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W Munro (Rehab) Ltd

# The Hospital Broadcasting Service



Charity No. SC009138

## Constitution

### Name:

1. The organisation shall be known as "The Hospital Broadcasting Service" (hereinafter called "The Service") and shall remain registered as a charity

### Objects:

2. The objects of The Service shall be to relieve sickness, infirmity, handicap and old age amongst persons living in the area served by providing a local broadcasting service for hospitals, residential homes, nursing homes for the elderly and other similar establishments.
3. For this purpose, The Service shall maintain a central broadcasting facility.
4. For the avoidance of doubt, in the context of the following clauses, words importing the masculine shall be deemed to include the feminine and words importing the singular shall be deemed to include the plural and vice versa.
5. "In pursuance of these objects (but not otherwise) the Service shall have the following powers;"
  - a. Engage and pay fees to professional and technical advisers/consultants to assist in the work of The Service;
  - b. Bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals;
  - c. Take out membership of such organisations as are considered to be in the interests of and compatible with the objects of The Service;
  - d. Promote and carry out or assist in promoting or carrying out research, surveys and investigations and where considered appropriate publish the results;
  - e. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars, training courses, Broadcasting and Public Address;
  - f. Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas;
  - g. Cause to be prepared and printed or otherwise reproduced and circulated, free of charge, or for payment, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the objects;
  - h. Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objects and construct, maintain and alter any buildings considered appropriate for the work of The Service;

- i. Make regulations for the management of any property which may be so acquired;
- j. Sell, let, grant securities over, dispose of or turn to account all or any of the property or assets of The Service;
- k. Borrow or raise money for the objects and accept gifts on such terms and on such security as shall be deemed to be appropriate;
- l. Raise funds and invite and receive contributions from any person or persons by way of subscription or otherwise;
- m. Invest the funds of The Service not immediately required for the objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may at the time be imposed or required by law and
- n. Do all such other lawful things as are incidental or conducive to the attainment of the objects.”

**Control:**

- 6. The activities of The Service shall be controlled by an Executive Committee consisting of a Chairman, Technical Director, Programme Director, Treasurer and four elected members.
- 7. The Chairman, Treasurer, Programme Director and Technical Director shall serve for a period of three years and shall retire on a rota.

YEAR 1 Treasurer.

YEAR 2 Technical Director and Programme Director.

YEAR 3 Chairman.

Elected members shall serve for one year. Retiring office bearers and members may be re-elected.

- 8. Each elected member shall be responsible for the general supervision of one or more operational area.
- 9. The Executive Committee shall be empowered to co-opt members to the Executive Committee to undertake such specific tasks or responsibilities as may, from, time to time, be deemed to be appropriate. These officers will act on the Executive Committee without voting powers.
- 10. In the event of a tied vote the Chairman shall have the casting vote.
- 11. The Executive Committee shall be entitled to operate with a minimum of four elected members in post.
- 12. Should an Office Bearer or Executive Member resign during the course of any year, the remaining members of the Executive Committee shall be empowered to adopt a replacement member either by appointing from within their own number or by co-opting from amongst the Ordinary membership. Any Ordinary member so co-opted shall be entitled to exercise a vote at meetings of the Executive Committee which he attends. Declaring that an existing Executive Member who is appointed in terms of this Clause shall have no additional voting rights by virtue of such appointment. Any replacement member shall hold such appointment only until the next succeeding (Annual) General Meeting at which time, unless ratified by the members in General Meeting, such temporary appointment shall lapse.

13. The Executive Committee's function shall be to run The Service in accordance with this constitution, and to decide on all matters not covered therein.
14. The Executive Committee is not empowered to act contrary to this constitution, nor to alter it.
15. Representatives of the institutions served may attend the meetings and assist in liaison.

**Membership:**

16. Application for membership shall be made to the Executive Committee. Membership may be granted by the Executive Committee as Life Membership, Ordinary Membership or Associate Membership. Life Membership shall be granted upon payment of the appropriate fee. Ordinary Membership shall be granted to those who will take a regular active part in the running of The Service. Associate Membership may be granted to those who, for any reason, do not take such an active part but do however, demonstrate a genuine interest in the affairs of The Service. Ordinary Members shall be entitled to cast a vote at Annual, Special and General meetings of the Service. Life members who take an active role within the Service shall have the same rights as those of an Ordinary member. Life members who do not take an active role within the Service shall be deemed to have the rights of an Associate member
17. Honorary Membership may be granted, upon retiral from office, to those who have made a significant contribution to the welfare and running of The Service. Non-Executive Honorary Membership may take the form of Ordinary or the role of Honorary President. These roles are not limited by number.
18. Recommendation for Honorary Membership shall be made by the Executive Committee for ratification at the AGM.
19. The Executive Committee may remove any member from The Service for a just cause.

**Finance:**

20. The subscription rate for Ordinary Members and Associate Members shall be fixed at the beginning of The Service's financial year by the Executive Committee following the advice of the Treasurer. The subscription rate for Life Membership shall be ten times the rate for Ordinary Membership
21. Funds for the maintenance of The Service shall be raised by donations, appeals, functions and collections organised by its members.
22. Members are expected to take an active interest in matters concerning the raising of funds for the maintenance of The Service.
23. The organisation's financial year shall be deemed to start on 1st January.
24. The Service is not responsible for debts incurred in its name by members unless such members have a written authorisation from The Executive Committee.
25. An annual statement of accounts shall be prepared by the Treasurer and the books of accounts shall be available for inspection by all whom they concern.
26. All monies raised by or on behalf of The Service shall be applied to further the objects of The Service and for no other purpose provided that nothing herein contained shall prevent the

payment in good faith of reasonable and proper remuneration to any member of The Service and fees to professional and technical advisors.

**Programme policy:**

27. The programme policy of The Service shall be laid down by the Executive Committee and shall be subject to regular review.

**Annual General Meeting:**

28. An Annual General Meeting of all members shall be called by the Chairman, no less than twenty-one days' notice of this meeting and the items on its agenda shall be given. The Chairman will preside at the A.G.M.

29. Members who wish to have any business discussed at the A.G.M. must give the Chairman seven days' notice in writing of their intention together with details of the matter they wish to raise. Any member intending to present himself as a candidate for election to any Executive Committee post shall notify the Chairman of his intention no later than seven days prior to the General meeting at which election for that post is to be held. Such notification shall be in writing and shall specify the name of the member, the post to which he intends to seek election and the names of two members respectively proposing and seconding the intending candidates' nomination. No members nomination as a candidate shall be valid where he, or either one of his two nominators, is not a Ordinary or life member of The Service in terms of Clause 15 hereof.

**Alterations to the constitution:**

30. Alterations or additions to the constitution shall only be made by a majority decision of the membership attending a meeting, of which at least twenty-one days' notice has been given together with intimation of the proposed alteration or addition.

**Wind up:**

31. In the event of the dissolution of The Service, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of The Service, but shall be given or transferred to a recognised local charitable organisation(s) having objects similar to those of The Service, failing which to local charitable hospital amenities funds.