

Bye-Law 13

Student Media

1. Introduction and Definitions

1.1 Definitions

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| 1.1.1 | "Student Media" | Publications, broadcasts, print and digital media funded by the Queen Mary, University of London Students' Union. |
| 1.1.2 | "Outlet or Student Media Outlet" | Student groups formed with the sole aim of producing student media. |
| 1.1.3 | "Student Group" | Societies, sports clubs, volunteering groups and outlets that have received a grant to fund student media. |
| 1.1.4 | "Media Staff Member" | A member of Union staff responsible for supporting student media. |

1.2 Student Media Aims

- 1.2.1 To provide opportunities for members to build media skills and experience.
- 1.2.2 To contribute to a college community and enhance the student experience.
- 1.2.3 To inform and entertain students and other stakeholders at Queen Mary, University of London.

2.0 Roles and Responsibilities

2.1 Managing Editors

- 2.1.1 Each student media shall have a Managing Editor.
- 2.1.2 Managing Editors shall:
 - (i) Be responsible for the content of their student media.
 - (ii) Be responsible for producing a media plan for their student media.
 - (iii) Allocate duties and responsibilities to, and provide support for, editors and other post holders.
 - (iv) Hold regular meetings with editors and other post holders to review and prepare new content.
 - (v) Be responsible for ensuring their student media complies with the Union's Articles of Association, bye-laws and policies.
 - (vi) Ensure all contributors have paid subscription fees where it is charged.
 - (vii) Convene general meetings when requested.
 - (viii) Be the main point of contact for their student media for the Union.

- (ix) Authorise the withdrawal of expenditure from the student media subs and grant account.

2.2 **Deputy Managing Editors**

- 2.2.1 Each student media shall have a Deputy Managing Editor.
- 2.2.2 Deputy Editors shall undertake the duties of Managing Editor in the event of the Managing Editor's resignation or removal.

2.3 **Elections and Appointments**

- 2.3.1 Managing Editors shall be elected at the student group's Annual General Meeting.
- 2.3.2 Editors and other post holders will be appointed by a panel consisting of the relevant Managing Editor and two members of the student group elected at the student group's Annual General Meeting.
- 2.3.3 The process and timetable for appointing editors and other post holders shall be agreed at the Annual General Meeting.
- 2.3.4 All contributors have to be full members of the Union and the relevant student group. The Executive Committee may permit exceptions to this rule in exceptional circumstances.

2.4 **Resignation and Removal**

- 2.4.1 Managing Editors shall be removed if:
 - (i) They resign;
 - (ii) They are no longer a member of the Union;
 - (iii) They are no longer a member of the relevant student group;
 - (iv) They violate the Union's Articles of Association, bye-laws or policies;
 - (v) They lose a motion of no-confidence passed by a two-thirds majority at a student group general meeting.
- 2.4.2 The Deputy Managing Editors shall convene the general meeting when a motion of no-confidence has been submitted.
- 2.4.3 Editors and other post holders shall be removed if:
 - (i) They resign;
 - (ii) They are no longer a member of the Union;
 - (iii) They are no longer a member of the relevant student group;
 - (iv) They violate the Union's Articles of Association, bye-laws or policies;
 - (v) They lose a motion of no-confidence passed by a two-thirds majority at a student group general meeting.
 - (vi) Managing Editors have proven to the Student Media Officer and media staff member they have not fulfilled requested duties and responsibilities. Removed editors and other post holders can appeal this decision by submitting a motion to a student group general meeting who shall choose to overturn or uphold the decision of the Managing Editor.

3.0 **Development and Support**

3.1 **Training**

- 3.1.1 The Union will provide a training programme throughout the year that will provide members with relevant skills required to produce student media.
- 3.1.2 Managing Editors and all editors considered appropriate by the media staff member will attend training on checking for libel and slander.

3.2 **Media Plan**

- 3.2.1 All Student Media outlets shall produce a media plan that shall include a plan for:
 - (i) Recruiting new members;
 - (ii) Retaining members and enhancing the student experience;
 - (iii) The committee and editorial structure.
 - (iv) Training members;
 - (v) Producing and promoting student media;
 - (vi) Sourcing advertising and sponsorship;
 - (vii) Equipment purchases.
- 3.2.2 The media staff member shall be responsible for developing the process for producing media plans.
- 3.2.3 Media plans will be reviewed at the end of each semester.
- 3.2.4 The Student Media Officer and media staff member will support Managing Editors to deliver their media plans.

4.0 **Student Media Outlet General Meetings**

- 4.1 All outlets are required to have at least one General Meeting a year, to be known as their Annual General Meeting (AGM). The AGM will normally take place towards the end of the academic year.
- 4.2 The meeting should be chaired by the Managing Editor or their nominee in the case that the Managing Editor is running for re-election.
- 4.3 The meeting will have a quorum of fifty per cent of all members. The outlet may act on the basis of a decision made at an in-quorate meeting subject to ratification by the Student Media Officer or media staff member, until such time as a quorate meeting rules to the contrary.
- 4.4 Student Media Outlets shall use the Student Media Outlet AGM Terms of Reference as seen in Appendix I.
- 4.5 **Calling an Annual General Meeting**
 - 4.5.1 Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.

4.5.2 Any agenda items must be submitted to the Managing Editor or their nominee at least two working days prior to the meeting taking place.

4.5.3 The agenda must be publicised for at least one working day prior to the start of the meeting.

4.6 **Extraordinary General Meetings**

4.6.1 An Extraordinary meeting may be called by outlet members, provided that they present the Managing Editor with a petition of names amounting to one third 1/3 the outlet's membership and that the rules of the timing of the meeting, as above, are observed.

5.0 **Content**

5.1 **Copyright**

5.1.1 All publications and branding are the exclusive copyright of the Union.

5.1.2 The copyright of the content belongs to the creator.

5.2 **Distribution**

5.2.1 The Executive Committee can choose to withdraw content on the advice of the media staff member if a publication if it is considered to causes major offence or breach the law or parts of this bye-law.

5.2.2 Managing Editors can appeal this decision by submitting a request in writing to the Deputy Chair of the Board of Trustees who shall choose overturn or uphold the decision of the Executive Committee.

5.3 **Quality and Compliance**

5.3.1 All content shall be representative, factual and balanced.

5.3.2 Student Media is bound by the Union's Articles of Association, bye-Laws and policies.

5.3.3 Content must not express a preference for any candidate in Union elections.

5.4 **Editorial Independence**

5.4.1 Managing Editors shall determine content as long as it is within the terms outlined in this Bye-Law.

6.0 **Finance**

6.1 **Student Media Subscriptions**

6.1.1 When members join an outlet their purchase for subscription will be credited to the outlet's subs account.

6.1.2 The Union recommends outlets charge £5 for subscription fees. Outlet subscription fees are subject to VAT.

6.1.3 An outlet's standard subscription fee shall be set before the beginning of the financial year (1 August) and should not change midway through the financial year. However, outlets can create as many different types of additional memberships as they wish throughout the year.

6.1.4 The Union will not accept payments for outlet subscriptions made on behalf of other members.

6.2 **Advertising and Sponsorship**

- 6.2.1 Advertising and sponsorship contracts should not conflict with The Union's Articles of Association, bye-laws or policies.
- 6.2.2 The media staff member will support student media in sourcing advertising and sponsorship by providing contract templates and guidelines for charges.
- 6.2.3 All other income for an outlet, from whatever source, must be paid into the Union as soon after receipt as possible where it will be credited to the outlet's subs account. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Managing Editor's records.

6.3 **Grants**

- 6.3.1 The Union will make a general allocation for student media in the context of the Union's overall budget and finances. Grant allocations can only be spent on that which benefits members.
- 6.3.2 Out of the general allocation individual Grants will be allocated to specific student groups to fund student media by the Student Media Funding Committee subject to a bidding process.
- 6.3.3 Bids can be placed by student groups for money in the form of a grant to fund associated expenses. Student groups must complete the media plan to clearly explain the purpose the money is needed for and the amount. The process will be managed by the media staff member.
- 6.3.4 Grants will normally be allocated annually and within two weeks of the Union's budget for the financial year being approved by the Board of Trustees.
- 6.3.5 Media plans will be reviewed by the Student Media Funding Committee with support from the media staff member.
- 6.3.6 Student Media Funding Committee members must express any conflicts of interest when assessing media plans.
- 6.3.7 The Union will provide guidance on matters taken into consideration on the allocation of Grants.
- 6.3.8 No Grant allocations will be made for:
 - (i) Alcoholic drinks.
 - (ii) Bids for food and soft drinks, except for certain circumstances where they may be considered for small scale self-organised events.
 - (iii) Retrospective bids.
 - (iv) Donations or affiliations to either a charity or a political body.
 - (v) Ultra Vires spending.
- 6.3.9 Monies granted are only to be used for the purpose for which they were requested. Student groups that receive a grant will make their orders through the Union or be asked to evidence how they spent the money through receipts and an evaluation form.
- 6.3.10 All unspent grant monies shall be returned to the Union at the end of each financial year (31 July), unless otherwise agreed.
- 6.3.11 If an outlet is left dormant for two years, any balance will be transferred to the general student media funds to be awarded by Student Media Funding Committee.

6.3.12 Contingencies are reserved from the overall student media budget.

6.3.13 Student groups aggrieved by their Grant allocation may appeal in the first case to the Executive Committee. Should the conclusions of the Executive Committee remain unacceptable, the grievance will be taken to Student Council. The decision of Student Council will be final.

6.4 Equipment

6.4.1 Equipment purchased for student media shall be considered property of the Union.

6.4.2 The media staff member shall be responsible for developing a process for managing student media equipment and facilities.

6.4.3 Any breach of these process shall be considered misuse or unauthorised use of Union property.

6.4.4 An asset register of student media equipment shall be maintained by the media staff member.

6.5 Expenditure

6.5.1 Student groups may request that the Union makes payments for them from their Grant or Subs Account either by Purchase Order or Credit Card. The Union has the right to refuse payments for student groups if they have not consulted with the Union before placing an order.

6.5.2 Outlets are not permitted to operate an external bank account.

6.6 Claims for reimbursements

6.6.1 The Union can also reimburse members by online bank transfer when they submit a claim which has been authorised by the Managing Editor and has attached proof of payment, for instance, a receipt or bank statement.

6.6.2 A reimbursement claim must also be authorised by the Union.

6.5.3 A member cannot authorise their own reimbursement claims.

6.6.4 Reimbursements will only be made where the value of expenditure can be met by the appropriate student media subs or grant account.

6.7 Deficits and Repayment Plans

6.7.1 If a student media subs or grant account goes into deficit, they must attend a meeting with the media staff member and the Student Media Officer to discuss a repayment plan.

6.7.2 Managing Editors will need to sign a repayment plan and attend regular meetings to review their debt repayment progress.

6.7.3 Student media in debt will not be able to make any payments or claim any expense reimbursements until they are back in credit without permission from the media staff member.

7.0 Student Media Complaints Procedure

7.1 Complaints regarding student media should be made in writing to the Student Media Officer.

7.2 The Student Media Officer with the media staff member shall investigate the complaint and decide upon an appropriate response within ten working days of receiving the complaint.

7.3 The complainant will be notified of the Student Media Officer's decision. If the complainant is not satisfied with the decision, the complainant should be referred to the Union's complaints procedure.

APPENDIX I

Student Media Outlet General Meeting

Terms of Reference

1. **Constitution**

The General meeting is a meeting of the members of the student media outlet.

2. **Membership**

The Chair of Meeting shall be the Managing Editor or nominee if they are standing for re-election.

The members of the General Meeting shall include all members of the student media outlet. Quorum shall be 50% of all members.

3. **Attendance at Meetings**

Normally only the members of the student media outlet shall attend the meeting.

Other students or Union staff or officers may be invited by the Chair to attend for part or all of the meeting, but have no vote.

4. **Frequency of Meetings**

As, and when, deemed appropriate by the members of the student media outlet.

All outlets are required to have at least one General Meeting a year, to be known as their Annual General Meeting (AGM). The AGM will normally take place towards the end of the academic year.

5. **Authority**

General Meetings are authorised by the Union to take decisions on issues outlined in the Articles of Association, bye-laws and policies.

General Meetings shall conduct its business in accordance with the Union's Articles of Association, bye-laws and policies.

6. **Duties**

The duties of the meeting shall be:

- (i) To elect the Managing Editor for the next academic year.
- (ii) To elect the two members responsible for appointing editors and other post holders.
- (iii) To receive feedback from the work carried out by the Society during the year to date and plans for the coming academic year.

7. **Reporting Procedures**

Minutes should be made recording the meeting and the outcome of the election.

8. **Clerking Arrangements**

The Clerk to the meeting shall be a member of the student media outlet.

APPENDIX II

Student Media Funding Committee Terms of Reference

1. Constitution

The Student Media Funding Committee is a sub-committee of the Executive Committee.

2. Membership

The Chair of Committee shall be the Student Media Officer.

The members of the committee shall include two members of the Executive Committee decided by the Executive Committee

3. Attendance at Meetings

In normal circumstances only the elected Committee members and the Clerk shall attend the meeting.

Additional Union or College Staff, Union Officers, or student group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

4. Frequency of Meetings

Meetings will normally be held annually within two weeks of the Union's budget for the financial year being approved by the Board of Trustees.

5. Authority

The Committee is authorised by the Executive Committee to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Executive Committee or other committees as set out in their respective terms of reference.

The Committee shall conduct its business in accordance with the Articles of Association, the bye-laws and policies of the Union.

6. Duties

The duties of the meeting shall be to review media plans and reward money within a defined budget.

7. Reporting Procedures

Minutes should be made recording the meeting. These will be circulated to all members and submitted to the Executive Committee.

8. Clerking Arrangements

The Clerk to the meeting shall be the media staff member, or in their absence an appropriate Union staff member.