

## **Council Motion**

**Heading: Media Constitution Update – Changes to reflect Editor-in-Chief job title change and addition of a Senate position.**

**Submitted by: James Spokoini (Executive Committee)**

See additional papers (all changes have been highlighted).

James Spokoini to give an oral report

# SCHEDULE IX

## LOUGHBOROUGH STUDENTS' MEDIA

### 1. THE STATUS

Loughborough Students' Media is an integral part of Loughborough Students' Union with the status of a section under the Constitution. The section is a unified composition of:

- a) The radio station 'Loughborough Campus Radio' ('LCR').
- b) The television station 'Loughborough Students' Union Television' ('LSUTV').
- c) The magazine 'Label'.
- d) The commercial studios 'Aura Studios' comprised of:
  - i. Aura Audio.
  - ii. Aura Video.

The non-commercial output of the Section should:

- a) Act in the interests of the Students' Union and the Student Community.
- b) Facilitate balanced scrutiny of the Executive Committee.
- c) Be determined by the **Editor-in-Chief**, based on the ideas, submissions and productions of the current Media Committees.

Aura Studios, is to be governed as seen fit by the **Editor-in-Chief**, whilst considering the needs of its clients and the aims of the section.

The aims of the Section are:

- a) To provide media content that is of particular interest to Loughborough students as deemed fit by the **Editor-in-Chief** :-
  - i. News, comment and current affairs related to the Union, the University, the campus, the local community and national issues.
  - ii. Features on student lifestyle including sport, art, entertainment, education, welfare and careers.
  - iii. Information and promotion of activities and events at the Union.
  - iv. Content which appeals to the full range of Loughborough Students.
- b) To support the Union's ethical values through journalism which is balanced and properly sourced.
- c) To promote the personal development of volunteers particularly through training and the development of their organisational, technical and media skills and to support direct career development in media and creative industries.
- d) To partly offset the costs of the Section through media sales and commercial work in line with Union budgets, using media facilities and expertise, whilst acknowledging that commercial demands must be balanced against Union demands.

Members of the Union may join the Section and benefit from participating on payment of an annual fee set by the **Editor-in-Chief** and approved by the Trustees from time to time.

The Board of Trustees will, at their discretion, allocate suitable premises, equipment and resources to facilitate these aims.

## 2. MEDIA PRINCIPLE OFFICER

The **Editor-in-Chief** is the principal officer. The **Editor-in-Chief** is a Section Sabbatical Officer of the Union and a member of the Executive committee reporting to Union Council and Board of Trustees. (as set out in S4.b.2) The **Editor-in-Chief** is elected annually in accordance with **Standing Order C**.

The **Editor-in-Chief** is responsible for:

- a) Leading the Section and setting its internal policies and budgets.
- b) Being the Editor-in-Chief and director general of all Union Media.
- c) Chairing Media Senate meetings.
- d) Taking urgent decisions between meetings, reporting them to the following Senate meeting.

## 3. MEDIA SENATE

### ROLE

- a) To co-ordinate the work of each section of Media and their committees.
- b) Plan developments for the Section.
- c) Approve bids as suggested by the **Editor-in-Chief** for budget and capital developments for the Section to VP Finance and Commercial Services.

### COMPOSITION

In addition to the **Editor-in-Chief**, the membership of Media Senate and individual roles are:

#### **LCR STATION MANAGER is responsible for:**

- a) Reporting on LCR progress since the last meeting of Senate.
- b) Reporting on LCR plans ahead of the next meeting of Senate.
- c) Reporting back to LCR Committee anything that Senate mandates which affects LCR.

#### **LSUTV STATION MANAGER is responsible for:**

- a) Reporting on LSUTV progress since the last meeting of Senate.
- b) Reporting on LSUTV plans ahead of the next meeting of Senate.
- c) Reporting back to LSUTV Committee anything that Senate mandates which affects LSUTV.

#### **LABEL EDITOR is responsible for:**

- a) Reporting on Label progress since the last meeting of Senate.
- b) Reporting on Label plans ahead of the next meeting of Senate.
- c) Reporting back to Label Committee anything that Senate mandates which affects Label.

#### **HEAD OF AURA AUDIO is responsible for:**

- a) Reporting on Aura Audio progress since the last meeting of Senate.

- b) Reporting on Aura Audio plans ahead of the next meeting of Senate.
- c) Reporting back to Aura Audio volunteers anything that Senate mandates which affects Aura Audio.

**MARKETING DIRECTOR is responsible for:**

- a) Strategising, planning and coordinating the sales of LCR, LSUTV and Media website advertising throughout the course of the year.
- b) Reporting on the progress of advertising since the last meeting of Senate.
- c) Reporting back to sales volunteers anything that Senate mandates which affects Media Marketing.
- d) Updating Senate on the current status of advertising for LCR, LSUTV and the Media website.

**ONLINE EDITOR is responsible for:**

- a) Operation, maintenance and development of the Media website in line with the Union & lufbra.net branding, working in conjunction with the Online Editors of LCR, LSUTV and Label.
- b) Server maintenance and ensuring the smooth operation of all media servers and computers.
- c) Working with the other members of Senate to assist in making technical enhancements to the Media Centre.
- d) Reporting on any progress since the last meeting of Senate.
- e) Reporting on any plans ahead of the next meeting of Senate.

**ASSISTANT EDITOR-IN-CHIEF is responsible for:**

- a) Taking and sending out minutes of meetings of Senate.
- b) Assisting the Editor-in-Chief and other members in selecting the date and setting the agenda of all meetings of Senate, and sending the agenda out as appropriate to the members of Senate.
- c) Assuring the Media Centre works in accordance with the constitution.
- d) Assisting the Editor-in-Chief with general Media Centre administration.
- e) Deputise for the Editor-in-Chief as required.

In addition to the specific responsibilities outlined above, Senate members will also be responsible for any other such reasonable duties as delegated by Media Senate and the Editor-in-Chief including the organisation of specific events.

#### 4. MEDIA COMMITTEES

LCR, LSUTV and Label shall have a committee appointed according to the "Committee and Appointments" Standing Order in section 5 below.

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##### ROLE

It is the duty of each media committee to ensure that the day-to-day running of the section for which it is responsible goes smoothly, ensuring there is regular output, and that the section acts in accordance with their own internal policies and that those policies also adhere to the policies and decisions mandated by Media Senate and the Editor-in-Chief.

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##### COMPOSITION

The committees of LCR, LSUTV and Label must each have no less than 7 positions. The composition of each committee is at the discretion of the head of that section with the approval of the **Editor-in-Chief** and Senate, giving at least 1 month of notice prior to the change being effected.

The precise composition of each of the media committees must be outlined in their own internal policy document.

## 5. STANDING ORDERS

Except where otherwise stated general Union standing orders apply.

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### MEDIA SENATE

There shall be at least 12 meetings each year.

The quorum for Media Senate is half of its membership number.

The positions of Head of Aura Audio, **Marketing Director**, **Online Editor**, and **Assistant Editor-in-Chief**, shall be appointed annually in the final term of the academic year for the year ahead (but no later than 6 weeks prior to the end of term). These appointments will be made by process of written, then verbal interview – in a fair manner, at the discretion of the **Editor-in-Chief** and by taking advice from the current holder of the position, (notwithstanding the standing order “Committee and Elections” below).

The positions of LCR Station Manager, LSUTV Station Manager and Label Editor - on Senate, **are ex-officio members, by appointment into these named roles** on their own relevant media committee.

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### POLICY AND REPORTING

All Media committees and officers should operate in accordance with policy approved by Media Senate and where appropriate endorsed by Union Council and or The Board of Trustees. The Chair of Council will rule on whether such endorsement should come in the form of approval of a report, or a specific motion, dependant on their importance. Once approved by both Media Senate and Union Council polices will be binding and may not be changed or abandoned without following this process.

Any policy concerning finance will normally be approved by the Board of Trustees.

The **Editor-in-Chief** shall make a report on the work of Media to each meeting of Union Council.

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### COMMITTEE AND APPOINTMENTS

Positions on each media committee shall be appointed annually in the final term of the academic year (but no later than 6 weeks prior to the end of term). Appointments will be for a position on that committee for the year ahead, or sooner in cases where a section head and the **Editor-in-Chief** are satisfied that a full and proper ‘handover’ period has been executed with their predecessor, and that the newly appointed committee member will be able to carry out his/her duties successfully.

Appointments to each media committee will be made by process of written application, then verbal interview, in whatever fair capacity that is approved by the appropriate section head, Senate and the **Editor-in-Chief**.

Any application period for the positions on the media committees shall be advertised no later than 1 week prior to closing, using (but not limited to) the following channels: email to the Loughborough Students' Media mailing list, email to the Section members mailing list, a news item on lufbra.net, and a physical notice within the media centre itself.

All casual vacancies can be filled at the discretion of the **Editor-in-Chief** at any time within a reasonable period.

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#### AMENDMENTS TO THIS SCHEDULE

Any amendments to this schedule may be made by a simple majority vote at a Media Senate in the first instance. It will then be passed to Union Council for approval which will require a two thirds majority before it comes into force.