

M.1617-13 Motion to remove the position of Chair Media (SO 2010)

HUU Notes:

1. The role of Chair Media is outlined in SO 2010 as the key liaison between all three Media subcommittees and the Vice-President Activities.
2. Student Media receive adequate support from the VP Activities and Student Activities Co-ordinator and liaise with them directly on relevant matters.
3. The elections for Chair Media have been uncontested or had to be rerun in by-elections since at least 2014.
4. The previous two Chairs of Media strongly recommended the removal of their position noting its redundancy.
5. All three Media subcommittees support this motion.

HUU Believes:

1. The Chair Media position is outdated and does not reflect the needs of Student Media as all have strong and thought out executive subcommittees.
2. It is counterproductive to have members of these subcommittees (The Hullfire Newspaper, Hullfire Radio and Torch TV) go through Chair Media in order to communicate with the VP Activities and Student Activities Co-ordinator.
3. The Chair Media role is elected in a cross-campus ballot despite not being a representative role, and committees such as student media should be able to have more autonomy over their running.

HUU Resolves:

1. To remove SO 2010 and thus the Chair Media position with immediate effect. This means that the currently vacant position will not be advertised for co-option and the position will not be included in the HUU elections in March.
2. To amend SO 2001, 2002, 2006, 2007 and 2009 as appended to make the three subcommittee heads full members of the Activities Zone and give them one shared vote on Union Council.

Proposer: Amy Jackson (VP Activities)

Secunder:

Josh Baker (Station Manager, Torch TV)

Tim Goodfellow (Chief Editor, The Hullfire)

Ben Grocock (Co-Station Manager, Hullfire Radio)

Henry Smith (Co-Station Manager, Hullfire Radio)

Connah Thompson (Producer, Torch TV)

Sarah Pike (Head of Production, Torch TV)

Henry Taylor (Head of Production, Torch TV)

Zach Glasby (Producer, Torch TV)

Megan O'Keeffe (Marketing Co-ordinator, Torch TV)

Tom Lyons (Head of Technical, Torch TV)

Max Lilley (Head of Music, Hullfire Radio)

SO: 2001

STANDING ORDER GOVERNING THE POST OF VICE PRESIDENT ACTIVITIES

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

2. **Status of Officer**

The Vice President Activities shall be a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Vice President Activities shall be responsible for the Societies, RAG (Raising and Giving) and Media committees at HUU. The Vice President Activities is head of the Activities Zone and is to liaise with its members on a regular basis. The Vice President Activities is the Editor in Chief of The Hullfire and is an Ex-Officio member of The Hullfire Committee, the Broadcasting Sub-Committee (Hullfire Radio) and the Television Sub-Committee (Torch TV).

3. **Election**

The Vice President Activities shall be elected in accordance with Hull University Union election regulations¹.

4. **Duties**

The Vice President Activities shall fulfil those duties and obligations that arise consequentially upon signing the Sabbatical Officer Contract for the post of Vice President Activities. The Vice President Activities is required to liaise with the VP Scarborough and the Community Officer at Scarborough Campus. They shall spend time at the campus when appropriate for them to lead or support on relevant projects.

In representing HUU's members the Vice President Activities shall regularly report on progress through the student media (Hullfire/Hullfire Radio/Torch TV/Hullstudent) with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

Overseeing all volunteering initiatives in the local communities of Hull and Scarborough;

Ensuring that the ~~Chair~~ Media committees ~~carryies~~ out their duties and specifically:

- (1) Monitoring the content of Hullfire magazine, Hullfire Radio, Torch TV
- (2) Receiving the final draft of Hullfire (as Editor in Chief) for approval before going to print;

Ensuring that Activities budget is not exceeded;
Responsible for ensuring all Activities Zone events and trips are risk assessed
by themselves or the Student Activities Co-ordinator.

5. **Internal**

The Vice President Activities shall be:

- a. Voting Member of:
 - (1) Board of Trustees;
 - (2) Union Executive Committee;
- b. Ex-officio member of:
 - Activities Zone;
 - Media Committees;
 - Hullfire Committee;
 - Broadcasting Sub-Committee (Hullfire Radio);
 - Television Sub-Committee (Torch TV);
 - Societies Executive Committee;
 - Raising and Giving (RAG) Committee.

6. **External**

The Vice President Activities shall represent the Union to the University on the following committees; sub-committees; groups and panels:

University Court;

7. **Signatory**

The Vice President Activities shall be an authorised signatory as detailed in Standing Orders Governing Financial Procedures.

8. **Budget**

The Vice President Activities shall have responsibility for the following budget heads:

- Activities;
- Raising and Giving;
- Community Volunteering;
- Societies;
- Hullfire;
- Hullfire Radio;
- Torch TV.

Union Council passed: 15/04/2013

UEC: 26 April 2016

UC: 9 May 2016

SO: 2002

STANDING ORDER GOVERNING THE ACTIVITIES ZONE

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. “the Zone” means the Activities Zone;
- b. “HUU” means Hull University Union;
- c. “Council” means HUU Council;
- d. “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. **Function**

The primary function of the Zone is to originate and coordinate HUU’s Activities action and implement HUU’s Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Activities and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

3. **Membership**

Voting membership of the Zone shall be:

- Vice President Activities (casting vote only for electing a chair of the zone);
- Chair RAG;
- Two Councillors for Scrutiny;
- Chair Societies Executive Committee;
- ~~Chair-Heads~~ Media Committees.

Ex-Officio members:

- (1) Volunteering Co-ordinator;
- (2) Such others that the Zone may deem appropriate.
- (3) Student Activities Co-ordinator

4. **Duties of the Membership**

Vice President Activities

The duties of Vice President Activities are detailed in S.O. 2001.

Chair RAG; Chair Societies Executive and ~~Chair-Heads~~ Media Committees

The particular duties of Chair RAG; Chair Societies Executive Committee and ~~Chair~~ Heads Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009~~2010~~ respectively.

Councillors for Scrutiny

The Councillors for Scrutiny are to:

- Ensure that all members of the Zone are following their strategy objectives;
- Ensure that all areas of the Zone are within budget;
- To assist if required in tasks and projects the Zone is undertaking.

5. **Election**

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. **Chair**

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 2002 annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. **Meetings**

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester. One Zone Meeting per academic year must be held on the Scarborough Campus. Meetings must be made available for Scarborough based members through video conferencing or meetings scheduled to allow members reasonable opportunity to arrive on the campus at which it is held.

8. **Quorum**

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

9. **Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Activities Zone section of the Council agenda.

10. **Voting**

All votes shall require a greater than fifty percent majority pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

11. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Activities as detailed in the bye laws
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Vice President Activities to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Activities.
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Approved : UEC 7th December 2012

Council 10th December 2012

Annex A:

Activities Zone Meeting Agenda

ACTIVITIES ZONE MEETING AGENDA

ATTENDANCE

Apologies.
Register.

MINUTES

Minutes of the previous meeting.
Matters arising.
Previous points to action – results.

REPORTS

Report by VP Activities.
Questions.

Report by Chair RAG.
Questions.

Report by Chair Activities Zone.
Questions.

Report by Chair Societies Executive Committee;
Questions.

Report by ~~Chair-Heads~~ Media Committees;
Questions.

Report by Councillors of Scrutiny;
Questions.

PROPOSALS

Any proposals for action.

MOTIONS

Motions of caution/ censure/ no confidence.

Questions to trustees.

Questions for Council.

ANY OTHER BUSINESS

Any Other Business

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;
- (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 VP Activities 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. Vice-President Activities

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, VP Activities 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.~~ xii. send the final draft of Hullfire to Student Activities Co-ordinator(Editor in Chief) for approval before going to print
 - ~~xiii.~~ xiii. share a vote at Union Council with the Station Managers of Radio and TV.
 - ~~xiv.~~ xiv. be a member of the Activities Zone.
- 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:

Annexes:

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

SO: 2007

STANDING ORDER GOVERNING BROADCASTING COMMITTEE

POLICY

1. Interpretation: The Broadcasting Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Function: Broadcasting Committee is responsible to the Activities Zone for the development, marketing, programme production and co-ordination of Radio Hullfire. The Committee is to elect an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the Committee. All members of Radio Hullfire are a part of the broadcasting Sub-Committee.
3. Programme: Programme policy is to rest with the Executive Committee except that the Station Manager shall have specific responsibility to ensure that:
 - a. no slanderous material is broadcast. The Station Manager is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. General guidelines on defamation are attached at Annex A SO 2006 and a copy of a certificate to be signed by the Station Manager on assuming the appointment is at Annex B;
 - b. any material concerning a member of HUU staff is only to be broadcast with their permission;
 - c. no material is broadcast which contravenes HUU policy on equal opportunities.
4. Membership: Membership of the General Committee is open to all full members of HUU.
5. Executive Committee: An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:
 - a. Station Manager;
 - b. Programme Controller;
 - c. Treasurer/Secretary;
 - d. Head of Marketing;
 - e. Head of Production and Training;
 - f. Head of Music;
 - g. Head of Engineering.
 - h. Head of News and Interviews.
Head of SportAll positions may be held by two people in a job share capacity

6. Elections:

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

- a. only signed-up members of Radio Hullfire are entitled to vote;
- b. a member of the Executive Committee must resign before standing for another appointment;
- c. a member may only stand for one appointment in an election
- d. only first-year members can run to be the Fresher's Representative

7. Individual responsibilities: Individual members of the Executive Committee are to have the following responsibilities.

a. The Station Manager(s) is to:

- (1) Chair meetings of both the Executive Committee and General Committee;
- (2) have overall control and organised Radio Hullfire activities in accordance with agreed policies, with specific responsibility for programme policy, transmission times, budget and financial management in liaison with the Treasurer and Vice-President Activities, and contact with internal and external organisations;
- (3) ensure that no slanderous material is broadcast;
- (4) liaise with the Vice-President Activities to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;
- (5) Plan the long term strategy and direction of Radio Hullfire ~~in coordination with the Chair Media~~;
- (6) delegate roles to the appropriate members of the Broadcasting Committee;
- (7) Represent any other non-Executive Committee post holders, as nominated or elected from time to time, on the Executive Committee.
- (8) share a vote at Union Council with the Station Manager of Torch TV and the Editor of The Hullfire.
- (9) be a member of the Activities Zone.

b. The Programme Controller is to:

- (1) be Deputy Chairperson of the Executive Committee and General Committee;
 - (2) have specific responsibility for the day to day running of Radio Hullfire including:
 - a. scheduling and maintenance of the agreed schedule;
 - b. maintaining discipline and standards of on-air output;
 - c. the upkeep of the digital play list and digital schedule to ensure the conditions of the Limited Online Exploitation Licence are met in full;
 - d. ensuring that no slanderous material is broadcast.
- c. The Treasurer/Secretary is to:
- (1) ensure that the General Committee manages its financial affairs in accordance with Standing Orders Governing Financial Procedures and any directive issued by UEC from time to time;
 - (2) be responsible for the costings of all projects;
 - (3) act as Secretary to the Executive Committee and General Committee;
 - (4) maintain records of the General Committee membership.
- d. The Head of Marketing is to:
- (1) Liaise with Vice President Activities on advertising matters;
 - (2) Manage the station's social media accounts, including the Facebook page, Twitter account, Instagram account and Hootsuite Dashboard
 - (3) Ensure that no slanderous material is put out on the social media accounts.
 - (4) Create posters and fliers advertising:
 - a. the radio station
 - b. the schedule
 - c. any events Radio Hullfire puts on or endorses.
- e. The Head of Production and Training is to:
- (1) Train members to a reasonable level of competency in the studio and the field; where competency is interpreted to mean the confidence to act independently
 - (2) Advising and facilitating both internal and external recordings and broadcasts
 - (3) Concern themselves with the editing, mixing and mastering process of projects, and ensuring members have these skills

- (4) Work closely with the Executive Committee to deliver a number of diverse projects.
 - (5) Ensure that all members of Hullfire Radio attend media law training
- f. The Head of Music is to:
- (1) be responsible for the development and maintenance of relationships with record and promotion companies;
 - (2) be responsible for cataloguing and maintaining the music library;
 - (3) be responsible for the music team;
 - (4) liaise with the Programme Controller on the preparation and upkeep of the digital play list;
 - (5) be responsible for maintaining links with local acts and venues, as well as having good knowledge of the local music scene;
 - (6) Manage interviews and in-house sessions with bands and artists.
- g. Head of Engineering is to:
- (1) recruit and direct the engineering team;
 - (2) make recommendations to ~~Chair Media and~~ VP Activities in respect of the purchase of new equipment and maintenance of current equipment;
 - (3) be responsible for the maintenance and upkeep of Myriad, Powerlog and relevant Computer Systems.
- h. Head of News and Interviews is to:
- (1) Be responsible for the production of daily news bites and cultural segments
 - (2) Liaise with Societies Council to ensure that all society events are mentioned on Radio Hullfire in the news bites and by presenters
 - (3) Be responsible for arranging interviews
 - (4) Be responsible for the maintenance of relationships with news agencies
- i. Head of Sport is to:
- (1) Promote and report on sport within the University and throughout Hull through the medium of student radio
 - (2) Liaise with the VP Sport, AU and local sports providers
 - (3) Be responsible for arranging interviews relating to sport
 - (4) Be responsible for and liaise with all sports related radio shows

7. Financial Control: All financial transactions must meet the financial procedures laid down in Standing Order 9001

Annexes:

- A. Guidelines on Defamation
- B. HUU Editorial/Programme Policy Certificate

KLH/AM December 2011

Passed at UEC: 2/12/11

Passed at Union Council:

CM/JB May 2014

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:

HULL UNIVERSITY UNION

PROGRAMME POLICY CERTIFICATE

I _____ being Station Manager of Radio Hullfire agree to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the Guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the General Manager.

I have also read and understand the Radio Authority Programme Code and Advertising Sponsorship Code.

Signed _____ Station Manager, Radio Hullfire

Date _____

SO: 2009

STANDING ORDER GOVERNING TELEVISION COMMITTEE

POLICY

1. Interpretation: The Television Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Function: Television committee is responsible to the Activities Zone for the development, marketing, programme production and co-ordination of Torch TV. The committee is to select an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the committee. Any student can produce work for Torch TV.
3. Programme: Programme policy is to rest with the Executive Committee except that the Director-GeneralStation Manager shall have specific responsibility to ensure that:
 - a. No slanderous material is broadcast. He/she is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. A copy of the Programme Policy Certificate (Annex A) is to be signed by the Director-GeneralStation Manager on assuming the appointment.
 - b. Any material concerning a member of HUU staff is only to be broadcast with his/her expressed permission;
 - c. No material is broadcast which contravenes HUU policy on equal opportunities.
4. Membership: Membership of the General Committee is open to all full members of HUU.
5. Executive Committee: An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the Director-GeneralStation Manager and a minimum of three or a maximum of nine other executive positions whose roles and responsibilities shall be designated by the Director-GeneralStation Manager and voted on at the Annual General Meeting by the General Committee.
6. Appointment of Executive Committee: All members of the Executive Committee are to be appointed by interview by a panel which will normally consist of Station Manager.

Vice President Activities and Student Activities Co-ordinator subject to the following provisions:

a. A member of the Executive Committee must resign before standing for another appointment.

~~6. Elections: The Director General is to be elected by the General Committee in the seventh week of the second semester and ratified by council. All other members of the Executive Committee are to be elected by the General Committee under the supervision of Chair Media and ratified by VP Activities, in accordance with SO 8008 and subject to the following provisions:~~

~~a. Only members of Torch TV who have been present for all general meetings in the two weeks prior to the election are entitled to vote;~~

~~b. A member of the Executive Committee must resign before standing for another appointment.~~

7. Individual Responsibilities: Individual members of the Executive Committee are to have the following responsibilities:

a. The ~~Director General~~Station Manager is to:

- (1) Chair meetings for both the Executive Committee and for general members;
- (2) Have overall control and organise Torch TV activities in accordance with agreed policies, with specific responsibility for programme policy and budget and financial management in liaison with VP Activities, Student Activities Co-ordinator and contact with internal and external organisations;
- (3) Ensure no slanderous material is produced;
- ~~(4) Liaise with the Chief Executive to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;~~
- (4) Plan the long term strategy and direction of Torch TV in coordination with Chair Media.
- (5) share a vote at Union Council with the Station Manager of Radio and the Editor of The Hullfire.
- (6) be a member of the Activities Zone.
- ~~(5)~~

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8. Financial Control: All financial transactions must meet the financial procedures laid down in standing order 9001.

Passed at Union Council: 12/12/11

Passed at UEC: 2/12/11

OJH

April 2014

Passed at UC: 12 May 2014

Passed at UC: 9 May 2016

Passed at UEC:

Passed at UC:

Annexes:

A. HUU Editorial/Programme Policy Certificate

Annex A to 2014

Hull University Union

Programme Policy Certificate

I _____ being ~~Director General~~ Station Manager of Torch TV agreed to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the Vice-President Activities.

Signed _____

~~Director General~~ Station Manager of Torch TV

Date _____