

Millicent Community Access Radio Inc

Bylaws

a) Sub- Committees

i) Programme

A committee of up to 4 members shall be established at each AGM. If insufficient members can be found then the committee will identify and appoint members.

Function

To work with volunteers to develop weekly programmes and create a roster of presenters. See Appendix 1 for role statement.

ii) Facilities

A committee of up to 4 members shall be established at each AGM. If insufficient members can be found then the committee will identify and appoint members. . See Appendix 12 for role statement.

Function

To maintain the facilities in good condition. . See Appendix 3 for role statement.

iii) Sponsorship

A committee of up to 4 members shall be established at each AGM. If insufficient members can be found then the committee will identify and appoint members.

Function

To maintain the facilities in good condition. . See Appendix 4 for role statement.

iv) Fundraising

A committee of up to 4 members shall be established at each AGM. If insufficient members can be found then the committee will identify and appoint members.

Function

To work with community to ensure an income stream for the station. . See Appendix 5 for role statement.

v) Training

A small team of trainers shall be identified. Their role will be to supervise the training and probation of new presenters and office volunteers

vi) Ad hoc committees

The board may establish ad hoc committees to achieve short term reviews or initiatives when needed. The board may choose to decide the chairperson or allow the committee once established to determine a chairperson. Each committee will internally decide how notes and reports are prepared and shared. A report will be presented to the board upon completion of the task.

b) Board Meetings

At the first meeting following the AGM the Board shall elect a Vice-President from the four non-executive members. The Board will, at that first meeting agree on a suitable meeting sequence e.g. bi-monthly on even months and at an agreed time and place and conforming at least with the minimum requirement of the Constitution.

c) Subscriptions and budget

The Board will develop a budget including a recommendation for members' subscriptions at least one month prior to the AGM, advertise this to members via the notice board then present it to the AGM for ratification or alteration. The budget will contain a maintenance budget.

d) Keys

There will be a key register. Five keys will be allocated at the Board's discretion. Key holders must hand back keys on the termination of their role and within two weeks post the AGM.

e) Banking

The body's funds shall be kept at a Bank or Credit Union in Millicent. There shall be two 'signatories' from among the executive.

f) Administration officer. The Board will establish a volunteer administration officer(s) for day to day contact with community and general administrative tasks.

g) Use of station equipment

The board may decide to have identified equipment available for loan. If so, there shall be a Loans Book to be used for anyone wishing to borrow an item. A listing will identify the item, the name of the borrower and the date borrowed. No equipment may be borrowed longer than 14 days at which time it should be returned and a note made to that effect in the book. The period may be extended with the approval of a board member and a note to be made to that effect in the Loans Book by the board member.

h) Friends of the station

Friends of the station can take advantage of station discounts for event tickets and merchandise for a modest fee of \$10 a year. This does not allow for voting at annual general meetings but does provide a mechanism to support the station and benefit from the opportunities that present themselves from time to time. A register of Friends shall be kept by the Secretary. Information will be limited to Name and contact detail.

These Bylaws were approved at the Board meeting on 17/6/2024

Board Chairperson: David Walshaw

Appendix 1: Programming policy and committee

PROGRAMMING POLICY

Millicent Community Access Radio Inc shall make programming decisions based on this policy document.

1. As soon as practical after each Annual General Meeting the Board of Management shall create a Programming Sub Committee to advise the Board of Management on programming for Millicent Community Access Radio Inc (MillCAR) taking the following into account:
 - a. The sub-committee should consist of both Board members and ordinary members.
 - b. Expression of interest should be sought from all membership (including members not involved in producing programs) in making up this sub-committee.
 - c. Sub-committee members should include at least one Board member but otherwise the number does not need to be fixed. A minimum of 4 members is recommended. Minutes of meetings shall be kept detailing members present and business discussed and decided on.
 - d. Decisions are not binding on the organisation until ratified by the Board of Management, however the Board of Management may delegate such powers as it sees fit for emergency or quick response action. This delegation of powers ceases at each Annual General Meeting with the dissolution of all sub committees.
2. The responsibility for all programming decisions rests with the Board of Management as the legal entity for MillCAR.
3. The Board of Management should as soon as practical after the AGM delegate one or more members the responsibility of making emergency decisions on programming should a program contravene any of the laws and codes governing our operations. These decisions may involve temporary suspension of a program until a more detailed investigation can be made by the Board of Management or its delegated authority.
4. The Board of Management and the Programming sub-committee must take in to consideration the following when making all decisions on programming:
 - a. Diversity of programming currently on air.
 - b. Whether the decision will add to that diversity or duplicate an existing format if there are competing programs for the same time slot.
 - c. Is the time slot the most suitable available for the expected audience?
 - d. Does this program make best use of the time slot in question – (particularly when reviewing existing programming), or would a different combination of time slots work better?
 - e. Feedback from the public, if any, on the proposed program or current program.
 - f. With multiple presenters, what are the skill levels of these presenters when working together, is more training needed?
 - g. In making a decision, the committee may request an audition or pilot tape be produced to enable a judgement.
 - h. Programs should be trialed on probation for a month to enable a more permanent decision later. This will also enable the public to give feedback.
 - i. Material broadcast should also be suitable for the timeslot and the anticipated audience. Offensive material should have a disclaimer and a late timeslot.
 - j. Censorship should not be involved when taking above in to account.
 - k. Does this program offer something that is not available currently on air on this station or other media in our broadcast area?

Appendix 2: Facilities Committee

This committee will monitor the condition of the building and equipment. It is expected that the committee will conduct a walk around of the building at least bi-monthly and report on work that needs to be done. Where the cost of work is within budget the committee will action any necessary repairs or working bees. Electrical and broadcasting equipment decisions should be in consultation with the volunteer technician. No unqualified person may work on mains powered devices other than those powered by a small plug in low voltage power supply. Occupational Health policies will be strictly followed. Any incidents must be reported to the Board promptly.

The committee will agree on a chairperson and note taker at the first meeting after each AGM

Appendix 3: Fundraising and sponsorship committee

This committee is responsible for fundraising and gathering station sponsors.

The board should be kept fully informed of actions and the committee must follow guidelines set from time to time by the board.

At all times the committee must approach potential sponsors with respect and in a way that enhances the reputation of the station. The committee must follow sponsorship criteria and categories set by the board.

The board must be kept informed of plans for fundraising activities and these must be compatible with the ethos of the station and its listening audience.

The committee will agree on a chairperson and note taker at the first meeting after each AGM

Appendix 4: Training committee

The training committee is made up of experienced presenters who have the skills and understandings necessary to train new presenters.

All new presenters are on probation for a period and it is during this time that the training group have the opportunity to develop good habits in our new people. Emphasis will be placed on the ACMA requirements for presenters, including complete absence of swearing, racial or sexist comments. In the eventuality of interviewees breaching these standards, presenters will immediately terminate the interview and an immediate apology made to listeners.

It is expected that new presenters will be supported for a minimum of 5 hours of programs over at least 5 occasions.

As well as operational issues the trainees will receive information about the management structure and who's who, volunteerism, clocking on and off, where to find things such as a hot or cold drinks, toilet location, access to the building.

The committee will agree on a chairperson and note taker at the first meeting after each AGM