



UNION COUNCIL MOTION

Title of motion:

Establish a 'Student Media Executive Committee' and a 'Student Media Representative' PTO Position in the Activities Zone and Create a Student Media Policy

What do you want to change?

Establishing this committee is a way to develop the relationship between HUSU and Student Media, which is currently unclear. The purpose is to raise the profile of Student Media at Hull and give guidance to all members of Student Media. The Media Executive Committee would feature the Heads of all three Medias, and the newly established Student Media Representative. Continues a working relationship between Media and President of Activities. The committee should meet frequently to discuss ideas, etc. with members of all media, the presidential team, and HUSU staff (such as Marketing) to ensure effective collaboration and advertisement of student activities across campus.

The PTO role is to handle media operational issues, cross-media collaborative projects, and to help plan training and social events for all media members. Vote on behalf of Student Media on Union Council and attend Activities Zone Meetings on behalf of Student Media (Heads will still be welcome to attend those meetings)

Introduce a Student Media Policy to hold Student Media to Account. We currently do not have anything in place for them, and moving them into a society and them having a budget means they are very unique. As they are supplied with money they should have a policy in place to show what we expect of them, and make sure that certain things are happening.

These items are all provisional- subject to approval or amendments by a Media Law Specialist if the motion passes.

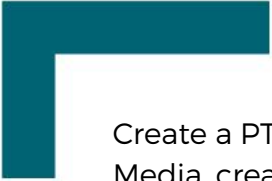
Why do you want to change it?

The removal of Student Media as a Standing Committee has highlighted how media are all unsure on where they stand within HUSU, this is an effective way to make sure that Student Media retains a vote on UC (instead of a shared vote, a single rep works on their behalf) within the Activities Zone, allowing them to establish a clear relationship with HUSU.

What do you want Hull University Students' Union to do?:

Explore the best way to establish a 'Student Media Executive Committee' and how this will work.





Create a PTO position within the Activities Zone that is to represent Student Media, creating a new position which will take up one of the three available votes.

Proposer: Ellis Leonard (President of Activities)

Seconders: Phoebe Bastiani (President of the Students' Union) Sian Doherty (President of Sport)



Student Media Societies Policy

1. Introduction

Hull University Students' Union currently has, and has the potential for even more, informative and diverse Student Media Societies here on campus.

This document, as well as other helpful materials which will be given to all Student Media Societies, aims to provide guidelines regarding managing legal risks, outlines the complaints procedure around any published or broadcasted materials, and covers any financial liability of the media group. This document also contains information about our offered support and responsibilities, and what we expect of you as a Students' Union to help with the running of your Student Media Society.

2. Managing Legal Risks:

2.1 Hull University Students' Union's Student Media Societies are just as capable of incurring legal liability as any mainstream media outlet. Therefore, it is important that procedures are in place to avoid these risks, and that each of the Presidents/Editors/Station Managers for every Hull University Students' Union Media Society have a good working knowledge of the potential risks and how to avoid them.

2.2 Student Media Societies need to be aware that legal risks could be incurred for their print, online, or broadcast outputs, as well as on posts made on their social media accounts. Certain social media activity of committee members on a personal account could also incur a legal risk, if they are working on such publications and programmes.

2.2.1 Student Media Societies are to be made aware of these risks, by attending Media Law Training. This is compulsory for all Student Media Society Members.

2.3 All Media Society Presidents/Editors/Station Managers should attend at least one appointment with the Student Opportunities Manager and President of Activities where discussions will be had on how best staff can support these groups, important dates for groups to know about such as; Media Law Training etc.


2.4 If a Committee Member, specifically the Student Media Society Presidents/Editors/Station Managers, believe that any created content carries a legal risk they should make every effort to seek advice from David Banks, Media Law Specialist who is on retainer at all times.

2.5 To minimise legal risk, final copies of publications including articles which will be published online must first be proof read and approved by either the Student Opportunities Manager, a member of Marketing, or someone who is nominated by these.

2.6 Legal advice will be sought after by members of Students' Union Staff if necessary.

2.7 In the case of a legal risk being identified the articles may need to be edited or rewritten. In the case of both the relevant member of HUSU Staff will communicate this first with the Student Media Society in question. If the article is still not legally sound, then the piece will need to be omitted until further work is done to make it legally compliant. This decision will lie with the Student Opportunities Manager, a member of Marketing, or The President of Activities.

2.8 It is possible that a situation will arise where the legal risk of an article is unidentified until the edition or the online publication has been made available. In this case Hull



University Students' Union has the right to withdraw editions from circulating, or remove the article from the Student Media website, and any other online platform.

2.9 In the case of Broadcast Media, such as Radio and Television, Society Committee Members are expected to understand the importance of the legal risks as content is not able to be withdrawn once it has been broadcasted. Society Members responsible for these Student Media Groups are required to ensure that they are overseeing and approving all content, and looking for any legal risks in the earliest stages, and should approach a member of HUSU Staff such as the Student Opportunities Manager, a member of Marketing, or President of Activities if they are unsure of the content around any planned broadcasting. Society Committee Members should also be communicating the significance of any potential legal risks with all of their members.

2.10 As well as managing legal risks, Hull University Students' Union has the duty to ensure no reputational damage as a Charity. Hull University Students' Union can stop or delay any publication of articles which has the potential to threaten the welfare of its members.

2.11 Hull University Students' Union is a Charity and subject to Charity law, all publications, or broadcasts must not contravene Charity regulations, or that bring the Charity into disrepute.

2.12 Student Media Societies may consult with David Banks if they wish to produce material that criticises the Union or University, as they are there to potentially challenge the Union and/or University, and hold them to account as part of the Student Voice. The material would be referred to HUSU's Senior Management Team/University PR where appropriate, to ensure the material is factually correct, that the right to reply has been upheld, and as to not bring the Charity into disrepute.

3. Complaints Procedure

3.1 If anyone wishes to complain about any materials published or broadcasted then the online complaints process outlined in 3.3 must also be completed. They may also complain directly to the appropriate Student Media Society President/Editor/Station Manager, who will deal with that complaint. If the complaint is made to a HUSU Staff member or President then the complaint will be communicated with the relevant Student Media Society President/Editor/Station Manager to deal with.

3.2 If the complainant is not satisfied with the response, or the nature of the complaint in the first instance requires specific knowledge or training, then it will be dealt with by a member of HUSU Staff.

3.3 There is a Feedback and Complaints section located on the Hull University Students' Union website, under the Contact Us Section. This can be used to make a complaint and will be dealt with by a member of staff.

3.4 We ask that any complaint made is done as soon as possible after publication or broadcast. Any former complaint should:

3.4.1 Refer to this Media Policy to address the nature of the complaint.

3.4.2 If the complaint is about online or published media, then a copy of the complete article including the date of publication should be enclosed.

3.4.3 If the complaint is about broadcast media then the date and time of the broadcast, and the name of the broadcaster should be supplied.

3.5 Hull University Students' Union will acknowledge receipt of the complaint in line with the Complaints policy which can be found on our website.

4 Media Financial Liability

4.1 Hull University Students' Union will hold the responsibility of ordering any print editions once editors have submitted a final copy and it has been read by a member of HUSU Staff.

4.2 Committee Members of Student Media Societies with printed media should ensure that they have enough money to cover the cost of any printing at least three weeks before the desired date for an edition to be sent to print. This gives time for the request to be discussed at the Student Media Executive Committee meeting, and for the edition to be proof read by a member of HUSU Staff, any alterations to be made, and for the edition to be ordered.

4.3 As mentioned in section 2.7, in the case of a legal risk being identified, and the article being edited or rewritten, Hull University Students' Union will be able to push back the desired date for sending the edition to be printed until the article is deemed to be legally and ethically sound.

4.4 Hull University Students' Union can refuse to send an edition to print if the Student Media Society does not have enough funding to cover the costs.

5. Student Media Executive Committee

5.1 Student Media Society Presidents/Editors/Station Managers have an obligation to attend and sit on the Student Media Executive Committee

5.1.1 Student Media Society Committees also have an obligation to attend these meetings, but they do not sit on the committee.

5.1.2 Student Media Society Members have an expectation to attend these meetings, but it is not mandatory.

5.2 Student Media Executive Committee roles and responsibilities are set out in the Student Media Executive Committee Constitution.

6. Relationship

6.1 Student Media Societies sit within Hull University Students' Union in the Activities Zone.


6.2 Student Media Societies are given a Budget from Hull University Students Union to fund activities, equipment, and promotion.

6.3 Student Media Societies have active working relationships with members of Hull University Students' Union Staff.

6.3.1 The President of Activities is there to offer support in all aspects of their day to day activities, as the leader of the Activities Zone to which they are a part of.

6.3.2 Student Opportunities Manager is an impartial advisor, there as a conduit to freedom of speech, ensuring that they use all the measures in place and open to them to explore and write the stories that they see as important and relevant to them as student journalists/broadcasters/filmmakers, and to ensure that nothing is published or broadcast or screened that could be defamatory or breach copyright or libellous.

6.3.3 Hull University Students' Union Marketing Team is able to help utilise advertisement and promotion for Student Media Societies and their activities, and productions.



6.4 Hull University Students' Union Staff are here to actively support Student Media Societies in any way they need support, advice, help and they are able to get in contact with the President of Activities, Student Opportunities Manager, or Marketing.

STANDING ORDER GOVERNING UNION STUDENT MEDIA EXECUTIVE COMMITTEE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders (particularly 2001, 2002, 2003 and 2005) of Hull University Students' Union and shall be interpreted accordingly.

2. Function


The Union Student Media Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:

- (a) Create, Promote, and Distribute Student Media products and all related activities
- (b) Entertain Students
- (c) Ensure communication between Student Media Societies
- (d) Inform Students of Student Media Activities
- (e) Monitor the activity of Student Media
- (f) Provide mediation, help and support for Student Media
- (g) Act as a forum for the exchange of ideas;
- (h) Provide social opportunities for Student Media Members

3. Membership and Duties

The membership of the Union Student Media Executive Committee and their duties shall be:

- (a) The President of Activities shall be responsible and accountable for the management and oversight of the committee. Their responsibilities are set out in Standing Order 2001.
- (b) Student Media Heads(x3), one of which will be appointed as Chair, in the absence of the Student Media Representative. They will be responsible for:
 - (i) Leading their respective Student Media Societies, giving insight into what they're able to offer up and what they would like to work on;

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- (ii) Discuss and draft policy which relates solely to the business and activities of Student Media Groups or the Student Media Executive Committee;
 - (iii) Promoting Give it a Go within Student Media Societies.

(c) Student Media Representative They will be responsible for:

- (i) Attending the Activities Zone Meeting.
- (ii) Sitting on Union Council under the Activities Zone in Representation of Student Media
- (iii) Chairing the Student Media Executive Committee
- (iv) Support staff by reminding student media societies to complete inventories, reminding student media societies that all new equipment must be registered with HUSU.


(d) Publicity Officer, They will be responsible for:

- (i) Providing advice to student media societies on matters relating to marketing and promotion
- (ii) Overseeing student media societies' individual social media and relying information to the committee
- (iii) Overseeing the use of the 'HUSU STUDENT MEDIA' Facebook page
- (iv) Overseeing and establishing all other forms of social media

4. Meetings of the Committee

(a) Calling a Meeting. Meetings should take place three times a trimester, not including trimester 3, and shall be organised by the Publicity Officer at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities or at the request of a Societies Council or by four members of the Committee.

(b) Notice of Meetings. All members of the Union Student Media Executive Committee must be notified three clear days in advance of the meeting. The Agenda will be produced by the Student Media Representative in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.

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- i. Quorum. The quorum of the Committee shall be 50%.
 - ii. Minutes. Minutes shall be taken by Student Media Head at all meetings and will be made available to all members of the Student Media Executive Committee, and distributed to all Members.
 - iii. Closed Session. Any full voting member of HUSU may attend the meeting as an observer with speaking rights except when at least two thirds of the Committee wish to meet in closed session.
 - iv. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

5. Responsibilities

The responsibilities of the Union Student Media Executive Committee are as follows:

- (a) The President of Activities who shall liaise with the rest of the committee and be their main link to the rest of the Union.
- (b) Each member of the Committee shall have direct responsibility for the communication between student media societies. They shall also be responsible for the coordination of the activities.
- (c) The President of Activities and the Student Media Representative shall be responsible for co-ordinating the activities of the Student Media Executive Committee.
- (d) Each Student Media Executive Committee member will also be expected to take a full and active role in supporting the activities of other members of the student media executive committee. This may include, but is not exclusive to, assisting with fundraising activity and organising Media Socials.
- (e) The Student Media Representative shall be responsible for representing student media societies to all meetings of Union Council.
- (f) Every member of the committee shall be responsible for signposting students to wellbeing services if the situation calls for it.



6. Appointment

Student Media Representative shall be appointed by an interview panel consisting of the incumbent President of Activities, the Societies and Give It A Go Coordinator (or another member of HUSU staff) and one of the current Student Media Heads, agreed upon by the three. These interviews will primarily take place in week 8 & 9 of Trimester 2 or at another time if required due to resignation of a committee member.

7. Training

The Student Media Executive Committee will receive full training for their roles, to fulfil these duties the members must complete societies training, GDPR training, and specific Media Law training for their roles to help support the student groups. Other training relevant to their role will be highlighted to the Student Media Executive Committee members for them to take part in if they wish.

8. Recognition

We will ensure that each member of Student Media Executive Committee will receive a certificate of their volunteering to demonstrate the skills they will have achieved as part of this role.