

The equipment we have in the station is very expensive, and we allow presenters & volunteers to use this with little financial reward. These By-Laws have been put in place by the Board of Management to make all members aware of the responsibilities you have whilst in the station or performing duties on behalf of the 5GTRFM. These by-laws work in with the Policies and Procedures booklet given to all presenters / volunteers upon becoming a member.

1. Station equipment is only to be used for its intended purpose.
2. Outside distractions proving to be a hindrance to a volunteer or staff member performing his/her duties shall be removed.
3. Illicit drugs and alcohol are not to be brought into the station.
4. All items that are the property of South East Community Access Radio Inc. must remain in the station. Should they be removed without permission from Management will be considered stolen.
5. Active members will be awarded a ten year service certificate after 10 years of service.
6. Life membership will be awarded to an individual by the board so long as the recipient has been nominated for life membership by another member and the board considers the supporting resume justifies the award being made. Life members are not required to pay membership, but may if they wish to do so.
7. The station attendance book (in the front foyer) is to be legibly filled in by every person that enters the station (foyer excluded), with the date, time & reason for entry. (This includes full names of any non-members)
8. All presenters are to fill in running sheets (these to be filled out with your name, program, date and time of program must be completed on all running sheets) and placed in the tray provided in the on-air studio. The studio log book is to be filled in with your name, program and time prior to the conclusion of your program.
9. Notices placed around the station are to be read by all presenters.
10. Any damage you may do to equipment must be reported immediately via the Incident Report Form.
11. No notices or letters are to be sent or placed in the community without the approval of the board of management or Station Manager / Coordinator. All persons wishing to visit businesses to drop off promotional material will be required to have a letter from the station, and wear a name badge and appropriate uniform as identification.
12. The minimum age for a person to be on air is fifteen, unless otherwise authorized by the board of management, or station manager / coordinator.
13. Any person entering the building after hours is required to press the door light to gain entry.
14. The Front Foyer & Rear External doors are to remain locked after hours for presenter & property safety & security.
15. Animals are only permitted in the building with approval from the board of management,
16. On-air announcer to play a minimum of 30% Australian Music Content during their programme.
17. All items contained in the 5GTRFM Code of Conduct and Membership Agreement will be adhered to.

Penalty for breaching the above by-laws.

The Board of Management has set in place a penalty for the breach of any of the above by-laws. The board sees that failure to comply with them shows that you do not appreciate the facilities & equipment that we allow you to use. If the equipment or station is put in jeopardy by your lack of appreciation all members, sponsors, listeners and the community lose out. Breach of the above By-laws, will see the following apply:

- A letter will be issued to any breach of the above and that person will be issued with a strike. Three strikes will see your privileges removed. The strikes can be reduced should you make a considerable off-air contribution or over time. This will be at the descretion of the Board of Management. Should you believe you have been unfairly dealt a strike you may write to the Board of Management for further information to be considered.
- Immediate termination of Membership will occur should you breach the above rules: 3 & 4.

**Please note: The Board of Management of South East Community Access radio Inc. has the right to add or change these by-laws and penalties as it deems fit without individual written notification to an individual.*