



The Constitution

1.0	Establishment
1.1	The Radio Station shall be known as KCL Radio (hereafter referred to as “the Station”).
1.2	The Station will be run by an appointed committee, named the KCL Radio Board Committee (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 Station Manager for approval.
2.0	Aims & Objectives
2.1	<p>The Station’s Objectives shall be:</p> <ul style="list-style-type: none">i. to provide a music, news, information and entertainment service through live radio and recorded podcasts;ii. to provide facilities, equipment, and training 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 King’s College London (hereinafter “KCL”) and the local community by online broadcasting and other forms of media;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;v. to provide an environment that promotes a community based around Radio production and broadcasting;vi. to provide opportunities for interviewing, reviewing, and recording bands and musicians; andvii. to support education in radio and media production, and provide network links to other radio stations and media groups through membership to affiliate bodies such as the Student Radio Association (hereinafter “SRA”) and the Student Music Network (hereinafter “SMN”).
2.2	These aims are to be pursued independent of any political organisation or religious body, including King’s College London Students’ Union (hereinafter “KCLSU” or “SU”).

3.0	Membership
3.1	<p>Membership of the Station is divided into the following categories:</p> <ul style="list-style-type: none"> i. Annual Radio Membership (“Annual Radio”) and Annual Podcast Membership (“Annual Podcast”), which: <ul style="list-style-type: none"> a. expires at the end of the academic year; and b. must be renewed annually. ii. Semester Radio Membership (“Semester Radio”) and Semester Podcast Membership (“Semester Podcast”), which: <ul style="list-style-type: none"> a. expires at the end of the semester of joining; and b. must be renewed at the end of the semester. iii. Annual Associate Radio (“Associate Radio”) and Annual Associate Podcast Membership (“Associate Podcast”), which: <ul style="list-style-type: none"> a. is only valid for non-KCL students/staff. b. Expires at the end of the academic year; and c. must be renewed annually. <p>Note: Purchasing a ‘One-off’ recording session in the podcast suite is not a type of membership.</p>
3.2	<p>Any member of KCLSU is eligible for Radio or Podcast Membership.</p> <p>Non-members may be granted Associate Membership through consulting the Station Manager.</p>
3.3	<p>Any member of the Station may attend and vote at Annual/Special/Extraordinary General Meetings.</p> <p>Members may only attend and vote at Board Meetings if they are part of the core committee.</p>
3.4	<p>Radio members, Podcast members, and Subteam members are required to pay Station membership dues.</p>
3.5	<p>For Radio and Podcast hosts, membership entitlements are only valid once:</p> <ul style="list-style-type: none"> a) the required membership dues are paid; and b) the terms and conditions document has been signed and returned to the Station Manager.
3.6	<p>By making the membership payment, members are accountable to the Board in regards to all relevant Station policy.</p>

4.0	Affiliations
4.1	<p>The Station may be affiliated to the following organisations:</p> <ul style="list-style-type: none"> i. the Student Radio Association. ii. the Student Music Network. iii. BBC Introducing iv. Music Candy
4.2	Official affiliations to any other organisation may only be agreed upon through a supermajority vote of the Board.
5.0	General Meetings
5.1	Amendments to the constitution may only be achieved by a majority vote of the quorum of the Board.
5.2	<p>A General Meeting must be called annually in autumn, normally by late October.</p> <p>This quorum for the General Meeting is 20 members, or 10% of the membership, whichever is less.</p> <p>General meetings are open to everyone, but only full members may vote.</p> <p>The Chair may choose to require student ID to verify membership.</p>
5.3	<p>A general meeting may be called by the Chair, quorum of the committee or by ten full members; this must be submitted to the Chair in writing.</p> <p>The general meeting must be held within ten days of receipt of the proposal.</p>
5.4	General meetings may only be held during undergraduate term time.
5.5	At least five College days' notice of a general meeting must be given to all members.
5.6	Decision shall be reached by a simple majority of the full members present.
6.0	The KCL Radio Board Committee
6.1	The Executive Board - Station Manager, Programme Director, Head of Operations, Head of Accounts (Treasurer), Head of Music, Head of Programming, Head of

	<p>Radio, Head of Podcasts, Head of Sports, Head of Tech, Head of Media, Head of Entertainment and Head of Events are elected annually through the KCLSU Elections system.</p> <p>In an event that no Head of Radio or Head of Podcasts are appointed, these roles will be incorporated into the Head of Programming role.</p> <p>Officer roles are also available to assist the Executive Board, including (but not limited to) - Music Officer, Media Officer and Website Officer.</p> <p>All other positions will be appointed through a process agreed upon by a majority Board vote.</p> <p>This includes any position that may become vacant between or after appointment periods.</p>
6.2	<p>All Board members must have Station membership before the start of the academic year.</p> <p>The suspension of membership entitlements includes the suspension of voting rights and board role.</p> <p>To be eligible to run for a Board position, a candidate must have held Station membership for the previous year for a duration of six or more months.</p>
6.3	<p>Role descriptions can only be changed through adjusting the constitution, which requires a formal vote.</p>
6.4	<p>All Board members must attend Board meetings. If three meetings in an academic term are missed without apologies, the following process shall be enacted:</p> <ul style="list-style-type: none"> i. If the Board member who has missed three Board meetings is the Station Manager, clause ii applies. Alternatively, clauses iii, iv and v applies. ii. The Station Manager should meet with KCLSU's Media and Arts Coordinator to discuss their involvement with the Station. iii. The Station Manager 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 The Station Manager, 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.
6.5	<p>If the Station Manager is unable to fulfil their role, or is unavailable for an extended duration, the following process applies:</p> <ul style="list-style-type: none"> i. The Programme Controller, as Vice President, may immediately take control of the Station.

	<p>ii. If they are not able to assume control, control of the Station will pass collectively to the Board.</p> <p>iii. The Chair will be determined by progressing down the list of Job Descriptions, starting with the Head of Operations.</p> <p>iv. The Board may vote to designate a specific Board member as Chair.</p> <p>v. Lastly, in absolutely exceptional circumstances, control of the Station may be assumed by KCLSU's Media and Arts Coordinator.</p> <p>vi. When the Station Manager is able to re-fulfil their role, control of the Station will revert back to the Station Manager.</p>
6.6	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.
6.7	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 Treasurer, if one of these positions becomes empty.
6.8	<p>The Board may vote on motions of no confidence against an individual board member through the following process:</p> <p>i. A proposal is typed, seconded, and emailed to the Station Manager and the individual facing the vote of no confidence.</p> <p>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.</p> <p>For the avoidance of doubt, Board members may be removed if recommended by a disciplinary outcome.</p>
7.0	Board Meetings
7.1	<p>During the academic term, the Board will meet fortnightly, but should meet no less than monthly except in exceptional circumstances. Board meetings can be called by:</p> <p>i. the Station Manager; or</p> <p>ii. a consensus between 50% of Board members</p> <p>At least five days' written notice must be given to the committee.</p> <p>Quorum shall be two-thirds of the committee.</p>

7.2	<p>Board meetings will be chaired by one of the following:</p> <ul style="list-style-type: none"> i. the Station Manager; or in their absence ii. the Programme Controller; or in the absence of both iii. the Head of Operations.
7.3	<p>The Chair will:</p> <ul style="list-style-type: none"> i. appoint a Board member to act as Secretary and take minutes; 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.
7.4	<p>The Station Manager can delegate control of the Chair to any Board member through a vote of approval.</p> <p>Only committee members may vote at a committee meeting, but full and associate members of the Station may be invited and speak.</p> <p>Decision shall be reached by simple majority of the committee members present.</p>
7.5	<p>Meeting agenda consists of:</p> <ul style="list-style-type: none"> i. a set agenda as proposed by the Station Manager: any Board member may propose agenda points or a motion, but these must be submitted before the agenda deadline. The deadline is set by 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'.
7.6	<p>Board votes have the power to shape Station policy, and may mandate Board members to complete actions. They:</p> <ul style="list-style-type: none"> i. are binding, but can be overturned by a motion from the General Meeting; ii. do not have the power to change the Constitution, or wind up the Station.

8.0	Role Descriptions												
8.1	<p>KCLSU will:</p> <p>i. be responsible for providing funds for various station broadcast & music licences, as well as other expenses as previously agreed with the Station Manager, through the Student Media budget (850/72090). As of the 2024/25 academic year, these are the funds provided in one block payment at the start of the academic year to the Student Group Account:</p> <table data-bbox="197 454 683 667"> <tr> <td>Domain Ownership</td> <td>£11.99</td> </tr> <tr> <td>Mixcloud</td> <td>£79.99</td> </tr> <tr> <td>PRS/PPL Music License</td> <td>£456.00</td> </tr> <tr> <td>iCloud+ Subscription</td> <td>£107.88</td> </tr> <tr> <td>OneDrive Subscription</td> <td>£59.99</td> </tr> <tr> <td>Total</td> <td>£715.85</td> </tr> </table> <p>ii. approve finance requests submitted by the Station Manager, in the event that the Treasurer resigns — or vice versa.</p>	Domain Ownership	£11.99	Mixcloud	£79.99	PRS/PPL Music License	£456.00	iCloud+ Subscription	£107.88	OneDrive Subscription	£59.99	Total	£715.85
Domain Ownership	£11.99												
Mixcloud	£79.99												
PRS/PPL Music License	£456.00												
iCloud+ Subscription	£107.88												
OneDrive Subscription	£59.99												
Total	£715.85												
8.2	<p>The Station Manager will:</p> <p>i. have creative and managerial responsibility for coordinating the running and development of the station, within strategic aims agreed with KCLSU’s Media & Arts Coordinator.</p> <p>ii. maintain effective relationships with:</p> <ul style="list-style-type: none"> a. other external radio bodies, such as Ofcom, the SRA, and the SMN; b. the wider music industry; c. independent radio production teams; d. contractors, such as Music Candy e. the Students’ Union; and f. the College. <p>iii. coordinate the jobs outlined for the Board, and oversee technical and safety matters;</p> <p>iv. ensure that the Station adheres to its Constitution;</p> <p>v. present a written report, in conjunction with the Treasurer, to the Annual General Meeting.</p>												

	<ul style="list-style-type: none"> vi. manage the Station's finances in conjunction with the Treasurer; viii. co-sign any and all marketing agreements made by the Station; ix. encourage active collaboration and participation with other KCLSU Student Media groups; x. nurture and support new & returning on-air talent, to re-invigorate KCL Radio's content, priorities, style, tone and presentation; xi. develop and sustain a strong pool of producers, continually seeking out original and fresh production talent; xii. commission experimental, mixed music and speech programmes of unrivalled ambition, to deliver a schedule that boasts range and distinction; xiii. Assist the Head of Programming where necessary in creating broadcasting schedules for each semester, developing application processes for new and returning presenters; and xiv. assisting the Head of Tech in training new and returning presenters with a mandatory induction.
8.3	<p>The Vice President / Programme Controller will:</p> <ul style="list-style-type: none"> i. support the Station Manager in the running of the station, whether that be administrative tasks or communications with members of the society; ii. respond to students who are thinking about potentially getting involved with the Station, and queries from the wider public; iii. nurture and support new & returning on-air talent, to re-invigorate KCL Radio's content, priorities, style, tone and presentation; iv. assist in training new and returning presenters with a mandatory induction. v. ensure that radio hosts & podcasters abide by the on-air guidelines set; vi. be a point of contact for all radio show and podcast hosts, making sure all questions are answered or passed onto the Station Manager; vii. working with the Head of Music to oversee the Music & Interview subteam, including finding interview opportunities and press passes; and viii. having meetings with members to discuss their shows, their ideas for the year, and how best to develop them.

8.4	<p>The Treasurer will:</p> <ul style="list-style-type: none">i. assist the Station Manager in the running of the Station;ii. check the Student Group Accounts for discrepancies (including the addition or removal of VAT in the appropriate Line)iii. be responsible for market research and coordinate advertising, publicity and promotions for the Station;v. in conjunction with the Station Manager, present a written report to the Board at the General Meeting at each academic term;vi. be responsible for the KCL Radio budget, and approve/deny expense requests;vii. in conjunction with the Station Manager, encourage active collaboration and participation between the Station and other Media Outlets of the Students' Union;viii. work with the Station Manager, giving input to the budgeting of the station's funds; andix. apply for any funding windows offered by KCLSU.
8.5	<p>The Head of Operations will:</p> <ul style="list-style-type: none">i. respond to students who are thinking about potentially getting involved with the Station, and queries from the wider public;ii. nurture and support new & returning on-air talent, to re-invigorate KCL Radio's content, priorities, style, tone and presentation;iii. ensure that radio hosts & podcasters abide by the on-air guidelines set;iv. be the main point of contact for all radio show and podcast hosts, making sure all questions are answered or passed onto the Station Manager;v. liaise with The Union's Media & Arts Coordinator on any projects proposed by KCLSU; andvi. regulate consistent and contemporary station imaging by upholding the Station Manager's vision of the overall 'sound' of the station.

<p>8.6</p> <p>8.6.1</p>	<p>The Head of Music will:</p> <ul style="list-style-type: none"> i. lead the Music & Interview subteam, and chair their 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 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 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; and 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. sift through emails sent to the Station's music inboxes from artists and PR agencies, and download suitable tracks for the weekly playlist. ix. be a point of contact for all radio or podcasts hosts, making sure all questions are answered or passed onto the Station Manager. <p>The Music Officer will:</p> <ul style="list-style-type: none"> i. assist the Head of Music where appropriate; and ii. be a point of contact for all radio or podcast hosts, making sure all questions are answered or passed onto the Station Manager.
<p>8.7</p>	<p>The Head of Programming will:</p> <ul style="list-style-type: none"> i. create broadcasting schedules for each semester, developing application processes for new and returning presenters. ii. respond to students who are thinking about potentially getting involved with the Station, and queries from the wider public; iii. nurture and support new & returning on-air talent, to re-invigorate KCL Radio's content, priorities, style, tone and presentation;

	<ul style="list-style-type: none"> iv. assist in training new and returning presenters with a mandatory induction; v. ensure that radio hosts & podcasters abide by the on-air guidelines set; vi. be a point of contact for all radio show and podcast hosts, making sure all questions are answered or passed onto the Station Manager; vii. work with the Head of Radio & Head of Podcasts and support them where required; viii. have meetings with members to discuss their shows, their ideas for the year, and how best to develop them.
8.8	<p>The Head of Radio will:</p> <ul style="list-style-type: none"> i. meet with the incoming Station Manager before the start of the academic year and draft a list of events and outside broadcasts for the year; ii. coordinate and lead the running of the Station's social and core events (such as Varsity), both on and off campus; iii. be the main point of contact for all radio show hosts, making sure all questions are answered or passed onto the Station Manager; iv. working with the Head of Music & Head of Podcasts to find interview opportunities and press passes; v. regularly having meetings with members to discuss their shows, their ideas for the year, and how best to develop them; and vi. give advice on how to run and set up radio shows, how to reach larger audiences, and how to best publicise a programme.
8.9	<p>The Head of Podcasts will:</p> <ul style="list-style-type: none"> i. meet with the incoming Station Manager before the start of the academic year and draft a list of special podcasting episodes and events for the year; ii. be the main point of contact for all podcasts hosts, making sure all questions are answered or passed onto the Station Manager. iv. working with the Head of Music & Head of Radio to find interview opportunities and press passes. v. regularly having meetings with members to discuss their podcasts, their ideas for the year, and how best to develop them. vi. give advice on how to run and set up interviews, how to reach larger audiences, and how to best publicise a programme.

8.10	<p>The Head of Media will:</p> <ul style="list-style-type: none"> i. meet with the incoming Station Manager through the academic year and agree on: <ul style="list-style-type: none"> 1. a set of station advertising targets for the year 2. a set of targets for show publicity for the year 3. a set of audio/visual content targets for the year ii. be responsible for the regular production, editing and uploading of content to the Station's social media, e.g. Instagram, TikTok and Twitter/X; iii. liaise with members to ensure they are familiar with how to create appropriate visual content to form their programme graphic; iv. be aware of the legalities concerning social media policies and guidelines e.g. copyright and content strikes; v. be responsible for executing publicity drives, including: <ul style="list-style-type: none"> 1. online posters and leaflets 2. on the Station's website and social media vi. be responsible for the maintenance of the Station's website. vii. 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. viii. be responsible for the development of the Station's online branding and design; and ix. work with the Head of Events, delegating where necessary, to ensure these targets are met.
8.11	<p>The Head of Tech will:</p> <ul style="list-style-type: none"> i. be responsible for maintaining the hardware & software in the studio, and provide the required training to presenter and co-hosts; ii. meet with the incoming Station Manager before the start of the academic year and agree on a training programme for presenters, an update on the studio tech situation, as well as a set of targets for the upcoming year; iii. ensure that all presenters have completed an induction and are well trained in the basics of broadcasting prior to the start of the schedule;

	<ul style="list-style-type: none"> iv. provide re-training sessions to members throughout the year where necessary, including Board members; v. ensure that members of the Board Committee are trained in more advanced techniques so that they may provide ongoing training and support to presenters; v. be responsible for the installation and maintenance of all computers, servers and software owned by the Station; vi. liaise with KCLSU's IT/tech teams to ensure that any computers, servers and software falling under the SU's remit is properly maintained and kept in working order; and vii. respond to any tech queries raised, by email or through #tech-help on the Station's Discord server, as soon as possible. <p>If they are unable to help at that moment, refer the query to the Station Manager or the wider committee so the issue can be addressed immediately.</p>
8.12	<p>The Head of Events will:</p> <ul style="list-style-type: none"> i. work with the Head of Media on Station promotion and development, and with the wider committee on non-core events like Varsity; ii. sift through emails sent to the Station's inboxes from artists and PR agencies, responding to anything interesting... iii. be a point of contact for radio and podcast hosts, making sure all questions are answered or passed onto the Station Manager; and iv. arrange society & committee socials at regular points throughout the year.
8.13	<p>The Head of Entertainment will:</p> <ul style="list-style-type: none"> i. be a point of contact for radio and podcast hosts, making sure all questions are answered or passed onto the Station Manager; ii. assisting the Head of Podcasts to oversee all non-music shows; iii. creating opportunities for interviews; iv. supporting members to bring their non-music ideas to life; and v. assisting with the general day-to-day running of the society.

9.0	Conduct & Disciplinary Action
9.1	All members are liable to disciplinary action if they breach any policy, rule, or reasonable instruction given by a member of the Board. Members are responsible for ensuring their guests abide by the relevant policy when they are in the Media Suite.
9.2	Members are able to make allegations of misconduct against another member by writing to the Station Manager.
9.3	The Station Manager will be responsible for leading investigations into misconduct. Allegations of misconduct against the Station Manager must be reported under the summary complaints procedure of the SU, avoiding conflict of interest.
9.4	The Station Manager 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. The member may appeal to the Station Manager, who has the ability to restore membership entitlements.
9.5	During an investigation into alleged misconduct, the Board Committee may determine that an allegation of misconduct should be referred to another body, such as KCLSU, the College, or the relevant authorities.
10.0	The KCL Radio Awards
10.1	The Station celebrates its successes and the achievements of its members annually through an internal awards ceremony.
10.2	The Station Manager and Programme Director 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.
11.0	The KCL Radio Music & Interview Subteam
11.1	As referred to in Section 8, the Music & Interview Subteam exists for students who don't wish to host their own show, but want to get involved with the society.
11.2	To join the subteam, following the submission and approval of a formal application, a KCL Radio Standard Membership will be required.
11.3	Accepted members shall assist in the writing of music reviews, interviewing artists, reviewing concerts, the compilation of playlists and uploading music to the playout system.

11.4	Members are to ensure that any non-KCL interviewees sign the Code of Conduct & Consent Form, and submit it to the Programme Controller.
12.0	Health and Safety
12.1	The Station acknowledges its duty of care to its members, and will abide by KCLSU's Health & Safety Policy, and KCL's Health, Safety & Welfare Policy.
12.2	The Station Manager will submit an annual Risk Assessment to KCLSU for all core activities, and additional Risk Assessments for any activities lying outside of the Station's core activities.
13.0	The Constitution
13.1	<p>The previous edition of this Constitution was approved by a quorum of the Committee on 02/11/2023.</p> <p>This Constitution has been approved as the latest edition of The Constitution for KCL Radio on 03/09/2024, and shall be binding on all members.</p> <p>All other constitutions are hereby revoked.</p>

Compiled by Tash Bandara
This edition: September 1st 2024