



# Student Media Societies Policy

## 1. Introduction

- 1.1 Hull University Students Union currently has, and has the potential for even more, informative and diverse Student Media Societies here on campus.
- 1.2 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' Unions 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 Students 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 a member of Student Union Staff such as the Students Opportunities Manager or President of Activities, where advice can be given

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- 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 Students Opportunities Manager, a member of Marketing, or someone who is nominated by these
  - 2.6 Legal advice will be sought after by members of Student Union Staff if necessary. The retained legal adviser can also give pre-emptive guidance before any content is created, if you have concerns and need guidance in advance.
  - 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 Students 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 manage any ethical risks, in order to protect the welfare of its members. Hull University Students Union can stop or delay any publication of articles which has the potential to threaten the welfare of said members.

### 3. Complaints Procedure

- 3.1 If anyone wishes to complain about any materials published or broadcasted then they should complain directly to the appropriate Student Media Society President/Editor/Station Manager, who will deal with that complaint/ If the complaint is

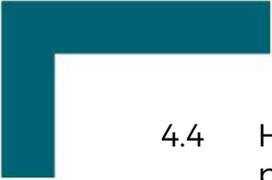


made to a HUSU Staff member or President then the complaint will be communicated with the relevant Student Media Society President/Editor/Station Manager to deal with.

- 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, than 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 as soon as reasonably possible.

#### 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.

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- 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