

nasta

constitution

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basics

01 | Name

1. The name of the association shall be the National Student Television Association, abbreviated to NaSTA ('the Association').

02 | Definitions

1. Student Television shall be defined as:
"A television station based at, or linked to a place of education. The station can be broadcasting by any means, inactive or in the process of setting up."
2. The Members shall be defined as:
"All stations, individuals and associate members as defined in the 'Affiliation' section"
3. A Policy shall be defined as:
"A written document that sets out a clear aim or statement of intent that shall be implemented across every activity of NaSTA. They must be voted as a policy at a General Meeting and are active for three years from the date of being voted on."
4. An Operational Document shall be defined as:
"A written document that sets out the protocol or method of implementation of an activity undertaken by NaSTA."

5. The Host Station shall be defined as:
“The elected station as defined in the 'Host Station' section who is charged with the day-to-day running of NaSTA, and the organisation of the Annual Conference.”
6. The Executive shall be defined as:
“The elected officials as defined in the 'Executive Committee' section who represent NaSTA to the outside world, and oversee the operations of the Host Station.”
7. Conflict of Interest shall be defined as:
“An activity undertaken by an individual that may prevent the person making an objective decision with regards to their responsibilities within NaSTA.”

aims

03 | Aims and Objectives

1. NaSTA will encourage and facilitate the communication between student television stations.
2. NaSTA will offer support and advice to new student television stations.
3. NaSTA will bring together stations for an annual conference and awards ceremony.
4. NaSTA will represent student television stations on a national level and push for greater recognition among the industry of the work of student television stations.

affiliation

04 | Affiliation

1. Affiliation to NaSTA shall be open to all student television stations in Eire, England, Northern Ireland, Scotland and Wales.
2. Affiliations shall last for a full calendar year.
3. Members may resign their membership at any time in writing to the Secretary.
4. Members of affiliated stations have the following rights:
 1. *To attend the annual conference and awards.*
 2. *To have their programming entered into the awards.*
 3. *To propose policies, operational documents and amendments to current policies and operational documents.*
 4. *To propose changes to the NaSTA constitution.*
 5. *To vote on issues raised at General Meetings.*

hosting

05 | The Host Station

1. The host station shall be the station hosting the annual conference, including the Annual General Meeting (A.G.M.) and award ceremony.
2. Each year at the A.G.M stations wishing to host the following conference should make themselves known and present a proposal. A decision should then be made by normal voting procedure either at the A.G.M. or within four weeks after it.
3. Hosting will run from the beginning of the summer after the A.G.M. of appointment to the following summer. There will be a handover period commencing after the conference from current hosts to appointed hosts.
4. Additionally the host station shall have the following responsibilities:
 1. To release an agenda for the A.G.M. to all affiliate stations at least four weeks prior to the event.
 2. To secure appropriate judges for the awards.
 3. To update the NaSTA website with news and affiliate information.
 4. To carry out the aims and objectives of NaSTA as expressed in section 3.

hosting

06 | The Executive Committee

1. All members of the Executive Committee (hereafter known as Exec) shall be deemed to be members and must have participated within a station holding ordinary member status within the last 13 months, or be a current individual member.
2. The Exec shall consist of 5 elected unpaid Officers, whose job it is to represent NaSTA to the wider world, and to oversee handover and the progress of the Host Station.
3. The Exec shall further consist of a representative from the Host Station, who will maintain communicative links between the Host Station and the Exec. This representative cannot be the Host Station's Station Manager.
4. The positions on the Exec will be:
 1. Chair
 2. Treasurer
 3. Development Officer
 4. Marketing Officer
 5. Technical Officer
 6. Host Exec

5. The responsibilities of every **Executive Officer** are:

1. To attend General and Executive Meetings.
2. To present a report of achievement at every General Meeting.
3. To communicate their activities to the membership.
4. To prepare a report of any external meeting attended within two weeks of attendance.
5. To declare any Conflict of Interest to the membership.
6. To represent NaSTA in a professional manner.
7. To uphold the aims of NaSTA as set out in this constitution, and adhere to any policy documents.

6. The individual responsibilities of the **Chair** are:

1. To be the spokesperson for NaSTA.
2. To support the other members of the Exec.
3. To be responsible for the organisation and chairing of Executive and General meetings.
4. To work alongside the other Officers to secure the viable long term future of The Company and its Ordinary Members.
5. To be responsible for overseeing any campaigns or lobbying which NaSTA may undertake from time to time.
6. To take overall responsibility for all press and publications issued by NaSTA.

7. The individual responsibilities of the **Treasurer** are:

1. To develop a strong 2-way communication with members by welcoming and briefing new members, sending regular members emails, and updating the news section of the website in a timely fashion.
2. To process membership requests by writing invoices for membership fees, receive payments, updating the member database, and chasing up membership renewals.

3.To compile an agenda for, and record minutes of all NaSTA meetings; and to distribute them to the Exec in hard copy which must be signed and archived, and then made available on the website.

4.To deal with all event administration; including logging the details of NaSTA awards entrants, producing attendee lists for the awards and conference, and proof-reading promotional literature.

5.To be responsible for NaSTA's finances.

6.To organise the payment of any legitimate expenses and administration costs incurred by the exec in going about official business.

7.To present a budget at the Annual General Meeting and up-to-date accounts at every General Meeting.

8.To oversee the budget for any individual projects as defined under section 2.

8.The individual responsibilities of the **Development Officer** are:

1.To be responsible for updating and implementing an annual development plan for NaSTA.

2.To offer support and advice to new & existing stations on all aspects of broadcasting and production where requested.

3.To produce and update training material of relevance to Ordinary Members.

4.To oversee the strategic development of online resources for Ordinary Members.

9.The individual responsibilities of the **Marketing Officer** are:

1.To source sponsorship and advertising revenue for NaSTA Events.

2.To investigate new ways in which NaSTA can raise revenue through advertising, sponsorship, and donations.

3.To assist the membership in sourcing sponsorship and marketing revenue.

10.The individual responsibilities of the **Technical Officer** are:

- 1.To maintain the website and facilitate the Host Station with the means and training to update the website with conference news.
- 2.To assist the Development Officer in offering training to stations in all aspects of broadcasting and production where requested.
- 3.To implement solutions for national collaborative projects.

11.The individual responsibilities of the **Host Exec** are:

- 1.To regularly report the activities of the Host Station to the Exec.
- 2.To facilitate communication between the Exec and the Host Station.
3. This position changes from year to year and is decided within the host station and ratified by NaSTA

conference

07 | Election and Dismissal of Officers

1. Elections for the Executive Officer positions will be held each year during the Winter term, with exception to the first year of the exec (2009).
2. The Executive will be elected by secret-ballot.
3. No person can hold an Executive position for more than two terms of office, either concurrently or split.
4. Vacancies on the Executive may be filled by co-option until the next General Meeting where a by-election will be held.
5. An Officer may resign in writing to the Chair.
6. A motion of dismissal against any Officer may be upheld by a two-thirds majority of a General Meeting providing the motion is submitted in accordance with section 10.
7. A motion of censure against any Officer may be proposed at any time during a General Meeting and upheld by a simple majority.
8. Only one successful motion of Censure can be carried against any particular Officer during a General Meeting.

9. Should any Officer receive two motions of Censure against them, they shall automatically be dismissed.

conference

08 | The Annual Conference and Awards

1. The NaSTA conference and awards shall take place annually over the Easter break.
2. The conference should last for two to four days and include the A.G.M. and an awards ceremony.
3. Other than the inclusion of an A.G.M. and the awards ceremony the events included in the conference are at the discretion of the host station.

awards

09 | The Awards

1. The list of awards is included in Appendix 1.
2. Any changes to the list of awards must be submitted in writing to the host station before the end of the calendar year.
3. The host station may add or remove up to two additional categories from any submitted for the award ceremony of that year.
4. These additional categories may be voted onto, or removed from the permanent list at the A.G.M. of the award ceremony.
5. Entries to the awards must conform to the rules set by the host stations. These rules should always include:
 1. *No entry can be part of a piece of assessed coursework.*
 2. *The entries must be created by members of the affiliated station*
 3. *The entries must have been created since previous year's submission deadline.*

meetings

10 | General Meetings

1. There shall be at least one general meeting per year, including the A.G.M.
2. The A.G.M. will take place during the annual conference.
3. Quorum for the A.G.M. shall be 75% of affiliated stations.
4. Apart from amendments to the constitution, all votes at the A.G.M. will be passed by straight majority rule, with one member from each station being allowed to vote.
5. In the event on an emergency general meeting being called member stations shall be given at least ten days notice.
6. Emergency general meetings should be held at a location that is found to be the most convenient to the majority of affiliated stations.

finance

11 | Finance

1. The National Student Television Association shall not be a profit maximising body.
2. The host station shall set the affiliation fee.
3. Monies raised from affiliation and delegate fees must be spent only on achieving the aims of NaSTA as defined in section 3.

constitution

12 | The Constitution

1. Amendments to the NaSTA constitution can be proposed by any member of a NaSTA affiliated station.
2. Amendments must be carried by a two thirds majority of affiliated stations at a general meeting.
3. Amendments come into effect from the close of the meeting at which they are passed.

appendix

A1 | Award Categories

1. News and Current Affairs
2. Documentary
3. Factual
4. Drama
5. Comedy
6. Light Entertainment
7. Music
8. Video to Music
9. Station Ident
10. Title Sequence
11. Sport
12. Animation
13. Live
14. Open
15. Best On-Screen Male
16. Best On-Screen Female
17. Best Broadcaster

appendix

A2 I Operational Documents

General Meetings Operational Document

1. All General Meetings will be chaired by the Chair of NaSTA except in their absence in which case they will appoint another member of the Executive to take on the role of acting chair.
2. The business of all General Meetings will be recorded by the Secretary.
3. At the beginning of a meeting, the chair should appoint a deputy chair and a teller.
4. The Chair may not speak or make any comment other than on the conduct of business while in the chair.
5. The Chair shall not normally vote except that he must give a casting vote where voting is tied.
6. A motion challenging a ruling of the chair can be made at any point by any member indicating orally that they wish to make such a challenge. The procedure for debating such a challenge is as per point 7. Where the challenge is successful, the ruling of the chair shall be reversed.

7. The procedure for challenging a ruling of the chair shall be as follows:
 - 1.Speech by the Challenger – 2mins
 - 2.Speech by the Chair – 2mins
 - 3.Voting
8. The Chair will hand over to the deputy chair if:
 - 1.A motion of censure against him / her is being moved
 - 2.A motion challenging his / her ruling is being moved
 - 3.He / she wishes to participate in the debate
9. Where the chair has been surrendered temporarily to the elected deputy, the deputy will take on the role of chair and act in accordance with points 4 and 5 above.
10. Only Ordinary members and Directors are entitled to vote at a General Meeting. It is the responsibility of the appointed teller to issue valid voting cards to legitimate voting members.
11. The quorum for a General Meeting shall be 75% of all fully affiliated stations.
12. The following majorities are required to secure a decision of a General Meeting:
 - 1.Ordinary Motion – 50% + 1 of voters.
 - 2.Dismissal Motion – Two-thirds of voters.
 - 3.Ratification of Decisions – 50% + 1 of voters.
 - 4.Policy Lapse – 50% + 1 of voters.
13. It is the responsibility of the teller to count and record the result of votes, which will be passed to the Chair and recorded by the Secretary & Finance Officer in the minutes of the meeting.

14. The order of business at a General Meeting shall be as follows:
 1. Apologies for Absence
 2. Appointment of a Deputy Chair
 3. Minutes of the Previous Meeting
 4. Correspondence
 5. Officers' Reports and Questions
 6. Presentation of Accounts
 7. Elections
 8. Dismissal Motions
 9. Ordinary Motions (discussed in the order in which they were submitted)
 10. Policy Lapse
 11. Any Other Business
15. Ordinary Motions and Motions of Dismissal must be submitted to the Secretary and Finance Officer at least 7 days prior to the date of the General Meeting.
16. The procedure for discussing ordinary motions shall be as follows:
 1. Speech by the Proposer – 4mins
 2. Speech in opposition – 4mins
 3. Questions (made through the chair) – 4mins
 4. Additional speech for / against the motion – 4mins each. (These will be at the discretion of the chair and then put to a vote)
 5. Summary against the motion by the 1st opposition speaker. – 2mins
 6. Summary for the motion 2mins
 7. Voting
17. The procedure for discussing a motion of dismissal shall be as follows:

- 1.Speech by the Proposer – 6mins
- 2.Speech by the subject – 6mins
- 3.Voting

18. All motions and amendments must have a proposer and a seconder. These can be any members of NaSTA.
19. Amendments to any motion must be submitted to the floor prior to the commencement of summarisation for / against a motion.
20. An amendment may alter any point in the original motion, providing it does not result in a motion which directly contradicts the intention of the original motion.
21. The proposer of the original motion may agree to accept any amendment. In this case the amendment will be incorporated into the original motion. If the amendment is not accepted by the proposer of the original motion, a vote shall be taken as to whether to accept to motion.
22. A motion should be structured as follows:
 - 1.Section 1 – NaSTA Notes: In this section the proposer will highlight factual information relevant to the policy being proposed.
 - 2.Section 2 – NaSTA Believes: In this section the proposer will highlight the stance that they believe NaSTA should take on an issue, in relation to the facts presented in section 1 of the motion.
 - 3.Section 3 – NaSTA Resolves: The final section will highlight the steps that the proposer believe the organisation needs to take to meet the beliefs presented in section 2 of the motion. Any resolutions listed in this section will become policy of NaSTA.

23. All present at a General Meeting are expected to maintain good order. No person should interrupt any other when they are speaking with the exception of the chair. The chair will invite individuals to speak at his / her discretion.
24. The chair may eject from the meeting any person who acts in a way which is detrimental to the conduct of the meeting.

Election Procedure Operational Document

1. General Regulations

1. The Chair shall give 14 days notice of the election which shall include:
 - 1.Details of posts for election
 - 2.Details for return of nominations
 - 3.Details of when the election shall take place.
4. The Executive shall have overall control and responsibility for all elections and shall be empowered to rule on any matter relating to the conduct of elections.
5. A Returning Officer shall be appointed fairly by the Executive prior to the Election.
6. Elections shall be held by the Single Transferrable Vote system.
7. All Elections shall provide the opportunity to vote for Re-open Nominations, in preference to one or more candidates.
8. If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed regardless.
9. At the discretion of the returning officer – on recipient of no nominations – nominations may be re-opened until 1 hour prior to voting.
10. Nominations shall be made in writing and require the title of the post contested, the full name of the candidate and the name of the station which they are/were members of.

11. With each nomination, a manifesto of up to 500 words may be submitted by the candidate.
12. With each nomination, an unedited video of up to 30 seconds on a plain white background may be submitted by the candidate.
13. Any member may challenge the validity of a candidate at any time before hustings at the Election. The Returning Officer shall rule on any challenge and their decision shall be final.
14. Candidates may not make use of The NaSTA Website to campaign.
15. The quoracy of an election will be the same as the quoracy of the meeting at which the election is held.
16. Ballot forms should be retained by the chair and kept on file for a minimum of 3 years following the election.
17. All elections should be run in accordance with NaSTA's Equal Opportunities Policy.

2. Duties of the Returning Officer

1. To count the ballots and be responsible for all matters relating to their counting.
2. To decide any matter relating to the conduct of the election, subject to ratification by the Executive. This shall include the power to penalise or exclude candidates in respect of any breach of election regulation and to postpone or nullify the result of an election in respect of any irregularity.

3. To report the election results to the membership.

3. Eligibility to Stand and Vote

1. Only Stations and The Exec (as one body) are entitled to vote in an Election.
2. Each Ordinary Member shall nominate a single representative, normally the Station Manager or their appointee to be responsible for the station vote.
3. A station wishing to nominate another member as their proxy may do so as long as this is notified to the returning officer in writing at least 48 hours prior to the election.

4. Election Timetable

1. Elections shall be held on the NaSTA website, following NaSTA's Annual General Meeting.
2. Nominations shall be received by the Returning Officer 14 days before the election.
3. Nominations will be notified to members at least 7 days prior to the elections.

5. Voting

1. Voting shall occur after any hustings on the NaSTA website.
2. The Returning Officer shall ensure that all eligible to vote are provided access to the online voting system, and as prescribed under section 3.

3. The ballot form should list candidates under the position they are running for in a random order, with an empty box next to their name.
4. The ballot form should clearly indicate the option to abstain or chose to re-open nominations for each position.
5. Members should be advised to number candidates in order of preference, with the option to not number all candidates.
6. Completed ballot forms should be submitted securely to a central database, only accessible by the Returning Officer.

6. Procedure

1. The Returning Officer shall ensure that the elections under the Single Transferable Voting system are conducted fairly and efficiently.
2. Where the number of abstentions cast is more than half of the total number of votes cast the election will be declared void. In this case the election will be postponed until the next General Meeting.
3. The number of votes cast should be passed to the Secretary and Finance Officer who shall record them in full in the minutes of the meeting, and to the Chair who shall announce them to those assembled.

7. Hustings

1. Hustings will take place immediately prior to the Election, at the discretion of the Returning Officer.
2. Candidates will be allowed a speech of up to 2 minutes.
3. Questions put to each of the candidates can be submitted in writing to the Returning Officer, or made verbally from the floor. Candidates will have up to one minute to answer such questions.
4. The returning officer can chose to end this process at any point
5. Questions may be directed at an individual candidate at the discretion of the Returning Officer.

8. RON

1. A single campaign may be run for RON by anyone participating in any Station holding Ordinary Member status. This should be co-ordinated by an individual agreed by the Returning Officer.
2. Should RON win an election, the membership may vote to hold a new election straight away, or at some future date.
3. If the election is to be held straight away, nominations may be received from the floor and the election should proceed immediately in the usual way.

Technical (Web) Operations

NaSTA undertakes to provide a wide variety of online resources for the benefit of its members. Fundamental to these resources is the NaSTA website. The upkeep, maintenance and management of this website is essential to ensure the effective dissemination of information within NaSTA.

The online resources provided by NaSTA include:

- A facility for publishing news and information relevant to the student television community.
- An online forum for encouraging discussion and collaboration between student television stations.
- A knowledge-base of information and guides relating to the successful operation of a student television station.

In light of this, the responsibilities of the Technical Officer (in addition to those highlighted under Section 6.10 of the Constitution) shall be:

- To facilitate and manage the provision of hosting services for the websites and such online resources as The Company undertakes to develop.
- To manage the upkeep of any internet domain names the company owns.

- To manage and upkeep email aliases for the company.
- To develop and manage a web based membership database which incorporates a public interactive directory of student radio stations in the UK, such reporting facilities as are required to manage membership, and the facility to mass email stations or groups of stations easily.
- To maintain, update and develop The Company website and associated online resources under guidance from the Development Officer

The Technical Officer will work in collaboration with the Development Officer, and shall report to The Executive. The Executive will budget for the upkeep of NaSTA's online resources, and shall receive requests for any additional funding relating to web operations.

Expenditure Operational Document

In the past, NaSTA has been subject to an uncertain financial position
It is important that all expenditure of the executive is in the best interests of the membership.

1. Any expenditure totalling more than £10.00 must be cleared with the Treasurer first.
2. The Treasurer reserves the right at all times to refuse expenditure if she/he believes it is not for the exclusive benefit of NaSTA.
3. If any expenditure can be proven reckless in any way, the Treasurer reserves the right to not reimburse any part of the cost from NaSTA funds.
4. Each member of The Executive may claim subsistence expenses per day spent on official NaSTA business. This shall be determined by the executive on an annual basis, in consultation with the membership and communicated by means of a finance circular.
5. No two Officers may claim expenses for a trip undertaken where only one Officer was required.
6. Attendance at any meetings, conferences or events which is funded by NaSTA must be sufficiently reported back on to the Executive Committee and, where

relevant, to the members. If this does not happen, the Treasurer reserves the right to invoice said Officer for the expenses incurred.

7. The only Executive Officer permitted to issue a purchase order on behalf of NaSTA is the Treasurer.
8. In all cases, the Officer who incurs the expense must pay upfront, complete a claim form (attaching all the relevant documentation) and then wait to be reimbursed.
9. All claims forms must be supported by relevant documentation (preferably VAT receipts), and all the fields filled in correctly, then sent to the Treasurer for consideration.
10. A majority of the Executive Committee may overrule the Treasurer if they disagree with a ruling she/he has passed.
11. These guidelines apply to the entire Executive.
12. All expenditure claims made by the Executive should be made available to the membership in a secure part of the NaSTA website.



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national student television association