**Leighton Buzz Radio Constitution**

**Name:** Leighton Buzz Radio Association

**Operating Address:** 16 Slicketts Lane, Edlesborough, LU6 2JD

**Structure:** Unincorporated Association

Leighton Buzz Radio is a non-political and non-sectarian organisation

# Aims:

**1a. Community**

The aims of Leighton Buzz Radio are specifically to support the community of the Leighton Buzzard area defined as a 6-mile radius from the Market Cross in Leighton Buzzard High Street. This includes but is not limited to:-

* + Providing publicity for community events
	+ Providing publicity for charities, not-for-profits and other organisations that benefit our community
	+ Attending community events
	+ Broadcasting news and essential information for our listeners specific to the Leighton Buzzard area
	+ Allowing a platform for the community to express their opinions
	+ Promote all that is good about the Leighton Buzzard area to support our local economy
	+ Provide training and opportunities to learn new skills
	+ Fundraise for our elected local charity

# 1b. Volunteers

* + Provide an environment of friendship, support, and inclusion for our volunteers
	+ Social events

# Membership

A ‘member’ is a person, whether an individual, association, corporate body or other charity.

The Association is made up of volunteers of Leighton Buzz Radio, including a person, association, corporate body or charity.

Membership ends when a person is no longer a volunteer.

# 2a. Removal of a Member

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. This includes representation online.

Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked to resign from the Association if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Station Manager and at least 2 other members of the Management Committee before a final decision is made. The individual can be accompanied by a friend at a hearing meeting.

# 2b. Equal Opportunities

Leighton Buzz Radio Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age.

# Management and Organisation

The management of the Association shall be vested in a Management Committee. The Management Committee will be made up in the first year:1st October 2020 to 20th September 2021 by founder members of the Association (Appendix I) who wish to be involved. In subsequent years, all association members will have an opportunity to become a member of the Management Committee after consistently and actively volunteering for Leighton Buzz Radio for a minimum period of 9 months. Acceptance of new committee members will be by consensus vote of the Management Committee at the AGM or an ad hoc meeting called for that purpose.

The day to day running decisions will be made by the Station Manager. All association members can propose ideas and changes for the consideration of the Management Committee. These can be proposed via the Leighton Buzz Radio Presenters Facebook group or via the email address: studio@leightonbuzzradio.co.uk.

Subcommittees can be formed for specific tasks as required. All decisions made by a subcommittee will need final approval by the Management Committee.

# 4. Current Roles

Station Manager: Andrena Carden-White

Bank Account Signatories: Andrena Carden-White, Garry Higgins, Chloe Peters
Chair: Andrena Carden-White

Treasurer: Garry Higgins

Secretary: Chloe Peters

Roles be decided by the Management Committee by consensus at the AGM

(Annual General Meeting)

# 5. Annual General Meeting (AGM)

Our annual general meeting will be held with our Christmas Social Event. Members will be notified via the Leighton Buzz Radio Presenter Facebook group as soon as practically possible but in the region of 4 weeks in advance. Items for discussion can be put forward by members at any time. AGMs are open to all association members. Minutes will be published to the Association via the Presenters Facebook group.

# 5a. Special Meetings

Special Meetings of the Management Committee will be on an ad hoc basis as required and can be requested by members at any time. 14 days’ notice of a Special Meeting will be posted in the Presenters Facebook group. Minutes will be reported to the Association via the Presenters Facebook group.

# 5b. Procedures for meetingsA chairperson can be nominated for each meeting. In the absence of any other volunteer the Station Manager will chair the meeting. Meetings will follow a pre-published agenda and decisions will be carried by consensus vote. A volunteer will be requested to minute the meeting.

# 6. Finance

**6a.** A bank account will be maintained on behalf of Leighton Buzz Radio at Metro Bank

**6b.** There will be three signatories to the account, each transaction will require two signatures

**6c.** Records of income and expenditure will be maintained by the Treasurer and a financial statement given at the AGM

**6d.** All money raised by the Association will be spent solely on the aims laid out in the constitution.

**6e.** Should there be any financial deficit in the running of the station it will be met by Andrena Carden-White until otherwise agreed. No financial burden will be passed to any members of the Association or the Management Committee unless otherwise agreed by the Management Committee.

**6f.** The financial year shall run from 1st January to 31st December.

# Changes to the Constitution

Changes to the constitution can be proposed at any time by a member. Unless considered urgent by the members, the changes will be considered at the AGM, otherwise it will be by an additional meeting.

# Dissolution of the Association

The decision to dissolve the Association would be proposed to the members for consideration. Should the Association be dissolved decisions regarding any remaining funds would be decided by the Management Committee by consensus.

# Appendix IFounder Members

The following are founder members of Leighton Buzz Radio:

Andrena Carden-White
Bekka Prideaux

Chloe Peters
Chris Richardson Emma Curzon
Garry Higgins Gennaro Borrelli
Guy Venner
Harriet Flitton
Ian Davison
Johnny Murph
Luisa Borrelli
Russell Auty

Stephanie Sergeant
Steve James