

The Constitution of Loughborough Students' Union Media



Constitution

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July 2020
Media Chair
Christopher Leroux

The Constitution of Loughborough Students' Union Media

LSU
MEDIA

VERSION 2.1

Effective July 2020

INTRODUCTION FROM THE CHAIR

The Constitution is our governing document, it defines how we should operate and how we should conduct ourselves. It is important to have these things inscribed onto a document in order for them to be set in stone. They are intended to be flexible, and they should adapt to the times, but it is also important for consistency that we follow what is written. It covers everything from how we should hold elections to how our membership works, and is key to our understanding of what Media is.

Chris Leroux, Media Chair 2019-20

ABOUT SIDENOTES

In this sidebar, you will find notes and guidance from the authors about how to interpret the Constitution and policies, as well as history and context to the updates made in this revision.

They are not part of the constitution itself, but are here to help guide readers.

1. THE STATUS

- 1.1. Loughborough Students' Union Media (LSU Media) is a collaborative multimedia organisation.
- 1.2. LSU Media's aims are:
 - 1.2.1. To provide informative and entertaining content, including, but not limited to; news, features, comment, culture, opinion & criticism, sport and the review of activities and events of the Union.
 - 1.2.2. To promote the personal development of LSU Media volunteers, particularly through training and the development of their organisational, technical and media-related skills.

LSU MEDIA & LOUGHBOROUGH STUDENTS' UNION (LSU)

LSU Media is a 'Section' of LSU, which puts it alongside Action, Rag, Enterprise, Societies and the Athletic Union.

The Media Chair sits on the Union Executive Committee.

2. COMPOSITION

- 2.1. LSU Media is comprised of two constituent parts:
 - 2.1.1. **Sections:** Main creators of content, as defined later in the in this document
 - 2.1.2. **Hall and Department Media:** A collective group of Representatives and Student Involvement Officers (SIOs) elected by either, their hall of residence or department in accordance with the Union's Bye-Laws;
 - 2.1.2.1. The Hall Media Coordinator, representing the Hall Media Representatives on LSU Media Exec and LSU Media within the Hall

HALLS & DEPARTMENTS

These constituent parts of LSU Media do not hold status as a Media Section, and LSU Media membership is not required to get involved in Hall and Department Media.

The names of these roles changed for this edition.

Students' Federation (HSF).

2.1.2.2. The Department Media Coordinator, representing the Department Media SIO's on LSU Media Exec and LSU Media within the Department Students' Federation (DSF).

STATUS OF SPORT

Sport was removed as a 'constituent part' of Media in 2020, alongside the removal of the Head of Sport.

3. MEMBERSHIP

- 3.1. Any full Union member as defined in the Union's Articles of Association may join LSU Media for an annual fee.
 - 3.1.1. Media Standard Membership will commence on day of purchase until 30th June of that academic year.
 - 3.1.2. Any Union full member may take the opportunity to "Give it a Go" with authorised use of LSU Media's assets for a single media activity before purchasing full LSU Media membership at the discretion of LSU Media.
- 3.2. The membership fee is agreed by the person responsible for the Media budget within LSU Media in consultation with the Media Chair.
- 3.3. By purchasing membership, a volunteer has agreed to abide by LSU Media's Constitution and policies and as such, the membership is conditional and may be revoked if a member acts outside of these rules and policies. Memberships revoked for this reason will not be entitled to any request for refund.
- 3.4. Membership refunds are at the discretion of the Media Chair.

GIVE IT A GO

The activity in question can be decided by a member of either Media Executive or a Media Committee, but should not extend longer than one day. *Updated in 2020.*

All equipment being used for 'Give it a Go' should be monitored by a Member at all times.

MEMBERSHIP REVOCATION

Like refunds, an act of revocation should be conducted by the Media Chair after a full investigation, similar to the removal of a Committee member (see Clause 6).

4. STRUCTURE

- 4.1. **Media Chair:**
 - 4.1.1. The Media Chair is the elected leader of LSU Media and acts as Editor-in-Chief for Label; Director General for LCR, LSUTV, Lens and Executive Officer for Department Media and Hall Media.
 - 4.1.2. The Media Chair sets the strategic direction for LSU Media whilst in office, however any changes to the Constitution must be approved democratically through a general meeting, as outlined later in this document.
 - 4.1.3. In cases in which the Media Chair must make a decision without being able to pass it by Media

MEDIA CHAIR ELECTION

The Media Chair should be elected in February / March of each year in the 'LSU Executive Elections', alongside the other LSU Sections.

During this period, Members must be careful that coverage is not biased towards any one candidate. See the Editorial Guidelines for more advice.

Executive Committee, they may do so, but remain accountable to Media Executive Committee.

- 4.1.4. The Media Chair has editorial control of LSU Media's output, as outlined in the LSU Media Editorial Guidelines.
- 4.1.5. If the Media Executive Committee loses confidence in the Media Chair, they may pass a vote of No Confidence, as outlined later in this document.
- 4.1.6. In any situation where the Media Chair has been removed from office, the Media Vice Chair should assume the role of Acting Media Chair until a by-election takes place.

4.2. **Media Vice Chair:**

- 4.2.1. The Media Vice Chair is the deputy leader of LSU Media and acts as Assistant Editor-in-Chief for Label; Commissioner for LCR, LSUTV, Lens and Deputy Executive Officer for Department Media and Hall Media.
- 4.2.2. The Media Vice Chair assists the Chair in setting the strategic direction for LSU Media whilst in office, however any changes to the Constitution must be approved democratically through a general meeting, as outlined later in this document.
- 4.2.3. The Media Vice Chair is directly responsible for the day-to-day administration and finance of LSU Media, leaving the Chair to be able to focus on long-term strategy.
- 4.2.4. In the absence of the Media Chair, the Vice Chair has editorial control of LSU Media's output, as outlined in the LSU Media Editorial Guidelines.
- 4.2.5. If the Media Executive Committee loses confidence in the Media Vice Chair, they may pass a vote of No Confidence, as outlined later in this document.

4.3. **LSU Media Executive Committee:**

- 4.3.1. The LSU Media Executive Committee is the collaborative body of LSU Media, providing a forum for cross-sectional content to be managed, as well as being a scrutiny committee for the Media Chair and Vice Chair.
- 4.3.2. Media Executive Committee should comprise of at least 7 (seven) voting members and must include all the Ex Officio roles and Section heads.
- 4.3.3. **The Ex Officio Roles are:**
Media Chair,

MEDIA VICE CHAIR

In addition to the responsibilities set out, the Vice Chair should act as a secretary in meetings and compose minutes.

The Vice Chair should be the first to step-in as Acting Chair in the absence of the Media Chair, as laid out in 4.3.10.

Changes in 2020 include the end of Vice Chair elections in favour of appointments through interview, and a move towards administration for this role, rather than managing day-to-day content output.

EX OFFICIO

Ex officio means 'by virtue of the office', with the named members being members of the committee due to their election or appointment into other roles.

Media Vice Chair,
Department Media Coordinator,
Hall Media Coordinator,
Media and Communications Intern (non-voting).

4.3.4. The Section Heads are:

Label Editor,
LCR Station Manager,
Head of Lens,
LSUTV Station Manager.

4.3.5. The Officers are:

Marketing Officer,
Technical Officer,
Wellbeing Officer.

4.3.6. The optional Co-Opted Member is:

Head of Special Projects.

4.3.7. All Media Executive roles should be filled where possible, when the requirement of Clause 4.3.1 is adhered to, any unfilled Officer and Chair roles will not be considered unconstitutional, and therefore may remain vacant.

4.3.8. The exception to the above is that of Head of Special Projects, which is a role to be appointed by the Executive Committee only when required, such as the need for an individual's knowledge or expertise and is not a required role.

4.3.9. The roles of Department Media Coordinator and Hall Media Coordinator may be merged at the discretion of the Chair subject to annual review and will retain only one vote.

4.3.10. Media Chair will act as Chair of Media Executive Committee for all meetings, if unable to attend the following will apply;

4.3.10.1. the Media Vice Chair will assume the role of Chair to the Media Executive Committee,

4.3.10.2. if the Media Vice Chair is also unable to attend, the acting Chair will be selected from those members present at the meeting through a simple majority vote of the Committee.

4.3.11. Conduct at meetings:

4.3.11.1. The Media Executive Committee will hold regular minuted meetings throughout the year. Minutes of those meetings will be approved at the next meeting and published on the media website within two weeks of approval.

4.3.11.2. The Media and Communications

MEDIA INTERN

The Media Intern does not receive a vote in Media Executive Committee Meetings as they are not a student member of LSU. They should not be part of quorum calculations.

HEAD OF SPORT

The Head of Sport was removed in 2020, with sport coordination now taking place at a sectional level.

SPECIAL PROJECTS

The Head of Special Projects does contribute towards quorum, when the position is filled.

Appointment to this role should take place in line with 5.3., with the only exception that the role can be opened at any time by a vote of the Media Executive Committee.

MERGING HALLS & DEPARTMENTS

LSU Media has rarely had a representative elected for Departments, and therefore from 2020, when no individual runs for Department media Coordinator (or vice versa), the Executive Committee can decide to merge the two positions for that academic year.

MEETING CONDUCT

Committee members are expected to abide by the LSU Volunteer Code of Conduct at all times, including in meetings - respecting all views.

Intern or a representative from the Communications/Insights team may also be invited to LSU Media Executive Committee meeting in a non-voting capacity at the discretion of the chair.

4.3.11.3. Once elected, the Media Chair-Elect will be invited as a guest to all Media Executive Committee meetings in a non-voting capacity and will not contribute towards meeting quorum.

4.3.12. **Voting at meetings:**

4.3.12.1. A quorum of two-thirds of voting members must be present to pass motion or policy;

4.3.12.2. A simple majority of members present and eligible to vote is required to pass a motion or policy;

4.3.12.3. Each position receives one equal vote, with an individual unable to hold two voting positions simultaneously;

4.3.12.4. The Chair will only vote in the event of a tie and their vote will be the deciding vote.

4.4. **LSU Media Sections**

Sections can be added or removed at a General Meeting in accordance with the procedure outlined in this document.

4.4.1. **Label**

Providing content through online articles and semi-regular paper issues distributed throughout the year. Lead by the Label Editor with the Media Chair as Editor-in-Chief.

4.4.2. **Loughborough Campus Radio (LCR)**

Providing content through permanent online access to continuous broadcast and audio content uploaded online. Lead by the LCR Station Manager with the Media Chair as Director General.

4.4.3. **Lens**

Providing content through photography uploaded online, regular training sessions on technical and creative aspects and assists other LSU and LSU Media sections with photography requirements. Lead by the Head of Lens with the Media Chair as Director General.

4.4.4. **Loughborough Students' Union Television (LSUTV)**

Providing content through videos uploaded online and frequent live broadcasts. Lead by the LSUTV

MEETING INVITATIONS

In the absence of the Media Intern, the Media Executive Committee can invite another individual to take their place - this is at their discretion.

Other individuals may also be invited to meetings to give evidence or provide expert knowledge, with the approval of the Committee.

LSU MEDIA SECTIONS

The LSU Media Sections are at the heart of Media. They are operated by their own committees, but should work together wherever possible and appropriate.

The oldest Section is LCR, which first went on air in 1973. Label followed soon after, with LSUTV founded in 2001.

'Loop', the audio production Section was abolished in 2017, with Lens established shortly before this in 2014.

Station Manager with the Media Chair as Director General.

4.5. **Media Committees**

- 4.5.1. Each section outlined in this document has a committee to direct their output, chaired by their individual section head, who will represent both their committee and their section volunteers at a Media Executive Committee meeting.
- 4.5.2. Committee positions are subject to an annual review at the discretion of the oncoming section head.
- 4.5.3. Decisions requiring a vote will follow the same voting procedure as that of LSU Media Executive, outlined earlier in this document.

4.6. **Department Media Council**

- 4.6.1. The Department Media Council is the collective group of Media Student Involvement Officers (SIOs) elected by their respective departments under the rules of the Department Students' Federation.
- 4.6.2. Media SIOs are responsible for both promoting their own department and recruiting volunteers for LSU Media's sections.
- 4.6.3. Media SIOs have regular meetings, chaired by the Department Media Coordinator.
- 4.6.4. The Department Media Coordinator represents the Media SIOs on LSU Media Executive Committee and represents LSU Media within the Department Students Federation (DSF).
- 4.6.5. The Department Media Assistant Coordinator is the secretary for the Department Media Council and the first point of delegation. The Assistant Coordinator role can be split between multiple people at the discretion of the Department Media Coordinator.

4.7. **Hall Media Council**

- 4.7.1. The Hall Media Council is the collective group of Hall Media Representatives elected by their respective halls of residence under the rules of the Hall Students' Federation.
- 4.7.2. Hall Media Representatives are responsible for both promoting their own hall and recruiting volunteers for LSU Media's sections.
- 4.7.3. Hall Media Representatives have regular meetings, chaired by the Hall Media Coordinator.
- 4.7.4. The Hall Media Coordinator represents the

SECTIONAL COMMITTEE MEETINGS

Section Committees should meet regularly, and are not required to keep minutes - although this is good practice.

SPORT WORKING GROUP

References to the LSU Media Sport Working Group were removed in 2020 after the abolition of its chair - the Head of Sport. Sectional Heads of Sport / Sport Editors should still be encouraged to regularly meet and coordinate Match Report projects.

DEPARTMENT ASSISTANT COORDINATOR

This role should be reviewed annually. In 2020, this role was not split into two.

Hall Media Representatives on the LSU Media Executive Committee and represents LSU Media within the Hall Students Federation (HSF).

- 4.7.5. The Hall Media Assistant Coordinator is the secretary for the Hall Media Council and the first point of delegation. The Assistant Coordinator role can be split between multiple people at the discretion of the Hall Media Coordinator.

HALLS ASSISTANT COORDINATOR

This role should be reviewed annually. In 2020, this role was split into two: Support and Engagement.

5. ELECTION AND APPOINTMENT

- 5.1. All successful candidates must purchase LSU Media membership as soon as it is made available, prior to the start of the academic year.
- 5.2. **Media Chair**
 - 5.2.1. Any full Union Member as defined in the Union's Articles of Association may apply for the role of LSU Media Chair during the election period as set by Union's Head of Democracy.
 - 5.2.2. Nominations and voting for this position will abide by the Union's Elections Bye-Law.
 - 5.2.3. Anyone interested in the role of Media Chair can request shadowing from the current role holder. All shadowing must be fair and of an equal level to all those that request it.
- 5.3. **Media Executive Committee**
 - 5.3.1. Application for non-Ex Officio roles stated in Clause 4.3.1 will be sought in the final term of each academic year.
 - 5.3.2. Any current or past LSU Media Members may apply for a position on the Media Executive Committee, including those who are currently serving or have previously served on Media Executive Committee.
 - 5.3.3. Anyone interested in any of the roles of LSU Media Executive Committee can request shadowing from the current role holder. All shadowing must be fair and of an equal level to all those that request it.
 - 5.3.4. Applicants will be invited to interview during the final term of the academic year. The interview panel will consist of:
 - 5.3.4.1. The incumbent Media Chair and the Media Chair-Elect;
 - 5.3.4.2. The incumbent Media Executive Committee member for each post, or if unavailable, another relevant member of the Media Executive Committee jointly decided

upon by the incumbent Media Chair and Media Chair-Elect..

- 5.3.5. The panel will select a maximum of two candidates and a minimum of one candidate who meet a person specification for the role. Successful candidates will be presented at a General Meeting to LSU media members prior to vote via the Union's elections website, or through an alternative voting method agreed upon at the General Meeting.
- 5.3.6. There will be no campaigning in these elections.
- 5.3.7. The importance of Re-Open Nominations (RON) will be highlighted when voting opens.

5.4. **Department Media Coordinator and Hall Media Coordinator**

- 5.4.1. Elected by Hall and Department Committees.
- 5.4.2. Only past and current Department Media SIOs can apply for the position of Department Media Coordinator and the position will be elected by current and past Department Media SIOs.
- 5.4.3. Only past and current Hall Media Representatives can apply for the position of Hall Media Coordinator and the position will be elected by current and past Hall Media Representatives.
- 5.4.4. If no candidate runs in the election, the roles will be opened for general applications and appointed in the same method as stated in 5.2.
- 5.4.5. The Department Media Coordinator and Hall Media Coordinator positions do not need to be ratified in a General Meeting if elected.

5.5. **Media Committee Positions**

- 5.5.1. Media Members may apply for committee positions in the final term of each academic year.
- 5.5.2. Any current, full LSU Member (as defined in 3.1) may apply for a position on a Media Committee, including those who are currently serving or have previously served on a Media Committee.
- 5.5.3. The applicants are selected by the relevant oncoming head of section, with the guidance from the Media Chair Elect and any other relevant person(s). Interviews for committee positions are mandatory.
- 5.5.4. Committee members do not need to be ratified at a General Meeting.

- 5.6. An individual may apply for multiple roles within the Media Structure, however,

COMMITTEE POSITION INTERVIEWS

Interviews can be conducted in a number of ways to facilitate as many applicants as possible.

Candidates should not be turned away from posts due to oversubscription, but could be moved to other roles or have positions created to facilitate their involvement.

5.6.1. any individual holding two or more positions on a single committee (including LSU Media Executive Committee) will only be able to register one vote.

5.7. All appointed Media Committee members will take up their role in the summer prior to the start of the new academic year. The date of which will be agreed by Media Chair and Media Chair Elect and relayed to current and oncoming Media Executive Committee and Media Committees.

COMMITTEE START DATE

Historically, all Media Committees change over at the start of the new LSU Executive Team's term.

6. REMOVAL OF COMMITTEE MEMBERS

6.1. Removal from a role on Committee should be as a last resort and only if the procedures set below have been exhausted.

6.2. Any Media Executive Committee Member, including the Media Chair and Vice Chair, can be removed from their position by a vote of No Confidence if a situation in which this is deemed necessary arises.

6.2.1. A vote of No Confidence in any member to which Clause 6 (Removal of Committee Members) applies can be requested by 3 Media Executive Committee members (or 15%, whichever is higher), or 10 Media Members.

6.2.2. The motion to remove any member to which Clause 6 (Removal of Committee Members) applies, must be presented at a Media Executive Committee Meeting where two-thirds of voting members are present.

6.2.3. All members of the Media Executive Committee should receive notice of the motion at least 10 days prior to the meeting.

6.2.4. Any apologies must be received no later than 48 hours prior to the start of the meeting.

6.2.5. The individual in question must be notified 10 days prior to the presentation of the motion and must be given an opportunity to defend their position at the meeting but does not receive a vote.

6.2.6. Two-thirds of voting members present must uphold the motion in a secret ballot. The Chair of the meeting will not receive an ordinary vote but will cast a deciding vote in the case of a tie.

6.2.7. Removing a member from a position does not require constitutional change, it simply makes a role vacant. The role will then become open to applications once again, following the appointment procedure laid out in Clause 5 (Election and Appointment).

VONC COMMITTEE NOTIFICATION

An extraordinary meeting can be called to solely deal with a Vote of No Confidence.

SECRET BALLOT

The ballot papers should be available to committee members for scrutiny. In addition, an external arbitrator could be invited to count and confirm ballots alongside the chair.

- 6.2.8. The only exception to this is if a Media Executive Committee member has behaved in a way that warrants immediate removal from their position. This must be approved by the Media Chair and will then be ratified with a No-Confidence vote.
 - 6.2.8.1. If any member to which Clause 6 (Removal of Committee Members) applies, is subject to student discipline through the Union's Discipline Policy, they will be suspended until that process is complete;
 - 6.2.8.2. Media Executive Committee shall then consider whether to hold a vote of no confidence in the member in question.

- 6.3. In the case of the Media Chair being the subject of the vote, the following procedure will be followed:
 - 6.3.1. LSU Vice President (or if unavailable, another member of the LSU Executive, chosen by the Media Executive Committee) should be present at the meeting but shall not have a vote.
 - 6.3.2. The LSU Democracy and Representation Performance Review Sub-Committee will be notified of this vote, in accordance with the LSU Performance Review Policy. If Media Executive uphold the vote, the Media Chair will be suspended from the role, pending decision from, if applicable, the LSU Board of Trustees.
 - 6.3.3. The Media Chair will automatically become ineligible to stand in any future election.

- 6.4. In the case of the Media Chair, Media Executive Committee can also decide to call a Vote of Censure, which will follow the procedure outlined in the Elected Officer Performance Review bye-law.

- 6.5. Committee Members can be removed from post by the Committee Chair if a situation in which this is deemed necessary arises.
 - 6.5.1. Prior to this, all checks must be made to establish if there is a legitimate performance issue and ensure that actions have been taken that enable the volunteer an opportunity to improve.
 - 6.5.2. If a volunteer is removed from their position, this must be done verbally and in writing. The volunteer has 5 working days to appeal to the Media Chair or LSU Vice President. A new person can be appointed into the position following this 5-day window, unless an appeal is taking place, in which case this will take place once the appeal is completed.

IMMEDIATE REMOVAL

The no-confidence vote in this case, unless the individual is banned from all Union activities, should take place with the same procedure as in 6.2.1. - 6.2.7.

STUDENT DISCIPLINE

Ordinarily, removal under 6.2.8.1. would not refer to LSU bans on Nights.

REMOVAL OF THE CHAIR

The Media Chair cannot ordinarily be removed from post without the approval of the LSU Democracy & Representation Committee, the LSU Executive Team and the Board of Trustees. However, the Media Chair's ex-officio role as chair of the Executive Committee can be ended with a Vote of No Confidence from the Committee.

MOTION OF CENSURE

A motion of censure can be held by any committee the Media Chair holds office in. If a motion is passed, the final censure decision will be passed to the Democracy & Representation Committee and if upheld, will be treated as a formal disciplinary warning.

VOLUNTEER REMOVAL

This applies to all unelected committee members, including those on Sectional Committees. The onus for evidence should be placed on the accuser / chair.

- 6.5.3. The only exception to this is if a Committee Member has behaved in a way that warrants immediate removal from their position. This must be approved by the Media Chair and will then be ratified by the committee.
- 6.6. A Committee member can be removed from post if they fail to attend two consecutive meetings without offering a written explanation to the Chair, which is then accepted by the relevant committee. The member shall normally be deemed to have resigned and if accepted by the committee, there shall therefore be a casual vacancy – this does not require constitutional change.

MEETING ABSENCE

The process outlined in 6.6. is no longer compulsory as of 2020, but it remains as an option for the Chair and committee members, if they wish to accept the de facto resignation.

7. GOVERNANCE DOCUMENTS

- 7.1. LSU Media's Governance Documents are made up of three levels.
- 7.1.1. Loughborough Students' Union Articles of Association and Bye-Laws
 - 7.1.2. LSU Media Constitution
 - 7.1.3. LSU Media Policies
- 7.2. This document makes up the Constitution of LSU Media.
- 7.2.1. All Media Members agree to the Constitution when becoming a member.
 - 7.2.2. Changes to the Constitution of LSU Media are made through approval at a General Meeting and require a majority vote to be valid, as stated later in this document. In cases where there is a tie, the chair of the meeting has the casting vote.
- 7.3. The policies of LSU Media are additional documents. The current LSU Media Policies are:
- 7.3.1. LSU Media Equipment Booking: Terms and Conditions
 - 7.3.2. LSU Media Editorial Guidelines
- 7.4. The policies are separate to the Constitution, as such changes to them may be made by Media Exec throughout the year.
- 7.4.1. All policies are made available to media members to view on the LSU Media website.
 - 7.4.2. Changes made must reach a simple majority vote amongst voting members of the Media Executive Committee.
 - 7.4.3. Any Media Member has the right to challenge changes or motion a change to policies at a

DOCUMENT AVAILABILITY

All governance documents, including minutes, must be made available online on the Media website within 14 days of approval, as in 4.3.11.1. and 8.2.3.

The incorporation of LSU in 2019 changed LSU's governing document to Articles of Association. This change is now reflected here.

GOVERNANCE DOCUMENTS

The Equipment Booking Terms and Conditions and Editorial Guidelines are available at the end of this document, and online.

General Meeting.

- 7.5. All Media members agree to these documents when becoming a member, as outlined earlier in this document.
- 7.6. All Media Members also agree to the following external policies when becoming a member
 - 7.6.1. The Independent Press Standards Organisation (IPSO) Editorial Code of Conduct
 - 7.6.2. The National Union of Journalists (NUJ) Code of Conduct (if a registered member of the NUJ)
- 7.7. Decisions regarding contravention of LSU Media's Constitution and Policies are at the discretion of Media Exec.
 - 7.7.1. Benefit of the doubt must be offered to the member in question.
 - 7.7.2. The member in question must be given the chance to defend themselves and appeal any decision made.

NUJ MEMBERSHIP

NUJ Membership is recommended for all members who wish to conduct journalistic work, and will protect them against attempts to prevent publishing stories and investigations. In return, they must abide by their Code of Conduct.

8. GENERAL MEETINGS

- 8.1. General Meetings shall be called by the Media Chair. Any voting member of the Media Executive Committee, any individual Media Committee Member, or a group of any 15 Media Members can request a General Meeting to the Media Chair.
 - 8.1.1. All requests for a General Meeting must be taken seriously by the Media Chair and once requested, the Chair must then call and organise the meeting.
 - 8.1.2. If the request is declined, the Media Chair must meet with the individual or group in question to explain why, and to hear concerns.
 - 8.1.3. If this does not suffice, the individual(s) can petition the Media Executive Committee, who will provide a final vote on the matter.
- 8.2. There must be at least one General Meeting per academic year.
 - 8.2.1. General Meetings are chaired by the Media Chair.
 - 8.2.2. The agenda and relevant papers for a General Meeting will be circulated to all Media Members at least two weeks prior to the meeting.
 - 8.2.3. Minutes will be published on the media website within two weeks of the meeting, after approval from the Media Executive Committee.

AGM

The Annual General Meeting traditionally occurs after Easter, with the new Media Chair in attendance.

- 8.3. All members of the Media Executive Committee, Media Committees and every Hall and Department Media Representative and SIO are required to attend and will receive a vote at all General Meetings, as long as they are LSU Media Members. Any apologies must be given with at least 48 hours notice.
- 8.4. When meetings require a vote, the quorum is set at 33% +1 of the voting group.
- 8.4.1. If a quorum is not achieved at the General Meeting, then the meeting shall be reconvened within two weeks with an automatic quorum. All members must be notified of this.
- 8.4.2. Voting procedure will follow the same guidelines as LSU Media Executive Committee and Committees, as outlined previously in this document.
- 8.4.3. Any votes must meet a simple majority of those in attendance to be passed, with Single Transferable Vote used.
- 8.4.4. In the case of a tie, the chair of the meeting has the casting vote.

VOTES & ATTENDANCE

Only members of a LSU Media Committee (as well as Reps and SIOs who hold membership) are entitled to a vote at a General Meeting. Combined, they form the voting group. Each Media Member is only counted in this group once, and only receives one vote.

ONLINE VOTING

To achieve quorum, votes can be a mixture of online and offline. All members in the voting group can be emailed prior to the meeting, and asked to send in a vote online. Those who do not send in a vote or attend should be assumed to have abstained.

REVISION HISTORY

Any changes to the constitution should be recorded here.

Constitution and Policies 1.0
May 2016
Bryn Wilkes (Vice President Media)

Constitution and Policies 2.0
May 2019
Jasmine Jefferies (Media Executive Officer)

Constitution 2.1
July 2020
Christopher Leroux (Media Chair)

FIND OUT MORE

Want to find out more about our governance documents?

Feel free to email the Media Chair at media@lsu.co.uk, or come into the office weekdays between 10 and 5 to inquire in person.

Loughborough Students' Union Media Editorial Guidelines

**LSU
MEDIA**

VERSION 1.2

Effective June 2020

1. EDITORIAL PURPOSE

- 1.1. LSU Media's output exists to inform and entertain the members of Loughborough Students' Union.
- 1.2. Critical journalism is encouraged within LSU Media so that students can be given access to editorially independent, non-pacified facts and opinions that help them develop their understanding of the factors that affect their student experience.
- 1.3. If a piece of LSU Media output brings an individual or organisation into disrepute in any way, it must automatically be escalated to at least the next level up in the Editorial Chain of Command.
 - 1.3.1. LSU Media Members should be aware of the legal implications, ramifications and safeguards that come with creating the content they produce for the Students' Union.
 - 1.3.2. LSU Media members should also be aware of the IPSO Editor's Code of Practice and the NUJ Code of Conduct (if a member of the NUJ), and abide by these guidelines in their work.
- 1.4. Any individual who feels they have been portrayed negatively in LSU Media content has the right to request escalation above the original creator.
 - 1.4.1. An editorial decision made from this escalation must still be made according to the policies within this document. Action should not be taken simply because an individual has complained, however complaints must be taken seriously.
 - 1.4.2. Care must be taken regarding defamation and slander laws in this case.

CRITICISM

Critical journalism is a core part of student publications. Criticism does not have to be opinionated, but if it is, Clause 6 should be referred to.

IPSO & NUJ

The IPSO Editor's Code of Practice and NUJ Code of Conduct are new additions for 2020, and help ensure the quality of our journalistic work.

NUJ Membership is recommended for all members who wish to conduct journalistic work, and will protect them against attempts to prevent publishing stories and investigations. In return, they must abide by their Code of Conduct.

2. EDITORIAL CHAIN OF COMMAND

- 2.1. The Editorial Chain of Command is to be used when there is sufficient doubt regarding compliance with the Editorial Guidelines and ensures editorial responsibility

falls correctly.

2.1.1. If a member is unsure on a piece of output and have consulted the Editorial Guidelines, they are advised to escalate any issues to their direct superior.

2.1.2. The Media Chair has editorial control over LSU Media's output, which is delegated to the LSU Media Section Heads.

2.2. Editorial decisions can be made democratically. It is at the discretion of the relevant section head to decide if a committee/group consensus is necessary for a decision.

2.2.1. A group consensus is recommended when content is particularly divisive, or a precedent is likely to be set based on the outcome.

2.2.2. The person who made the decision to allow a group consensus is still ultimately responsible for the action that is taken and accountable to the member(s) above them in the editorial chain.

2.3. The Media Chair may choose to liaise with relevant LSU Staff and receive advice regarding particularly contentious pieces of content.

BEST JUDGEMENT

Best judgement should be used by the students producing & editing content. Advice can be sought, but final decisions should lie with students, unless there are legal reasons for the Board of Trustees to intervene.

3. OBTAINING INFORMATION

3.1. For LSU Media to maintain its reputation for fair, balanced, critical journalism, it is important that journalistic integrity is maintained when obtaining information for output.

3.1.1. No information for LSU Media output may be gained by illegitimate access. This includes any activity considered illegal by UK law (such as phone-tapping and hacking), but also includes abuse of access that may have been granted accidentally.

3.1.2. No information for LSU Media output may be gained by breach of formal confidentiality that exists in a committee or group that the journalist is a part of.

3.1.3. No information for LSU Media output may be gained by abuse of personal trust. If a journalist wants to gain information from a personal conversation, it must be made clear to the person disclosing the information that the conversation is on-the-record.

3.2. If a journalist gains information in any of the means outlined above but feels that the information is worthy

PUBLIC INTEREST

Obtaining information through possibly illegitimate means as outlined in 3.2. should continue when abide by the following IPSO guidelines on the public interest:

- Detecting or exposing crime, or the threat of crime, or serious impropriety.
- Protecting public health or safety.
- Protecting the public from being misled by an action or statement of an individual or organisation.

of broadcast, it is recommended that they follow it up by asking questions with a legitimate on-the-record answer.

- 3.3. The only exception to the guidelines regarding obtaining information, is if information gained illegitimately is important enough that a failure to report it would be unfair on the student population. This judgement is at the discretion of a group discussion at the appropriate level (usually the LSU Media Executive Committee).
- 3.4. Individuals disclosing information should always be encouraged to agree to be named as a source. Unnamed sources are sometimes necessary in sensitive output, but they should be avoided wherever possible.

- Disclosing a person or organisation's failure or likely failure to comply with any obligation to which they are subject.
- Disclosing a miscarriage of justice.
- Raising or contributing to a matter of public debate, including serious cases of impropriety, unethical conduct or incompetence concerning the public.
- Disclosing concealment, or likely concealment, of any of the above.

4. IMPARTIALITY

- 4.1. Whilst individual LSU Media members are encouraged to contribute their opinions and comments, the organisation and its subsidiaries must remain neutral.
- 4.2. LSU Media, any of the four sections or any part of the organisation above individual level cannot collectively offer support to any campaign, cause, political party, candidate, team or any other partisan entity.
 - 4.2.1. LSU Media and its constituent bodies may not take a partisan editorial stance.
 - 4.2.2. No journalist may claim that LSU Media or any of its constituent bodies are in support of a partisan entity.
 - 4.2.3. Where possible, those with editorial control should encourage LSU Media Members to contribute with a range of stances so the net stance on a particular topic is impartial.
- 4.3. When contributing as LSU Media Members rather than representatives of external bodies, LSU Media Members must be mindful of the language they use when referring to a group to which they belong.
- 4.4. When contributing opinion-based content, LSU Media Members must disclose any conflict of interest that may see them benefit from conveying that opinion.
 - 4.4.1. If they are a member of a particular group that supports the opinion that is conveyed in the content, it should be made very clear at the beginning of the content.
 - 4.4.2. If they have declared that they are contributing as

a member of an external group, the above does not apply as they are not contributing content as an LSU Media Member.

5. OPINION IN LSU MEDIA CONTENT

- 5.1. The consumer of content made by LSU Media should be made aware if they are consuming an opinion-based piece of content. Where possible, the content creator should try to include alternative points of view.
- 5.2. If opinion is worked into a fact-based piece of output, a clear distinction must be made between the two.
- 5.3. Where an opinion is critical of an individual or individuals, it is vital that they are allowed the right of reply within the output itself.
 - 5.3.1. The individual must be offered a reasonable amount of time to offer a response before the output is released. The LSU Media Member must make a genuine attempt to contact the individual through several methods.
 - 5.3.2. Once output is released, the individual or individuals concerned must still be allowed the right of reply, even if they didn't exercise that right at first. The LSU Media Member must publish any response after the output is released wherever possible.
 - 5.3.3. If the individual or individuals concerned have been contacted but haven't offered a response, this should be stated in the output.

MAKING OPINION CLEAR

Making opinion-based content clear is easy! Make sure to include it in the title of your work, or categorise it as such on the Media website.

OPINION DURING ELECTIONS

Making opinion clear during Elections (whether within LSU or externally) is extremely important to ensure the impartiality of LSU Media. Giving time for a response is good practice.

6. INAPPROPRIATE CONTENT

- 6.1. In industry, the use of inappropriate content (IC) is closely regulated in terms of when and where it may appear.
- 6.2. LSU Media's content is almost exclusively aimed at over-16s, meaning that – live TV and radio aside – regulation on IC, in practice, is not to avoid exposure to children. However, it is still an important editorial consideration for producers of content within LSU Media. This is more to do with the image of LSU Media and LSU as a professional and articulate organisation and the respectability that comes with it.
- 6.3. Inappropriate Content is used to describe any content that would be considered may offend or otherwise reflect badly upon the Loughborough Students Union and/or LSU Media.

- 6.3.1. IC includes, but is not limited to: offensive language, nudity, sexual depictions, violence or violent depictions, gore or gory depictions and championing of alcohol and recreational drugs.
- 6.3.2. It is an all-encompassing requirement that all uses of IC that are not hidden by removal/audio/visual obscuring must be approved by escalating the decision to at least the next level up on the Editorial Chain of Command.

6.4. **Inappropriate content in on-demand content**

- 6.4.1. IC may only be approved for on-demand content if it adds a specific and worthwhile contribution to the content.
- 6.4.2. IC may only be used in programs or features with a brand identity that would lead an audience to expect it.
- 6.4.3. Any piece of output containing approved IC may only do so if the audience is made clear that they should expect it when consuming the content. This should be done both alongside the post and at the start of the content itself.
- 6.4.4. In printed content, a warning for what IC to expect must be displayed clearly at the top of the content.

6.5. **Inappropriate content in live content**

- 6.5.1. If unplanned IC is broadcast live, the content producer must make a decision on whether it was clear and obvious enough for the majority of the audience to have noticed it.
 - 6.5.1.1. If the producer decides that the majority of the audience would have noticed the IC, a deliberate and sincere apology to anyone who may have been offended must be made as quickly as possible during the broadcast.
 - 6.5.1.2. If the producer decides that the majority of the audience would not have noticed the IC, they may continue without interruption.
 - 6.5.1.3. However, if there is a complaint from a member of the audience, an apology must be offered.
- 6.5.2. If it becomes clear that any person taking part in a live broadcast is likely to use unplanned IC, that person must be removed from the broadcast at the earliest appropriate time. This decision may be made by the Producer.
- 6.5.3. Appropriate action must be taken if the perpetrator requires discipline.

RELEASING CONTENT

It is good practice to check shows which are notorious for IC (such as Nights programmes) through multiple members of the Committee (or two editors) before release.

IC FROM BROADCAST TEAM

If a member of the broadcast team brings LSU Media into disrepute by creating IC during a live broadcast, they could be referred to the LSU Discipline Committee for an Activities Ban.

REVISION HISTORY

Any changes to the editorial guidelines should be recorded here.

Editorial Guidelines 1.0
March 2016
Bryn Wilkes (Vice President Media)

Editorial Guidelines 1.1
December 2018
Jasmine Jefferies (Media Executive Officer)

Editorial Guidelines 1.2
June 2020
Christopher Leroux (Media Chair)

FIND OUT MORE

Want to find out more about our governance documents?

Feel free to email the Media Chair at media@lsu.co.uk, or come into the office weekdays between 10 and 5 to inquire in person.

Loughborough Students' Union Media Equipment Booking Terms



VERSION 1.2
Effective June 2020

TERMS AND CONDITIONS

1. The individual making a booking takes full responsibility for the equipment and must report any damages or losses. Equipment broken when booked out on behalf of another volunteer will be considered on a case-by-case basis.
2. Equipment must be collected by the person who made the booking. If someone else will be picking it up, this must be mentioned in the comment section of the booking.
3. Equipment may only be operated by trained members of LSU Media that hold a Media Membership and have conducted the relevant basic training in using the equipment, as recorded by the Media Executive Committee.
4. All items must be returned by the time specified on the booking. This includes all memory cards and batteries used with the equipment.
5. Equipment can only be collected and returned between 10am-5pm Monday to Friday. If equipment is required at an earlier or later time, it must be mentioned in the comment section of the booking and communicated to the relevant LSU Media Section Head to be arranged.
6. Any commercial use of equipment is not allowed without prior explicit agreement with the Media Chair, as stated in the LSU Media Code of Conduct.
7. LSU Media reserves the right to all content produced with our equipment and software.
8. LSU Media Equipment may not be used, under ordinary circumstances and without prior explicit agreement with the relevant LSU Media Section Head, for any other organisation or group within or outside of Loughborough

BOOKING SYSTEM

Access to the Booking System may vary from year to year, but ordinarily this is limited to Media Committee members. It can be accessed at mediabookings.lsu.co.uk. Members without access should book through a Committee member.

RIGHT TO CONTENT

Access to content produced may not be required by LSU Media in all circumstances, and is at the discretion of the Media Executive Committee Member responsible. LSU Media reserves the right to publish all content produced on their equipment or software.

HALLS & DEPARTMENTS

'Other organisations or groups' includes Halls and Departments and their Media Reps / SIOs, even if they have Media Membership.

Students' Union, as stated in the LSU Media Code of Conduct.

9. LSU Media equipment must not be used under the influence of alcohol or drugs.
10. Any situations in which the equipment is going to be used in a high-risk environment, the person making the booking must check with the Media Chair to see if the Risk Assessment will cover the use of equipment at their event.
11. LSU Media reserves the right to cancel or modify any bookings if necessary.
12. Failure to comply with the above Terms and Conditions will result in a strike. Non-compliance is outlined in the LSU Media Constitution.
 - 12.1. One strike: Verbal and written warning.
 - 12.2. Two strikes: The member or organisation will receive a temporary one (1) month ban on booking all equipment.
 - 12.3. Three strikes: The member or organisation will receive a permanent ban on booking all equipment.

HIGH-RISK CONTENT

Suitable protections to equipment from the elements and from the public should be made. Less expensive equipment could be used in these circumstances.

BANS

Issuing bans are the responsibility of the Media Chair and Executive Committee members, and can apply to any Member, Organisation, or Member of Staff.

REVISION HISTORY

Any changes to the Booking Terms and Conditions should be recorded here.

Booking Terms and Conditions 1.0
March 2018
Dan Hess (Media Technical & Production Intern)

Booking Terms and Conditions 1.1
December 2018
Jasmine Jefferies (Media Executive Officer)

Booking Terms and Conditions 1.2
June 2020
Christopher Leroux (Media Chair)

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