

2024-25

Constitution of Students' Union UCL

RAREFM

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [Rare FM](#)
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association, Byelaws, Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2. The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3. Committee

- 3.1. President
 - 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.2. Treasurer
 - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.3. Studio Manager
 - 3.3.1. The Studio Manager's primary role is the responsibility for the maintenance of the studio, the broadcast stream, the servers, and the responsibility for the installation of any new equipment in the studio.
 - 3.3.2. Responsible for selecting and overseeing of the running of producers, ensuring that any

- problems faced by members of the studio can be helped by producers.
- 3.3.3. Responsible for selection of Flagship shows, as well as selecting shows for other various events.
- 3.4. Head of Scheduling
- 3.4.1. Has overall responsibility for the station's schedule and membership; creation of the weekly schedule at the beginning of the year; ensuring shows are done each week; ensuring studio is left in an appropriate state by DJs, and to make amendments throughout the year where required.
- 3.5. Head of Music
- 3.5.1. Selects tracks and books guests for the fortnightly review show, Compose and submit playlists to the SRA (Student Radio Association), keeping our various playlists across the bars and gym updated and monitoring music play out, and to utilize music industry contacts to leverage content for Under City Lights and society members.
- 3.5.2. Responsible for recruiting and assembling music sub-committee at the start of the Academic Year, tasked with responding to PR requests.
- 3.6. Head of Design
- 3.6.1. Has overall responsibility for the design image of the station. This includes the design of the studio, the website, and social media accounts, as well as any marketing or design work needed throughout the year.
- 3.7. Under City Lights (UnCL) Content Editor
- 3.7.1. Responsible for editing the music magazine, commissioning columns and articles, ^[1]_[SEP]working with the head of music. ^[1]_[SEP]
- 3.7.2. Must have a finished edition completed at least a week prior to the publishing deadline, this is so as to allow for a review period and for any issues that arise to be dealt with, by the committee. ^[1]_[SEP]
- 3.7.3. Must have at least three non-magazine affiliated committee members review the magazine for spelling, grammar, and clarity before the final edition is sent off for publishing. ^[1]_[SEP]
- 3.7.4. Responsible for liaising with printers and organising the physical production of Under City Lights magazine. ^[1]_[SEP]
- 3.8. Under City Lights (UnCL) Design Editor
- 3.8.1. Responsible for the design and layout of the music magazine, Under City Lights.
- 3.9. RareFM Website Editor
- 3.9.1. Responsible for maintenance of UnCL and Rare FM's website.
- 3.10. Head of Sponsorship and Marketing
- 3.10.1. Working with various PR's to film sessions with touring brands etc, also booking UCL bands in for video sessions. Responsible for gathering sponsorships and creating working relationships between other affiliated societies and if possible, with external organizations
- 3.10.2. Responsible for ^[1]_[SEP]promotion of events and socials on social media and around campus

3.11. Training Manager

- 3.11.1. Responsible for organizing initial studio training (done by entire committee) and organizing workshops throughout the year, including use of the DJ equipment, use of the mixer and tech/server workshops.

3.12. Welfare Officer

- 3.12.1. Responsible for the welfare of the members of the society. The point of contact for all welfare issues and responsible for organizing events and initiatives designed to promote welfare
- 3.12.2. Union trained in support and wellbeing services
- 3.12.3. Responsible for electing a pride officer from the membership who can be a committee or non-committee member

3.13. Socials Manager^[1]_[SEP]

- 3.13.1. Responsible for organizing the social aspect of the society inc. arts night, Christmas meal and quiz, and various other social events that are run throughout the year.

3.14. Events Manager

- 3.14.1. Responsible for the organizing of 3 large Rare FM events per year. Arrangements should be made with venue to allow full access and control for Rare FM's music, acts, and money policy.

3.15. Management of the club/society shall be vested in the club/society committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.

3.16. The committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.17. Committee members are elected to represent the interests and well-being of club/society members and are able to be held to account. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4. Terms, Aims and Objectives

4.1. The club/society shall hold the following as its aims and objectives.

4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

4.3. The core activities of the club/society shall be:

4.3.1. To produce and broadcast radio shows by all available means, including but not limited to online broadcast

4.3.2. To produce and public Under the City lights magazine a minimum of two times a year

- 4.3.3. To provide students with experience in aspects related to radio broadcasting
- 4.3.4. To provide students with experience in music journalism, both with our Under City Lights magazine and also our online publications
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. Provide our members with live DJ'ing opportunities at events including but not limited to Student Union UCL events and events put on by ourselves
 - 4.4.2. Barring any extenuating circumstances, intend to produce and publish an annual issue of UnCL
 - 4.4.3. To provide music streams to the Students Union UCL gym, George Fahra Café, Print room café and other facilities
 - 4.4.4. To support the activities of other Students Union UCL clubs and societies by allowing them to place adverts and events in our auxiliary streams
 - 4.4.5. To run social events throughout the year including, but not limited to: Freshers pub Crawl, station launch party and Christmas Quiz
 - 4.4.6. To partner and collaborate with other university student radio stations for activities including but not limited to: joint broadcasting events, and joint socials between both parties
- 4.5. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.
- 4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL RareFM. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President	Name: Louie Parker
	Signature: L.c. Parker
	Date: 28/06/2024
Treasurer	Name: Maria do Mar Vau
	Signature: MVau
	Date: 28/06/2024