes a dedicated video position. Together with the general lack of video content produced by students, there is therefore significant potential for a video-based sub-organisation within STAR.
6. Introducing a Head of Production will improve the brand image of STAR.
7. The assistant positions have been effective in helping STAR to run smoothly in recent years.
8. Introducing an Assistant Head of Web position will significantly increase the rate at which STAR's website is updated and improved.
9. The positions of Assistant Head of Programming and Head of Social Media are surplus to requirements, based on feedback and experience from previous committees.
10. The updated position titles, such as Secretary and Station Manager, more effectively convey the responsibilities of the positions to the general population.

This SSC resolves:

1. To replace STAR's current constitution (Chapter Twenty-Four of the Laws, Appendix A) with Appendix B.

Proposer

Tom Groves, SSC Broadcasting Officer

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Jamie Minns, Director of Student Development and Activities

Adam Powrie, Director of Events and Services

Paloma Paige, Association President

Appendix A: version of STAR's constitution currently available to the public.

Chapter Twenty-Four: SSC Broadcasting Society

1.Aims

- 1.1.To provide a live radio broadcast service in St Andrews, subject to licensing restrictions. This will be a source of communication, information and entertainment in the local area.
- 1.2.To grant all matriculated students of the University the chance to learn about and gain practical experience of broadcast radio.
- 1.3.To provide such additional broadcasting services as should become desirable in future.
- 1.4.To provide a medium for music journalism (Hearing Aid)
 - 1.4.1.Hearing Aid is a music publication that focuses on local and international music trends while simultaneously providing an outlet for the students of St Andrews to express their love for all types of music.
- 1.5 To provide broadcasting society alumni with relevant news and updates concerning the studio and various projects. I would also like to add section
 - 1.5.1 The Head of Internal Communications will be responsible for ensuring the society maintains a strong relationship with recent graduates of St Andrews.

2.Membership

- 2.1.Ordinary membership shall comprise all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.
- 2.2.Other persons shall be eligible for Associate membership with the agreement of the Committee.
- 2.3.Honorary officers and members may be elected by the Committee (provided they are of some status in relation to the Aims), either for life or for a specified length of time, in which case they shall be eligible for re-election.

3.The Committee

- 3.1.The administration of the Society shall be conducted by the SSC Broadcasting Committee, which shall comprise the following members:
 - 3.1.1.SSC Broadcasting Officer (Convenor and Chair)
 - 3.1.2.Director of Events and Services
 - 3.1.3.Deputy Broadcasting Officer
 - 3.1.4.Head of Graphic Design
 - 3.1.5.Head of News
 - 3.1.6.Head of Finance
 - 3.1.7.Head of Internal Communications
 - 3.1.8.Hearing Aid Print Editor
 - 3.1.9.Hearing Aid Online Editor
 - 3.1.10.Head of Music
 - 3.1.11.Head of Events
 - 3.1.12.Freshers Head of Events
 - 3.1.13.Head of Marketing and Outreach
 - 3.1.14.Head of Technology
 - 3.1.15.Head of Web Development
 - 3.1.16.Head of Programming
 - 3.1.17.Head of Social Media

Appendix B: proposed constitution.

Chapter Twenty-Four: SSC Broadcasting Society (STAR: St Andrews Radio)

1. Aims

- 1.1. To act as a source of entertainment and information relating to St Andrews.
- 1.2. To enable students to learn about, and engage with, a variety of digital media.
- 1.3. To provide an online radio broadcast service, subject to licensing restrictions, titled STAR: St Andrews Radio.
- 1.4. To provide a medium for news-based journalism, in the form of an online organisation titled The Record.
 - 1.4.1. The Record focuses on topics that are likely to concern the local population. From 2019, it shall share content primarily on its own Facebook page, but the content shall remain within the STAR website.
- 1.5. To provide a medium for video-based journalism, in the form of an online organisation titled STARTv.
 - 1.5.1. STARTv shall focus on local community events. It will primarily share content within the STAR YouTube and Facebook profiles, until successful enough to justify a separate account.
- 1.6. To provide a medium for music-based journalism, in the form of a printed magazine titled Hearing Aid.
 - 1.6.1. Hearing Aid is a music publication that focuses on both local and international music trends, while simultaneously providing an outlet for students within St Andrews to express their love for all forms of music.
- 1.7. To provide further broadcasting services as they become desirable.
- 1.8. To have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right to opt out of Association membership, under the 1994 Education Act.
- 1.9. To ensure that Broadcasting Society alumni are informed of new STAR projects, updates to the broadcasting studio, and opportunities to revisit.

2. Committee Membership

- 2.1. The STAR committee shall be formed of:
 - 2.1.1. SSC Broadcasting Officer (Station Manager) (Convenor and Chair)
 - 2.1.2. Deputy Station Manager
 - 2.1.3. Secretary
 - 2.1.4. Head of Finance
 - 2.1.5. Head of Programming
 - 2.1.6. Head of Marketing
 - 2.1.7. Head of Design
 - 2.1.8. Head of Production
 - 2.1.9. Head of Video
 - 2.1.10. Head of Music
 - 2.1.11. Head of Events
 - 2.1.12. Head of News
 - 2.1.13. Head of Web
 - 2.1.14. Head Technician
 - 2.1.15. Assistant Head of Events
 - 2.1.16. Assistant Head of News
 - 2.1.17. Assistant Head of Web
 - 2.1.18. Assistant Technician
 - 2.1.19. Director of Events and Services (Line Manager)
- 2.2. The administration of Hearing Aid shall be overseen by the Station Manager, Deputy Station Manager, and Head of Finance, along with the following positions, which are separate from the STAR committee:
 - 2.2.1. Hearing Aid Print Editor
 - 2.2.2. Hearing Aid Online Editor

3. Role Descriptions

- 3.1. The Station Manager shall:
 - 3.1.1. Oversee all aspects of STAR, ensuring that the society is consistently working towards the aims as set out in section 1.

- 3.1.2. Chair committee meetings.
- 3.1.3. Encourage collaboration between STAR and other student groups.
- 3.1.4. Act as the main point of contact between STAR and Councils, Union staff, and University staff.
- 3.1.5. Assign tasks to each member of the committee, and motivate the completion of these tasks.
- 3.2. The Deputy Station Manager shall:
 - 3.2.1. Assist the Station Manager wherever possible, and represent STAR whenever the Station Manager is unable to.
 - 3.2.2. Act as the main point of contact between the Hearing Aid and STAR committees.
 - 3.2.3. Ensure that all members of the committee are given a fair and reasonable workload, that does not hinder their university studies.
 - 3.2.4. Actively attempt to secure nominations for various student radio awards.
- 3.3. The Secretary shall:
 - 3.3.1. Take minutes at every committee meeting, and regularly share these minutes both publicly, and directly with both the Union reception staff and the Director of Events and Services.
 - 3.3.2. Maintain a mailing list for current members, and send an email update at least once per week.
 - 3.3.3. Maintain a mailing list for STAR alumni, and send an email update at least once per semester.
 - 3.3.4. Assist with other administrative duties as they arise.
- 3.4. The Head of Finance shall:
 - 3.4.1. Maintain a log of all financial transactions for both STAR and Hearing Aid.
 - 3.4.2. Actively attempt to secure sponsorship deals and grants for both STAR and Hearing Aid.
 - 3.4.3. Be the main point of contact between STAR and the Cash Office.
 - 3.4.4. Ensure that the annual budget is submitted correctly and punctually, and that this budget is adhered to throughout the year.
 - 3.4.5. Take responsibility for the cash box and keys whenever necessary.
- 3.5. The Head of Programming shall:
 - 3.5.1. Act as the main point of contact for all enquiries relating to radio show scheduling.
 - 3.5.2. Help show hosts to improve the quality and content of their shows.
 - 3.5.3. Organise the timetable for shows at the beginning of each semester, and update publicly viewable timetables wherever possible.
 - 3.5.4. Arrange one-off shows where possible.
- 3.6. The Head of Marketing shall:
 - 3.6.1. Manage the public profiles of STAR, namely Facebook, Twitter, Instagram, and Snapchat.
 - 3.6.2. Actively look for new ways in which STAR can reach a larger audience.
 - 3.6.3. Organise the distribution of posters and other physical media.
 - 3.6.4. Order new merchandise.
 - 3.6.5. Oversee the delivery of all purchased merchandise.
 - 3.6.6. Work with show hosts to run competitions and giveaways.
 - 3.6.7. Help show hosts to promote their shows.
- 3.7. The Head of Design shall:
 - 3.7.1. Design publicity material for all STAR events.
 - 3.7.2. Actively look for student artists to design new posters and other marketing content.
 - 3.7.3. Encourage each radio show to produce its own logo, and assist show hosts in doing this if necessary.
 - 3.7.4. Update the studio decor.
- 3.8. The Head of Production shall:
 - 3.8.1. Create all radio imaging for STAR, including station jingles and sweepers.
 - 3.8.2. Help show hosts to create intros and jingles for their shows.
 - 3.8.3. Regularly update the broadcasting software with new imaging content, and ensure that this content is used effectively.
- 3.9. The Head of Video shall:
 - 3.9.1. Create videos showcasing local events.
 - 3.9.2. Manage the STARtv YouTube account.
 - 3.9.3. Actively search for new video content for STARtv.
- 3.10. The Head of Music shall:
 - 3.10.1. Find musicians to perform at live events hosted by STAR.
 - 3.10.2. Respond to requests for publicity from both student and external musicians.
 - 3.10.3. Manage radio content whenever no shows are on air, by regularly uploading songs and updating playlists within the broadcasting software.
- 3.11. The Head of Events shall:
 - 3.11.1. Liaise with the Head of Music, Entertainments Committee, and Music Committee to arrange a live music event at least once per month.

- 3.11.2. Organise a committee social at least once per semester.
 - 3.11.3. Organise a show host social at least once per semester.
 - 3.11.4. Organise some form of training workshop at least once per semester.
 - 3.11.5. Organise a committee dinner towards the end of Martinmas semester.
 - 3.12. The Head of News shall:
 - 3.12.1. Oversee The Record, by managing its public profiles, and uploading written content to the STAR website.
 - 3.12.2. Actively search for new content suitable for coverage.
 - 3.12.3. Manage an active team of writers, and attempt to increase the size of this team.
 - 3.13. The Head of Web shall:
 - 3.13.1. Ensure that the STAR website runs smoothly for all users.
 - 3.13.2. Update content and information on the website whenever necessary.
 - 3.13.3. Actively try to improve the functionality and design of the website.
 - 3.13.4. Manage the domain name registration, web hosting service, and audio streaming server.
 - 3.13.5. Liaise with the Head Technician to maintain and update the studio computers whenever necessary.
 - 3.14. The Head Technician shall:
 - 3.14.1. Ensure that the studio is constantly tidy and fit for use.
 - 3.14.2. Train all show hosts in the use of studio equipment.
 - 3.14.3. Act as the main point of contact for all enquiries relating to technical problems.
 - 3.14.4. Manage the booking of the external recording equipment, and train those borrowing the equipment in its use whenever necessary.
 - 3.14.5. Actively maintain and improve the functionality of the studio, and propose the purchase of new equipment whenever necessary.
 - 3.15. All Assistant positions shall help their respective Head in the completion of their tasks.
 - 3.16. The Hearing Aid Print Editor shall:
 - 3.16.1. Oversee the planning and production of each magazine.
 - 3.17. The Hearing Aid Online Editor shall:
 - 3.17.1. Update the Hearing Aid website, ensuring that new content is created and posted frequently.
 - 3.17.2. Manage the public profiles of Hearing Aid.
4. Meetings
 - 4.1. The STAR committee shall meet at least once per week during term time.
 - 4.2. The Station Manager shall chair the meetings.
 - 4.3. In the absence of the Station Manager, the Deputy Station Manager shall chair the meetings.
5. Committee Applications
 - 5.1. Committee applications shall be open for a minimum of 14 days, and should be publicised to a reasonable extent.
 - 5.2. With the exception of Station Manager, all positions shall be filled by appointment after interview.
 - 5.3. The interview panel shall consist of the incoming Station Manager, the outgoing Station Manager, and the Director of Events and Services.
 - 5.3.1. The interview panel for Hearing Aid positions may include an incumbent of one of these positions, in place of the Director of Events and Services.
 - 5.4. Interviews for Assistant positions shall be held at the beginning of Martinmas semester. All other interviews shall be held in Candlemas semester, following the election of the Station Manager.
6. Committee Vacancies
 - 6.1. Committee positions that fall vacant throughout the year shall be filled according to section 5.
7. Finance
 - 7.1. The finances of STAR shall be run in accordance with the guidelines set by the Management Accountant of the Students' Association.
 - 7.2. STAR shall have one bank account, for which the authorised signatories shall be the Station Manager, the Head of Finance, and up to two nominees of the Cash Office.