**Leeds Student Television Constitution**

**Definitions**
Activities Executive - the elected students representing Clubs and Societies as outlined in bye-law 11:2

**1 Name, Aims and Objectives**

1.1 The name of the Society is Leeds Student Television, abbreviated to “Leeds Student TV” or “LSTV”, hereafter referred to as the Society, or such other name agreed at an AGM or EGM with the approval of the Activities Officer.

* 1. The objectives of the Club/Society are:-

1.2.1 The aim of the Society shall be to provide a forum through which members of the Society may create video content, participate in creating video content or editing of such within, but not limited to Leeds University Union. This may include but is not limited to activities such as camera operating, presenting, editing, visual effects, sound operation etc.

1.2.2 The work of the Society shall be entirely non-compulsory, with members of the Society volunteering their time and effort. No member of the Society shall be obliged to work on anything the Society is involved with.

**2 Membership**

2.1 Membership takes effect on completion of registration online with the Club/Society. Where relevant this will include payment of the Club/Society membership fee.

2.2 Categories of membership and associate rights. **Members only have the rights outlined in the relevant box.**

|  | Category | Rights |
| --- | --- | --- |
| 2.2.1 | **Full Membership** may be granted only to current Members of Leeds University Union. Members are as defined in the Articles. | * To attend all meetings and take part in society activities
* To vote on all questions of policy within the club/society
* To nominate candidates for election as Core Officers and Committee Members of the club/society
* To vote to appoint the Core Officers and the Committee Members of the club/society
* To hold office on and stand for election as a Core Officer or Committee Member of the club/society
* Membership fees and participation in activities may be subsidised using LUU grants
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| 2.2.2 | **Associate Membership** may be granted to other students registered at an HE institution in Leeds | * To attend all meetings and take part in society activities (other than competing in external competitions)
* To serve on the Committee, other than as a Core Officer, and stand for election as a Committee Member of the club/society
* Membership fees and participation in activities *cannot* be subsidised using LUU grants.
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| 2.2.3 | **Alumni Membership** may be granted to graduates of the University of Leeds  | * To attend all meetings and take part in society activities (other than competing in external competitions)
* To hold office on and stand for election as a Committee Member of the club/society
* Membership fees and participation in activities *cannot* be subsidised using LUU grants.
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| 2.2.4 | **Honorary Life Membership** may be granted to a person that the club/society wishes to honour for services to the group | * To attend all meetings and take part in society activities (other than competing in external competitions)
* Membership fees and participation in activities *cannot* be subsidised using LUU grants.
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| 2.2.5 | **Ex-Officio** members will be the Activities Officer and the relevant Activities Executive representative  | * To attend all meetings and take part in society activities
* To vote on all questions of policy within the club/society
* To nominate candidates for election as Core Officers and Committee Members of the club/society
* To vote to appoint the Core Officers and the Committee Members of the club/society
* Membership fees and participation in activities may be subsidised using LUU grants
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| 2.2.6 | Public Membership may be granted to any member of the public with permission of the Activities Officer where there is good reason for granting such permission. | * To attend all meetings and take part in society activities (other than competing in external competitions)
* Membership fees and participation in activities *cannot* be subsidised using LUU grants.
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**3 Club/Society Committee Members**

3.1 The Committee shall consist of the three Core Officers, as well as any other roles deemed necessary, currently the society has up to 12 Additional Members.

3.2 The three Core Officers must be Full Members as outlined in paragraph 2.2.1.

3.3 Any Additional Committee Members must be either Full, Associate or Alumni Members as outlined in paragraphs 2.2.1 to 2.2.3.

3.4 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM. Where a Club/Society wishes to appoint Associate Members or Alumni Members to Additional Committee roles, the appointment will need to be approved by the Activities Officer to ensure there is good reason not to offer the role to a Full Member. In any case, the majority of committee members must be Full Members of the Club/Society.

3.5 The term of office of all Committee roles will be approximately twelve months. Ordinarily Officers will only serve for one term in any role.

**4 Core Officer Roles and Duties**

4.1 The Core Officers have overall responsibility for the good running and financial oversight of the Club/Society for the benefit of its members and in line with the stated aims and objectives.

* 1. The primary duties and responsibilities of Core Officers are:
		1. Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers
		2. Being a signatory to the Club/Society LUU cash office account.
		3. Ensuring the Club/Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities Officer and in accordance with relevant legal requirements as determined by the Head of Student Activities
		4. Ensuring the Club/Society LUU webpage, and, if applicable, own website and/or Facebook or similar social media sites, are maintained in line with relevant LUU policy.
		5. Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.
		6. Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.
		7. Attending Executive Category Meetings (at least one Core Officer must attend); and
		8. Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.
		9. Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive, ideally at the Activities Assembly.
		10. Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities Officer
	2. **The three Core Officer** individual roles and duties in addition to those outlined in 4.2:

**4.3.1 President/Captain/Chair: ‘Station Manager’**

* organising and overseeing the running of the Club/Society
* chairing Committee Meetings, AGMs and EGMs
* ensuring the production of an annual report
* ensuring there is an up to date entry in the Club/Society’s LUU webpage.

**4.3.2 Secretary: ‘Deputy Station Manager’**

* maintaining membership records containing at least the name and membership category of all the Club/Society’s members
* producing agenda documents for all meetings
* maintaining a written record of all meetings
* maintaining an up-to-date copy of the Club/Society constitution
* ensuring only Full Members are given an opportunity to vote in society elections
* keep the society online platforms up to date ensuring that members’ work is showcased properly

**4.3.3 Treasurer: ‘Head of Tech and Finance’**

* responsibility for the finances of the Club/Society
* maintaining up-to-date accounts with the LUU Cash Office only
* submitting subsidy applications to Activities Executive
* produce a termly report and yearly budget
* submitting a detailed statement of accounts for the year to the Club/Society’s Annual General Meeting.
	+ [The role of Treasurer has been combined with the role of Head of Technology for ease of costing the technical capacity of the society] Therefore further responsibilities are:
* maintaining the upkeep of equipment and office of the society, ensuring equipment and office is in good working order
* Ensuring the safety of the society’s equipment – making sure it is well secured and not at risk
* overseeing the purchase of / acquirement of new equipment by the society, ensuring all equipment purchased is bought for the ‘good of the society’
* working with Head of Live to oversee internal and outside live broadcasts the society may undertake, with responsibility for the safety of members, crew and the general public (when present at events)
* assisting members with any difficulties they may have whilst using technology or equipment owned by the society

**5 Additional Committee roles and duties:**

5.1 The Club/Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Club/Society.

5.2 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.

5.3 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM or the Activities Executive.

5.4 The Additional Committee roles will be:

**5.4.1 Head of Training**

* ensuring that members are trained to use technical equipment safely
* assisting members with any difficulties they may have whilst using technology or equipment owned by the society

**5.4.2 Head of Marketing and Commercial Projects**

* be responsible for all station marketing
* maintaining a consistent station identity and brand
* ensuring the society’s social media channels, website and web content are kept adequately up to date
* ensuring all printed (or virtual) material, flyers, etc are well distributed and updated regularly
* be responsible for overseeing any commercial projects which are proposed to the society, this will include but is not limited to those from other Clubs/Societies, Leeds University Union and the University of Leeds
	+ 1. **Head of Design**
* working with the head of marketing to maintain consistent branding
* be responsible for assisting with graphic design briefs needed by the society and its members including, but not limited to, title sequences, lower thirds and animations
* be responsible for the management of the Club/Society merchandise, regarding the design and production of any items
	+ 1. **Social Secretary**
* organising and publicising events for the Club/Society
* be responsible for outreaching to new members of the society
* ensuring events/socials are wide-ranging and appeal to the society as a whole

**5.4.5 Head of Live**

* ensuring content is produced and co-ordinated for live broadcast
* be responsible for the coverage of live events
* maintaining brands that are associated with LSTV content in the weekly broadcasts
* receive and manage general programming enquiries
* direct certain projects to suitable members of the production team
* overseeing the production of external projects and outside broadcasts

**5.4.6 Head of News (two elected roles)**

* coordinate news production
* develop and create content and ideas for news items
* provide advice and assistance for news and factual content being produced
* ensuring that news content follows good journalistic practice, referring items, where necessary to the relevant Leeds University Union officials.
* assisting any members in the creation of news content
* continue to develop and work with Leeds University and Union to advance links between them and the society, to the benefit of the student body

**5.4.7 Head of Sport**

* encourage the production of sports programming
* be a point of contact for those interested in making sports content
* maintain a relationship with relevant sports clubs and grounds, and sports societies within Leeds University Union
* work with the relevant committee members to ensure high quality coverage of university wide sporting events, where relevant. e.g. Varsity

**5.4.6 Head of Music**

* encourage the production of music programming
* be a point of contact for members interested in cultural content
* offer support in researching and contacting contributors
* maintain relations with relevant management contacts to ensure access to venues and events e.g. festivals, gigs

**5.4.7 Head of Culture**

* encourage the production of cultural programming
* be a point of contact for members interested in cultural content

**5.4.8 Head of Filmmaking**

* encourage the production of film/scripted content
* be a point of contact for members interested in filmmaking
* oversee regular ‘writers room’ meetings for those who wish to develop their screenwriting

**5.4.9 Head of Light Entertainment**

* encourage the production of light entertainment programming
* be a point of contact for members interested in light entertainment content

**5.4.9 Welfare Officer** [N.B. candidates eligible to run for this role are exclusively from committee, with the role elected by the whole society. The individual elected will take responsibility for these duties alongside their other position on committee.]

* supporting Core Officers to ensure the Society is taking steps to look after members’ mental and physical wellbeing, primarily through signposting the resources available from, but not limited to, the University, Union and local medical centre
* work with Core Officers to ensure the Society is accessible for all members; irrespective of disability, or demographic
* attending all recommended training to enable them to fulfil their role.
* advising the Committee about the possible impact of activities from a welfare perspective

**5.4.9 Diversity Officer** [N.B. candidates eligible to run for this role are exclusively from committee, with the role elected by the whole society. The individual elected will take responsibility for these duties alongside their other position on committee.]

* supporting Core Officers to ensure the Society is taking steps to promote diversity within the society and the wider community and to maintain an accessible for society for all to feel welcomed in
* work with Core Officers to ensure the Society is accessible for all members; irrespective of disability, or demographic
* attending all recommended training to enable them to fulfil their role.
* advising the Committee about the possible impact of activities from a diversity perspective

**6 Elections to Committee Roles**

6.1 The Returning Officer for elections will be the Activities Officer. However, their presence is not required at each election.

6.2 Elections shall take place by a secret ballot of Full members either online or in person.

6.3 Candidates for positions on the Club/Society committee can only be nominated by Full Members of the Club/Society. For the purposes of clarity, Full Members may nominate themselves.

6.4 Nominations will open at least 10 working days before the AGM or EGM.

6.4.1 For online elections the nominations must be open for at least 10 working days, and the voting period must be at least 24 hours.

6.4.2 For elections in person the nominations must close at least seven days before the AGM or EGM.

6.5 Nominations should be through the official process (i.e. the process which has been approved by the Activities Officer or their nominee) and shared with the Activities Officer or their nominee.

6.6 Newly elected Club/Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

**7 Club and Society Formal Meetings**

7.1The Activities Executive may, at its discretion, send an observer to any Club/Society formal meeting

7.1.2 If any Full Member moves a no confidence in the Chair, a vote shall be taken immediately.

7.1.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.

7.1.4 Decision making should ideally be by consensus. However if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution. No member has more than one vote.

**7.2 Committee Meetings**
7.2.1 Any Committee Member may call a Committee Meeting.

7.2.2 The time, date and location of Committee Meetings must be posted on the Club/Society LUU webpage at least two working days in advance.

7.2.3 Committee Meetings shall be open to all members of the Club/Society.

7.2.4 The agenda for Committee Meetings should be made available at the start of the meeting.

7.2.5 The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.

7.2.6 The minutes of any decisions made at the meetings must be accessible via the Club/Society LUU webpage, once ratified as a true and accurate record of the meeting.

**7.3 Annual General Meeting**

7.3.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.

7.3.2 Notice of the AGM must be posted on the Club/Society LUU webpage or a member accessible web source, at least 10 working days in advance of the meeting.

7.3.3 The agenda for the AGM must be posted on the Club/Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.

7.3.4 The order of business shall be:

* the President’s/Captain’s/Chair’s report
* the Financial report
* Constitutional Amendments
* Elections
* Any other business

7.3.5 The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.

7.3.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.

7.3.7 If a reconvened AGM is declared inquorate, the Club/Society shall report this to the Activities Officer who may authorise an inquorate AGM.

7.3.8 The Club/Society must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.

**7.4 Extraordinary General Meetings**

7.4.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.

7.4.2 Notice of the EGM, together with their agenda, shall be posted on the Club/Society LUU webpage or a member accessible web source within two working days of the meeting being called.

7.4.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.

7.4.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.

7.4.5 If an EGM is declared inquorate it may not proceed.

7.4.6 The Club/Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Officer.

**8 Miscellaneous Provisions**

**8.1 Constitution**

8.1.1 In case of dispute over a particular interpretation of this constitution, the Activities Officer will be the final arbiter.

8.1.2 The assets or liabilities of the Club/Society shall remain with the Club/Society regardless of any changes to committee, group structure or constitution.

8.1.3 The Club/Society shall be a constituent part of LUU and thus subject to the rulings of Better Union and the Trustees.

8.1.4 In the event of dissolution or abolition of the Club/Society its assets will revert to LUU.

**8.2 Constitutional Amendments**

8.2.1 Constitutional amendments may be recommended either by an Annual General Meeting or Extraordinary General Meeting of the Club/Society.

8.2.2 Constitutional amendments may not come into force until they have been approved by the Activities Officer acting on behalf of the Student Executive and Activities Executive. For clarity approval will be in the form of an email confirmation to the Core Officers of the society with the amended constitution as an attachment.

8.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under ‘Any other business

8.2.4 Constitutional amendments shall come into effect immediately after Activities Officer approval unless otherwise stated in the amendment.

**8.3 Administration and Finance**

8.3.1 The Club/Society must produce within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.

8.3.2 The Core Officers shall accept full administrative and financial responsibility for the Club/Society.

8.3.3 Committee members may not receive financial payment or profit as a result of their position on the committee.

8.3.4 Committee members may be reimbursed for any reasonable expenditure on behalf of the Club/Society only after submitting a receipt to the Treasurer.

**8.4 Cash Office**

8.4.1 The Club/Society shall have bank account(s) with the LUU Cash Office only.

8.4.2 At least two Core Officers’ signatures shall be required to make payments from the Club/Society account.

8.4.3 The Club/Society shall keep full, up-to-date accounts of its finances through the LUU Cash Office

8.4.4 LUU Subsidies allocated to the Club/Society may not be spent on perishable goods such as food, drink or tobacco.

8.4.5 The Club/Society Subsidy and/or Grant account will be zeroed at the end of each academic year and the funds returned to LUU.

**9 Marketing and communications**

9.1 The Club/Society will at all times adhere to the LUU Data Privacy and Guidance for Clubs and Societies

9.2 Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.

**10 Expulsion and Suspension**

10.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the club/society, so long as the decision was made using the procedure outlined in this section.

10.2 The Club/Society Core Officers must consult at the earliest opportunity with the Head of Student Activities, or their nominee, for support in dealing with a disciplinary matter relating to any member, otherwise any subsequent decision will be treated as void.

10.3 The Club/Society Core Officers can expel or suspend any member of the group so long as they have taken explicit advice from the Head of Student Activities *and* informed the individual affected of the reason/s for the decision in writing.

10.4 The Club/Society Core Officers must immediately notify the Activities Officer, in writing, of any expulsions or suspensions with a summary of the reason/s for the decision.

10.5 Expelled or Suspended members may request that the decision of the Core Officers is reviewed by the Activities Officer so long as the request is submitted in writing to the Activities Officer within 14 days of being notified of this decision.

10.6 On receipt of a request for a review, the Activities Officer will:

* acknowledge receipt of the request as soon as reasonably possible;
* notify the Club/Society Core Officers and the Head of Student Activities that a review is taking place;
* if necessary consult with relevant parties regarding the original decision and may take into account new information;
* will decide whether to uphold, modify or over-turn the original decision and
* will inform both parties of the outcome of their decision within 14 days.

10.7 If the Activities Officer upholds the decision to Expel or Suspend the member, the matter will be deemed as having been through an LUU disciplinary and the individual will therefore have the right to appeal to the Disciplinary Appeals Body, as outlined in Bye-Law 17: Discipline and Appeals.