



## **Kalamunda Community Radio By-laws 2024**

### **Introduction**

These By-laws have been proposed and/or approved by the KCR Committee of Management (COM) under Rule 66 of the KCR Rules (2024) and Date Approved or modified by the members of the Association on the date recorded against each one. They should be read in conjunction with the KCR Rules (2024).

### **1. Inclusivity**

The Association is an inclusive Body. Discrimination by any member of another person (member or otherwise) on grounds of race, sexual orientation, religion, or disability will not be tolerated. Where such discrimination is reported to the COM the member concerned may be subject to Rule 16 of the Rules [Disciplinary Action]. Where such discrimination is proved the member may be expelled from the Association and not allowed to re-join in the future.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

### **2. Presenters and Volunteers**

Presenters and Volunteers are required to be financial members of the Association. Presenters must have paid their Presenters Membership fees by the due date to broadcast on air.

Where a member joins as a presenter or becomes a presenter during the financial year they are required to pay the Presenter Membership fee pro rata for the remainder of the year.

Members who join or become presenters after 1 November in a financial year will not be required to pay for the subsequent financial year unless they are paying Presenter Membership in instalments.

No refunds are given to those who cease to be a Presenter during the financial year.

**Proposed by COM – 7-Feb-2024; Approved at Annual General Meeting – 21-Apr-2024**

### **3. KCR Policies**

Members, Presenters, and Volunteers must always comply with KCR Policies. Failure to do so may result in suspension or cancellation of membership.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

#### **4. Subcommittees**

Under Division 5 of the KCR Rules (2024), the COM is charged with creating subcommittees, both standing and temporary. The Terms of Reference and membership of subcommittees are available to members on request. All subcommittees report back to the COM.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

#### **5. Work Health and Safety**

This is governed by the WA Work, Health, and Safety Act 2020.

A safe working environment is the joint responsibility of the KCR Committee of Management and all members of KCR.

All members, visitors, and contractors must comply with the Association's safety policies at all times.

**Approved by COM – 5-Apr-2023**

#### **6. Eating and Drinking in the Studios**

Eating is not permitted in any of the KCR Studios

Drinks taken into the Studios must not be consumed at any of the broadcast desks. In Studio 1 they should only be placed on the shelf provided in the entry lobby and consumed there. In Studio 2 they can be placed on the table provided in the corner and consumed there. In the Training Studio, drinks should only be consumed in the outer room away from any equipment.

Contravention of this By-law may result in suspension of broadcasting rights.

**Approved by COM – 5-Apr-2023**

#### **7. Visitors**

The names and contact details of all visitors to the Station must be recorded in the Visitors Register

Children under the age of 18 must be accompanied by a parent or guardian when on KCR premises.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

#### **8. Dogs and Other Animals**

Animals, other than guide or companion animals, are not permitted in any part of the Station.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

## **9. Equipment**

It is not KCR policy to loan out equipment unless Approved by a member of the COM, and signed in and out in the Record Book

The Association is not responsible for members' or visitors' belongings left on the premises.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

## **10. Smoking and Vaping**

The Gooseberry Hill Hall and KCR premises are designated as a “Smoke-Free” zone.

Smoking or vaping is not permitted inside the building, on the veranda, or within 10 metres of any building.

**Proposed by COM – 1-Feb-2023; Approved at Annual General Meeting – 12-Mar-2023**

## **11. Consumption of Alcohol and Recreational Drugs**

The consumption of alcohol is not permitted on KCR premises or in other parts of the Gooseberry Hill Hall except by special permission.

The use of recreational drugs is prohibited.

**Approved at Annual General Meeting – 12-Mar-2023**