

**Constitution of the Tayside Hospital Broadcasting Group  
(Incorporating Radio Tayside and Radio Liff)**

**1. Title**

The name of the Organisation shall be The Tayside Hospital Broadcasting Group (Radio Tayside and Radio Liff) in all legal and financial matters. For the purpose of all broadcasts and public events the station will be known as Bridge FM

**2. Objectives**

**The objects of the Organisation shall be to aid in the relief of sickness, infirmity and old age amongst patients by the provision of a local broadcasting service for such hospitals and similar institutions in the Tayside area as the Organisation shall decide. In furtherance thereof, but not otherwise the Organisation shall:**

**(a) Operate subject to the permission of the appropriate Health Authority and / or Trusts and to any conditions they may impose; and**

**(b) Comply with such regulations laid down by law as may apply to the Organisation and to broadcasts consistent with the licences held.**

**3. Membership**

- (a) The Organisation shall consist of Members and Honorary Members.
- (b) Honorary Membership may be granted to persons who, in the opinion of the Committee, merit this distinction. They will have the right to attend and speak at meetings and vote if allowed to do so.
- (c) The minimum age required for membership of the Organisation shall be sixteen years of age.
- (d) Any application for membership of the organisation will be discussed by the Committee, and then voted upon. Successful applicants will then be offered an initial probationary membership period of three months prior to being considered for full membership. The committee on a monthly basis shall review this. The receipt of an application does not guarantee membership of the Organisation.
- (e) All applicants for membership of the Organisation must disclose unspent convictions under the Rehabilitation of Offenders Act. Members who have been convicted of unlicensed (pirate) broadcasting offences within the previous five years from the date of any forthcoming election, may not stand for election to the Committee, or any sub-Committee in existence at the time. Failure to disclose such convictions will make the ballot for their position null and void and the election shall be re-held.  
Any member of the Committee, or sub-Committee, who during their time in office become convicted of being involved in unlicensed (pirate) broadcasting activity (as

defined by the relevant broadcasting act in force at the time) will automatically be de-selected from whichever Committee(s) they are a member with immediate effect from the date of conviction (pending any appeal). Elections will be held to fill the post.

- (f) No member, who has been convicted of unlicensed (pirate) broadcasting activity within the previous five years, may speak on air in any way or directly participate in presenting of any programme.
- (g) The Committee has the right to withdraw membership from any member or honorary member, by written notification to the member's address, whom, in their opinion, has behaved in a manner either contrary to the objects of the Organisation or likely to prove injurious to the character, reputation or interests of the Organisation. Members against whom this rule is invoked shall have the right to appear and be heard before the Committee.
- (h) Every member of the Organisation must note his or her arrival and departure time in the book provided. A maximum of two guests may be signed-in by any one member provided there are never more than four guests on our premises at any one time, unless prior permission has been sought from and granted by the Committee. Guests must also seek the permission of any member using our studios before being allowed access, and must not operate any of the equipment at any time.

**4. Membership Subscriptions**

- (a) A probationary membership fee is payable on joining the organisation, the balance of the membership fee is to be payable on election of full membership to the Organisation and thereafter by 31<sup>st</sup> March each year. Each member shall be supplied with one written reminder of the renewal arrangements at least twenty-one days before the end of the membership year.
- (b) The membership fee shall be agreed annually at the A.G.M. and any alteration shall take effect from the beginning of the next membership year.
- (c) Renewal membership fees must be paid by 31<sup>st</sup> March of each year. Failure to do so may lead to the termination of membership as decided by the Committee. No refund will be made on termination of membership of the Organisation.

**5. Meetings**

- (a) The Annual General Meeting shall take place within three months of the end of each financial year. The agenda and a copy of the audited accounts (subject to availability) shall be made available to all members prior to the AGM.
- (b) An Extraordinary General Meeting will be held whenever the Committee decides, or whenever ten paid-up members so demand in writing to the Secretary. The members calling such a meeting may be responsible for any and all expenditure incurred. The Secretary shall then arrange such

a meeting within one calendar month from the date of request.

- (c) The quorum for any meeting shall be ten paid-up members.
- (d) For voting on any motion at any meeting, each paid-up member will have one vote per motion, and when votes are divided, the Presiding Officer shall have the casting vote. Votes by proxy or by postal ballot will not be permitted.
- (e) Members shall be given twenty-one days Public or Written Notice of any meeting of the Organisation.

**6. The Committee**

- (a) A Committee consisting of six persons – a Chairperson, Secretary, Treasurer, Station Manager, Fundraiser and Membership Secretary will undertake the administration of the Organisation.  
The Committee will nominate a Licensee. The Licensee will be approved by Ofcom (Office of Communications) and shall hold no office on the Committee and shall have no voting rights unless they have in addition been elected to another Committee office.
- (b) The Licensee is the person named on the broadcasting licences and ultimately in law is responsible for all of the Organisation's broadcasting output.
- (c) Those members nominated for election to the Committee must have been a member of the Organisation for the preceding two years from the date of the A.G.M. or E.G.M., although the existing Committee may nominate any member for election. All current legislation regarding the eligibility of members to serve on the Committee must be adhered to at all times. All members must be elected to post.
- (d) The Committee shall be elected at an A.G.M. or E.G.M of the Organisation and their term of office will be two years. At the end of their term of office they must stand down, but may stand again for re-election.
- (e) The Chairperson will take the chair at any meeting and, in the case of any motion showing a division of votes, will have the casting vote.
- (f) The Secretary will, under the direction of the Committee, be responsible for conducting the Organisation's business. The Secretary will supply each new member with a copy of this Constitution. The Secretary will keep the Minute of the proceedings of any meeting, and such minutes will be put before the next Committee meeting.
- (g) The Treasurer will take charge of all funds and all receipts of the Organisation, will pay all demands under the authority of the Committee and will render a complete account at each audit or whenever called to do so by a Committee decision. The Treasurer will also keep a record of members of the organisation. The Treasurer will issue the Membership Secretary/Secretary, as appropriate, with a receipt for membership in the form of a membership card and any other items as decided by the Committee. Such receipts will be forwarded to the member by the Membership Secretary/Secretary as appropriate.

- (h) The Station Manager is responsible to the committee for the day to day running of the station and is also responsible along with the Licensee for ensuring that the Licence Conditions and Ofcom (Office of Communication) Codes are adhered to at all times.
- (i) The Fundraiser will manage the raising of funds for the Organisation and be responsible to the Committee for all fund-raising matters.
- (j) The Membership Secretary will be responsible for the administration of all membership related tasks, including recruitment of new members, maintenance of membership records and membership renewals.
- (k) The Committee will meet at least once every two months. A copy of the minutes of the previous meeting will be displayed on the notice board as soon as practicably possible.
- (l) The quorum for any Committee meeting shall be a minimum number of three members, one of whom must either be the Chairperson or Secretary.
- (m) All members of the Committee who have custody of books, records, documents, property or monies belonging to the Organisation shall, on request surrender them to the elected officers at the time of their standing down from the Committee or if requested at any other appropriate time.
- (n) The Committee may co-opt members or set up Sub committees for specific duties within the Organisation. These positions will not necessarily be permanent positions or have any voting power on the Committee.
- (o) The terms of reference for all sub committees shall be determined by the Committee, to whom full reports shall be made.

#### 7. Finance

- (a) The financial year for the Organisation will end on the 31<sup>st</sup> March each year, to which date the accounts for the Organisation will be balanced and audited.
- (b) Expenses incurred for and on behalf of the Organisation with the approval of the Committee, prior to expenditure, will be defrayed out of the Organisation's funds.
- (c) The Organisation will maintain two accounts. A current account will be maintained as a working account. The signing arrangement for the current account will be any one of Chairman, Treasurer or Secretary. An interest bearing account will be maintained where the bulk of the Organisation's funds will be held. The signing arrangement for the interest bearing account will be any two of the Chairman, Treasurer or Secretary. Any monies received by the Treasurer will be lodged to either of the accounts.
- (d) The Auditors of the Organisation's funds will not be members of the Organisation.

#### 8. Amendments to the Constitution

- (a) No proposed amendment shall be considered to this Constitution unless written notification of such change be given to the Secretary at least twenty-one days prior to the

meeting at which the proposed change is to be voted upon. All such proposals must bear the signatures of a proposer and a seconder. The Committee may, however, suggest changes to the Constitution to be voted upon at an A.G.M. or an Extraordinary General Meeting.

- (c) No amendment of, addition to or deletion from the Constitution may be made which would have the effect of causing the Organisation to cease to be a Charity at Law.

#### 9. Dissolution of the Organisation

Should it be the decision by a majority of members present at an Extra-ordinary or Annual General Meeting to, after careful consideration, dissolve the Organisation, all assets held by the Organisation will be passed on to a Charitable Organisation chosen by those members or Trustees voting to dissolve the Organisation. All outstanding debts will be settled before any such dispersal of assets is carried out.

#### 10. Trustees

The Organisation may, if the members so desire, appoint one or more Trustees who may or may not be members of the Organisation. They will be elected for a term of three years but will be eligible for re-election. Their function shall be to hold or administer any properties or investments provided that the Organisation will not undertake any trading of a permanent nature. The Trustees may also be called upon to disperse any or all assets upon dissolution of the Organisation.

*Constitution adopted at Committee meeting of 24<sup>th</sup> August 2001 and special meeting of 10<sup>th</sup> September 2001.*

*Amended at the Annual General Meetings of 9<sup>th</sup> June 2002, 15<sup>th</sup> June 2003 and 23<sup>rd</sup> May 2004.  
Further amended at the Extraordinary General Meeting of 25<sup>th</sup> September 2005.*

*Amended at the Annual General Meeting of 25<sup>th</sup> May 2008.  
Amended at the Annual General Meeting of 31<sup>st</sup> May 2009.  
Last amended at the Annual General Meeting of 5<sup>th</sup> June 2011.*



## Tayside Hospital Broadcasting Group (Bridge FM)

Constitution 2011 / 2012

*Broadcasting to Ashludie Hospital,  
Carseview Centre, Maggie's Centre,  
Ninewells Hospital, Roxburghe House  
and Royal Victoria Hospital.*

*Broadcasting on DAB Digital Radio, 87.7fm  
and the Ninewells bedside radio network.*

*Charity number SCO32874,  
Tax reference CR52129.*



**BRIDGEfm HOSPITAL RADIO (THBG),  
LEVEL 5, NINEWELLS HOSPITAL,  
DUNDEE DD1 9SY**

Telephone **01382 496333**  
Fax **01382 496295**

E-mail **info@bridgefm.org.uk**  
Web **www.bridgefm.org.uk**

