



Student Magazine Policy



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Student Magazine Policy



Contents

1. Name
2. Purpose & Values
3. Objectives
4. Students' Association Executive Committee Rights
5. The EDIT Committee - Remit
6. All Magazine Meetings
7. Committee Role Descriptions
8. Committee Rules
9. Student Magazine Volunteers
10. Defamation/Contempt of Court
11. The EDIT Code of Conduct
12. Election & Campaign Coverage
13. Financial Management
14. Competitions
15. Right of Reply & Retraction
16. Complaints Procedure

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.

2. Purpose & Values

- a) To provide a student magazine that benefits Glasgow Caledonian University students, develops the university community and enhances the student learning experience.
- b) Student Magazine is a student service designed for GCU students and produced by GCU 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 as the editorial team sees fit.

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 its 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.

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

- 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 upcoming weeks under the discretion of the senior editorial team.
- 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) The Editor in Chief 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 in liaison with the Student Association's lead for Media Groups.
- 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 as well as the FTO in charge and the SA member of staff responsible for Media Groups.
- 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.

6. 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. These meetings will be held under the discretion of the senior editorial team.

7. Committee Role Descriptions

Editor in Chief
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 and volunteers as well as the plans for any upcoming editions.
- 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.

- Responsible for any professional work experience in liaison with the section editor that it falls in line with.

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

Deputy Editor

deputy.editor@theeditgcu.com

Is responsible for:

- Recruiting, retaining and developing the volunteers at the magazine.
- Attending 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
 - Gathering more content
- 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.

Online Editor

online@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.
- Attending 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.

Head of Social Media

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.
- Attending 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.
- Adhering to the social media schedule under guidance from the senior editorial team.

Head Designer(s)

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.
- Attending 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.

Must adhere to the timeline of production given by the senior editorial team.

Head of Events

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" and liaising with the Social Media Manager about it.

Fashion Editor

fashion@theeditgcu.com

Is responsible for:

- Recruiting, retaining and developing the EDIT's 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, and if they are intending on providing their own images that they also provide picture credit.
- 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

Is responsible for:

- Recruiting, retaining and developing the EDIT's 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 and if they are intending on providing their own images that they also provide picture credit.
- Liaising with the student radio station's Station Manager, and Head of News to collect information on GCU fixtures and to gain information about any Sports Shows.
- Work with GCU sports clubs and GCU Wolves to obtain interviews and content for sports section and to ensure that the EDIT is representing GCU to the best of their ability.
- 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

Is responsible for:

- Recruiting, retaining and developing the EDIT's 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 and if they are intending on providing their own images that they also provide picture credit.
- 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).
- Not solely relying on reviews for content.

Head of Photography

photography@theeditgcu.com

Is responsible for:

- Recruiting, retaining and developing a competent EDIT 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 contributing to photographs used in the magazine.
- Managing and filing photographs for the design team in the appropriate manner.

Music Editor

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 EDIT's 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 and if they are intending on providing their own images that they also provide picture credit.
- Ensuring that the majority of the content focuses on local artists/ the local music scene, however, if there are big opportunities also taking advantage of them.

News & Features Editor
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 and if they are intending on providing their own images that they also provide picture credit.
- Liaising with the Deputy Editor and Editor in Chief 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.

Entertainment & Technology Editor
ent.tech@theeditgcu.com

Is responsible for:

- Recruiting, retaining and developing a competent EDIT Entertainment & Technology 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.
- Keeping 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.

8. 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 under the discretion of the Editor in Chief.
- 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, whether in person or by voting online. 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 under the discretion of the Editor in Chief and Students Association Staff.
- 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 minuted meetings 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 under the discretion of the senior editorial team.

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 if there are any pressing matters.
- 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 or The Editor in Chief 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, 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, 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, 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 unless consulted prior to the meeting if there is an issue of extreme importance.
- 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, 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 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
- Give regular updates to the senior editorial team regarding their progress, especially when a print edition is coming up.

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.

9. Student Magazine Volunteers

General Volunteers

GCU students that work with the student magazine's departments & committee. They can be active members if they have filled out the Official Students' Association Volunteer Form which can be accessed online at <https://www.gcustudents.co.uk/groups/the-edit-volunteers/join> or by filling in a physical form which can be accessed at the EDIT space or from the relevant Students' Association staff member or a committee member.

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 at the Star 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.

10. 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.

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

Editorial Timetable (This should be adhered to as closely as possible at the discretion of the Senior Editorial Team.)

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 and Online Manager and then the Editor/Deputy Editor.
4. Beside the comments box, there should always be a with email address or 'Contact Us' option 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.

11. 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, if one candidate is discussed then all other candidates must also be given the opportunity as well.

12. Election & Campaign Coverage

- Elections (including GCU Students' Association/NUS Elections) will be covered by the student magazine in a factual manner.
- For any election coverage, all campaigning parties must be given the opportunity of an equal amount of coverage by the student magazine.
- The EDIT are responsible for the Student Elections' Debate (in accordance with Radio Caley if they wish to also be included).

13. 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 [EDIT].
4. The [EDIT] will follow the financial procedures of the Students' Association.

14. 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.

15. 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.

16. 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.