

2006

STANDING ORDERS **GOVERNING 'HULLFIRE' COMMITTEE**

DEFINITION

1. Hullfire Committee (hereinafter referred to as the Committee) is a standing committee as defined in SO 8008 and will be subject to these regulations unless stated in SO 2006.

AIMS

2. The committee is responsible to the Community Zone for the development, marketing, production and distribution of the official Hull University Union (HUU) newspaper, The Hullfire.

The Hullfire shall:

- (a) be produced monthly (during term time) by students for students to report on issues that affect students on a local and national level;
- (b) keep students informed of relevant news and events;
- (c) be free to question and investigate the actions of Hull University Union and the University of Hull and be a platform from which students can raise issues that concern the student body;
- (d) provide experience and training for people who aim to work in media/journalism;
- (e) be a platform from which its volunteers can gain transferable skills that may assist them in gaining employment;
- (f) maintain strict political neutrality;
- (g) maintain an online presence through the use of the website www.thehullfire.com;
- (h) to include the HUU Media central pullout and to liaise with the marketing department in terms of its insertion into Hullfire.

MEMBERSHIP

3. Membership is open to all full members of HUU.

FREQUENCY OF PUBLICATION

4. Hullfire is normally produced not less than three times a semester. Any changes to this cycle are to be agreed with VP Community and Chair Media in advance.

EXECUTIVE COMMITTEE

5. The Committee is to elect an Executive Committee responsible for co-ordinating day to day activities.

The voting membership of the Executive Committee shall be:

- i. Editor/Deputy Editor
- ii. News Editor, two positions
- iii. Sports Editor
- iv. Arts Editor
- v. Music Editor
- vi. On-Line Editor
- vii. Promotions Editor
- viii. Fashion Editor
- ix. Photo Editor

Ex-Officio Members:

- i. Chair Media
- ii. Vice-President Community

6. Elections

All members of the Executive Committee (with the exception of Editor) are to be elected by Full Members of the Committee and ratified by the VP Community and Chair Media, in accordance with SO.8008 and subject to the following provisions:

- a. only members of the Committee who have contributed to or worked on one of the two issues prior to the election are entitled to vote and stand for election;
- b. only those present at the meeting at which the elections are held may vote;
- c. a member of the Executive Committee must resign before standing for another appointment;
- d. a member may only stand for one appointment.

Any position that becomes vacant may be filled by an interim election, provided five clear days' notice is given.

7. Individual responsibilities

Individual members of the Executive Committee have the following responsibilities:

- a. Editor of Hullfire is to:
 - i. chair meetings of both the Executive Committee and the Committee;
 - ii. be responsible for the production of Hullfire, adherence to the editorial policy (see Annex C), legal aspects including a specific

responsibility to ensure that no libellous material is published (see Annex A).

- iii. recruit contributors for Hullfire;
- iv. coordinate Hullfire's editorial team;
- v. establish a direction and brand for Hullfire;
- vi. attend training provided by the National Union of Journalists;
- vii. provide training for Sub-Editors and writers;
- viii. ensure that no medium produces material concerning a member of HUU or any member of staff is only to be published with his or her express permission;
- ix. ensure that no material is published which contravenes HUU's Equal Opportunities Policy.
- x. send the final draft of Hullfire to Vice-President Community (Editor in Chief) for approval before going to print

b. Deputy Editor is to:

- i. aid the Editor in all aspects of the Editor's duties;
- ii. take the Editor's place at any meetings that the Editor cannot attend;
- iii. be Deputy Chairperson of the Executive Committee and the Committee;
- iv. take minutes, arrange agendas and book any rooms.
- v. liaise with the Student Activities Co-ordinator to arrange and lay-up the listings pages in Hullfire.

c. News Editors are to:

- i. be responsible for arranging and laying-up all news articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings or drop-ins per issue for those wanting to write News articles in Hullfire.

d. Sports Editor is to:

- i. be responsible for arranging and laying-up all Sports articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings or drop-ins per issue for those wanting to write Sports articles in Hullfire.

e. Arts Editor is to:

- i. be responsible for arranging and laying-up all Arts articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings or drop-ins per issue for all those wanting to write Arts articles in Hullfire;

f. Music Editor is to:

- i be responsible for arranging and laying-up all Music pages in Hullfire;
 - ii arrange a minimum of 2 half hour meetings or drop-ins per issue for all those wanting to write Music articles in Hullfire.
- h. On-Line Editor is to
- i. maintain and develop Hullfire On-Line section on hullstudent.com and www.Hullfire.com, to include Hullfire paper copy articles and additional on-line extras,
 - ii. arrange a minimum of 2 half hour meetings or drop-ins per issue for all those wanting to write On-Line articles for Hullfire.

All members of the Executive Committee are required to read the Guidelines on Defamation (see Annex A), Hullfire Editorial Policy (see Annex C) and sign a certificate to that effect (see Annex B). If any member is unsure as to the legality of an article, he or she must consult the Editor, who will then decide whether it ought to be forwarded to the Chief Executive.

8. Resignation or dismissal

- a. An Executive Committee member who misses two consecutive meetings of the Executive Committee without submitting a written apology is deemed to have resigned;
- b. Any member of the committee may be subject to a motion of caution, censure or no confidence as defined in SO 8008 Standing Committees

ASSISTANT SUB-EDITORS

9. An Assistant Sub-Editor to each Sub-Editor (Features, Photograph, News, Sports, Arts and Music) may be elected by the Committee. Such Assistant Sub-Editors are to work under the direction of the Sub- Editor.

EDITORIAL POLICY

10. The Editorial Policy is set out in Annex C and can only be changed by Union Council. Any changes will require ratification by the Trustees to ensure that they meet the requirements of the objects and do not break the law.

MEETINGS

11. Meetings should normally be held as follows:

- a. an Editorial meeting of the Executive Committee, weekly during each semester or as deemed necessary by the Chairperson;
- b. Section meetings weekly during each semester.

KLH/AM.

Passed at UEC: 2.12.11

Passed at Council: 12.12.11

Annexes:

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