

THE ORDINANCES

The National Student Television Association

- 1.** There shall be a National Student Television Association (hereinafter called NaSTA) for the promotion of the general interests of student television within Eire, England, Northern Ireland, Scotland, Wales and associated islands of the UK. The purpose of NaSTA will be to afford a recognised channel of communication between student television stations.
- 2.** Student Television shall be defined as: “A television station based at, or linked to, a place of higher education. The station can be broadcasting by any means, inactive or can be in the process of setting up.”
- 3.** The Members shall be defined as: “All individuals and associate members of a student television station, as defined in the Laws: Membership”.
- 4.** Members shall be permitted to participate in elections within NaSTA by postal or electronic ballot when such circumstances arise and according to such procedures as shall be defined in the Rules of NaSTA.
- 5.** The election of the Executive Committee of NaSTA shall be in accordance with the Regulations of NaSTA.
- 6.** The functions of the Executive Committee, subject to the Rules of NaSTA, shall be to represent NaSTA in all matters affecting its interests.
- 7.** Executive Committee minutes of all meetings shall be made available to any Member of NaSTA and shall be published and presented to all Member stations of NaSTA within 14 days of each meeting. These minutes shall be available for inspection by any member of NaSTA.
- 8.** The Annual Report and Accounts of NaSTA as well as all Executive Committee minutes for the academic year shall at the Annual General Meeting be presented to the Members and shall be subject to the approval of the Annual General Meeting. Copies shall be made freely available for inspection by any member of the NaSTA.
- 9.** The Annual Report and Accounts of NaSTA shall contain:
 - i. a list of any external organisations or persons to which NaSTA has made sponsorship, donations or endorsements in the period to which the report relates, and details of those donations.
 - ii. a list of any external organisations or persons to which NaSTA has been affiliated in the period to which the report refers, and details of the subscriptions or fees paid to such organisations in the same period.
 - iii. a list of any external organisations or persons from which NaSTA has received sponsorship, donations or endorsements, financial or otherwise, in the period to which the report relates, and details of such sponsorship, donations or endorsements.
- 10.** NaSTA shall incur no expenditure and take no other action which is

inconsistent with the law.

11. The Executive Committee shall have the authority to affiliate NaSTA to outside organisations, subject to legislation and the provisions of Ordinances and Regulations of NaSTA. Any such new affiliation shall be announced by means of a notice stating the name of the organisation, and details of any subscriptions or donations made or proposed. The notice shall be published and presented to all Member stations of NaSTA and shall be available for inspection by any member of NaSTA.

12. The Regulations of NaSTA shall include procedures for the consideration of any complaints by Members who are dissatisfied in their dealings with NaSTA. Complainants shall have a right of appeal to an independent person appointed by the Executive Committee in the first instance or by the Returning Officer if the Executive Committee is the subject of the complaint. The Executive Committee shall abide by the decision reached by this independent person.

13. NaSTA branding shall remain consistent at all times. The name “NaSTA” shall be case sensitive, and shall be written in this manner on all official NaSTA documentation, marketing and communications. The NaSTA logo shall also remain constant and may only be changed with a majority vote at the AGM. The Marketing Officer will be responsible administering any changes proposed to the logo and how it is used in an official capacity.

A: THE LAWS: PREFACE

- 1.** This Constitution supersedes all previous Constitutions.
- 2.** The Regulations of NaSTA shall comprise the Laws, the Rules and the Appendices.
- 3.** All Rules, Appendices and Policies should be interpreted within the framework supplied by the Laws.
- 4.** Throughout this document the definition of the words is the day-to-day meaning in the context in which they are used unless otherwise defined.

B. THE LAWS: STATUS AND TITLE

- 1.** The National Student Television Association does not have any defined legal status, nor is it considered an organisation holding official charitable status under current UK legislation.
- 2.** The Title of the Association shall be “The National Student Television Association (herein after referred to as “NaSTA”)

C. THE LAWS: AIMS AND OBJECTIVES

- 1.** NaSTA is the independent body responsible for providing a recognised and

representative channel of communication between NaSTA's membership and other bodies.

2. NaSTA is dedicated to enhancing, promoting and supporting social, cultural, intellectual and educational activity amongst its members.
3. NaSTA is committed to helping the provision of a broad range of services and facilities geared to anticipate and meet the needs of its members, thus enhancing the overall student television experience.
4. NaSTA will offer support and advice to new student television stations.
5. NaSTA will bring together stations for an annual conference and awards ceremony.
6. To achieve these aims NaSTA will endeavour:
 - i. To be student focused in its outlook.
 - ii. To keep its range and quality of services and activities under active review and development.
 - iii. To actively promote involvement by the membership in the decision making process.
 - iv. To provide opportunity for cultural, social, intellectual and political expression.
 - v. To advance the interests of NaSTA and its members in all appropriate ways.
 - vi. To adopt policies on matters that directly affects the membership or future membership.

D. THE LAWS: POWERS

1. In order to achieve any or all of its aims and objectives but for no other purpose, NaSTA may, alone or with others, do any of the following:
 - i. Establish and administer such services as are deemed necessary to meet the needs and wishes of members and such charges as appropriate for provision of such services.
 - ii. Adopt and implement policies of NaSTA.
 - iii. Co-ordinate the efforts of persons and bodies of all kinds concerned with its members and future members.
 - iv. Negotiate with relevant parties and enter into reciprocal agreements regarding use of facilities by NaSTA members and members of other establishments and external bodies (educational or otherwise).
 - v. Consult with, and make recommendations to, other bodies.
 - vi. Adopt any other course of action in line with the aims and objectives subject to the approval of the appropriate decision making body.

E. THE LAWS: EQUAL OPPORTUNITIES

1. NaSTA is mandated to ensure that no member of NaSTA shall ever harass or discriminate against, or be subject to harassment or discrimination, on the grounds of their age, beliefs, physical status, race, sex, sexual orientation or

any other characteristic, physical, mental or otherwise.

F. THE LAWS: MEMBERSHIP

1. Membership in NaSTA shall be subject to affiliation by a student television station and shall be open to all student television stations in Eire, England, Northern Ireland, Scotland, Wales and associated islands of the UK.

2. Only one television station is permitted to affiliate per academic institution. In the event of two or more stations from a single academic institution attempting to affiliate, the host station, advised by the Exec, shall set the criteria for allowing or refusing affiliation.

3. The host station, having responsibility for organising the affiliation process, shall be obligated to accept station affiliation requests that fulfil the above criteria (1 and 2) unless;

- i. A station is found to still owe monies to NaSTA from a previous year's NaSTA conference (affiliation fees or conference fees), within the last three academic years, and documentary evidence has been produced to prove this.
- ii. If this is proven to be the case, the host station may, at their discretion, refuse the affiliation request from that station.
- iii. If the owed monies are paid in full, then the host station is once again obligated to accept that station's affiliation request.

4. Affiliations shall last for a full calendar year.

5. Member stations may resign their membership at any time in writing to the NaSTA Chair.

6. Student members of affiliated stations have the following rights:

- i. To attend the annual conference and awards.
- ii. To have their programming entered into the awards.
- iii. To propose policies, operational documents and amendments to current policies and operational documents.
- iv. To propose changes to the NaSTA constitution.

7. PaSTA members are defined as non-students who are past members of NaSTA or students who are not members of an affiliated station. PaSTA members shall enjoy the member rights (i), (iii), and (iv).

G. THE LAWS: GOVERNMENT AND ADMINISTRATION

1. Referendums

- i. Provisions shall be made for the holding of referendums on any issue, except disciplinary action, in accordance with the Rules of NaSTA. Referendums shall be the final decision making body of NaSTA.

2. General Meetings

- i. Provisions shall be made for the holding of General Meetings in accordance with the Rules of NaSTA. General Meetings shall

be the final authority in all NaSTA matters, subject only to the decisions of Referendums.

- ii. The Annual General Meeting shall be held at the Annual Awards Conference. The following shall be presented to the Annual General Meeting:
 - i. Annual accounts and Executive minutes
 - ii. Budget
 - iii. Annual plan

3. The Executive Committee

- i. There shall be an Executive Committee, which shall co-ordinate the work of NaSTA and take action between NaSTA general meetings in accordance with the Rules of NaSTA.
- ii. The Executive Committee shall have powers as defined in the Rules of NaSTA.
- iii. The conduct and membership of the Executive Committee shall be determined by the Rules of NaSTA.
- iv. The Executive Committee shall have regular meetings which shall be minuted. These minutes will then be made available to all NaSTA stations at the earliest opportunity.

4. Officers of NaSTA

- i. The Executive Committee shall consist of 4 elected unpaid Officers, and a fifth Officer who will be the representative of the Host station, whose job it is to help coordinate NaSTA and to promote, market and develop NaSTA's interests. The Executive Committee shall also oversee the handover of Hosting station responsibilities and assist with the progress of the Host Station's activities in organising the annual conference.
- ii. All members of the Executive Committee shall be deemed to be student members.
- iii. Any member of NaSTA shall be eligible for election as an Executive Committee Officer provided that they must have participated within an affiliated station within the last 13 months, or be a current member of the Executive Committee.
- iv. No member of the Executive Committee may serve more than two terms of office, either concurrently or split.
- v. There shall be an independent Returning Officer, who shall not be a member of the Executive Committee, and shall be responsible for all NaSTA elections and referendums. The Returning Officer shall be elected at the Annual General Meeting and will remain so for one full calendar year until the completion of the elections of the following year.

5. The Host Station

- i. The host station shall be the station hosting the annual conference, including the Annual General Meeting and award ceremony.
- ii. Each year at the Annual General Meeting stations wishing to host the following conference should make themselves known and present a proposal. A decision should then be made by normal

voting procedure either at the Annual General Meeting or within four weeks after it.

- iii. Hosting will run from the beginning of the summer after the Annual General Meeting of appointment to the Annual General Meeting of the following summer. There will be a handover period commencing after the conference from current hosts to appointed hosts.
- iv. Additionally the host station shall have the following responsibilities:
 - i. To release an agenda for the Annual General Meeting to all affiliate stations at least four weeks prior to the event.
 - ii. To secure appropriate judges for the awards.
 - iii. To determine the entry criteria for each category.
 - iv. To source, with the assistance of the Executive Marketing Officer, sponsorship and funding for the NaSTA Awards Conference.
 - v. To update the NaSTA website and forums with conference news and affiliate information.
 - vi. To carry out the aims and objectives of NaSTA as expressed in the Laws, the Rules and the Appendices.

6. Expenditure

- i. Each member of The Executive may claim subsistence expenses per day spent on official NaSTA business. This shall be determined by the executive committee on an annual basis, in consultation with the membership, communicated by means of finance circulars and reported at the Annual General Meeting.
- ii. No two Officers may claim expenses for a trip undertaken where only one Officer was required.
- iii. Attendance at any meetings, conferences or events which is funded by NaSTA must be sufficiently reported back on to the Executive Committee and, where relevant, to the members.
- iv. In all cases, the Officer who incurs the expense must pay up front, complete a claim form (attaching all the relevant documentation) and then wait to be reimbursed.
- v. All claims forms must be supported by relevant documentation (VAT receipts), and all the fields filled in correctly.
- vi. These guidelines apply to the entire Executive.
- vii. All expenditure claims made by the Executive should be made available to the membership in a secure part of the NaSTA website and reported at the Annual General Meeting.

7. Website

- i. NaSTA shall have a website that shall be the primary means of providing information to persons and organisations outside of NaSTA.
- ii. All Internet domain names, websites and associated online resources that NaSTA owns and manages shall be kept up to date and shall be under constant development.
- iii. A moderated forum shall be provided for members and visitors to aid in communication and online collaboration.
- iv. All officers of NaSTA shall have a NaSTA specific email address

where they can be contacted by members and other interested parties.

- v. The Exec shall decide the hosting services for the website and such online resources as NaSTA undertakes to develop.
- vi. The Exec shall work with the host station to decide what monies shall be allocated for hosting, domain ownership and web design.

8. Elections

- i. Elections for the Executive Officer positions will be held each year at the Annual NaSTA Awards Conference.
- ii. Nominations will open four weeks prior to the Conference, and will run for two weeks, and will close two weeks prior to the conference.
- iii. To be eligible, candidates must be a member of NaSTA and have participated within an affiliated station within the last 13 months, or be a current member of the Executive Committee not having served more than one term.
- iv. Campaigning will begin two weeks prior to the Conference, after the nominations have closed.
- v. Hustings will be held during the annual Conference.
- vi. The Executive will be elected by secret ballot at the annual Conference.
- vii. Executive Officers-Elect shall take office on 1st July in the calendar year in which they were elected.
- viii. The Executive Officer term of office shall run from 1st July to 31st June of the following year.
- ix. No person can hold an Executive position for more than two terms of office, either concurrently or split.
- x. Vacancies on the Executive may be filled by co-option until the next General Meeting where a by-election will be held.
- xi. An Officer may resign in writing to the Chair.
- xii. A Vote of No Confidence against any Officer may be upheld by a two-thirds majority of a General Meeting providing the motion is submitted in accordance with the NaSTA Rules.
- xiii. A motion of censure against any Officer may be proposed at any time during a General Meeting and upheld by a simple majority.
- xiv. Only one successful motion of Censure can be carried against any particular Officer during a General Meeting.
- xv. Should any Officer receive two motions of Censure against them, they shall automatically be considered to have resigned.

9. Amendments to the Constitution.

- i. All amendments to the Laws section of this Constitution shall be made by Referendum only. Rules governing constitutional amendment referendums shall be the same as rules governing other referendums and may be called by the same means. Except, in order for the constitutional amendment to be accepted, the referendum must show a two thirds majority in favour of the amendment, else the amendment shall fall, and the original Constitution shall remain.

- ii. All amendments to this Constitution, except the Laws section, shall be made by the following process:
 - i. A motion or minute at a properly constituted General Meeting may give details of a proposal for constitutional change. This shall be an Annual General Meeting or an Emergency General Meeting.
 - ii. The proposal shall then come to the next properly constituted General Meeting in the form of a motion. This minute shall be debated as any other proposal and require a two-thirds majority of the members present to be passed.
 - iii. Where an amendment is made to the job description or existence of any elected officer. Such amendments shall take effect at the next subsequent election for that officer.

III. THE RULES OF NaSTA

A. THE RULES: REFERENDUM

1. A referendum shall be called by the Executive Committee after the issue has been discussed at a General Meeting upon either:

- i. a resolution of a General Meeting authorising a referendum; or
- ii. upon presentation of a petition signed by Station Managers comprising two thirds of the affiliated station NaSTA membership.

2. General

- i. The wording of questions that shall be put in referendums shall require yes, abstain, or no as the response. The Executive Committee shall determine the wording and shall attempt to make the question as clear, as simple and as unambiguous as possible.
- ii. Referendums shall be conducted under the same regulations as Executive Committee Elections.
- iii. The voting period shall be for the same amount of time as Executive Committee Elections.
- iv. A referendum shall be declared null and void if either:
 - i. the total valid votes cast failed to reach three quarters of the NaSTA's full membership; or
 - ii. a majority of the votes are for abstention.

B. THE RULES: GENERAL MEETINGS

1. Membership

- i. Voting
 - i. Each affiliated station shall be entitled to cast a single vote on any matter that requires a vote.
 - ii. A station manager or member of that station's Executive may cast that station's vote.
 - iii. Any member of NaSTA may cast a station's vote provided that the member has received a written proxy from that station's Executive.

2. Powers of General Meeting

- i. General Meetings shall be the final authority in all matters except where a referendum of the membership has decided otherwise.
- ii. General Meetings shall be empowered to make policy.
- iii. General Meetings shall be empowered to censure officers or remove them from office.
- iv. General Meetings shall be empowered to invite such non-members to attend in a non-voting advisory capacity as they see fit.

3. General

- i. The conduct of business at General Meetings shall be controlled by Standing Orders.
- ii. Quoracy for General Meetings shall be two thirds of the affiliated stations membership, either in person or by proxy.
- iii. Executive Committee Officers shall be responsible for publicising the General Meetings.

4. Annual General Meeting

- i. The Annual General Meeting shall be convened by the Host station over the weekend of the Annual Conference.
- ii. The Annual General Meeting shall have its minutes ratified at the next General Meeting.
- iii. The agenda for the Annual General Meeting shall be:
 - i. Annual Accounts
 - ii. Minutes of all Executive Committee meetings
 - iii. Addition and removal of award categories
 - iv. Determination of the new Host station for the next year
- ii. Executive Committee Officers shall be responsible for publicising the General Meetings.

5. Emergency General Meetings.

- i. An Emergency General Meeting may be called by a petition signed by Station Managers comprising one half of the affiliated stations membership, by the Executive Committee or by the Host station.
- ii. An Emergency General Meeting shall be held within 4 weeks of being called.
- iii. Criteria
 - i. The matter in question has arisen, or has become generally known, since the last General Meeting and which is of so urgent a nature that it cannot be referred to the next scheduled General Meeting and cannot be referred to the Executive Committee.
 - ii. The Emergency General Meeting shall deal with no other matters.
- iv. The decisions of an Emergency General Meeting shall be subject to ratification at the subsequent Ordinary or Annual General Meeting.

C. THE RULES:OFFICERS

a) The Executive Committee

1. All members of the Executive Committee shall be deemed to be student

members.

2. The positions on the Executive Committee will be:

- i. Chair
- ii. Development Officer
- iii. Marketing Officer
- iv. Technical Officer
- v. Host Station Officer

3. The responsibilities of every Executive Officer are:

- i. To attend General and Executive Meetings.
- ii. To present a report of achievement at every General Meeting.
- iii. To communicate their activities to the membership.
- iv. To prepare a report of any external meeting attended within two weeks of attendance.
- v. To prepare, and publish to the members, the minutes of any Executive Committee meeting within two weeks of attendance.
- vi. To declare any Interest or Conflict of Interest to the membership.
- vii. To represent NaSTA in a professional manner.
- viii. To uphold the aims of NaSTA as set out in this constitution, and adhere to any policy documents.
- ix. To cast a vote on any issues arising at Executive committee meetings.

4. The individual responsibilities of the Chair are:

- i. To be the spokesperson for NaSTA.
- ii. To support the other members of the Executive Committee.
- iii. To be responsible for the organisation and chairing of Executive and General meetings.
- iv. To be responsible and accountable for NaSTA's finances.
- v. To work alongside the other Officers to secure the viable long term future of NaSTA.
- vi. To be responsible for overseeing any campaigns or lobbying which NaSTA may undertake from time to time.
- vii. To take overall responsibility for all press and publications issued by NaSTA.

5. The individual responsibilities of the Development Officer are:

- i. To develop a strong 2-way communication with members by welcoming and briefing new members, sending regular members emails, and updating the news section of the website in a timely fashion.
- ii. To be responsible for updating and implementing an annual development plan for NaSTA.
- iii. To offer support and advice to new & existing stations on all aspects of broadcasting and production where requested.
- iv. To produce and update training material of relevance to members.
- v. To oversee the strategic development of online resources for members.
- vi. To assist the host station with all event administration; including

logging the details of NaSTA awards entrants, producing attendee lists for the awards and conference, and proofreading promotional literature.

6. The individual responsibilities of the Marketing Officer are:

- i. To be responsible for communications between NaSTA and other organisations.
- ii. To be ultimately responsible for the direction of the NaSTA Brand.
- iii. To source sponsorship and advertising revenue for NaSTA Events (other than the annual Awards Conference).
- iv. To assist the host station to source sponsorship and advertising revenue for the NaSTA Awards Conference.
- v. To investigate new ways in which NaSTA can raise revenue through advertising, sponsorship, and donations.
- vi. To assist the membership in sourcing sponsorship and marketing revenue.
- vii. To compile an agenda for, and record minutes of, all NaSTA meetings and to distribute them to the Executive Committee in hard copy which must be signed and archived, and then made available on the website.

7. The individual responsibilities of the Technical Officer are:

- i. To maintain the website and facilitate the Host Station with the means and training to update the website with conference news.
- ii. To assist the Development Officer in offering training to stations in all aspects of broadcasting and production where requested.
- iii. To implement solutions for national collaborative projects.
- iv. To facilitate and manage the provision of hosting services for the websites and such online resources as NaSTA undertakes to develop.
- v. To manage the upkeep of any Internet domain names, websites and associated online resources that NaSTA owns and manage and upkeep email aliases for NaSTA.
- vi. To maintain, update and develop the NaSTA website and associated online resources under guidance from the Development Officer.
- vii. To develop and manage a web based membership database which incorporates a public interactive directory of student television stations in the UK, such reporting facilities as are required to manage membership, and the facility to mass email stations or groups of stations easily.

8. The individual responsibilities of the Host Station Executive Officer are:

- i. To regularly report the activities of the Host Station to the Executive Committee.
- ii. To facilitate communication between the Executive Committee and the Host Station.
- iii. This position changes from year to year and is decided within the Host station.

b) Non Executive Officers

1. In addition to their own duties, Non Executive Officers of NaSTA act in an advisory capacity to the Executive Committee, except:

- i. They shall not have a vote in Executive Committee meetings.

2. Non Executive Officers are subject to the same rules for motions of Censure and No Confidence as Executive Officers.

3. The current Non Executive Officers are as follows:

- i. Returning Officer.

4. The individual responsibilities of the Returning Officer are:

- ii. To act as an independent person to oversee the conduct of all NaSTA elections.
- iii. To ensure that the election rules are reasonably interpreted and complied with and to impose sanctions where necessary on breaches of those rules.
- iv. Organise and publicise upcoming NaSTA elections.
- v. To be responsible for, and oversee the count of, all NaSTA elections.
- vi. To be the final arbiter in electoral concerns.
- vii. To independently investigate complaints or any other issues, alongside any Exec investigation, raised from within NaSTA or made by external parties.

D. THE RULES: AWARDS

1. The Awards

- i. The list of awards is included in Appendix 1.
- ii. Any changes to the proposed list of awards must be submitted in writing to the Host station 4 weeks before the Annual Conference.
- iii. The host station may add or remove up to two additional categories from any submitted for the award ceremony of that year.
- iv. These additional categories may be voted onto, or removed from, the permanent list at the Annual General Meeting.
- v. Entries to the awards must conform to the rules and each entry's criteria as set by the host station. These rules should always include:
 - i. The entries must be created by student members of the affiliated station
 - ii. The entries must have been created since previous year's submission deadline.

APPENDIX

A. NaSTA ELECTIONS

1. Responsibility for Elections

- i. All NaSTA elections and referendums shall be the responsibility of an independent Returning Officer, who shall not be a member of the Executive Committee. The Returning Officer shall be elected at

the Annual General Meeting and will remain so for one full year until the completion of the elections of the following year. The Returning Officer shall be required to satisfy him or herself that the elections have been fairly and properly conducted, and without whose certificate any election shall be void.

- ii. Deputy Returning Officer
 - i. Should it be required, there shall be a Deputy Returning Officer for all NaSTA elections. This person shall be appointed by the Returning Officer with the approval of the Executive Committee and cannot be a member of the Executive Committee.

2. Notification of elections.

- i. There shall be at least two weeks notice prior to nominations for Executive Committee Elections.

3. Nominations.

- i. Any student member of NaSTA shall be eligible to stand in these Elections subject to the restrictions in the relevant sections in this Constitution.
- ii. A person nominated who has signified acceptance may withdraw from the election at any time prior to the commencement of polling by communicating his/her withdrawal in writing to the Returning Officer.
- iii. The nomination period for all positions shall be the two-week period between four weeks prior to the Annual Conference till two weeks prior to the Annual Conference.
- iv. All elections conducted by NaSTA shall contain "Re-open Nominations" (RON) on the ballot.
- v. No candidate may be nominated for more than one Executive Committee position in the same set of elections.

3. Hustings

- i. Hustings shall be held for all Executive Committee elections.
- ii. Hustings for all Executive Committee elections shall be held at the Annual Awards Conference.
- iii. Hustings shall not be held at the same time as a General meeting.
- iv. The Returning Officer or Deputy Returning Officer shall chair the Hustings.
- v. All candidates shall be allowed a speech of between three and six minutes as agreed by the Returning Officer. All candidates shall have the same amount of time to speak. Candidates shall speak in the order as on the ballot.
- vi. The format for the hustings:
 - i. Speeches from proposers or seconders
 - ii. Speeches from candidates
 - iii. Questions to all candidates
 - iv. Questions to individual candidates
- vii. The chair of the Hustings may limit the number of questions and use their discretion to ensure that no one candidate receives a

disproportionate number of questions.

8. Manifestos

- i. All candidates in Executive elections should submit a written manifesto and a video manifesto for display on the NaSTA website.

9. Campaigning

- i. Campaigning shall commence from when the nominations close 2 weeks prior to the conference till the closing of the ballots.
- ii. Posters and campaigning shall not be allowed in the voting area whilst voting is taking place.
- iii. All Executive Committee members not actively running in the election are required to remain neutral.
- iv. Campaigning of any kind at the voting area, escorting voters to the ballot box, assisting or influencing the voter in the ballot box area may at the discretion of the Returning Officer, result in disqualification.

10. Voting

- i. All voting shall be conducted using the Standard Transferable Voting System, under the direction of the Returning Officer.
- ii. All affiliated stations shall be entitled to vote in elections.
- iii. Votes shall be recorded only on the official ballot papers and shall be placed in a locked ballot box. The keys to the ballot box shall be kept in a secure location for the duration of the elections. No ballot box shall be opened until all voting in the elections has ceased and the Returning Officer or Deputy is present.
- iv. Ballot papers shall be issued to voters at the ballot box. Ballot papers shall be stamped at the ballot box to validate them. Any ballot paper without a stamp will not be counted.
- v. Each station will be entitled to cast a single vote for each candidate.

11. Counting of votes

- i. The Returning Officer or the Deputy shall be responsible for and shall oversee the count for all NaSTA elections. No count shall begin until:
 - i. The Returning Officer or the Deputy Returning Officer is present.
 - ii. All outstanding issues about the elections have been resolved to the satisfaction of the Returning Officer.
 - iii. The voting is closed.
- ii. All candidates have the right to be present at the count.
- iii. Counting of votes in all elections shall be done under the single transferable vote system.
- iv. When the counting is finished, the Returning Officer or the Deputy Returning Officer shall publish the results of the poll, including the total number of votes cast and the number of spoilt papers.
- v. In the event of a tied vote in any NaSTA election, the candidate with the greatest number of first preferences shall be deemed to be elected. If required, comparisons shall be made at second preferences, third preferences etc. until one candidate has a

majority. Should all rounds result in a tie an additional round of voting will be held to decide the winner between the two tied candidates.

- vi. In the event of RON receiving more votes than any candidate or candidates in an election, nominations shall be reopened and a new election shall be called for the place won by RON and for any places still vacant after the election of RON.

B. STANDING ORDERS

1. General

- i. The Chair of the Executive Committee shall be the chair for all General Meetings and Executive Committee meetings. In the event of the Chair being unable to attend, being removed or standing down, any member of NaSTA may be co-opted by the Executive Committee to replace the Chair.

2. Order of Business

- i. The order of business
 - a. The order of business at NaSTA Meetings shall be:
 1. Minutes of the previous meeting
 2. Declarations of Interest
 3. Matters arising
 4. Reports, minutes and proposals from the Executive Committee
 5. Reports and proposals presented directly to the meeting
 6. Verbal report on NaSTA business
 7. Open questions from members of NaSTA
- ii. The Chair
 - a. The Chair Shall
 1. Have neither a deliberative nor a casting vote.
 2. Ensure that the will of the meeting is upheld in all matters within the constraints of the Constitution.
 3. Not participate in the debate but shall ensure that all remarks are relevant to the debate.
 4. Ensure that there is reasonable debate.
 5. Have the authority to limit discussion.
 6. Have the authority to limit the number and length of speeches.
 7. Ensure that as many different views as possible are heard.
- iii. Minutes
 - a. The Minutes of the previous meeting shall be taken as read, and shall contain only the decisions of that meeting, including the result of a vote, and not the discussion.
- iv. Proposals
 - a. Any member of the NaSTA may put a proposal in writing to a Meeting.
 - b. Any member of the NaSTA may put an amendment to a written proposal, in writing to a NaSTA Meeting.

- c. The Chair shall determine the order of proposals on the agenda subject to their content, according to the following order of precedence:
 - 1. No-confidence
 - 2. Censure
 - 3. Constitutional Amendment
 - 4. NaSTA
- d. Every proposal shall have a proposer, and may have a seconder.
- e. If the proposer is not in attendance, the proposal shall pass to the seconder. If neither the proposer nor the seconder is present, the proposal shall automatically fail.
- v. Rules of debate.
 - a. All proposals and amendments put to a NaSTA Meeting shall be debated by the following procedure:
 - 1. The proposer shall formally propose the agenda item / amendment, and shall have the right to make a speech on the subject. If the proposer is not present, then the duty shall fall to the seconder. If the seconder is not present then the proposal / amendment shall automatically fail.
 - 2. When debating a proposal, the chair shall outline any amendments to the proposal. These shall be taken sequentially in an order decided by the chair. All amendments shall be debated by this procedure, however once proposed, if an amendment is acceptable to the proposer of the original proposal, then the amendment shall be accepted and the main proposal shall be put as amended. If an amendment is debated and accepted, then the proposer of the original proposal shall have the right to withdraw the proposal. After all amendments have been debated, then the debate on the substantive proposal, possibly amended, shall continue.
 - 3. The chair shall then ask if there is anyone present who wishes to hear a debate on the issue. If there is not, then the proposal / amendment shall automatically pass.
 - 4. Otherwise, members of NaSTA shall then have the opportunity to make comments, ask questions and express views. The chair shall ensure that any person present to whom a question is directed has a right of reply.
 - 5. The debate shall continue at the chair's discretion, at which point the chair shall ask if there is anyone present who wishes to oppose the proposal. If so, then a vote shall be held. Otherwise the proposal / amendment shall pass.
- vi. Procedural Motions
 - a. At any time during a debate a member of NaSTA may propose

a procedural motion. These shall be taken by the chair in the order given below, who shall interrupt the meeting to debate the procedural motion and carry out any resulting action. The meeting shall then return to the appropriate point in the order of business. Procedural motions shall be debated using the rules of debate for NaSTA Meetings, except that there shall be no amendments to a procedural motion. For any procedural motion concerning the chair, the chair shall cede the chair for the duration of the debate.

1. No-confidence in the chair for the rest of the meeting.
 2. A challenge to the chair's ruling.
 3. A motion for a temporary chair.
 4. That the matter be put to the vote.
 5. That a recount be held.
 6. That the order of business be changed.
 7. That the Meeting to close or be adjourned to a specific time and place.
- b. All procedural motions shall require a simple majority to be carried, except for a procedural motion of no confidence in the chair, which shall require a two-thirds majority.
- vii. Rulings from the Chair.
- a. At any point in the meeting the chair may make a ruling on an issue.
 - b. Any member of NaSTA may at any point in the meeting ask the chair to make a ruling. Such a demand must relate specifically to the conduct of debate at that time and must contain no argument.
 - c. Demands for a ruling from the chair may not be made during the act of voting, except if the issue directly relates to the conduct of the vote.
 - d. At all times demands for a ruling from the chair shall have precedence over other business.
- viii. Censure or No-Confidence of an elected post-holder.
- a. A written proposal to a NaSTA Meeting may call for a person holding a post defined in this Constitution to be censured or no-confidenced. That person shall have the right to submit a written defence to the meeting in question.
 - b. A proposal of censure or no-confidence shall require a two-thirds majority to be passed.
 - c. Should a proposal of censure or no-confidence be passed, then the chair shall write to the person concerned, conveying to them the decision of the meeting.
 - d. Should a proposal of no-confidence be passed, then the person concerned shall be immediately removed from office and their position shall become vacant.