

STUDENT MEDIA CONSTITUTION

FIRST WRITTEN: 01/10/2022

APPROVED BY MEDIA EXECUTIVE COMMITTEE: 04/10/2022

Mission Statement:

Newcastle University Students' Union's (NUSU's) Student Media aims to provide opportunities for students to gain real-world media skills across our three branches and join a community of like-minded students.

1. Name, Aims and Organisation

- a. Student Media is split into three branches, named THE COURIER (the Student Newspaper), NSR (Newcastle Student Radio), and NUTV (Newcastle University TV).
- b. Each branch will operate as an independent organisation, with its own policy document (attached as Appendices A, B & C), but will be overseen and guided day-to-day by the Student Media Officer (SMO).
 - i. The SMO, is elected annually through a cross-Campus ballot of all NUSU Officers, as outlined in NUSU's Strategy and Guidance Document, Annexe F.
 - ii. The SMO is directly answerable to the NUSU Trustee Board.
- c. All branches of Student Media shall be regulated by the Media Executive Committee (see Section 3).
- d. The composition, work and organisation of all branches of Student Media shall be regulated by this Constitution and by the Constitution of the Students' Union. In the event of a conflict of meaning between the two, the latter shall have precedence.
- e. The aims of Student Media shall be:
 - i. To provide students with the ability to experience real-world Media production across all three branches;
 - ii. To allow all students to join a community of like-minded students;
 - iii. To provide students with a recognised volunteering opportunity under the Go Volunteer department at NUSU.

2. Membership

- a. Membership to all branches of Student Media will be open to all full-members of NUSU, as defined in the NUSU Constitution and Strategy and Guidance Documents, Annexe H.
 - i. The SMO will hold an ex-officio voting membership.
- b. At the discretion of the Student Media Management (see Section 2.1), the members may seek help and/or guidance from alumni who have experience and expertise in the industry area.
- c. A member of Student Media is considered someone who has contributed towards the operation and content of any of the three branches.

2.1. Student Media Management

- a. The SMO is the principal lead for all three branches of Student Media. They have been elected through a cross-campus ballot, in line with NUSU's Constitution and Strategy and Guidance Documents, Annexe F.
- b. The Courier's Editorial Team is appointed through an interview process conducted by the Student Media Officer before the start of the academic year.*
 - i. * Full details on the application and interview process are outlined in The Courier's policy document (found in Appendix A).
 - ii. Full details on the job description for Senior Editor roles are outlined in The Courier's policy document (Appendix A).
- c. The NSR and NUTV Station Managers are appointed through an annual elections process, that takes place by 20th May. The incoming and outgoing volunteers in these positions will interview and appoint the other members of that branches management.*
 - i. * Full details of the election, application and interview processes are outlined in the policy document of the respective branch (found in Appendices B and C)
 - ii. Full details on the job description for NSR and NUTV management roles are outlined in relevant policy documents (Appendices B and C).
- d. If a member of Student Media Management wishes to resign from their post, they must provide this in writing to the SMO and/or lead of the relevant branch and are encouraged to give 2 weeks' notice.

2.2 Go Volunteer Support

a. The SMO sits within the Go Volunteer team, therefore making Student Media a Go Volunteer project.

i. Every member of Student Media must log the number of hours that they have completed as a Student Media volunteer, under the guidance of the Go Volunteer department. It is up to each individual to log their own hours as guided by the Go Volunteer department and the SMO. The SMO must then submit all hours logged through the correct procedures, as advised by the Go Volunteer department, each month.

3. Media Executive Committee

a. Media Executive Committee is made up of 10 voting members.

b. Media Executive Committee shall have the following voting members:

Student Media Officer (Chair)
The Courier's Deputy Editor
NSR Station Manager
NUTV Station Manager
NSR Deputy Station Manager
NUTV Production Manger
The Courier's Head of Current Affairs
NUTV Deputy Production Manager
NSR Head of News
The Courier's Head of Sport

c. If an individual holds more than one of these positions, then the SMO has the ability to choose another position from the branch that has one position missing to represent them at Media Executive Committee.

d. If an individual who holds one of these positions fails to uphold their duties as a Media Executive Committee member, then the leader of that branch, at the approval of the SMO, has the ability to appoint another member of their management to this voting place.

e. Media Executive Committee has 7 voting places for Students' Union Council, as stated in NUSU's Strategy and Guidance Document, Annexe K.

i. NUTV Station Manager has an automatic voting place on Students' Union Council.

ii. NSR Station Manager has an automatic voting place on Student' Union Council.

iii. There are 5 unassigned voting places on Students' Union Council

1. The Courier has 3 voting places on Students' Union Council

2. NSR has 1 voting place on Students' Union Council

3. NUTV has 1 voting place on Students' Union Council

The 3 voting placed reserved for The Courier, 1 voting place reserved for NSR and 1 voting placed reserved for NUTV, must be given to members of Media Executive Committee who are from the relevant branch of Student Media, by the SMO, but discussed with the rest of Media Executive Committee.

- f. The quorum for Media Executive Committee shall be 50% of the voting members (5 voting members).
- g. Vote via proxy is acceptable if deemed appropriate by the SMO. If a vote via proxy is required, all information regarding any voting matter must be given to that voter 24 hours prior to the Media Executive Committee meeting taking place. The proxy voter must provide their vote(s) at least 2 hours before the Media Executive Committee meeting is due to take place.
 - i. If a vote via proxy has taken place, the voter who submitted a vote via proxy must be given the meeting minutes within 24 hours to ensure that their vote has been accounted for.
- h. Media Executive Committee must meet at least six times a year, but any extra meetings can be called at the discretion of the SMO.
- i. The individual members of Media Executive Committee are answerable to Students' Union Council, and the minutes of each Executive meeting will be submitted to Union Council along with the SMO report.

4. Insurance

- a. NUSU's insurance for deformation relies on a Student Media Policy being put in place.
- b. This is subject to change at the discretion of the SMO, NUSU Chief Exec, Director of Membership Services and the Board of Trustees.

5. Finance

- a. The holder of all Student Media budgets will be the Student Media Officer, who will allocate these budgets with the guidance of NUSU's Head of Finance at the start of their term in Office.
- b. All Student Media funding is given by NUSU financial processes and does not come from members' personal funds.
 - i. There is no membership fee for any person involved in Student Media.
- c. The SMO is required to keep accounts of all expenses in a manner approved by NUSU.

- d. No members of Student Media can claim expenses from the Student Media budget without first getting the approval of the SMO.
- e. Any expense claims must be processed within 30 days of the original expense being spent.
- f. No Student Media member will claim or receive payment from whatever source, for work performed during the execution of their duties or through use of Student Media facilities without first having sought the approval of the SMO
- g. No funds received by Student Media for Student Media operations will be donated to any other cause or organisation.

6. Handover

- a. The SMO in Office for the current academic year is responsible for ensuring that the SMO-elect receives an adequate handover during their handover week.
- b. This handover week will be determined by NUSU, and the current SMO will be given time to prepare this handover.
- c. See Appendix D for guidance on curating this handover.

7. Code of Conduct

7.1 All members of Student Media are expected to adhere to the following code of conduct when acting within Student Media:

- a. Events or activities which involve tacit or explicit improper coercion or manipulation of students to their physical or mental detriment, or which compromise human dignity, have no place in the University community.
- b. No member of the University community should ever feel compelled or pressurised to participate in an activity which may compromise their physical or mental wellbeing or dignity.
- c. No-one should be subject to ridicule or exclusion if they decline to participate in an activity.
- d. The following Activities or behaviours are forbidden on student socials:
 - i. Forced alcohol consumption
 - ii. Forced substance consumption
 - iii. Forced physical challenge or physically risk behaviour
 - iv. Forced humiliation
 - v. Dangerous and/or criminal activity

- vi. Taking improper advantage of any students as a result of imbalance of power/position
- e. The term 'forced' applies to any instance where an individual feels pressurised or believes that they must participate in order to be accepted in a group situation

7.2 Student Media management must note these important considerations when leading student socials

1. Not all students drink alcohol and the University community is an exciting and diverse population. All members of Student Media should consider the needs and preferences of all their members
2. If you are organising an event, you have a legal duty of care to those attending to plan and run events as safely as is reasonably practicable. Undertaking a risk assessment may help with this process.

8. Complaints and Disciplinary

- a. Any complaints (except in instances of gross misconduct, i.e. violations of Sexual Violence or Hate Crime Policy) against a member of Student Media should be referred to the relevant branch leader (Station Manager or Editor-in-Chief), to conduct an investigation, and take appropriate action. Support will be provided by the Student Media Officer or NUSU staff, if required.
- b. Any complaint against a Student Media management or a Student Media branch as a whole and/or instances of gross misconduct (i.e violations of Sexual Violence or Hate Crime Policy) will be referred to the Media Executive Committee.
- c. The above will be done as per NUSU's Strategy and Guidance Document, Annexe E (Appendix 3) – General Misconduct Disciplinary Procedures.

List of Appendices

Appendix A: The Courier Policy Document

Appendix B: NUTV Policy Document

Appendix C: NSR Policy Document

Appendix D: Student Media Officer Handover Guidance

Appendix A:

Newcastle University Students' Union

The Courier

- 1. General**
- 2. Editorial Team**
- 3. Editorial Meetings**
- 4. Appointment of the Editorial Team**
- 5. Policy**
- 6. Publishing**

Revision	Date	Amended By	MEC approved	Notes
1	03/10/22	Meg Howe, Student Media Officer 2022/23	N/A	First publication as Policy

1. General

1. The name of the organisation will be The Courier
2. The aims, objectives and responsibilities of The Courier are:
 1. To produce a weekly print edition of The Courier during team time, and publish all content to the online website and digital copies of The Courier.
 2. To provide students of Newcastle University with the opportunity to gain experience in online and print journalism and develop skills that will be useful in a career in written media.
 3. To provide the student and local community in Newcastle-upon-Tyne with topical, interesting, exciting and topical student lead written journalism of good quality.

4. To provide the divisions of Newcastle University Students' Union, including Activities and the Athletics Union, a place for publicity and coverage.
5. To produce the annual Freshers' Week edition in consultation with the Freshers' Week Organisers.
3. All members of The Courier will abide by this policy and by becoming members agree to do so.
4. The Courier will be run by The Courier's Editorial Team, as per this policy, Newcastle University Students' Union constitution and policy, and under the authority of the Student Media Officer.

2. Editorial Team

1. The Courier's Editorial Team leads on the production of the paper. This team is made up of Senior Editors and Sub-Editors and is led by the Student Media Officer (SMO), who is subsequently the Editor-in-Chief of The Courier.
2. Senior Editors are responsible for overseeing super sections (Current Affairs, Life & Style, Culture and Sport), whereas the Sub-Editors are responsible for overseeing singular sub-sections e.g. News, Arts, Lifestyle etc.
3. The following Senior Editor roles will exist within NUTV; Deputy Editor, Head(s) of Current Affairs, Head(s) of Life & Style, Head(s) of Culture, Head(s) of Sport and Head(s) of Social Media. The number of volunteers appointed to these positions are decided at the discretion of the SMO.
4. Sub-editors will be required for all sub-sections of The Courier. The number of sub-editors appointed per section are decided at the discretion of the SMO.
5. The Editorial Team will be appointed through an interview process (see section 4) organised and lead by the SMO before the start of the academic year. The Senior Editors should have previous experience on the Editorial Team to be appointed into these roles.
6. All members of the Editorial Team are accountable for the production of The Courier.
7. Management commences on the 1st August (financial handover), unless both the incoming and incumbent officers of that position mutually agree to handover early (which should be notified to both the incumbent and incoming committee).
8. **The roles, duties and responsibilities of the Editorial Team are as followed:**

8.1 Editor-in-Chief (the Student Media Officer)

- a. Have the highest-ranking authority on The Courier's editorial operation and output.
- b. To make the final editorial decision for each edition of The Courier and send each edition to the printing house.
- c. Main leadership of The Courier's campaigns, events and activities.
- d. Maintain relationship between The Courier and the Students' Union.
- e. Implementation of The Courier's policy.
- f. Lead on the recruitment of new members, through the organisation and overseeing of Student Media Afternoons.
- g. Where appropriate, work with external bodies and maintain any affiliation or partnership.
- h. Build industry contacts

8.2 Senior Editors

- a. Oversee, guide and aid the sub-editors who are volunteering within their super-section.
- b. Attend Welfare Officer training that is provided by NUSU as part of their Principal Committee training for Clubs & Societies.
- c. Assist in the recruitment of new members and assist on the organisation and overseeing of Student Media Afternoons.
- d. Attend weekly Editorial team meetings to share and discuss article ideas.
- e. Make Editorial checks on the work of sub-editors in accordance with the advice of the Editor-in-Chief.
- f. Complete any production duties missed by the Sub-editing team.

8.3 Sub-editors

- a. Curate, produce and edit their section specific content, using WordPress, Photoshop and InDesign.
- b. Aid writers in the process of choosing/suggesting their articles, writing the article and submitting the article.

- c. Attend weekly Editorial team meetings to share and discuss article ideas. If no sub-editor from a section can make it, the article list should be sent to the relevant Senior Editor(s).

3. Editorial Meetings

1. The Editor-in-Chief will chair all formal meetings; in their absence they should appoint a Senior Editor to chair the meeting.
2. Editorial Team meetings take place on Monday, at a time chosen by the Editor-in-Chief.
3. These meetings are to discuss and suggest article ideas amongst the Editorial Team.
4. Student Media Afternoons (SMAs), take place every Wednesday 1:30-2:30, giving volunteers the opportunity to select content to write and suggest their own ideas.

4. Appointment of the Editorial Team

1. The Editorial Team is appointed through an application and interview process, co-ordinated by the SMO-elect. Advice and guidance could be provided by the SMO in Office if this is required.
2. The applications should be made live before the previous academic year ends, to give students the opportunity to ask the current Editorial Team questions about the roles.
3. The application form should clearly state what the voluntary positions are and a closing date.
4. Interviews should be conducted throughout the summer, so that the Editorial Team can be appointed before the start of the academic year.
5. The option should be given for these interviews to be conducted over Zoom, to ensure accessibility.

5. Policy

1. The SMO, Media Executive Committee and the Senior Editors, reserves the power to change The Courier policy.
2. Policy changes should be passed by a majority approval of the Senior Editors.
3. Members can formally propose changes to any policy document, emailed to either the Editor-in-Chief or a Senior Editor.
4. All policy documents should include version numbers and update information.

6. Publishing

1. It is the responsibility of the SMO to make contact with the publishing house (as discussed with their predecessor during their handover), to facilitate The Courier's production.
2. The SMO is the only person who is able to send and submit the files of the print paper to the publishing house. They must undertake all Editorial checks before they do this.
3. Responsibility to maintain quality and integrity of The Courier's output falls to the Editor-in-Chief and the Senior Editors.
4. The Courier's output must not contravene the NUSU Constitution, the NUSU Equal Opportunities Policy or the NUSU Media Code of Practice.
5. Everything published by The Courier is expected to follow Media Law and Ethical standards.
6. The Courier's output will appear as a physical print newspaper, on The Courier's website and may be shared to social media platforms.

Appendix B:

Newcastle University Students' Union

NUTV Policy

- 1. General**
- 2. Management**
- 3. NUTV Meetings**
- 4. Elections**
- 5. Policy**
- 6. Broadcasting**

Revision	Date	Amended By	MEC approved	Notes
1	17/05/2018	Haaris Qureshi	N/A	First publication as Constitution
2	16/05/2022	Haaris Qureshi Station Manager	18/5/22	First publication as Policy
3	05/08/22	Meg Howe Student Media Officer 2022/23	08/08/22	Updated membership
4	04/10/22	Meg Howe Student Media Officer 2022/23	04/10/22	Creation of Student Media Constitution and therefore the first publication as an appendix.

1. General

1. The name of the organisation will be NUTV.
2. The aims, objectives and responsibilities of NUTV are:
 1. To provide students of Newcastle University with the opportunity to gain experience in TV production and develop skills that will be useful in a broadcasting career.
 2. To provide the student and local community in Newcastle-upon-Tyne with topical, interesting, exciting and topical student lead TV shows of good quality.
 3. To provide the divisions of Newcastle University Students' Union, including Activities and the Athletics Union, a place for publicity and coverage.
 4. To produce the annual Freshers' Week coverage in consultation with the Freshers' Week Organisers.
3. All members of NUTV will abide by this policy and by becoming members agree to do so.
4. NUTV will be run by the NUTV management, as per the NUTV policy, Newcastle University Students' Union constitution and policy, and under the authority of the Student Media Officer.

2. Management

1. The following roles will exist within NUTV; Station Manager, Production Manager, Deputy Production Manager, Branding Manager, and Communications Manager.
2. The Station Manager will be elected by members on NUTV. All other positions are appointed following an application process by the Station Manager and Production Manager, or outgoing and incoming Station Manager for annual reappointments.
3. All management members are accountable to the Station Manager and are required to send regular reports to their NUTV related activities and to attend all station meetings or send apologies. Any committee member failing repeatedly to do so may be subject to a disciplinary action.
4. Management is responsible for delegating responsibilities to either other committee members or acting/deputy committee members in the cases that a committee member is unable to fulfil their obligations for a short period of time.
5. A manager may resign at any time by written notification to the Station Manager. The resignation will be announced and opened up for applicants

as soon as possible. An acting officer may be appointed in the interim.
(The acting officer can be an already existing member of the committee.)

6. In instances where a management position also has an ex-officio position attached (e.g. Station Manager having an ex-officio seat on the Media Exec and Student Council) and that position is shared between two individuals (i.e. a job share), both committee officers will share one voting place, but may both attend.
7. Management commences on the 1st August (financial handover), unless both the incoming and incumbent officers of that position mutually agree to handover early (which should be notified to both the incumbent and incoming committee).

8. The roles, duties and responsibilities of management are as followed:

8.1 Station Manager

- a. Have the highest authority on station operations and output.
- b. Line manage the NUTV management.
- c. Management of NUTV's long term planning processes.
- d. Leadership of NUTV campaigns, events and activities.
- e. External representation of NUTV.
- f. Maintain relationship between the station and the Students' Union.
- g. Implementation of NUTV policy.
- h. Be responsible for recruitment of new members.
- i. Work with the Student Media Officer, NSR Station Manager, Sabbatical Officers and Part-Time Officers to ensure NUTV is doing all in its power to help the Students' Union in any visual footage they require to promote campaigns, events or advertise University in any way.
- j. Work closely with the Student Media Officer to ensure the smooth running of NUTV.
- k. Be an ex-officio member of the Students' Union Media Executive Committee and attend Student Council.
- l. Attend all meetings of the committees which they are members of.
- m. If a representative cannot attend, they should send their apologies.

- n. Be in regular contact with the Administration Office and check their correspondence frequently.
- o. Attend all relevant training events.
- p. Where appropriate, work with external bodies and maintain any affiliation or partnership.
- q. Build industry contacts
- r. Organise external organisations to run workshops, speeches etc.

8.2 Production Manager (alternatively known as the Head of Production)

- a. Act as the line manager for all shows' executive producers
- b. Conduct production training
- c. Act as Deputy Station Manager, assisting them in their duties and fulfilling all their roles and responsibilities in their absence.
- d. Assist executive producers in running their shows.
- e. Produce release timetables, and ensure shows release content on schedule.
- f. Organise post-production and ensure continuity in credits and branding, in conjunction with the Branding Manager and Communications Manager.
- g. Maintain quality control, ensuring shows of only high quality expected are released.
- h. Maintain Stream Cerberus
- i. Maintain equipment and keep a record of its usage.
- j. Maintain distribution channels.
- k. Act as one of the lead (e.g. Chief) members of the division of Freshers' Crew responsible for any NUTV Freshers' Week coverage, or otherwise delegate this position to another member of the NUTV committee suitably experienced.
- l. Be a member of the Students' Union Media Executive Committee and attend Student Council as the NUTV Rep.
 - a. If the Production Manager for whatever reason does not wish to be a member of the Media Exec (and

thus also not act as the NUTV Rep on Council), they must announce this at the first NUTV Committee meeting, at which point the NUTV Committee will elect another committee member to act in that role.

- b. The Production Manager must inform the Deputy Production Manager if they are unable to attend a Council meeting, so the Deputy Production Manager may attend the Council meeting as the NUTV Rep. If the Deputy Production Manager cannot attend, the Production Manager must find a representative or then give their apologies.

8.3 Deputy Production Manager

- a. Assist the Production Manager in their duties
- b. Ensure that communication between all student societies and clubs, as well as other organisations (NUSU departments, the University or external organisations) is maintained and that any footage they require is organised.
- c. Act as one of the lead (e.g. Chief) members of the division of Freshers' Crew responsible for any NUTV Freshers' Week coverage, or otherwise delegate this position to another member of the NUTV committee suitably experienced.
- d. Be a member of the Students' Union Media Executive Committee and attend Student Council as the NUTV Rep if Production Manager is unable to attend.
 - a. If the Deputy Production Manager for whatever reason does not wish to be a member of the Media Exec (and thus also not act as the NUTV Rep on Council), they must announce this at the first NUTV Committee meeting, at which point the NUTV Committee will elect another committee member to act in that role.

8.4 Branding Manager

- a. Comprise the branding guidelines
- b. Maintain logo on branding
- c. Ensure shows use branding consistently
- d. Design graphics for shows and marketing
- e. Work with the NUSU Marketing department.

- f. Ensure NUTV productions are given publicity (photos and recordings of behind the scenes), in conjunction with the Communications Manager.

8.5 Communications Manager

- a. Maintain social media output and engagement
- b. Ensure shows are posted onto social media after release and advertised in advance
- c. Administrate the social media
- d. In conjunction with the Production Managers, schedule shows to the timetable.
- e. In conjunction with the Production Managers, ensure shows are released to timetable.
- f. In conjunction with the Branding Manager, ensure shows use branding consistently.
- g. Record minutes of committee meetings and General Meetings.
- h. Distribute information to members on NUTV comms and through email newsletters.
- i. Reply to general enquiries that do not have a specific area pertinent to another committee member.
- j. Communicate with external bodies, in conjunction with other committee members.
- k. Maintain NUTV documentation.
- l. Ensure NUTV productions are given publicity (photos and recordings of behind the scenes), in conjunction with the Branding Manager.

3. Management Meetings

1. The Station Manager will chair all meetings, and in their absence, the Production Manager will chair meetings.
2. The committee will be responsible for the coordination of NUTV activities.
3. Management may set policies, rules or regulations to manage NUTV on a day to day basis. Changes will be subject to approval at the next Media Exec Committee meeting.

4. Non-management members may attend meetings with the permission of the chair.
5. Minutes will be taken by the Communications Manager.

3.1 Executive Producers

1. Executive Producers manage on behalf of the Production Managers an area of NUTV production, for example the Executive Producer of Sport.
2. The Executive Producers are line managed by the Production Managers and will line manage showrunners and episode producers.
3. The number and nature of Executive Producers for any given year will be decided by the Production Managers and Management team at the beginning of each year and documented in an Executive Producer policy document.
4. Executive Producers are appointed as and when by the Production Manager in a suitable process.
5. Multiple individuals can hold the same Executive Producer title.
6. Management can hold Executive Producer titles but, where possible, should not be the sole holder.

4. Elections for Station Manager

1. Elections for the Station Manager position will be held an annual election.
 1. If the role becomes vacant after the start of the term, the Production Manager may inherit the role, and subsequently appoints any vacant roles.
2. All members of NUTV that are not currently suspended or banned from the station are entitled to stand for Station Manager; the Station Manager may not hold another permanent management role.
3. A Returning Officer must be appointed by the Station Manager before the election takes place. The Returning Officer will be the:
 1. Outgoing Station Manager, unless ineligible (e.g. they are rerunning); in which case the Returning Officer will be:
 2. The Production Manager, or else Deputy Production Manager, or else the Communications Manager, or else the Branding Manager.
 3. If no members of management can act as Returning Officer, any member of NUTV, including the Student Media Officer can be appointed.

4. The Returning Officer will set out the procedure for the elections, including deadline for candidacy declaration (if any), the voting technique and procedure if the candidate is unable to attend (including answering of questions).
5. There must always be a RON option on all voting slips.
6. Two or more members may stand for Station Manager.
7. Candidates should attend their elections and advise the Returning Officer if they are unable to do so.

4.1 Appointment of management

1. All other management roles are appointed in a process dictated by the Station Manager and management as according to the following guidance:
 1. Applications should be advertised to all members at least two weeks in advance of deadline.
 2. All applicants should have an opportunity to detail their application, be that through a written application, an interview, or a combination.
2. For annual appointment of managers, the two panellists will be at least the incoming and outgoing Station Manager. Other panellists may be invited which include any outgoing managers who are not reapplying and the Student Media Officer. For appointments during the year, the two panellists will be at least the Station Manager and Production Manager, and any other member of management or the Student Media Officer may be invited.
3. If the panel is made up of an even number and there is no decision able to be reached, one of the above will have the arguments brought to them and they will be the deciding vote.
4. Concerns regarding the suitability of any of the panellists should either be taken to the (outgoing) Station Manager or the Student Media Officer, who can recuse that person and appoint another suitable individual from the above.
5. The reasons behind decisions made must be documented, but should be kept confidential to the panel, unless in the situation of a dispute, in which case either the Station Manager or Student Media Officer can choose to disclose to relevant parties.

5. Policy

1. The committee reserves the power to change NUTV policy.
2. Policy changes should be passed by a majority approval of the committee.

3. Members can formally propose changes to any policy document, emailed to either the Station Manager or Communications Manager.
4. ALL NUTV policy documents, when approved by NUTV management, MEC or Council, must be updated and stored in the following locations:
 1. The Teams site, accessible and stored appropriately to all members
 2. On the NUTV virtual drive, stored appropriately.
 3. On the NUSU website in an appropriate location.
5. All policy documents should include version numbers and update information.

6. Broadcasting

1. Responsibility to maintain quality and integrity of NUTV output falls to the Station Manager and Production Manager.
2. NUTV broadcasts must not contravene the NUSU Constitution, the NUSU Equal Opportunities Policy or the NUSU Media Code of Practice.
3. While broadcasting, presenters will be expected to abide by the Media Code of Practice.
4. NUTV will broadcast primarily to one platform. As of this edition, this will be via the NUTV YouTube account.
5. NUTV should refrain from publishing identical output to multiple platforms, so as to avoid splitting the views. Exceptions to this include:
 1. Multicasting – where the live broadcast can be sent to multiple destinations, ideally using a native crosspost feature. The on-demand version of the broadcast must remain on one platform.
 2. NUTV News
 3. Where an agreement from NUTV management has occurred to make an exception, including as part of a collaboration.

Similar content can be published on multiple platforms if they are different edits (e.g. adverts or shortened versions), but the main contact on YouTube should be signposted to.

Appendix C:

Newcastle University Students' Union

NSR Policy

- 1. General**
- 2. Management**
- 3. NSR Meetings**
- 4. Elections**
- 5. Policy**
- 6. Broadcasting**

Revision	Date	Amended By	MEC approved	Notes
1	16/05/2022	Izzy Ellis Station Manager	N/A	First publication as Policy
2	05/08/22	Meg Howe Student Media Officer 2022/23	08/08/22	Updated membership
3	04/10/22	Meg Howe Student Media Officer 2022/23	04/10/22	Creation of Student Media Constitution and therefore the first publication as an appendix.

1. General

1. The name of the organisation will be NSR.

2. The aims, objectives and responsibilities of NSR are:
 1. To provide students of Newcastle University with the opportunity to gain experience in radio production and develop skills that will be useful in a broadcasting career.
 2. To provide the student and local community in Newcastle-upon-Tyne with topical, interesting, exciting and topical student lead radio shows of good quality.
 3. To provide a platform for new music in the Newcastle-Upon-Tyne area, from both local and student artists.
 4. To provide the divisions of Newcastle University Students' Union, including Activities and the Athletics Union, a place for publicity and coverage.
 5. To produce the annual Freshers' Week coverage in consultation with the Freshers' Week Organisers.
3. All members of NSR will abide by this policy and by becoming members agree to do so.
4. NSR will be run by the NSR management, as per the NSR policy, Newcastle University Students' Union constitution and policy, and under the authority of the Student Media Officer.

2. Management

1. The following roles will exist within NSR; Station Manager, Deputy Manager, Head of News, Head of Sport, Head of Entertainment, Head of Production, Head of Music, Head of Marketing and Head of Tech.
2. The Station Manager will be elected by members on NSR. All other positions are appointed following an application process by the Station Manager and the current head of the position, or outgoing and incoming Station Manager for annual reappointments.
3. All management members are accountable to the Station Manager and are required to send regular reports to their NSR related activities and to attend all station meetings or send apologies. Any committee member failing repeatedly to do so may be subject to a disciplinary action.
4. Management is responsible for delegating responsibilities to either other committee members or acting/deputy committee members in the cases that a committee member is unable to fulfil their obligations for a short period of time.
5. A executive member may resign at any time by written notification to the Station Manager. The resignation will be announced and opened up for

applicants as soon as possible. An acting officer may be appointed in the interim. (The acting officer can be an already existing member of the committee.)

6. In instances where a management position also has an ex-officio position attached (e.g. Station Manager having an ex-officio seat on the Media Exec and Student Council) and that position is shared between two individuals (i.e. a job share), both committee officers will share one voting place, but may both attend.
7. Management commences on the 1st August (financial handover), unless both the incoming and incumbent officers of that position mutually agree to handover early (which should be notified to both the incumbent and incoming committee).
8. **The roles, duties and responsibilities of Senior management are as follows:**

8.1 Station Manager

- a. Have the highest authority on station operations and output.
- b. Line manage the NSR management.
- c. Management of NSR's long term planning processes.
- d. Leadership of NSR campaigns, events and activities.
- e. External representation of NSR.
- f. Maintain relationship between the station and the Students' Union.
- g. Implementation of NSR policy.
- h. Be responsible for recruitment of new members.
- i. Work with the Student Media Officer, NUTV Station Manager, Sabbatical Officers and Part-Time Officers to ensure NSR is doing all in its power to help the Students' Union in any visual footage they require to promote campaigns, events or advertise University in any way.
- j. Work closely with the Student Media Officer to ensure the smooth running of NSR.
- k. Be an ex-officio member of the Students' Union Media Executive Committee and attend Student Council.
- l. Attend all meetings of the committees which they are members of.

- m. If a representative cannot attend, they should send their apologies.
- n. Be in regular contact with the Administration Office and check their correspondence frequently.
- o. Attend all relevant training events.
- p. Where appropriate, work with external bodies and maintain any affiliation or partnership.
- q. Build industry contacts
- r. Organise external organisations to run workshops, speeches etc.

8.2 Deputy Station Manager

- a. Act as the line manager for all shows' executive producers
- b. Conduct production training
- c. Act as Deputy Station Manager, assisting the Station Manager in their duties and fulfilling all their roles and responsibilities in their absence.
- d. Assist presenters in running their shows.
- e. Listen into shows frequently to check the output is appropriate and note down any issues found.
- f. Maintain quality control, ensuring shows of only high quality expected are released.
- g. Maintain equipment and keep a record of its usage.
- h. Act as one of the lead (e.g. Chief) members of the division of Freshers' Crew responsible for any NSR Freshers' Week coverage, or otherwise delegate this position to another member of the NSR committee suitably experienced.
- i. Be a member of the Students' Union Media Executive Committee and attend Student Council as the NSR Rep.
 - a. If the Production Manager for whatever reason does not wish to be a member of the Media Exec (and thus also not act as the NSR Rep on Council), they must announce this at the first NSR Committee meeting, at which point the NSR Committee will elect another committee member to act in that role.

- b. The must inform if they are unable to attend a Council meeting, if the Deputy Station Manager cannot attend, the Station Manager must find a representative or then give their apologies.

8.3 Head of News

- a. Must keep up to day with local, national and university news.
- b. Ensure that communication between all student societies and clubs, as well as other organisations (NUSU departments, the University, or external organisations) is maintained and that any footage they require is organised.
- c. Act as a representative of NSR and proofread any statements that may need to be release on behalf of the station.
- d. Must host at least one hour-long flagship News show a week and inform the Station Manager if unable to fulfil a certain week.
- e. Be a member of the Students' Union Media Executive Committee and attend Student Council as the NSR Rep if Deputy Station Manager is unable to attend.
- f. If the Deputy Production Manager for whatever reason does not wish to be a member of the Media Exec (and thus also not act as the NSR Rep on Council), they must announce this at the first NSR Committee meeting, at which point the NSR Committee will elect another committee member to act in that role.
- g. Record minutes of committee meetings and General Meetings.

8.4 Head of Marketing

- a. Comprise the branding guidelines
- b. Maintain logo on branding
- c. Ensure shows use branding consistently
- d. Design graphics for shows and marketing
- e. Work with the NUSU Marketing department.

- f. Ensure NSR productions and shows are given publicity (photos and recordings of behind the scenes).
- g. Maintain social media output and engagement
- h. Ensure shows are posted onto social media after release and advertised in advance
- i. Administrate the social media
- j. Distribute information to members on NSR comms and through email newsletters.
- k. Reply to general enquiries that do not have a specific area pertinent to another committee member.
- l. Communicate with external bodies, in conjunction with other committee members.
- m. Maintain NSR documentation.

3. Management Meetings

- 1. The Station Manager will chair all meetings, and in their absence, the Deputy Station Manager will chair meetings.
- 2. The committee will be responsible for the coordination of NSR activities.
- 3. Management may set policies, rules or regulations to manage NSR on a day to day basis. Changes will be subject to approval at the next Media Exec Committee meeting.
- 4. Non-management members may attend meetings with the permission of the chair.

4. Elections

- 1. Elections for the Station Manager position will be held an annual election.
 - 1. If the role becomes vacant after the start of the term, the Deputy Station Manager may inherit the role, and subsequently appoints any vacant roles.
- 2. All members of NSR that are not currently suspended or banned from the station are entitled to stand for Station Manager; the Station Manager may not hold another permanent management role.
- 3. A Returning Officer must be appointed by the Station Manager before the election takes place. The Returning Officer will be the:

1. Outgoing Station Manager, unless ineligible (e.g. they are rerunning); in which case the Returning Officer will be:
 2. The Production Manager, or else Deputy Production Manager, or else the Communications Manager, or else the Branding Manager.
 3. If no members of management can act as Returning Officer, any member of NSR, including the Student Media Officer can be appointed.
4. The Returning Officer will set out the procedure for the elections, including deadline for candidacy declaration (if any), the voting technique and procedure if the candidate is unable to attend (including answering of questions).
 5. There must always be a RON option on all voting slips.
 6. Two or more members may stand for Station Manager.
 7. Candidates should attend their elections and advise the Returning Officer if they are unable to do so.

4.1. Appointment of management

1. All other management roles are appointed in a process dictated by the Station Manager and management as according to the following guidance:
 1. Applications should be advertised to all members at least two weeks in advance of deadline.
 2. All applicants should have an opportunity to detail their application, be that through a written application, an interview, or a combination.
2. For annual appointment of managers, the two panellists will be at least the incoming and outgoing Station Manager. Other panellists may be invited which include any outgoing managers who are not reapplying and the Student Media Officer. For appointments during the year, the two panellists will be at least the Station Manager and Deputy Station Manager, and any other member of management or the Student Media Officer may be invited.
3. If the panel is made up of an even number and there is no decision able to be reached, one of the above will have the arguments brought to them and they will be the deciding vote.
4. Concerns regarding the suitability of any of the panellists should either be taken to the (outgoing) Station Manager or the Student Media Officer, who can recuse that person and appoint another suitable individual from the above.

5. The reasons behind decisions made must be documented, but should be kept confidential to the panel, unless in the situation of a dispute, in which case either the Station Manager or Student Media Officer can choose to disclose to relevant parties.

5. Policy

1. The committee reserves the power to change NSR policy.
2. Policy changes should be passed by a majority approval of the committee.
3. Members can formally propose changes to any policy document, emailed to either the Station Manager or Head of Marketing.
4. ALL NSR policy documents, when approved by NSR management, MEC or Council, must be updated and stored in the following locations:
 1. The Teams site, accessible and stored appropriately to all members
 2. On the NSR virtual drive, stored appropriately.
 3. On the NUSU website in an appropriate location.
5. All policy documents should include version numbers and update information.

6. Broadcasting

1. Responsibility to maintain quality and integrity of NSR output falls to the Station Manager and Deputy Station Manager.
2. NSR broadcasts must not contravene the NUSU Constitution, the NUSU Equal Opportunities Policy or the NUSU Media Code of Practice.
3. While broadcasting, presenters will be expected to abide by the Media Code of Practice.
4. NSR will broadcast primarily as an internet radio station.
5. NSR should refrain from publishing identical output to multiple platforms, so as to avoid splitting the views. Exceptions to this include:
 1. Multicasting – where the live broadcast can be sent to multiple destinations, ideally using a native crosspost feature. The on-demand version of the broadcast must remain on one platform.
 2. NSR News
 3. Where an agreement from NSR management has occurred to make an exception, including as part of a collaboration.

Similar content can be published on multiple platforms if they are different edits (e.g. snippets), but the main contact on the website should be signposted to.

Appendix D:

Guidance on creating a handover from current SMO to SMO-elect:

This does not have to be a physical handover, but this should be conducted in a way that means the SMO-elect is equipt to take over as the Sabbatical Officer, as well as the Editor-in-Chief of The Courier. The current SMO should make contact with the SMO-elect before planning this handover, to find out which elements of Student Media apply to them.

- Things that are essential for the handover to consist of:
 - i. Guidance on how the Student Media Constitution and policies help the running of Student Media
 - ii. A step-by-step guide of how to send The Courier to the printers.
 - 1. The current SMO may wish to produce a 'Graduate'/Summer issue of The Courier so that the SMO-elect has the adequate knowledge of sending the paper to the printers. This may be needed if the SMO-elect has not been involved in this process during their time as a volunteer.
 - iii. An adequate understanding of how to use all softwares needed to produce The Courier and broadcast with NUTV and NSR.
 - 1. This may include, but is not limited to:
 - a. Wordpress
 - b. Adobe Photoshop
 - c. Adobe InDesign
 - d. Adobe Premier Pro
 - e. NSR broadcasting server
 - iv. All log-in details for any sites used by Student Media
 - 1. This may include, but is not limited to:
 - a. Social Media log-ins for all Student Media accounts
 - b. Adobe log-ins
 - c. Log-ins for the PCs within the Student Media Office
 - d. Mailchimp (site used to create the newsletter)
 - e. NUTV YouTube Channel
 - f. Log-in details for the account with the publishing service used to print The Courier
 - g. Log-in details for Issuu (for the online version of the paper)
 - v. Any unfinished business
 - 1. This may include, but is not limited to:
 - a. Unpaid invoices
 - b. Uncollected/undelivered items ordered
 - c. Contact with external companies
 - vi. Access codes for the Student Media Office and NSR Studio
 - vii. Where to seek further advice and guidance if they need it
- Things it may be useful for the handover to consist of, but are not essential:
 - viii. Contacts within the University, Union or external companies who have aided the progress of Student Media

1. This may include, but is not limited to:
 - a. Who delivers/how to deliver the Media Law Training to the Editorial Team
 - b. Specific Student Media Alumni who are willing to offer help, guidance and expertise
- ix. Advice on how Student Media runs
- x. Advice on being Editor-in-Chief of The Courier
- xi. Advice on supporting and managing a team on volunteers
- xii. Advice for organising, running and choosing winners for the Media Awards
- xiii. Student Election coverage
- xiv. Problems and challenges faced and how these were overcome
- xv. Advice on how to balance different elements of the role
- xvi. Word of encouragement and support