

<b>Committee Title</b>	Student Voice																			
<b>Date of Meeting</b>	27 <sup>th</sup> November 2017																			
<b>Item Number and Title/Subject</b>	Revised The Edit Policy																			
<b>Paper Presenter</b>	Neil Alexander, Editor (The EDIT)																			
<b>Brief Summary of Issues/Topic</b>	<p>The following changes are proposed to The EDIT policy:</p> <table border="1"> <thead> <tr> <th>Section</th><th>Proposed Change</th></tr> </thead> <tbody> <tr> <td>1</td><td>The EDIT Logo would not require the direct approval from The EDIT volunteers or Student Voice.</td></tr> <tr> <td>2</td><td>Tag line removed.</td></tr> <tr> <td>6</td><td>Student Development Group no longer exists in By-Laws and so removed from Policy.</td></tr> <tr> <td>6</td><td>Website Manager, Social Media Manager, Head Designer(s) positions and remits created.  Head of PR, Lead Designers and Online Manager positions and remits removed.</td></tr> <tr> <td>11</td><td>The Student Magazine shall be responsible for hosting a Student Election Debate between all candidates running for Full Time Officer positions is added.  Clarity of approach to election coverage.</td></tr> <tr> <td>12</td><td>Media Development Group remit removed, as no longer exists in By-Laws.</td></tr> </tbody> </table>						Section	Proposed Change	1	The EDIT Logo would not require the direct approval from The EDIT volunteers or Student Voice.	2	Tag line removed.	6	Student Development Group no longer exists in By-Laws and so removed from Policy.	6	Website Manager, Social Media Manager, Head Designer(s) positions and remits created.  Head of PR, Lead Designers and Online Manager positions and remits removed.	11	The Student Magazine shall be responsible for hosting a Student Election Debate between all candidates running for Full Time Officer positions is added.  Clarity of approach to election coverage.	12	Media Development Group remit removed, as no longer exists in By-Laws.
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<b>Recommendation(s)</b>	<table border="1"> <tr> <td>Information</td><td></td><td>Discussion</td><td></td><td>Approval</td><td>X</td></tr> </table> <p>Student Voice are asked to approve the revised The EDIT Policy.</p>						Information		Discussion		Approval	X								
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<b>Who have you consulted when developing the paper?</b>	The EDIT Committee																			
<b>Staff/Student Protocol</b>	<table border="1"> <tr> <td>Yes</td><td>X</td><td>No</td><td></td><td>N/A</td><td></td></tr> </table>						Yes	X	No		N/A									
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<b>Will any decision approved directly affect the work of staff?</b>	Relevant staff were consulted.																			
<b>Should the paper be submitted to any other committee following its consideration/approval at this meeting?</b>	Trustee Board.																			
<b>If yes, please state the committee and proposed date of submission.</b>																				



## Student Magazine Policy



<b>Status</b>	<u>Approved</u> <del>DRAFT</del>
<b>Consultation with staff</b>	<u>-23<sup>rd</sup> November 2017</u>
<b>The Edit Committee Approval</b>	<u>23<sup>rd</sup> November 2017-</u>
<b>Student Voice Approval</b>	<u>14<sup>th</sup> -November-2016</u> <u>27<sup>th</sup> November 2017</u>
<b>Ratified by Trustee Board</b>	<u>12<sup>th</sup> -December-2016</u> <u>18<sup>th</sup> December 2017</u>
<b>Document Location</b>	S:\Common\Activities\The Edit\Policy

# Student Magazine Policy



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9. Defamation/Contempt of Court
10. The EDIT Code of Conduct
- ~~11.~~ [Election & Campaign Coverage](#)
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- ~~13.~~ ~~12.~~ Financial Management
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## 1. Name

The EDIT' (uppercase 'edit') is the name of GCU's student magazine. The magazine is run by student volunteers and all volunteers are supported by a dedicated Glasgow Caledonian University Students' Association staff member. The Magazine Committee stands by the brand, 'The EDIT'. If it is agreed that the name should change, it can be modified after an all magazine meeting, followed by approval from Student Voice. Logos can also only be modified ~~if the committee and the majority of the Official volunteers have agreed on new design, following approval from Student Voice following committee approval.~~

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### Tagline

~~The EDIT—written by the students, for the students.~~

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## 2. Purpose & Values

- a) To provide a student magazine that benefits Glasgow Caledonian University students, develop the university community and to enhance the student learning experience.
- b) Student Magazine is a student service designed for students and produced by students.
- c) It will provide its audience with coverage of relevant news and events along with information, entertainment and features of interest to students. This balanced chronicle of the times and achievements for each passing academic year is to ensure the efforts of students and staff are never forgotten and instead act as examples of inspiration for future innovation.
- d) The magazine will adhere to licensing and publication regulations.
- e) The magazine has a responsibility to truly reflect the city of Glasgow.

## 3. Objectives

- a) The magazine will support and develop its contributing volunteers through training and by organising social opportunities for volunteers. The student magazine will be one of the Students' Association's main communication tools.
- b) The magazine ensures that there is a wide variety of courses represented within it's volunteer population, where committee roles reflect specific skills that the wider student body represents and can engage with.
- c) The student magazine has a responsibility to be a student development platform. 'The EDIT' continues to enhance the student experience and continues to develop often important career skills that do benefit our volunteers throughout their time at university

and beyond into their future lives. The most important goal is to continue and encourage the personal growth of the magazine's volunteers.

- d) 'The EDIT' has a responsibility to keep the magazine engaged and up-to-date with sector practices.
- e) The student magazine will always be **free** to register for all those who want to put as much time into the magazine as they feel comfortable with.

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#### 4. Students' Association Executive Committee Rights

- a) The right to accurate reporting of Students' Association activities.
- b) The right, on behalf of its student membership, to expect truth, accuracy and objectivity in reporting.
- c) The right to ensure that the magazine does not produce material that contravenes Students' Association policy, in particular the Equality & Diversity Policy.
- d) The right to have Students' Association events and entertainment promoted.
- e) The right to include advice, representation, sports, societies and activities information, where relevant.
- f) The Students' Association has a right to protect the staff of the Association and to expect respect for the agreement over staff protocol.
- g) The Students' Association has a right to expect student media to respect the laws governing the media, especially libel, obscene publications and contempt for court laws. Failure, on the part of the magazine, to comply with these laws could result in serious financial and legal consequences for the Students' Association and financial implications for other services provided for its membership. The Students' Association therefore has a right to protect itself from these implications and to assert the right of publication on legal advice.

#### 5. The EDIT Committee - Remit

5. Remit

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- a) Ensuring that the magazine is well run, is financially secure and continuously improves.
- b) Exercises content and editorial control of the student magazine.
- c) Meet once a fortnight to discuss changes and plan for the week ahead.
- d) Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training.
- e) Ensuring that the committee and all contributors are publishing content that complies with Students' Association Policy.
- f) Sets and adheres to strict publishing deadlines within annual budget allocation.

- g) It is the responsibility of the Committee to promote the magazine around campus.
- h) Responsibility of Editorial Team to ensure that all magazines are distributed on campus and magazine stands are continually filled.
- i) Attending such conferences, meetings and training sessions, as necessary.
- j) Solely the 'Editor in Chief' is a full member of Student Voice and is the Chair of the magazine's Committee. They are also a member of the Media Development Group.
- k) The committee has a responsibility for each passing year to continue to build a lasting sense of community for the volunteers.
- l) The elected 'Editor in Chief' is responsible for the content and management control of the student magazine by working and consistently communicating with the rest of the Magazine Committee.
- m) The roles that exist on the committee can be adapted to how the committee as a whole see fit. Roles continuously adapt and additional roles can be added if the committee feels that the addition of new roles will enhance productivity. The core departments stated in the policy should always exist.

## All Magazine Meetings

Two main meetings:

First trimester – within first four weeks of trimester 1.

Second trimester – within first four weeks of trimester 2.

Running order of meetings:

- Editor in Chief introduces session.
- Main points addressed, concerning future events etc.
- Update from each committee member, what they've been up to, what they're working towards.
- Q&A session for volunteers to question the running of the magazine.
- Election for AGM in March must be discussed – process talked about and future applicants are informed on the process.

Other meetings can exist at other points in the year, but there should always be one each semester.

## 6. Committee Role Descriptions

### Editor in Chief

[editor@theeditgcu.com](mailto:editor@theeditgcu.com)

Is responsible for:

- Ensuring that the magazine is well run, financially secure and continuously improves.
- Sets & adheres to strict publishing deadlines, within the annual budget.
- Exercises content and editorial control of the student magazine.
- Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training.
- Liaise with Students' Association staff regarding training for the magazine's committee & volunteers.
- Ensuring that the committee and all contributors are publishing content that complies with Students' Association and Defamation Policy.
- Ensuring that all magazines are distributed on campus by the PR & Advertising Team and that the magazine is promoted well over all online mediums.
- Ensures that the Student Magazine's pages on the Students' Association's website are regularly updated and are accurate.
- Attending such conferences, meetings and training events as necessary, taking minutes to publish for attendees after meeting.

**The Editor in Chief by virtue of their election is automatically a member of Student Voice.**

**~~The Editor in Chief is also a member of the Media Development Group (12).~~**

### Deputy Editor

[deputy.editor@theeditgcu.com](mailto:deputy.editor@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing the volunteers at the magazine.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions. At said meetings Deputy Editor should take minutes at Official Minuted Meetings (see 7. Committee Meetings).
- Keeping the team of editors motivated and helping them with any internal issues at the magazine.
- To help editors with responsibilities:
  - Contacting their teams
  - Time management
  - Recruitment
- Encouraging diversity in all magazine publications.
- To keep social media updated with content.
- Contribute with sections if editors are struggling with content.
- Step in to manage running of magazine/chair meetings if Editor is not present or unavailable.

## **Website Manager**

[website@theeditgcu.com](mailto:website@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Website Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Configuring and adapting the magazine's online product, including the 'WordPress' installation and it's custom-developed theme.
- Controlling the use of the magazine's domain name (<http://www.theeditgcu.com>) and any other domain names in control of the magazine.
- Selecting the website's hosting provider and plan, as well as maintaining the setup, including account/server and database configuration.
- Creating and managing user accounts for the magazine's editors and contributors on the website.
- Maintaining the magazine's account on the SA Office 365 subscription within the administrative privileges allowed to the Online Manager account by the SA.
- Working with editors and contributors to keep the publication's online presence up to established standard.
- Ensuring the website meets the needs of the magazine and its contributors. In addition, actively providing corrective and adaptive maintenance for the website as well as further development.
- Attend any meetings and events as necessary, including committee and Website Team meetings.
- Providing basic technical support for any dedicated computers in use by the student magazine.

## **Social Media Manager**

[socialmedia@theeditgcu.com](mailto:socialmedia@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing The EDIT's Social Media Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original ideas.
- Ensuring that the student magazine's social media accounts are regulated and steadily updated - reflecting the magazine in the best possible light. This is a primary method to portray the magazine's personality; especially during events and when informing on important developments.

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## **Head Designer(s)**

[design@theeditgcu.com](mailto:design@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Designers Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Create a theme for each magazine issue and distribute a sample template to any volunteers on the Design Team.
- The Lead Designer(s) must assign articles, and other elements to be designed (including front and back cover, contents page, editor's letter etc.) to members of the Design Team.
- Expected to design pages in order to aid workload throughout the team.
- Lead Designer(s) are expected to train team members to understand a basic level of skill with design software suites.
- To explain to team members the format requirements for both online and printed versions of the issue.
- Once pages have been designed, Head Designer(s) must combine all pages into one PDF and apply elements such as page numbers to this.
- Must ensure that all deadlines are met to ensure the smooth running of the magazine.
- Must hold frequent meetings with their team of design volunteers, as well as attend weekly meetings with The Edit Committee.

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## **Head of Events**

[events@theeditgcu.com](mailto:events@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing The EDIT's Events Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original ideas.
- To lead and co-ordinate the organisation of any desired social or formal events to be run by The EDIT.
- Ensuring that the student magazine holds any required fundraising events to cover magazine running costs.
- Co-ordinating the design of event posters/flyers with Head Designer(s).
- Being in charge of the magazine's "Events Package".

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## **Fashion Editor**

[fashion@theeditgcu.com](mailto:fashion@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing the Fashion Team
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Ensure that content is unique and engaging.
- Ensuring all team members complete The Edit Membership Training prior to writing for the magazine.
- Ensure that all team members adhere to strict publishing deadlines.
- Gain contacts from Fashion Department in GCU, models, designers and stay in touch with lecturers to advertise any outstanding work coming from GCU's fashion course.
- Develop ideas for fashion related events – catwalk.

## **Sports Editor**

[sports@theeditgcu.com](mailto:sports@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing the Sports Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Liaising with the student radio station's Station Manager, Head of News and Sports Intern to collect information on GCU fixtures and to gain information about the Radio Caley Sports Desk show.
- Work with GCU sports clubs to obtain interviews and content for sports section.
- Ensure that the blog is kept up to date as much as possible with articles to ensure that all team work is used.

## Arts & Culture Editor

[arts.culture@theeditgcu.com](mailto:arts.culture@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing the Arts and Culture Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Keep up-to-date with events taking place locally in Glasgow that might be worth covering.
- Create and maintain good relationships with the PR departments of local theatres and venues.
- Attempt to cover all instances of art and culture, rather than focusing on one strand (i.e. theatre, comedy, exhibitions).
- Do not rely solely on reviews for content.

## Head of Photography

[photography@theeditgcu.com](mailto:photography@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Photography Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Meeting with team regularly, allocating roles and discussing new ideas for photographs.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Providing any basic technical support and training in relation to cameras and editing software to Photography Team.
- Giving people creative direction and advice when necessary in relation to photographs.
- Having sufficient knowledge in the usage of photo editing software.
- Communicating with the various Department Editors and the Design Team to obtain images to accompany magazine content.
- [Having the creative and editorial control of the magazine's video output - especially for magazine updates, events and live sets.](#)
- Contacting press offices for material to use in the magazine.
- Actively contribute to photographs used in the magazine.
- Managing and filing photographs for the design team.

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## Music Editor

[music@theeditgcu.com](mailto:music@theeditgcu.com)

Is responsible for:

- Work with the student radio station's Head of Music to organise interviews and band opportunities for new content.
- Recruiting, retaining and developing the Music Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Ensure that the majority of the content focuses on local artists/ the local music scene.
- ~~Ensure that volunteers have the majority of the steer of the group – a happy volunteer is a productive volunteer.~~

## Head of PR

[pr@theeditgcu.com](mailto:pr@theeditgcu.com)

Is responsible for:

- ~~Recruiting, retaining and developing The EDIT's PR & Advertising Team.~~
- ~~Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.~~
- ~~Attend weekly Committee meetings to communicate developments and advise on magazine decisions.~~
- ~~Ensure that all team members adhere to strict publishing deadlines and are submitting original ideas.~~
- ~~Ensuring that the student magazine's social media accounts are regulated and steadily updated – reflecting the magazine in the best possible light. This is a primary method to portray the magazine's personality; especially during events and when informing on important developments.~~
- ~~Having the creative and editorial control of the magazine's video output – especially for magazine updates, events and live sets.~~
- ~~Maintaining a frequent production of photographs as required, for committee and presenters, events and even guests coming in so that the magazine's yearly progress is documented and presented throughout.~~
- ~~Co-ordinating the design of event posters/flyers.~~
- ~~Being in charge of the magazine's "Events Package".~~
- ~~The main liaison with the student radio station regarding advertising on radio.~~

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- ~~Primary committee member who organises student Magazine events, liaising with Students' Association sponsors if necessary.~~

### News & Features Editor

[news.features@theeditgcu.com](mailto:news.features@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing the News & Features Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Liaising with the Deputy Editor, Editor in Chief and Head of PR to establish what kind of content should reach the publications.
- Liaising with student radio station's Manager and Head of News where possible to share resources and stories.
- Primary content responsibility for the website and other media, ensuring content is fresh and up to date and is well written and presented. Works with Head of PR as required.
- Liaising with the Students' Association Returning Officer to ensure fair and balanced coverage of the Students' Association Elections.

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### Entertainment & Technology Editor

[ent.tech@theeditgcu.com](mailto:ent.tech@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Entertainment & Tech Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them write to the best of their ability and encourage them to keep writing.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Ensure that all team members adhere to strict publishing deadlines and are submitting original content.
- Ensure that there is balanced content output within the magazine; covering both technological advancements, technological oriented content and general entertainment content coming out of Glasgow etc.
- Keep volunteers updated about latest meetings, events etc.
- To ensure that only articles that may be relevant to students are published and that tabloid journalism content is not published.

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### Lead Designer(s)

[design@theeditgeu.com](mailto:design@theeditgeu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Designers Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Create a theme for each magazine issue and distribute a sample template to any volunteers on the Design Team.
- The Lead Designer(s) must assign articles, and other elements to be designed (including front and back cover, contents page, editor's letter etc.) to members of the Design Team.
- Expected to design pages in order to aid workload throughout the team.
- Lead Designer(s) are expected to train team members to understand a basic level of skill with design software suites.
- To explain to team members the format requirements for both online and printed versions of the issue.
- Once pages have been designed, Lead Designer(s) must combine all pages into one PDF and apply elements such as page numbers to this.
- Must ensure that all deadlines are met to ensure the smooth running of the magazine.
- Must hold frequent meetings with their team of design volunteers, as well as attend weekly meetings with The Edit Committee.

## Online Manager

[Online@theeditgcu.com](mailto:Online@theeditgcu.com)

Is responsible for:

- Recruiting, retaining and developing a competent Online Team.
- Keeping in contact with volunteers via the Facebook group, e-mails, meetings etc. to help them perform to the best of their ability.
- Attend weekly Committee meetings to communicate developments and advise on magazine decisions.
- Configuring and adapting the magazine's online product, including the 'WordPress' installation and it's custom-developed theme.
- Controlling the use of the magazine's domain name (<http://www.theeditgcu.com>) and any other domain names in control of the magazine.
- Selecting the website's hosting provider and plan, as well as maintaining the setup, including account/server and database configuration.
- Creating and managing user accounts for the magazine's editors and contributors on the website.
- Maintaining the magazine's account on the SA Office 365 subscription within the administrative privileges allowed to the Online Manager account by the SA.
- Working with editors, contributors, PR and design team to keep the publication's online presence up to established standard.
- Ensuring the website meets the needs of the magazine and its contributors.
- Ensuring the quality of content and presentation of the website.
- Leading and co-ordinating further development and perfective maintenance of the website.
- Actively providing corrective and adaptive maintenance for the website.
- Attend any meetings and events as necessary, including committee and Online Team meetings.
- Creating, maintaining and supporting any other type of online or IT products and services, as required.
- Providing basic technical support for any dedicated computers in use by the student magazine.

## 7. Committee Rules

### Committee and Election

- a) Committee posts run from April to April. The committee will hold an annual election in Trimester 2 and no later than week 7 of Trimester 2.
- b) Before the vote can take place, an opportunity must be given to applicants to stand in front of Official Volunteers and present why they are best suited to the position. Official volunteers should then use the opportunity to ask applicants questions to challenge their stance.
- c) Should a committee member resign or be removed from their post, a by-election shall take place.
- d) All elections shall be facilitated by an online process and only registered members of the group are eligible to vote.

### **Committee Handover**

- a) The handover following election of new committee members will be the responsibility of the outgoing committee members, in conjunction with the coordinators.
- b) There will be a Handover and Planning meeting at the end of each academic year which both outgoing and new committee members should attend in order to complete the handover, review the year's progress and set new targets for the year ahead.

### **Committee Meetings**

- a) The committee will have a minuted meeting at least six times each academic year, three in both Trimester 1 and 2.
- b) The committee can meet out-with this meeting schedule for ad hoc, non-minuted, planning meetings.

### **Committee Meeting Rules**

#### **Agenda**

- a) The business of all committee meetings shall take the following order:
  - i. Apologies
  - ii. Approval of Previous Minutes
  - iii. Matters Arising from previous meeting
  - iv. Policy Motions
  - v. Verbal Reports
  - vi. Any other Business
- b) The agenda and all related papers shall be circulated at least one week before each meeting.
- c) Any papers which have not been sent to the Clerk in time for circulation will only be distributed at the discretion of the Chair.
- d) The Clerk is the relevant staff member working with the student magazine.



## Chair

- a) The Chair will be determined by election.
- b) The Chair shall have the authority to control the meeting through the Committee Meeting Rules
- c) The Chair shall ensure that those taking part in the debate observe the Committee Meeting Rules
- d) The Chair shall decide the order of speakers, when a debate is to be brought to a close and the result of any vote.
- e) No person shall be entitled to speak unless called upon by the Chair.
- f) No comments that are of a derogatory nature or in conflict with Students' Association policies will be tolerated and the member will be required to withdraw such comments or they will be asked to leave the meeting by the Chair.
- g) Reports and motions shall be introduced by the author when called upon by the Chair.
- h) The Chair may call upon any person who is requesting the right to speak.
- i) All remarks must be relevant to the debate and the Chair may bring to a halt any remarks which they deem not to be relevant.
- j) The Chair shall maintain order during the meeting, shall take no part in the debate and shall have priority to speak at all times. They shall act as a facilitator in the debate and draw the discussion to an agreed conclusion with appropriate action points minuted.
- k) The Chair shall determine the priority of any business beyond what is set out in these rules.
- l) The Chair may set a time limit for the length of the meeting and for the length of any debate within the meeting.
- m) The Chair shall ensure that new members are appropriately introduced to the membership and operation of any committee.
- n) The Chair shall ensure the appropriate and rapid communication of the outcomes of any meetings to all relevant parties.
- o) The Chair should report any action taken by the chair on behalf of the committee and the reason for these actions.
- p) The Chair may call a vote to suspend any item on the agenda until a future specified meeting if they believe that more information is required.

## Policy Motions

- a) Motions shall be submitted in writing to the Clerk at least one week before the committee meets.
- b) An emergency motion may be submitted after the deadline at the discretion of the chair if the subject matter arises in this time.
- c) Any member of a committee may propose a motion.
- d) All motions must have a title and clearly state what action needs to be taken if approved by the committee.
- e) The order for debate of a motion shall be:
  - i. Opening speech from the proposer
  - ii. Amendments
  - iii. Any questions and speeches for or against the motion
  - iv. Summary Speech from the proposer
- f) The summary speech should only include information which has already been brought up during the debate.
- g) Motions shall be decided by a simple majority.
- h) Any motion passed shall become the policy of the Committee.

## Policy Motions Amendments

- a) Any member who wishes to make a change to a motion may do so by submitting an amendment to the Clerk two days in advance of the meeting at which the motion is to be debated.
- b) Amendments may delete, change or add text to a motion and members must make their intentions clear on any amendment they submit.
- c) When there is more than one amendment they will be debated in the most suitable order as determined by the Chair.
- d) Before moving to a ~~debate~~[debate](#), the Chair will ask the proposer of the original motion if they accept the amendment and if they do the motion will be amended without further debate.
- e) The order and rules of debate for amendments shall be the same as for motions with the exception that amendments cannot be further amended.

- f) If members vote in favour of an ~~amendment~~amendment, then the motion being debated will be changed accordingly.
- g) If the passing of one amendment means another is no longer relevant or would cause the motion to contradict ~~itself~~itself, the Chair may rule that the latter amendment is not to be debated.

### **Reports**

- a) Every committee member must provide a verbal report at each meeting and this is minuted by the Clerk.

### **Voting**

- a) Members may only vote if they are present at the meeting.
- b) Only elected members of a committee may vote
- c) Voting shall be conducted by a show of hands
- d) In the result of a tied vote, the Chair shall have the casting vote.
- e) Any member may request a recount which will be granted at the discretion of the chair.

### **Suspending Committee Meeting Rules**

- a) If any member wishes to ask a question relating to the Committee Meeting Rules this shall take precedence over all other business.
- b) If a member wishes to suspend any of the Committee Meeting Rules in this ~~Schedule~~Schedule, they must do so by asking the Chair and specifying which Committee Meeting Rules are to be suspended and for how long.
- c) The Chair will then open the floor for questions and speeches for and against before moving to a vote.
- d) A simple majority will be required to suspend Committee Meeting Rules.

### **Quorum**

- a) The minimum number of members required to be present for a meeting to reach quorum is one third plus one.
- b) A meeting may not begin until the quorum has been reached.
- c) A meeting must be adjourned if a count of the members present reveals that their number has fallen below quorum.

- d) The Chair may call for a count of the members present at any point during the meeting both of their own choosing and upon request from any member.

### **Resignation and Dismissals**

- a) Any member who misses one meeting without sending apologies will be formally cautioned by the Chair.
- b) Any committee member who receives two cautions or misses three meetings with apologies will automatically have a vote of no confidence in them put before the next meeting. Committee members will then vote on ~~whether or not~~whether this person remains in office.
- c) Apologies for absence or for intention to arrive late or leave early shall be submitted to the Clerk of the Committee in advance of the meeting.
- d) Any member wishing to resign from the committee before the end of the session may do so by informing the Clerk of the committee.
- e) Any member of the Committee may be expelled from a meeting, or suspended for a prescribed period or have his/her membership of the Committee cancelled if, in the view of the Committee, he/she is guilty of behaviour which warrants such punishment. Any decision to impose any of these penalties must be carried by a two-thirds majority of those present and entitled to vote.
- f) Any member of the Committee on whom a Motion of No Confidence has been passed by a two-thirds majority of those present at a Committee meeting will be deemed to have resigned.

## Committee Performance

Every committee member is expected to perform their voluntary role to a level that meets the outcomes of their role and the Student Magazine. Committee members are expected to:

- Attend all meetings
- Have good communications with others in relation to role
- Undertake and complete tasks in relation to remit in good time
- Be a role model for other volunteers

Should a committee members performance fall below an acceptable level, the Editor in Chief will informally talk to the committee member about their performance and discuss improvements and expectations.

If a committee member's performance continues to fall below an acceptable level, the Editor in Chief shall communicate in writing the improvements and expectations agreed.

Finally, where a committee member's performance has not made acceptable improvements after an informal discussion and written communication then a vote of no confidence (refer to Resignation and Dismissals) will be submitted to the Student Magazine Committee.

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## 8. Student Magazine Volunteers

### General Volunteers

GCU students that work with the student magazine's departments & committee. They can only be actively participating if they have completed the Official Students' Association Volunteer Form, normally sent to the volunteer by the relevant committee member over e-mail.

### Training

#### Departmental Training

Once students sign up to be 'interested' in joining the student magazine, the relevant committee members must get in touch with the student and offer departmental training. This training will be unique to each department but should involve theoretical training concerning what is expected of them and history of the student magazine. Once trained, these students should then be made to complete the Official Volunteer Form if they wish to participate in the magazine's departmental operations.

### Awards

Students' Association recognised awards:

1. Best Overall Contribution.
2. Best Overall Article.

The following awards can only be presented to volunteers for their efforts between April and the following April.

#### Best Overall Article

This award goes to the volunteer whose writing manifests excellence in the following areas: content currency, style, form, value to readers, and overall impression.

#### Best Overall Contribution

This award is given to the student magazine volunteer who has repeatedly performed across and above their assigned remit. They have continued to work selflessly over the duration of the year to enhance the reputation, infrastructure and community at the student magazine. They have never failed to amaze both staff and students with their dedication and the student magazine has continued to thrive as a result of this individual's contribution.

## 9. Defamation/Contempt of Court

### Committee Training

Defamation and Contempt of Court training is provided for all Committee Member by the Communications and Media Co-ordinator.

### Editorial Protocol – Magazine

1. Student contributors write and submit article(s).
2. Head of relevant section edits the submitted article.
3. Head of Section submits full section to the Editor/Deputy Editor for final editing.
4. All articles sent to the Activities Manager to sign off before design and then publishing/printing.
5. All articles sent to the designer.
6. The Designers sends to the Editor/Deputy Editor for design approval.
7. Editor/Deputy Editor uploads to magazine [www.issuu.com](http://www.issuu.com) account.
8. If going to print, Editor/Deputy Editor sends to Communications and Media Co-ordinator for print check and to sends to printers.

### Editorial Timetable

- Article submission deadline: 2 weeks till print
- Edited articles due for approval by editors: 1 week 5 days till print
- Editor/deputy article approval: 1 week 3 days till print
- Photography deadline: 1 week till print
- First draft sent for approval: 5 days till print
- Final magazine approval: 3 days till print
- Magazine sent to print

### Editorial Protocol – Online Articles and Blogs

1. Articles are submitted to Editors by contributors for approval.
2. The Head of the Section or Editor/Deputy Editor edits and checks the article. The article is either approved, edited and approved, rejected with feedback or in the event of a defamatory online article or blog being submitted, it will not be approved and will be referred to the Defamation Panel for discussion.
3. Comments on published articles or blogs are checked and approved before being becoming visible on the magazine website by the Head of the Section or Editor/Deputy Editor.
4. Beside the comments box, there should always be a with email address for anyone who wants to contact the magazine directly.

### Defamation Panel

The Defamation Panel exists to provide advice and support on articles to the Edit Committee and should normally consist of the Editor or Deputy Editor, a Full Time Officer, the Communications and Media Co-ordinator, Activities Manager and a Journalism professional (e.g. GCU Journalism Lecturer).

Magazine	Deadline
An Editor/ the Activities Manager highlights articles which are identified as carrying a potential legal risk to the Defamation Panel.	Within 48 hours of receiving the articles/ magazine.
Final draft of article sent to the Defamation Panel with supporting evidence for content.	<p>Within 48 hours of article first being highlighted to panel.</p> <p>The article is not published until it has been signed off by the Defamation Panel.</p>

#### Options for the Defamation Panel

1. The Defamation Panel decides if legal advice is required.
2. The Defamation Panel can delay publication/design of the article.
3. The Magazine to send right of reply requests to parties to allow them to respond/comment to proposed article.
4. The Magazine to have backup article in place.
5. Decision made by the Defamation Panel on whether article can run without amendment, with amendment, or whether back-up article should be used.
6. If final article can run, but with amendments, re-draft sent to the Defamation Panel.
7. Final sign-off of article by the Defamation Panel.



## 10. The EDIT Code of Conduct:

Nothing can be said which might offend anyone, even indirectly. In line with the Students' Association Equality and Diversity Policy, this includes verbal abuse concerning race, religion, gender or sexuality or political views.

Writers must not give opinions on active court cases. A person is innocent until proven guilty.

News must be reported accurately. If all details are not known then it must not be reported at all.

Nothing must be said which might affect the business of a company or person in a negatively, even indirectly.

It is forbidden for anybody to use offensive language, either swearing or otherwise (see above) in an article.

Volunteers are not allowed to promote any candidates within any elections unless sanctioned by the Returning Officer.

## 11. Election & Campaign Coverage

~~11.~~

- Elections (including GCU Students' Association/NUS Elections) will be covered by the student magazine in a factual manner.
- a- The Student Magazine shall be responsible for hosting a Student Election Debate between all candidates running for Full Time Officer positions.
- b- Campaigning can only take the form of news bulletins or as debates with all individuals standing for election. For any election coverage, all campaigning parties must be given the opportunity of an equal amount of airtime in any coverage by the student magazine.

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## 12. ~~Media Development Group~~

~~The Media Panel exists to support the partnership between the student radio station and student magazine. It is the primary communication board for volunteers and chairs to discuss the running of the media bodies. The panel will meet every two weeks and each of these meetings can be minuted for the benefit of the media committees. This document of minutes must then be made available to all Official Volunteers upon request.~~

### ~~Panel Members~~

#### ~~Radio Caley members (3):~~

- ~~— A committee member.~~

- ~~— Official Volunteer (been involved with station for less than 12 months.~~
- ~~— Official Volunteer (been involved with station for more than 12 months.~~

**The EDIT members (3):**

- ~~— A committee member.~~
- ~~— Official Volunteer (been involved with magazine for less than 12 months.~~
- ~~— Official Volunteer (been involved with magazine for more than 12 months.~~

## ~~13.~~ 12. Financial Management

1. Any contract or agreement must be signed off by the Students' Association.
2. The budget will be set down at the beginning of the year and not altered without good and proper reason and full discussion with the Magazine Committee of the consequences.
3. Any financial surplus that may arise from sponsorship will be reinvested in the station.
4. The station will follow the financial procedures of the Students' Association.

## 14.13. Competitions

### Competition – conditions of entry

- a. Competitions are open to all Glasgow Caledonian University students, except employees of Glasgow Caledonian University Students' Association, their families, agents, printers, and anyone connected to the specific promotion.
- b. The Editor in Chief's decision is final in all matters and no correspondence will be entered into.
- c. All entries are subject to scrutiny and validation and all entry forms must be intact with personal details legible in order to be valid.
- d. No responsibility will be accepted for any entries which are lost, damaged or delayed in the post. Proof of posting is not proof of delivery. Any claims which are incomplete, torn, mutilated, illegible or damaged in any way will be declared void.
- e. Acceptance of rules is a condition of entry. All instructions form part of the rules.
- f. All cash prizes will be paid to the respective winners as cheques.
- g. Cash alternatives to given prizes are not available unless stated and prizes are non-transferable.
- h. All unclaimed prizes remain the property of the Student Magazine.
- i. A list of winners can be obtained by sending a SAE to Competition Winners, The EDIT, GCU Students' Association, 70 Cowcaddens Road, Glasgow, G4 0BA.
- j. Winners must participate in all publicity as required by Student Magazine.
- k. All entries for competitions must be received within the specified closing date.
- l. Winners will be announced in The EDIT and Students' Association plasma screens.
- m. The promoter is Glasgow Caledonian University Students' Association, 70 Cowcaddens Road, Glasgow, G4 0BA.

### Right of Reply & Retraction

1. Anyone mentioned or criticised in a feature has a legal right of reply – and they must be given it.
2. If concern about the content of a publication is unresolved, then the Students' Association will mediate to resolve.

## ~~15.~~14. Complaints Procedure

### **Complaints Regarding Published Content**

#### **Informal**

- a. Complaints procedures shall be displayed in an accessible location i.e. the Students' Association website and the student magazine's website.
- b. Any person wishing to complain about an article or feature covered in a publication should in the first instance, informally make the complaint to the Editor in Chief.
- c. A complaint should include:
  - a. A summary of the complaint, including any other supporting correspondence.
  - b. Details of when this breach to the charter was made.
  - c. Complaints should be replied to within 14 working days.
  - d. The Editor in Chief or Deputy Editor should mediate to informally resolve any complaints.

#### **Formal**

If the complainant remains unsatisfied with the response then they can refer the complaint through Glasgow Caledonian University Students' Association Complaints Procedure.