University Radio Nottingham Constitution

1 Definition

University Radio Nottingham (URN) (the station) shall be defined as outlined below:

1.1. The purpose of URN shall be to provide a radio service aimed at the student population of the University of Nottingham.

1.2. URN shall broadcast in accordance with its licences and any applicable regulations set down by the government and OFCOM.

1.3. URN shall at all times remain politically independent of the University of Nottingham Students' Union or any political or pressure group.

1.4. URN shall be a Student-Run Service of the University of Nottingham Students' Union.

2 Aims

The aims of University Radio Nottingham (URN) are to:

2.1. Provide balanced programming content that is relevant to its student audience.

2.2. Make its service available to as many members of the Students' Union as possible, including those living on all University of Nottingham campuses, and to students living off campus in the local community

2.3. Involve as many members of the Students' Union in the programming and running of station, and provide professional training in all areas of radio

2.4. Maintain URN1350.co.uk, the station web site, as a useful resource of information for all students at the University of Nottingham.

3 Membership

3.1. Full Membership of URN shall be open to all Full Members of the University of Nottingham Students' Union, provided this does not jeopardise the objectives and aims set down in this Constitution.

3.2. Only Full Members of URN may hold any Officer or Assistant position or vote in any elections or formal meetings.

3.3. Full Members shall be required to sign a declaration:

3.3.1. to agree to abide by the regulations set down by URN Executive Committee, as dictated by the relevant legislation laid down by OFCOM and the government;

3.3.2. to acknowledge that their membership of URN will not adversely affect the Station's ability to complete its Objectives and Aims as set down in this Constitution.

3.4. Full Membership shall be subject to the payment of an annual fee - the URN Executive Committee, before the start of the Autumn Semester, shall determine changes to this fee

3.5. Associate Membership of URN shall be open to all other Members of the University of Nottingham Students' Union, subject to approval of the URN Executive Committee and the University of Nottingham Students' Union

3.6. Honorary Life Membership of URN can be awarded to a graduate or graduating member of URN, subject to approval at a Station General Meeting. This is a purely ceremonial title and a record of holders will be kept on the URN1350.co.uk website

4 Officers

The station shall be manage by the following Officers, who will sit on the committees as outlined in Section 6 (Committees):

4.1. The Head of Station shall:

4.1.1. Be responsible for the day-to-day running and internal management of URN;

4.1.2. Ensure that all guidelines, policy are regulation produced by the Government, OFCOM and Management are adhered to inline with URN's Definition and Aims;

4.1.3. Be responsible for and support the strategic and creative direction of the station;

4.1.4. Be responsible to and liaise with the Students' Union and Student Radio Association;

4.1.5. Ensure all members have access to the training they require to develop their skills.

4.2. The Deputy Head of Station shall:

4.2.1. Inherit the responsibilities of and Deputise for the Head of Station in the management of all aspects of the station, both internally and externally;

4.2.2. Be specifically responsible for managing station membership, organising socials and for calling and administering all General Meetings and Elections.

4.3. The Head of Daytime Programming shall:

4.3.1. Ensure presenters and producers are trained and demoed throughout the year and that feedback is given periodically to all presenters;

4.3.2. Ensure that a schedule is created and filled each week, and cover is organised where required;

4.3.3. Examine new possibilities for creative daytime programming, and support members in the development of ideas;

4.3.4. Be responsible for maintaining broadcasting standards, and ensuring that presenters follow policy outlined by management (i.e. Playlisting);

4.3.5. Work with, and be responsible for the Head of Playlist, in developing a weekly playlist and carrying out their responsibilities.

4.4. The Head of Cultural Programming; shall:

4.4.1. Ensure presenters and producers are trained and demoed throughout the year and that feedback is given periodically to all presenters;

4.4.2. Ensure that a schedule is created and filled each week, and cover is organised where required;

4.4.3. Examine new possibilities for creative and thought-provoking speech-based programming, and support members in the development of ideas;

4.4.4. Be responsible for maintaining broadcasting standards, and ensuring that presenters follow policy outlined by management (i.e. Media Law, Libel and Appropriate Stories);

4.5. The Head of Specialist Music Programming shall:

4.5.1. Ensure presenters and producers are trained and demoed throughout the year and that feedback is given periodically to all presenters;

4.5.2. Ensure that a schedule is created and filled each week, and cover is organised where required;

4.5.3. Examine new possibilities for creative and varied specialist music programming, and support members in the development of ideas;

4.5.4. Be responsible for maintaining broadcasting standards, and ensuring that presenters follow policy outlined by management (i.e Inappropriate Content);

4.5.5. Work with the Head of Playlist in liaising with promoters, artists and labels to organise interview and event to support programming.

4.6. The Head of Technology and Digital shall:

4.6.1. Ensure that URN's Broadcast Chain is fully operational, and that the station is reliably broadcast and recorded at all times inline with OFCOM requirements;

4.6.2. Be responsible for the day-to-day maintenance and repair of all station hardware and software;

4.6.3. Be responsible for the organisation of the technical aspects of the stations Outside Broadcasts;

4.6.4. Examine the possibilities for new and innovative technical projects at the station;

4.6.5. Liaise with the Students' Union, and be responsible for, the stations adherence to Health and Safety guidelines, and ensuring Risk Assessments are all up-to-date;

4.7. The Head of Sports Programming shall:

4.7.1. Coordinate, train and organise the station sports team;

4.7.2. Ensure the stations sport output is relevant to the stations student audience, and covers both student, local and national sport;

4.7.3. Liaise with the Students' Union Sports Officer and relevant external authorities to ensure sports content is accurate;

4.7.4. Be responsible for maintaining broadcasting standards, and ensuring that presenters follow policy outlined by management (i.e. Media Law, Libel and Appropriate Stories)

4.8. The Head of News Programming shall:

4.8.1. Coordinate, train and organise the station news team;

4.8.2. Ensure the stations news output is relevant to the stations student audience;

4.8.3. Manage the stations daily news show, and have responsibility for its content;

4.8.4. Work with the Head of Daytime Programming to ensure hourly bulletins are produced and broadcast reliably;

4.8.5. Liaise with the relevant external authorities to ensure news content is accurate;

4.8.6. Be responsible for maintaining broadcasting standards, and ensuring that presenters follow policy outlined by management (i.e. Media Law, Libel and Appropriate Stories)

4.9. The Head of Playlist shall:

4.9.1. Be responsible for the scheduling and designing of the URN playlist, ensuring that the URN playlist is updated weekly with new releases of that week, and for organising the regular meeting of the Music Team;

4.9.2. Coordinate, train and organise the station Music Team;

4.9.3. Ensure that members of the Music Team are trained in how to design and schedule the weekly playlist and be responsible for delegating a member of the Music Team to design and schedule the weekly playlist if the Head of Music is not able to for a particular week;

4.9.4. Ensure that the station's official music library is regularly updated, and that all songs are radio suitable (high quality, non-explicit, radio edits);

4.9.5. Manage the stations' relationships with music promoters and record companies to ensure new high-quality music is received and assist presenters in arranging interviews with bands and artists and ensure that URN conducts these regularly.

4.10. The Head of Promotion and Finance shall:

4.10.1. Manage URNs accounts by preparing budget and rebudgets, ensuring money is available throughout the year to further the stations aims, in line with all relevant Students' Union and Management Policy;

4.10.2. Work with the Students' Union Treasury, Management and Accountant to fulfil 4.10.1. and to develop long term financial plans;

4.10.3. Ensure that URN is fully licensed, and that all relevant paperwork and reports are submitted to the relevant authorities;

4.10.4. Manage the station's on-air advertising and promotions, and seek additional sponsorship and funding throughout the year. Ensuring all activity is implemented correctly and that Records Of Transmission (ROTs) are sent to all clients;

4.10.5. Maintain relationships with local businesses, clubs and music venues to obtain press passes, gig tickets and competition tickets;

4.10.6. Work with the University and SU marketing teams that fund URN to ensure they are kept up-to-date with what URN are doing, and how station funds are spent.

4.11. The Head of Graphics and Imaging shall:

4.11.1. Be responsible for creating video content for the station and ensuring regular releases of a high quality.

4.11.2. Be responsible for the creation of graphics, templates and branding.

4.11.3. Maintain the URN branding and ensuring the rest of the station also does so.

4.11.4. Be responsible for the branding of the website.

4.11.5. Work with the Content Editors to ensure that branding is to a high and consistent standard across the station.

4.11.6. Work with the Head of Online Content to ensure a high quality of graphics and that branding is consistent on Social Media Posts.

4.12. The Head of Online Content shall:

4.12.1. Be responsible for the social media output of the station including Twitter, Instagram, Twitch and Facebook.

4.12.2. Work with the Content Editors on the stations social media content, and keeping these facilities relevant and up to date

4.12.3. Be responsible for ensuring consistent social media posts, both in terms of timing and branding.

4.12.4. Be responsible for the delivery of URN's Online Campaigns

4.12.5. Work with the Head of Graphics and Imaging to ensure that Social Media Posts are correctly branded and that any Graphics or Imaging used are of a High Quality.

4.13. The Head of Audio Production shall:

4.13.1. Be Responsible for creating and manage audio production such as trails, idents, beds and intros

4.13.2. Work with the Heads of Graphics and Imaging and Online Content to ensure consistent branding

4.13.3. Coordinate of on-air promotion of the station, ensuring the brands consistency is maintained

4.13.4. Make audio promos for events such as Varsity and giveaways

4.14. The Head of Welfare shall:

4.14.1. Provide feedback to Committee Members in respect to member welfare

4.14.2. Be readily available to be reached by all members of the station with regard to their welfare and any issues that arise throughout the year

4.14.3. Be responsible for any welfare related disciplinary proceedings, as outlined within the URN constitution.

4.14.4. Be responsible for finding new ways to make URN inclusive and diverse

4.14.5. Arrange media ball and other socials throughout the year.

4.15. The Social Secretary shall:

4.15.1. Be responsible for planning and delivering social activities for the whole station regularly throughout the year and working with members of the Programming Committee to plan section specific socials.

4.15.1.1. Members of the Programming Committtee should not rely solely on the Social Secretary to organise socials but instead collaborate with them.

4.15.2. Work alongside the Head and Deputy Head of Station as well as the Head of Welfare to help new members settle into the society and meet older members with friendly socials at the beginning of the year.

4.15.3. Working with stakeholders internal and external of the Students' Union to coordinate larger social events (e.g. boat party).

4.15.4. Ensure that all planned events are in compliance with UoNSU regulations.

4.16. All Officers shall:

4.16.1. Take office from August 1st of one year to July 31st of the next;

4.16.2. Provide an appropriate and suitable written handover to their successor at the end of their term;

4.16.3. Attend all relevant meetings or send apologies in their absence;

4.16.4. Represent the society, where required, in an appropriate and professional manner.

5 Assistants to Officers

5.1. Any URN Officer, except the Head of Station and Deputy Head of Station, may appoint an Assistant, whose duties and responsibilities are outlined as followed:

5.1.1. to assist the Officer the performance of their duties, as agreed;

5.1.2. to attend all relevant meetings/committees or send apologies in advance;

5.1.3. to be responsible to and deputise for the Officer.

5.2. Assistant shall only be appointed and dismissed, subject to a vote of the URN Executive Committee, and their work will be assessed periodically.

5.3. Assistants shall not hold a vote on committees by virtue, outside those of a Full Member, except where deputising for the Officer in their absence.

5.4. Only Full Members of URN may hold an Assistants position, except those holding an Officer position.

6 Committees

6.1. These shall be a Station Executive Committee, herein referred to as the Executive:

6.1.1. The Executive shall be formed of all Officers and Assistants (as invited).

6.1.2. All Station members shall be responsible to the Executive.

6.1.3. The Executive shall be responsible for the day-to-day running and internal management running of URN, and take responsibility for particular areas of the station as outlined in Section 4.

6.1.4. The Executive shall meet before the start of their terms in office to discuss the objectives for the following year, and at least twice during the term to discuss whether these aims and objectives are being fulfilled

6.1.5. The Executive shall reserve the right to revoke membership of any member under section 3.3. of this document.

6.1.6. The Executive shall retain the right to overrule a Management decision with a two-thirds majority.

6.1.7. The Executive shall meet at the request of the Head of Station, Deputy Head of Station or a one-third minority of the Executive.

6.2. There shall be a Station Management Committee, herein referred to as Management:

6.2.1. Management shall be formed of the following Officers:

6.2.1.1. Head of Station;

6.2.1.2. Deputy Head of Station;

6.2.1.3. Head of Daytime Programming;

6.2.1.4. Head of Specialist Music Programming;

6.2.1.5. Head of Technology and Digital;

6.2.1.6. Head of Promotion and Finance;

6.2.1.7. Representative(s) from the Speech Programming Committee;

6.2.2. Management shall have overall responsibility for determining the policy and direction of URN, and for ensuring this is enforced.

6.2.3. Management shall be responsible for ensuring that all guidelines and regulations, as laid down by OFCOM, the Government and the Station Executive are adhered to.

6.2.4. Management shall ensure that the duties of the Officers that they are responsible for are carried out to the required standards within reasonable time limits.

6.2.5. Management shall meet regularly, and potentially at short notice, at the request of any members of Management.

6.3. There shall be a Programming Committee:

6.3.1. The Programming Committee shall be formed of the following Officers:

6.3.1.1. Head of Station;

6.3.1.2. Deputy Head of Station;

6.3.1.3. Head of Daytime Programming;

6.3.1.4. Head of Specialist Music Programming;

6.3.1.5. Representative(s) from the Speech Programming Committee;

6.3.2. The Programming Committee shall ensure that URN's Programming is in accordance with its Definition, Aims and the Objectives outlined by the Executive.

6.3.3. The Programming Committee shall have overall responsibility for the direction of URN's programming and content output throughout the year.

6.3.4. The Programming Committee shall meet regularly, at the request of any member of the committee.

6.4. There shall be a Technical Committee:

6.4.1. The Technical Committee shall be formed of the following Officers:

6.4.1.1. Head of Technology and Digital;

6.4.1.2. Head of Station (as required);

6.4.1.3. Deputy Head of Station (as required);

6.4.1.4. Representatives from the Technical Team

6.4.2. The Technical Committee shall ensure that URN's technical provisions operate in accordance with its Definition, Aims and the Objectives outlined by the Executive.

6.4.3. The Technical Committee shall work to ensure that URN's Health and Safety provisions and records are kept up-to-date.

6.4.4. The Technical Committee shall meet regularly, at the request of the Head of Technology and Digital, Head of Station or Deputy Head of Station.

6.5. There shall be a Playlisting Committee:

6.5.1. The Playlisting Committee shall be formed of the following Officers:

6.5.1.1. Head of Playlist;

6.5.1.2. Head of Daytime Programming;

6.5.1.3. Head of Specialist Music Programming;

6.5.1.4. Representatives from the Music Team;

6.5.1.5. Representatives from Daytime and Specialist Music Programming

6.5.2. The Playlisting Committee shall be responsible for the organisation of URN Playlist in accordance with it's Definition, Aims and the Objectives outlined by the Executive.

6.5.3. The Playlisting Committee shall meet weekly at the request of the Head of Playlist.

6.6. There shall be a Speech Programming Committee, herein referred to as SPC:

6.6.1. The SPC shall be formed of the following Officers:

6.6.1.1. Head of Cultural Programming;

6.6.1.2. Head of News Programming;

6.6.1.3. Head of Sports Programming

6.6.2. The SPC shall be responsible for the management of Speech programming, including podcasts.

6.6.3. The SPC shall be responsible for coordinating collaborations between speech presenters, the news team, and the sports team as required (i.e, Varsity, SU Elections, etc.).

6.6.4. The SPC shall meet regularly, at the request of any member of the committee.

6.7. In the event that any Officer or Assistant is absent without apologises from two or more committee meetings as outlined above, it may be taken, at the discretion of the Head of Station and Deputy Head of Station as the Officer's resignation.

7 Appointment Procedures

7.1. Elections for all URN Officers shall be held at the Annual General Meeting (AGM).

7.1.1. There shall be a single election for the positions of Head of Station and Deputy Head of Station, whereby the winning candidate will be elected as Head of Station, and the runner up will be elected Deputy Head of Station.

7.2. The Returning Officer for all elections shall be the Deputy Head of Station, except where they are a candidate, in which case the Station Executive Committee shall appoint another officer in their place.

7.3. Where Officer Positions are unfilled at the AGM, an EGM shall be called within the first four weeks of the Summer Term, where a by-election will be held for those vacant positions.

7.4. Unfilled positions can then be filled at the discretion of the incoming Station Management Committee through co-option, with a two-third-majority decision.

7.5. If an Officer resigns during the course of their term, nominations should open with seven days to fill the position and a by-election held.

7.5.1. The Station Management Committee can appoint an Interim Officer whilst this process takes place.

7.5.2. Where an Officer position is unfilled at a by-election, then the Station Management Committee can co-opt members to fill those positions.

7.6. Candidates shall have the opportunity to submit a two hundred word manifesto to the Returning Officer before the close of Nominations, and attend a hustings where candidates will present themselves for one minute, before a question and answer session, which will be at the discretion of the Returning Officer.

7.7. Nominations shall close no later than 5:00pm, two Students' Union days before an election.

7.8. Only Full Members of URN shall be able to vote within or stand for election.

7.9. The voting method for all elections shall be the Single Transferable Vote system.

8 General Meetings

8.1. An Annual General Meeting (AGM) shall be held in the summer term of each year, no more than thirteen months from the time of the last meeting.

8.2. An Extraordinary General Meeting (EGM) may be called by any of the following, by notification to the Deputy Head of Station:

8.2.1. Twenty members of URN or ten percent of the membership (which ever is higher);

8.2.2. A two-thirds majority of the URN Executive Committee;

8.2.3. The Head of Station or Deputy Head of Station.

8.3. The Executive must give at least seven Students' Union Day's notice of a General Meeting.

9 Authority

9.1. The following order of authority shall be observed in terms of the Aims, Constitution, Policy and Practice of URN in descending order

9.1.1. A General Meeting of URN;

9.1.2. The Station Executive Committee;

9.1.3. The Station Management Committee;

9.1.4. The Head of Station;

9.1.5. The Deputy Head of Station;

9.1.6. Any other Management Officer of URN;

9.1.7. Any other Executive Officer of URN.

10 Dismissals

10.1. Any Station Executive Officer may be dismissed by a 'Vote of No Confidence' (VoNC)

10.2. A motion of 'No Confidence' may be brought against an Officer, under the conditions specified in 8.2.

10.3. For a motion of 'No Confidence' to pass, a two-thirds majority of members present at the EGM must vote in favour.

10.4. Assistants may be appointed and dismissed, subject to a vote of the URN Executive Committee as outlined in section 5.

11 Finance

11.1. URN will be financed by a grant, as agreed with the Students' Union.

11.2. No expenditure should be made without the prior consent of the Head of Promotion and Finance, Head of Station or Deputy Head of Station.

11.3. All monies shall be held in the accounts of the University of Nottingham Students' Union.

12 Constitution

12.1. The University of Nottingham Students' Union Constitution and Regulations, providing it does not affect URN's journalistic independence, may overrule this Constitution.

12.2. This constitution may be amended by a simple majority of URN members present at a General Meeting.

12.3. Any amendment to this Constitution involving a change in the composition of the URN Officers shall not take effect until the next General Meeting held.

This constitution was updated in Summer 2025 to reflect amendments proposed during the URN 2025 AGM