



*Playing The Music That You Want To Hear*  
**945 & 1350mw and Patientline Channel 6**

Patrons: The Mayor of Rotherham & Dr Denis MacShane MP

# **Membership Application Pack**

*www.radionightingale.org.uk*

Radio Nightingale, Rotherham District General Hospital, Moorgate Road, Rotherham, S60 2UD.

Tel: (01709) 304244 Fax: (01709) 304718 Email: [admin@radionightingale.org.uk](mailto:admin@radionightingale.org.uk)

Registered Charity Number 507941

# Hospital Radio

All over the UK, patients can hear music, news and information from their local hospital radio service. Hospital radio aims to provide comfort and entertainment to patients in hospital with a special mix of music and chat. The service also keeps patients in touch with their family and friends with music requests and local news items.

All hospital stations are run entirely by volunteers. There are no paid staff and no regular income from the NHS or other Government sources.

The biggest reward for a hospital radio volunteer is a letter from a patient who says thank you for keeping them company at a difficult time. Thanks to new technology, more and more stations are now keeping their special service on air for 24 hours a day.

## **What's involved in being a volunteer in hospital radio?**

We provide a special service to hospital patients, but it's not just about presenting programmes! Keeping the station running takes a lot of work, volunteers are expected to help with a range of the jobs involved. That includes ward visiting and request collecting, fundraising activities and cleaning the studio, as well as operating the studio equipment and presenting programmes.

## **What skills do I need?**

You should be able to communicate well in English, it helps if you are outgoing and enjoy meeting people, especially for collecting requests on the wards or fundraising. You don't need expert knowledge of music nor any technical expertise - most important is a willingness to learn.

## **Do I have to go on air?**

Most members want to be involved in programmes, but you won't be forced to speak on air if you don't want to! You'll be equally welcome if you just want to visit the wards, chat to the patients and collect requests, or if you just want to do the technical side.

## **How much time will I have to give?**

You'll be expected to make a regular commitment, such as one evening a week. Plus there may be fundraising events or outside broadcasts at weekends (because stations are run by volunteers, most activities happen in the evenings or at weekends). Presenting a show doesn't just mean turning up at the studio and going on air - it means visiting the wards to collect requests, finding the records in the library, doing the programme, and putting everything away afterwards.

## **Is there an age limit?**

Yes, our volunteers must be at least 18 years old.

**What will is cost?**

Annual membership is £20 (£10 for unwaged and retired). You'll have to pay for your own travel to get to the studio and events.

**Are there any reason why I might not be accepted?**

Patients in hospital are vulnerable people, so we need measures to protect them. We will ask you for references and details of any criminal convictions.

**What training is there?**

It varies depending on what you want to do, but you should first visit the wards with a more experienced member. Then as you move on, you will get an introduction to presenting and a technical course for the equipment and even people who have done hospital, student or professional broadcasting before are expected to take it!

**Will hospital broadcasting help my career?**

Any voluntary work can be put on your CV to impress a future employer (and that applies to any job, not just the media), but nothing is guaranteed and for every one who's gone on into a job there are hundreds who haven't. Remember too that hospital stations exist to benefit the patients; not as a training academy for would be journalists and presenters! However, it's all good experience - many professional broadcasters started in hospital stations and we'll be happy to share our skills with you as long as you support a range of station activities.

## **Application Process**

On receipt of your completed application form you will be contacted to arrange a convenient time for your initial interview. This will take place at the Radio Nightingale studios and will involve at least two senior members of the station.

This interview gives us a chance to get to know you and what you want to do for Radio Nightingale and also gives you the opportunity to see a little more of what is involved and ask any questions you may have before commencing our induction programme. If at the end of the initial interview you want to move on and we are happy for you to do so we will contact your referees and while awaiting their response you will follow our induction programme.

Once two satisfactory references have been received and you have completed the induction you will be invited to attend a full Executive Committee meeting where your progress so far and intentions will be reviewed. If all parties are satisfied then you will become a “provisional” member and it is at this stage that we ask you to pay your annual membership subscription.

Your first six months at the station are a period of continual training, introducing you to all the aspects of our work and you will be expected to be involved on a regular basis.

After six months if the Executive Committee are happy that you have been actively and usefully involved in the stations activities you will become a “full” member. This means that you will be eligible to vote at quarterly members meetings and may be given a position of responsibility within the organisation. It is essential though that the involvement throughout your probationary six months is sustained after achieving full membership status. On becoming a full member you are also eligible to undertake training to become a presenter if you so wish.

The remaining optional stage of membership is to become a member of the Executive Committee. The Committee consists of six people who are elected at Annual General Meetings for a period of two years. To stand for a position on the Executive Committee you must have been a member for at least one full year.

## **What will I be expected to do?**

There are a wide variety of jobs to be completed in order for Radio Nightingale to run efficiently. Volunteers can participate in as many tasks as they have time to do and training is provided in all areas.

Some of the main areas of work are listed below with details of what jobs are encompassed and the skills and qualities required of volunteers who wish to assist.

### **Request service**

As the radio service for the Rotherham District General Hospital our remit is obviously to entertain the

patients. Our Mission Statement states that we should provide interactive broadcasts and the main way this is done is through requests and all programmes on Radio Nightingale will feature some requests.

Requests are collected by Ward Visits, through Patientline and by the Request Desk.

Volunteers visit patients on the wards on a daily basis to collect requests for the day's programmes. Ward Visitors will need to have an out-going personality but be sensitive to the environment in which they are working and a good knowledge of music is advantageous as requests often come in the form of "you know the song that goes da de da de"!

Patientline is an independent company within the hospital providing television, telephone and radio to all patients. The radio is a free service and Radio Nightingale is one of the stations carried by the Patientline system. Requests can be telephoned free of charge from Patientline but the service needs constant publicity to ensure that all patients passing through the hospital are aware of the service and as most people only stay between one and three nights there is a high turnover. Ward Visitors are mainly responsible for this publicity.

A Request Desk is operated, mainly on week day evenings, during visiting times to allow visitors to make dedications to the patient they are visiting and the same skills and qualities of a Ward Visitor apply.

The requests collected by all three means are collated weekly by the Request Chart Researcher to form the Radio Nightingale Request Chart which is broadcast during one of the live programmes. The Request Chart Researcher will need to attend the studio regularly and be thorough and precise in their work. A knowledge of music and some computing skills would be advantageous.

All tasks within the Request Service are overseen by the Request Service Co-ordinator who is responsible for arranging ward visiting schedules, providing training to new volunteers and monitoring standards of performance within the team. The Request Service Co-ordinator is a senior role within Radio Nightingale and experience of having worked as part of the request service team, involvement in other areas of work and sustained commitment through regular attendance is required before a volunteer can take on this role.

## **Fundraising**

Radio Nightingale is a registered charity and contrary to most peoples assumptions is not financially supported by the NHS Trust. All funds to run the service are raised by volunteers, a huge task which requires constant work. The senior role in fundraising is the Fundraising Development Officer who oversees the legal compliance of all activities.

All members are expected to take part in fundraising activities. A variety of activities take place throughout the year with raffles, sponsored broadcasts and collections to name a few.

## **Behind the scenes broadcasting**

Programmes are not solely about the actual live broadcast time, there are a team of people involved in making resources available to presenters. Each area of behind the scenes broadcasting has a senior role to oversee the work and assistants to ease the load.

All radio programmes feature at some stage promotional jingles, these are created by the Production team. The Production Co-ordinator is responsible for ensuring all jingles adhere to the appropriate regulations and are produced in "house-style". The Co-ordinator and assistants need to have clear speaking voices, good technical knowledge, be creative and have the patience of a saint (take 362!). A knowledge of computers and music is useful for working with the off-air sustaining service.

The Technical team look after the all the equipment in the studios, ensuring that it is well maintained, that appropriate people are trained in operating equipment and carrying out any repairs. The Technical Co-ordinator has the thankless task of being on-call 24 hours a day to emergencies in the studio.

All programmes feature at least some music and while most presenters bring with them a stock of their own CD's we have an extensive music library which is catalogued on computer to find requested tracks. The Library Co-ordinator (and Assistant) is responsible for inputting new music onto the computer, maintaining the computer system to ensure that volunteers can get the best out of it and keeping good order in the library itself. Essential requirements to this post are a good knowledge of computers and music.

## **Broadcasting**

Of course to provide the entertainment to the patients as we strive to do Presenters are an essential role within the organisation - however it must be remembered that all the other jobs need doing too! Presenters need to have shown a regular commitment to the station over a period of time and will be expected to assist in other areas of work outside of their programme time. Presenters will undergo an extensive period of training before going live on-air as there are many regulations which apply. A clear speaking voice, knowledge of music or particular subject (i.e. sport) and common sense are essential requirements.

To bring an extra element to programmes, the News Team provide regular bulletins throughout live programmes. The News Service Co-ordinator is responsible for arranging schedules, providing training to new volunteers and monitoring standards of performance within the team. News readers will need a good standard of English, a clear speaking voice and computing skills are useful.

All elements of broadcasting are overseen by the Programme Controller (who is usually also the Station Manager).

Perhaps the most unpopular person in Radio Nightingale is the Service Evaluation Co-ordinator, who collects opinions from the listeners on the service we provide, collates this information and make suggestions to the Programme Controller as to how we can improve. Evaluations take place on a quarterly basis and volunteers involved will need some computing skills, an out-going personality and broad shoulders!

***An extract from a speech made at an Access Radio Seminar (2001) by GWR's Ralph Bernard which shows just why a Hospital Radio service is so important.***

'Almost thirty years ago now I was a young volunteer on a hospital radio station in London. This radio station was using the desk of an old pirate ship, Radio Veronica. The desk had potentiometers which were big knobs which were turned round left or right in the way we use faders up and down today.

Unfortunately the pots were a bit dodgy - and sometimes sound would break through even when they were turned down to the maximum. An unfortunate off air aside broke through on air and was heard by the people in charge at the hospital and the station was taken off air for a week whilst we desperately apologised.

When we got back on air we decided that enough was enough and we wanted to change the desk for a new one. It was going to cost about a thousand pounds and we couldn't afford it. I proposed that we should do a 72 hour marathon broadcast and get support from our friends and businesses for donations for each hour broadcast. 72 hours was unheard of in those days. The only broadcasts beyond midnight were on Radio Luxembourg and they were a bit flaky. I organised the shifts and did quite a few unsociable hours myself. The whole thing was due to finish at midnight on the third day. I was due to finish it. Now what you must remember is that although we had quite a few listeners in the hospital at certain times, there was probably no-one listening at other times. So it was enormously tempting when the old desk finally gave up the ghost and blew up with five hours to go to say "well no one will be listening let's pretend we finished it and get the money anyway". But something of the challenge remained with me and I didn't say that. Instead I called the only engineer and he rushed out and spent no less than six hours repairing the desk. So at one a.m. in the morning I began broadcasting again. I scheduled myself to finish at 6a.m. in order to claim 72 hours of broadcasting and our money. On I went with my show knowing that not a soul was listening.

As you can imagine I was pretty tired by this time. But as I was winding up with just fifteen minutes to go the studio door opened and a rather breathless nurse came in. She begged me not to stop and asked me to carry on for as long as I could. She asked me to keep saying hello to Julia and to talk to her because she was listening and was quite ill. The nurse would come back later.

And so I did. I broadcast for another three hours - just to Julia. At nine a.m. the nurse came back and said it's OK you can stop now Julia has gone. She's dead. But she loved every minute and thank you so much for helping her through her last few hours. Julia was a very old lady of over 90 who I'd never met. She was lying in bed with her headphones on - because that was the only way to receive our programmes - listening to me because there was nothing else to listen to when she started listening at two in the morning. I was talking to Julia for seven hours before she died. I remember talking about myself, my thoughts, my aspirations, the world outside - almost anything to fill the time between records. I remember asking her about her family, her life outside hospital and trying to imagine who it was I was talking to. This lady had lived through the first and second world wars, who was 30 before radio was even invented, had spent her last seven hours on earth listening to a radio broadcast by me - just to her.

If anyone tells you radio isn't personal perhaps you'd like to think of that. Because it has had a profound effect on me throughout my broadcasting career. I never, ever think that broadcasting to a small audience is irrelevant.

## **Constitution**

amended on 12.04.2001

A. NAME

1) The name of the Association is Rotherham Hospital's Radio Service (Radio Nightingale)

## B. ADMINISTRATION

- 1) Subject to the matters set out below the charity and its property shall be administered and managed in accordance with this Constitution by members of the Executive Committee constituted by Clause G of this Constitution (“the Executive Committee”)

## C. OBJECTS

- 1) The objectives of the organisation are to inform, educate and relieve sickness, infirmity and/or old age amongst the persons living in Rotherham and the surrounding area, by providing a local broadcasting service for hospitals, hospices, old persons’ homes and/or similar institutions, and wherever possible, providing a similar service to the local community to assist patients receiving “Care in the Community”.
- 2) In furtherance of these objectives the Charity shall:
  - i) provide regular programmes of interest and relevance to the local community within the transmission area
  - ii) make these programmes available to similar establishments and/or organisations, if appropriate
  - iii) provide a “messenger service” and co-operate with other organisations providing a similar service locally, nationally and/or internationally.
  - iv) join, and maintain membership of the National Association of Hospital Broadcasting Organisations (known as the Hospital Broadcasting Association)

## D. POWERS

- 1) In furtherance of these objectives, but not otherwise, the Executive Committee may exercise the following powers:
  - i) power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
  - ii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives and similar charitable purposes and to exchange information and advice with them;
  - iii) power to establish or support any charitable trusts, associations or institutions formed for all or any part of the objects;
  - iv) power to appoint and constitute such advisory committees as the Executive Committee may think fit;
  - v) power to employ such staff (who shall not be part of the Executive Committee) as are necessary for the proper pursuit of the objects;
  - vi) power to do all such other lawful things as are necessary for the achievement of the objects.

## E. MEMBERSHIP

1. Membership of the Charity shall be open to anyone over the age of 18 years interested in furthering the objects and who has paid the annual subscription laid down from time to time by the Executive Committee.
  - 1a) Temporary membership shall be available to persons under the age of 18 who are taking part in a work experience placement. These members shall not have the power to vote
- 2) Subscriptions shall be due on 1st April each year, and any person who has failed to pay by 31st October following, other than one joining after that date shall no longer be a member.
3. Every active full member (served Radio Nightingale regularly over the preceding 12 months (or the relevant period for new members)) shall have one vote
- 4) Application for membership must be in writing and approved by the Executive Committee
- 5) The Executive Committee has the power to offer honorary membership to any person it considers to be worthy.
- 6) The Executive Committee shall invite a person to be honorary president, and may invite individual benefactors to become patrons.
- 7) The Executive Committee shall invite a person to act as President who will chair the Annual General Meeting. This person shall act as President for a period of two years and shall be eligible for re-nomination.
- 8) The Honorary Officers may suspend a member on grounds of action prejudicial to the interests of the charity. The notification of suspension must be made in writing, together with details of the members’ right to be heard by the Executive Committee prior to that final decision.
- 9) The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made. This meeting must be held within 28 days.
- 10) Members shall be required to give four weeks notice of their intention to terminate their membership wherever possible.

## F. HONORARY OFFICERS

- 1) At the Annual General Meeting of the organisation the members shall elect from amongst themselves, a Chairman of the Executive Committee, Secretary and Treasurer, who shall hold office from the conclusion of that meeting, for a period of two years. Not all honorary officers shall retire at each Annual General Meeting

## G. EXECUTIVE COMMITTEE

- 1) The Executive Committee shall consist of six members, to be elected three at a time at alternate annual general meetings.
- 2) Only members who have served Radio Nightingale for at least one year may stand for a position on the Executive Committee
- 3) The Executive Committee shall consist of the honorary officers as defined in Clause F of this Constitution and three others as appropriate. They shall be eligible for re-election.
- 4) The duty of the Chairman shall be to conduct all meetings in accordance with the rules of procedure.
- 5) The Executive Committee shall be responsible for the appointment of an auditor, who should be an accountant
- 6) The Secretary shall conduct the administration of the organisation, and be responsible for all official correspondence, the convening of meetings at the direction of the Chairman, and the preparation of minutes of all meetings.
- 7) The term of office for all members of the Executive Committee shall be two years. Should any member resign from the Executive Committee during their term of office, another member will be elected at an ordinary general meeting to complete the resigning members term of office.
- 8) No person shall be entitled to act as a member of the Executive Committee whether on a first or subsequent entry into office until after signing in

the minute book of the Executive Committee a declaration of acceptance, willingness and eligibility to act in the trusts of Radio Nightingale.

- 9) The Executive Committee shall be empowered to co-opt members to positions until their recommendations are accepted or rejected at the next Ordinary General Meeting. The Executive Committee shall also be empowered to co-opt members to sub-committees until elections can duly take place.

#### H. DETERMINATION OF MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- 1) A member of the Executive Committee shall cease to hold office if he or she:
  - i) is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision)
    - ii. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
  - iii) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolves that his or her office be vacated
  - iv) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

#### I. EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

- 1) No member of the Executive Committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

#### J. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- 1) The Executive Committee shall hold at least six meetings each year. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days notice being given to other members of the Executive Committee of the matters to be discussed but if matters include appointment of a co-opted member then not less than 21 days' notice must be given.
- 2) The Chairman shall act as the Chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be Chairman of the meeting before any other business is transacted.
- 3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at the meeting.
- 4) Every matter shall be determined by a majority vote of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 5) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at the meeting of the Executive Committee and any sub-committee.
- 6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.
- 7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

#### K. STATION MANAGER

- 1) The Station Manager shall be Head of Department but shall not be a member of the Executive Committee. S/he shall normally be the first point of contact for the Hospital Management and members of the organisation.
- 2) The Station Manager shall be appointed by the Executive Committee and shall serve for a period of two years. S/he is eligible for re-appointment
- 3) The Station Manager shall have the power to suspend any member on grounds of action prejudicial to the interests of the organisation. Final decision regarding the continuation of membership of any individual so suspended will be made by the Executive Committee.
  4. The Station Manager shall only be removed from office on a vote of 'No Confidence' carried by a simple majority of members present and voting at an Extraordinary General Meeting called for that purpose.
  5. The Station Manager shall make regular reports on his/her activities to the Executive Committee.

#### L. RECEIPTS AND EXPENDITURE

- 1) The funds of the Charity, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- 2) The funds belonging to the Charity shall be applied only in furthering the objects.

#### M. ACCOUNTS

- 1) The Treasurer shall, on behalf of the Executive Committee, ensure that the organisation complies with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of the Act) with regard to:
  - i) the keeping of accounting records for the organisation
  - ii) the preparation of annual statements of account for the organisation
  - iii) the transmission of the statements of account of the organisation to the Charity Commissioners
- 2) The financial year of the organisation shall be from 1st April to 31st March.

#### N. ANNUAL REPORT

- 1) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

#### O. ANNUAL RETURN

- 1) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

#### P. ANNUAL GENERAL MEETING

- 1) There shall be an annual general meeting of the organisation, which shall be held in the month of April in each year, or as soon as practicable thereafter.
- 2) The Executive Committee shall call every annual general meeting. The Secretary shall give at least 21 days' notice of the annual general meeting to all members of the organisation. All full active members (as defined in Clause E of this Constitution) of the organisation shall be entitled to attend and vote at the meeting.
- 3) The President of the organisation shall chair the annual general meeting, in his or her absence a Chairman will be nominated from those present before any other business is transacted.
- 4) The Executive Committee shall present to each annual general meeting the report and accounts of the charity for the preceding financial year.
- 5) Nominations for election to the Executive Committee must be made by members of the organisation in writing and must be in the hands of the Secretary of the Executive Committee at least 10 days before the annual general meeting. Should nominations exceed vacancies, election shall be by secret ballot.

#### Q. ORDINARY GENERAL MEETINGS

1. Ordinary General Meetings of the organisation shall be held quarterly or more frequently as required.

#### R. EXTRAORDINARY GENERAL MEETINGS

- 1) The Executive Committee may call an extraordinary general meeting at any time. If at least four members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 day's notice must be given. The notice must state the business to be discussed.

#### S. PROCEDURES AT ALL MEETINGS

- 1) The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every meeting of the organisation
- 2) There shall be a quorum when at least four members of the organisation are present at any general meeting.

#### T. NOTICES

- 1) Any notice required to be served on any member of the Charity shall be in writing and shall be served by the Secretary on behalf of the Executive Committee on any member either personally or by sending it through the post in a prepaid envelope addressed to such member at his or her last known address in the United Kingdom, and any letter so sent will be deemed to have been received within 10 days of posting.

#### U. RULES OF PROCEDURE

- 1) The Executive Committee may from time to time make such rules as they deem necessary or expedient or convenient for the proper conduct and management of the Charity. These rules will be binding on all members.
- 2) No rule shall be inconsistent with, or shall affect or repeal anything contained in this Constitution.

#### V. ALTERATIONS TO THE CONSTITUTION

- 1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at an Annual General Meeting, or Extraordinary General Meeting. The notice of the meeting must include notice of the resolution, setting out the terms of, and the reasons for the alteration proposed.
- 2) No amendment may be made to Clause A, Clause I, Clause W or this clause without the prior consent in writing of the Commissioners.
- 3) No amendment may be made which would have the effect of making the Charity cease to be a charity in law.
- 4) The Executive Committee must send to the Commissioners a copy of any amendment made under this clause within 21 days of the change.

#### W. DISSOLUTION

1. If the Executive Committee decides that it is necessary or advisable to dissolve the Charity, it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realize any assets on behalf of the Charity. Any assets remaining after the satisfaction of all proper debts and liabilities shall be transferred or given to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine, or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement for the final accounting period of the Charity must be sent to the Commissioners.