**Committee Management – Constitution**

**The constitution.**

Your constitution is a basic set of rules for the daily running of your community radio station. It’s a legal document that establishes your station and can cover-

* The purpose for which your station exists.
* Rules under which your station operates.
* Your volunteers’ rights and liabilities.
* When and under what circumstances your board meets and the procedures to inform the board of dates, times and issues to be covered.
* Procedure for electing members of the board.
* Procedure for expelling members of the board.
* Reporting.
* Accounts.
* Auditing.
* Procedures for winding up the organisation.

The constitution should be simple and straight forward (in plain English) and should not be so complex that it spells out items that would be better detailed in the organisation’s by-laws or policies i.e. Member Protection, complaint handling, codes of behaviour, job descriptions etc.

**Activity- The constitution**

1. Obtain a copy of your station’s constitution (or Articles of Association). Note whether it covers the items listed below. As appropriate, add other items to the list – either additional items contained in your station’s constitution or those you feel should be covered. In the “Comments’ column, note key points and any suggestions you have for areas where you consider improvements could be made.

| Item | Yes/No | Comments |
| --- | --- | --- |
| a statement on the organisation’spurpose or mission statement |  |  |
| procedures for becoming a member |  |  |
| procedures for expelling a member |  |  |
| procedures for holding annualgeneral meetings (AGMs) |  |  |
| procedures for electingBoards/committees of management |  |  |
| procedures for expelling Boardmembers |  |  |
| responsibilities of Board members |  |  |
| meeting procedures (for Board andgeneral membership meetings) |  |  |
| quorum or number of people requiredat meetings for business anddecisions to be valid |  |  |
| guidance on financial operations, eg.who can sign cheques? |  |  |
| procedures for changing theconstitution |  |  |
| procedures for winding up theorganisation |  |  |

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| Is everyone in the station aware of the station’s constitution and how it works?  |
| How does your station communicate information about the constitution to its members?  |
| In your opinion, is it effective?  |
| Write a brief report on this (200 words). |