

# SO 2006

## **STANDING ORDER** **GOVERNING 'HULLFIRE' COMMITTEE**

### **DEFINITION**

1. Hullfire Newspaper Committee (hereinafter referred to as the Committee) is a standing committee as defined in SO 8008 and will be subject to these regulations unless stated in SO 2006.

### **AIMS**

2. The committee is responsible to the Activities Zone for the development, marketing, production and distribution of the official Hull University Union (HUU) newspaper, The Hullfire.

The Hullfire shall:

- (a) be produced frequently by students for students to report on issues that affect students on a local and national level;
- (b) keep students informed of relevant news and events;
- (c) be free to question and investigate the actions of Hull University Union and the University of Hull and be a platform from which students can raise issues that concern the student body;
- (d) provide experience and training for people who aim to work in media/journalism;
- (e) be a platform from which its volunteers can gain transferable skills that may assist them in gaining employment;
- (f) maintain strict political neutrality;
- (g) maintain an online presence through the use of the website [www.thehullfire.com](http://www.thehullfire.com);
- (h) to liaise with HUU Marketing for relevant events/information.

### **MEMBERSHIP**

3. Membership is open to all full members of HUU.

### **FREQUENCY OF PUBLICATION**

4. Hullfire is normally produced six times in one academic year. Any changes to this cycle are to be agreed with the Activities Officer and Editor in advance.

### **EXECUTIVE COMMITTEE**

5. An Executive Committee is to be appointed who shall be responsible for co-ordinating day to day activities.

The voting membership of the Executive Committee shall normally consist of :

- i. Editor/Deputy Editor
- ii. News Editor/ Deputy News Editor
- iii. Sports Editor
- iv. Arts/Culture Editor
- v. Music Editor
- vi. Online Editor
- vii. Opinion/Comment Editor
- viii. Photo Editor (Head of photography)

Ex-Officio Members:

- i. Student Activities Coordinator
- ii. Activities Officer

#### 6. Elections

All members of the Executive Committee (with the exception of Editor who shall be elected at an AGM) are to be appointed through an interview process overseen by the Editor, Activities Officer and Student Activities Co-ordinator. The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- a. only members of the Committee who have contributed to or worked on one of the two issues prior to the election are entitled to vote and stand for election;
- b. only those present at the meeting at which the elections are held may vote;
- c. a member of the Executive Committee must resign before standing for another appointment.

Any position that becomes vacant shall be advertised and should be filled within two weeks.

#### 7. Individual responsibilities

Individual members of the Executive Committee have the following responsibilities:

- a. Editor of Hullfire is to:
  - i. chair meetings of both the Executive Committee and the Committee;
  - ii. be responsible for the production of Hullfire newspaper, adherence to the editorial policy (see Annex C), legal aspects including a specific responsibility to ensure that no libellous material is published (see Annex A) and Right to Reply guidelines are adhered to (Annex D).
  - iii. recruit contributors for Hullfire newspaper;
  - iv. coordinate Hullfire's editorial team;
  - v. establish a direction and brand for Hullfire newspaper;
  - vi. attend media law training and ensure that members of the newspaper exec attend this training also;
  - vii. provide training for Sub-Editors and writers;

- viii. ensure that no medium produces material concerning a member of HUU or any member of staff is only to be published with his or her express permission;
- ix. ensure that no material is published which contravenes HUU's Equal Opportunities Policy.
- x. Take the lead in liaising with the HUU Media Law expert on retainer when any advice is needed to ensure material intended for publication is not defamatory.
- xi. Ensure all articles to be published in each print edition of the Hullfire and through online content are approved by HUU prior to publication, by submitting to the Student Activities Co-ordinator in line with the process stated in the HUU media guidance policy.
- xii. send the final draft of Hullfire to Student Activities Co-ordinator(Editor in Chief) for approval before going to print
- xiii. share a vote on the Activities Zone and Union Council with the Station Managers of Radio and TV.

b. Deputy Editor is to:

- i. aid the Editor in all aspects of the Editor's duties;
- ii. take the Editor's place at any meetings that the Editor cannot attend;
- iii. be Deputy Chairperson of the Executive Committee and the Committee;
- iv. take minutes, arrange agendas and book any rooms.

c. News Editors are to:

- i. be responsible for arranging and laying-up all news articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for those wanting to write News articles in Hullfire.

d. Sports Editor is to:

- i. be responsible for arranging and laying-up all Sports articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for those wanting to write Sports articles in Hullfire.

e. Arts/Culture Editor is to:

- i. be responsible for arranging and laying-up all Arts articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for all those wanting to write Arts articles in Hullfire;

f. Music Editor is to:

- i. be responsible for arranging and laying-up all Music pages in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for all those wanting to write Music articles in Hullfire.

h. Online Editor is to

- i. maintain and develop Hullfire Online section on hullstudent.com and www.Hullfire.com, to include Hullfire paper copy articles and additional on-line extras,
- ii. arrange a minimum of 2 half hour meetings, drop-ins, or email correspondences per issue for all those wanting to write On-Line articles for Hullfire.
- iii. Submit articles to Student Activities Co-ordinator for approval prior to online publication

All members of the Executive Committee are required to attend HUU Media Law training, read the Guidelines on Defamation (see Annex A), Hullfire Editorial Policy (see Annex C), Right to Reply (see Annex D) and sign a certificate to that effect (see Annex B). If any member is unsure as to the legality of an article, he or she must consult the Editor, who will then decide whether it ought to be forwarded to the Chief Executive.

8. Resignation or dismissal

- a. An Executive Committee member who misses two consecutive meetings of the Executive Committee without submitting a written apology is deemed to have resigned;
- b. Any member of the committee may be subject to a motion of caution, censure or no confidence as defined in SO 8008 Standing Committees

**ASSISTANT SUB-EDITORS**

9. An Assistant Sub-Editor to each Sub-Editor (Features, Photograph, News, Sports, Arts and Music) may be interviewed and appointed. Such Assistant Sub-Editors are to work under the direction of the Sub- Editor.

**EDITORIAL POLICY**

10. The Editorial Policy is set out in Annex C and can only be changed by Union Council. Any changes will require ratification by the Trustees to ensure that they meet the requirements of the objects and do not break the law.

**MEETINGS**

11. Meetings should normally be held as follows:

- a. an Editorial meeting of the Executive Committee, weekly during each semester or as deemed necessary by the Chairperson;
- b. Section meetings weekly during each semester.

KLH/AM.

Passed at UEC: 2.12.11

Passed at Council: 12.12.11

GW/JB

Passed at UEC:

Passed at Union Council: 12 May 2014

AJ/MB

Passed at UEC: 4 October 2016

Passed at Union Council: 17 October 2016

Passed at UEC:

Passed at UC: 20 February 2017

Passed at UC: 8 May 2017

Annexes:

- A. Guidelines on Defamation
- B. Editorial/Defamation Policy Certificate
- C. Editorial Policy