

# Constitution of the Liverpool Hospital Broadcasting Service

1. The name of the organisation shall be '**Liverpool Hospital Broadcasting Service**'.
2. The objective of the organisation shall be to help in the relief of sickness, infirmity, and old age amongst people living in Liverpool, by providing a local broadcasting service for hospitals, old peoples homes and similar institutions; and in furtherance of these objectives the organisation shall have the following powers: -
  - a) To provide regular programmes of local interest to hospital patients for simultaneous transmission by land line to hospitals in Liverpool.
  - b) To make these programmes available to similar establishments not connected by the land line, network.
  - c) To co-operate with other organisations providing a similar service locally, nationally or internationally.
  - d) To join the Hospital Broadcasting Association (HBA)
3. Membership of the organisation shall be open at the discretion of the committee to anyone willing to give their services and talents in any way, so as to further the objectives of the organisation.
4. Membership applications must be in writing, and must be approved by the committee.
5. The committee shall have the power to offer Honorary Membership to any person it considers worthy.
6. Members shall be required to give ten days notice of their intention to terminate their membership.
7. The committee shall be empowered to terminate any individual membership on the grounds of action detrimental to the interests of the organisation. Any member subject to such termination to be notified in writing.
8. Where such a member receives notice of termination of membership, there is the right of appeal within Twenty-Eight (28) days to the appeals committee of the organisation. All full members will be eligible to serve on an appeals committee with the exception of the disciplinary committee. The names of those to serve on the appeals committee shall be drawn at random. The committee shall consist of five full members plus two full members in reserve. The appeals committee decision shall be final.
9. The committee of the organisation consists of the Chairman, Secretary, Treasurer and the Programme Controller, as LHBS Officers and up to a maximum of five elected non-portfolio members. The duties of the non portfolio committee members being to assist the officers in the

general activities of the organisation, and to direct LHBS staff in the objectives of the organisation.

10. The committee of this organisation shall be elected at an Annual General Meeting (AGM) for a term of office of one year. They shall be eligible for re-election. Only people who have been full members for over twelve months may be nominated for an officer's position. In the case of Programme Controller, nominees must have twelve months broadcasting experience with LHBS
11. Nominations for all Committee Members must be received no later than 7 days before AGM Meeting.
12. The committee shall be empowered to co-opt members onto the committee.
13. The committee shall have the power to make separate Rules and Regulations, provided that such rules and regulations shall not be inconsistent with this constitution.
14. The duties of the Chairman shall be to conduct all meetings, to be responsible for the management and the day to day administration of the organisation.
15. The duties of the Treasurer shall be to administer all income and expenditure moneys. To keep accurate and up to date accounts which must be available for inspection at all meetings. To present a balance sheet and to arrange for the accounts to be audited at the end of the financial year.
16. The duties of the Secretary shall be to conduct the administration of the organisation, and to be responsible for all correspondence and to prepare minutes of all meetings.
17. The duties of the Programme Controller shall be to ensure a high standard of broadcasting and programming schedules.
18. The Financial Year of the organisation shall be from May 1st to April 30th.
19. The committee may elect a Board of Trustees who may or may not be members of the organisation and shall serve for a term of three years but shall be eligible for re-election. Their function shall be to hold and administer on behalf of the organisation any properties or investments provided that the organisation shall not undertake any trading of a permanent nature.
20. The organisation in the main is to be supported by voluntary donations and members will be expected to assist in fund raising in any way organised or authorised by the committee.
21. The committee may invite a person/s to become Honorary Presidents of the organisation and may invite all benefactors to become Patrons.
22. A President shall be elected at each AGM. The duties of the President shall be to Chair the Annual General Meeting and Chair any appeal meeting and to arbitrate in any disputes at the invitation of the committee.
23. Cheques drawn on the organisations bank accounts must be signed by the Chairman and Treasurer. In the absence of either the Secretary may be a signatory.

24. All meetings to be called as and when necessary by the Chairman: the meeting in May shall be the Annual General Meeting.
25. The Chairman may call Extraordinary Meetings at any time, ensuring two weeks notice is given.
26. An Extraordinary General Meeting may be called for at the request of any three members. Applications must be in writing, stating the precise nature of the business to be discussed. Upon receipt of such an application, two Officers of the Committee must convene the meeting within three weeks. If the purpose of their complaint should fail the complainants will be expected to furnish a written apology or resign from the organisation.
27. The Constitution may only be amended, added to or items deleted at an Annual General Meeting or at any Extraordinary General Meeting called for that purpose.
28. No amendment of, addition to or deletion from the Constitution may be made which would have the effect of causing the organisation to cease to be a charity at law.
29. If, on the winding up of the organisation there remain in after satisfaction of all its debts and liabilities, any assets whatsoever, the same shall not be paid or distributed among members of the organisation, but shall be given to or transferred to some other charitable institution having objectives similar to the objectives of the organisation.

*The amendments of this constitution were agreed at the extraordinary general meeting held on 6th January 2013.*

**The Charities Commission approved this amended constitution in January 2013**