

Bye-Law 6: Student Media

1. Introduction and Definitions

1.1 Definitions

1.1.1 "Student Media" - Any publication, broadcast, print or digital media recognised by Leeds Trinity Students' Union.

1.2 Student Media Aims

1.2.1 To provide opportunities for members of Leeds Trinity Students' Union to enhance their own portfolio of professional skills and experience.

1.2.2 To provide informative and entertaining student-driven material to the membership of Leeds Trinity Students' Union.

2. Roles and Responsibilities

2.1 Managing Editors

2.1.1 Each student media outlet shall have a minimum of one and a maximum of three Managing Editors. Where the student media outlet is controlled by a student led society of Leeds Trinity Students' Union, the Managing Editors shall be elected in line with the procedure outlined in Bye-Law 5: Clubs and Societies. Responsibilities as a committee will also be in line with Bye-Law 5.

2.1.2 Managing Editors shall:

- (i) Be responsible for all content of their student media.
- (ii) Be responsible for ensuring their student media complies with the Students' Union's constitution, bye-laws and policies and procedures.
- (iii) Be the main point of contact for the Students' Union when communicating with the student media outlet.
- (iv) Be responsible for authorising expenditure from the student media account.

2.1.3 Managing Editors shall be entitled to their own membership of the National Union of Journalists at their own expense.

2.2 Contributors

2.2.1 Any full member of Leeds Trinity Students' Union may contribute to a student media outlet.

2.2.2 Any full member of the Students' Union contributing to a student media outlet must ensure that their content abides by the Union's governing articles, including this bye-law.

2.2.3 Any contributor must ensure that their content is approved by the Managing Editor(s) prior to its publication.

2.2.4 Contributors shall be entitled to their own membership of the National Union of Journalists at their own expense.

3.1 Student Media Content

3.1.1 All content should comply with the Students' Union's constitution, bye-laws and policies and procedures.

3.1.2 Following approval from the Managing Editor(s) of any contributors' content, the Managing Editor(s) should then seek approval for content from the President of the Students' Union, highlighting any litigious content for their consideration. Should the content be rejected and the Managing Editor(s) wish to appeal, they may do so by making use of the complaints and appeals procedure which are outlined in point 5.3 of this bye-law.

3.2 Advertising/Sponsorship

3.2.1 Any advertising/sponsorship published via any student media should not conflict with any of the governing articles or charitable aims of Leeds Trinity Students' Union.

3.2.2 Any advertising/sponsorship offers should be submitted for approval to the Vice President via their nominee.

3.2.3 Any revenue from the sale or provision of advertising/sponsorship shall accrue to the account of the student media outlet held within the Students' Union.

3.3 Independence of Student Media Outlets

3.3.1 All student media outlets will have the right to editorial independence in their content, which is to publish as the Managing Editor(s) of that outlet see fit, with the exception of the provisions below.

3.3.2 The right to editorial independence of each outlet is subject to the following provisions:

(i) All content of a student media outlet should ensure that it is clear that views expressed in all content are those of the contributor and not necessarily views shared by the Students' Union.

(ii) All facts used in content must be accurate and verifiable.

(iii) During election periods of the Students' Union content must not express any preference towards any candidate participating in any election. Any coverage published/broadcast must be impartial between candidates.

(iv) Coverage of elections, referenda or any other democratic Union events must ensure that it is balanced, impartial, accurate and fair. All election coverage, including that of the Students' Union and its clubs and societies, must be agreed in advance with the Deputy Returning Officer.

(vi) Managing Editors will highlight any potentially litigious material to the Students' Union, in order for the Students' Union to ensure it is approved by a legal expert or experienced journalist prior to its publication.

(v) All student media outlets shall abide by the Editors' Code of Practice as published by the Independent Press Standards Organisation.

3.3.3 Any and all equipment purchased by a student media outlet will be property of Leeds Trinity Students' Union.

4.0 Obligations of Leeds Trinity Students' Union

4.1 Leeds Trinity Students' Union shall work with relevant volunteers of the Students' Union, including committee groups of student media outlets, to provide them with relevant training for their role, such as training around defamation.

4.2 Leeds Trinity Students' Union shall ensure that any material highlighted by a Managing Editor as litigious can be approved by a legal expert or experienced journalist prior to its publication.

4.3 Leeds Trinity Students' Union will allow for all members of recognised student media outlets to also become members of the National Union of Journalists.

5.1 Complaints and Appeals

5.1.1 Initially all disputes between a contributor to, or Managing Editor of, a student media outlet and another party should be attempted to be resolved by the Students' Union on an informal level.

5.2 Official Complaints

5.2.1 Any official complaint regarding content published/broadcast by a student media outlet must be made in writing to the Student Activities Committee. The complaint must include details of the grounds on which they wish to make their complaint.

5.2.2 In the event that the Student Activities Committee upholds an official complaint, they may offer the complainant either:

(i) A retraction and apology.

(ii) The opportunity to an alternative view, which should be given reasonably similar prominence to the content giving rise to the complaint.

5.2.3 Should the complainant be dissatisfied with the outcome of their complaint, they may appeal to the Vice Chair of the Board of Trustees.

5.2.4 The decision of the Vice Chair of the Board of Trustees will be final and may not be appealed further.

5.3 Appeals

5.3.1 Appeals from Managing Editors, should approval of content for their student media outlet be rejected by the President or their nominee, may be submitted to the Student Activities Committee. Any further appeals following rejection at this stage should follow the procedure outlined in 5.2.3 of this bye-law.

5.3.2 Appeals from Managing Editors, should approval of sponsorship/advertising for their student media outlet be rejected by the Vice President, may be submitted to the President of the Students' Union. The decision of the President in this matter shall be final.