
Media Constitution

1. Media Constitution

- 1.1. This constitution governs the Media sub-group of the University of Bath Students' Union
- 1.2. The sub-group as a whole is also referred to as Media
- 1.3. This constitution is superseded by the SU's Articles, Bye-laws and Regulations. Particular requirements governing Media and the individual groups affiliated to it are contained in Regulation 1 and 7.
- 1.4. This constitution supersedes the constitutions of all the individual groups affiliated to Media
- 1.5. Any changes to this constitution may only be made by a Media General Meeting and must be approved by the SU's Management Group and Board of Trustees (SU Regulation 1)
- 1.6. Copies of this constitution shall be made available on BathStudent.com.

2. Mission Statement

- 2.1. To inform, engage and entertain students.

3. Purpose

- 3.1. To create, promote and distribute Media products and all related activities
- 3.2. To entertain students
- 3.3. To inform students
- 3.4. To provide development opportunities for its members
- 3.5. To provide social opportunities for its members

4. Powers

- 4.1. The Media sub-group may change any details of this constitution, subject to approval by its membership at Media GM and by Management Group and the Board of Trustees
- 4.2. This constitution shall be reviewed annually by the SU President and the Media Executive Committee (Exec)
- 4.3. The Media sub-group may determine whether or not individual groups may be affiliated to it. These groups are currently bathimpact, CampusTV and University Radio Bath.
- 4.4. The Media sub-group may pass policy which relates solely to the business and activities of the sub-group
- 4.5. The Media sub-group shall set out the core requirements for any affiliated group and a code of conduct which shall form part of this constitution.
- 4.6. The Media sub-group shall manage the budget allocated to the sub-group by the SU and this power shall be devolved to the SU President and Media Exec.
- 4.7. The Media sub-group shall have the power to discipline its individual members and affiliated groups for failing to comply with the requirements of this constitution, any individual group constitution and any policies governing the Media area

5. Membership

- 5.1. Membership of Media consists of the SU President and all Members of the SU who have paid the Media membership fee for the given year.
- 5.2. A member of Media is automatically a member of each individual Media group
- 5.3. Under exceptional circumstances, Media groups may recommend non-members of the SU for Associate Membership, if the non-member is able to offer a service to the group which it

is unable to source from within its membership. Applications must be submitted by the Media Officer and be approved by the SU President and reported to Management Group. Associate Members do not have any speaking or voting rights and may not stand for any SU post. (Further detail is found in SU Bye-law 1.)

6. The Media Executive Committee (Exec)

- 6.1. Media Exec shall have the following posts:
 - 6.1.1. Media Officer
 - 6.1.2. Media Secretary
 - 6.1.3. Media Treasurer
 - 6.1.4. Media Online Officer
 - 6.1.5. Media Marketing Officer
- 6.2. The SU President is an ex-officio member of the Media Executive Committee
- 6.3. The Chairs of the affiliated groups are ex-officio members of Media Exec
- 6.4. The following shall sit in attendance:
 - 6.4.1. Appropriate staff support
 - 6.4.2. The SU President elect
 - 6.4.3. Other individuals with permission from the Chair
- 6.5. All Exec officers shall be elected by secret ballot held online annually to a central timetable set by the SU.
- 6.6. All Exec officers must be members of Media and must not also hold a SU Officer post.
- 6.7. The Media Officer may not hold any other elected post within Media.
- 6.8. Any member of Media may stand for election as long as they will not be on placement outside Bath whilst holding office.
- 6.9. Students on placement outside Bath may not hold office during their placement year
- 6.10. Voting for Exec officers is open to all members of Media
- 6.11. Exec officers hold office from 1st August to 31st July
- 6.12. If any of the above posts becomes vacant at any point in the year, it shall be filled by a bye-election. If a bye-election is unable to fill an office then, exceptionally, the Exec may co-opt any member of Media to fill that office. An officer elected or co-opted in this way shall hold office for as long as the previous officer (if any) would have normally held it and shall hold the same rights.
- 6.13. All Exec officers must attend regular meetings of Media Exec and Media GM
- 6.14. The individual roles are laid out in Appendix 1
- 6.15. At the first meeting of the year, the Media Exec shall nominate from its number representatives to sit on each of the following committees:
 - 6.15.1. SU Elections committee – one representative (should not be considering running for post as SU Officer that year)
 - 6.15.2. SU Disciplinary Panel – one representative (may not be the Media Officer or a representative sitting on Media Disciplinary Committee)
 - 6.15.3. Media Disciplinary Committee – three representatives
- 6.16. An officer of Media Exec who ceases to be a Member of the SU or of Media during his or her term in office shall be required to resign his or her office on that committee
- 6.17. A vote of no confidence will be automatically called in any committee member who fails to attend three sub-group meetings (without appropriate apologies) during his or her term of office. The procedure for doing so is set out in SU Regulation 1.

7. Powers, responsibilities and procedures of the Media sub-group Executive Committee

- 7.1. The Media Exec is responsible for overseeing the management and administration of the Media sub-group
- 7.2. The Media Exec is chaired by the Media Officer
- 7.3. All members of Media Exec and the SU President have speaking rights. Any other individual may have speaking rights with permission from the Chair.
- 7.4. All members of the Media Exec have sole voting rights
- 7.5. The Media Exec's powers include responsibility to:
 - 7.5.1. Coordinate the Media sub-group
 - 7.5.2. With the SU President, plan the strategic direction of the Media sub-group
 - 7.5.3. Produce an annual evaluation and plan which will report and review results and outcomes of previous activities and outline plans, goals, intended outcomes and resources needed for the next year (SU Articles 23.4.3)
 - 7.5.4. Provide a short written report termly for Management Group stating progress against the agreed plan
 - 7.5.5. Discuss and draft relevant policy of Media in line with its purpose and powers
 - 7.5.6. Scrutinise the work of the SU President with regards to Media's remit
 - 7.5.7. Handle operational tasks with Media
 - 7.5.8. To allocate and manage Media's funding
 - 7.5.9. To manage the finances of Media
 - 7.5.10. Conduct disciplinary proceedings
 - 7.5.11. Plan the development of Media
 - 7.5.12. Work to ensure a smooth relationship between the SU and Media
 - 7.5.13. Discuss budget issues and review the individual Media groups' incomes and expenditures
- 7.6. Media Exec shall meet at least four times per semester
- 7.7. Quoracy for the transaction of business of Media Exec is half the exec rounded down.
- 7.8. In the event of a tied vote, the Media Officer has an additional casting vote
- 7.9. Media Exec has the power to co-opt any willing member of Media to be a member of its committee for any purpose it sees fit. All such co-options must be reported to the members of Media. This limit does not include anyone co-opted to fill a vacant office that has not been filled by a bye-election.
- 7.10. Approval of club and Media expenditure will be managed in accordance with the SU's financial procedures (SU Regulation 2). Only those authorised under these regulations will act as signatories, up to set financial limits. Within Media authorised signatories are: individual Media group chairs, Media Exec Treasurer, Media Officer and SU President.

8. Procedure, timing, regularity and membership of any forums and GMs held by the Media sub-group

- 8.1. The Media GM is chaired by the Media Officer
- 8.2. All members of Media are members of Media GM
- 8.3. Appropriate staff support and the SU President (elect) shall sit in attendance
- 8.4. Others may sit in attendance with permission from the Chair.
- 8.5. All members of Media GM have speaking right. Others may have speaking rights with permission from the Chair.
- 8.6. All members of Media have voting rights.
- 8.7. In the event of a tied vote, the Media Officer has an additional casting vote.
- 8.8. The core functions of Media GM are to:

- 8.8.1. Provide a forum for all members of Media to meet and discuss common issues
- 8.8.2. Provide a forum for Media Exec to disseminate information and seek feedback
- 8.8.3. Discuss, pass or propose policy to the SU Officer Group
- 8.8.4. Discuss and propose opportunities and development strategies to Management Group
- 8.8.5. Receive reports from Media Exec on their activity
- 8.8.6. Receive reports from individual Media groups on their activity
- 8.8.7. Discuss and ratify relevant policy items received from Media Exec
- 8.8.8. Amend this constitution
- 8.8.9. Hold the Media Exec to account
- 8.8.10. Affiliate and disaffiliate individual Media groups to and from Media
- 8.9. There shall be at least 2 meetings of Media GM in an academic year.
- 8.10. Media group members will be informed of the dates of the Media GMs at the beginning of each year, be asked for agenda items one week prior to the meeting and sent an agenda two days before the meeting
- 8.11. Quoracy for this meeting is 10% of the membership of Media, rounded up, as well as at least 2 members of each Media group committees.
- 8.12. All GM's must abide by the requirements set out in SU Regulation 1.

9. Procedure for the membership of Media to discuss and vote on the constitution and policies

- 9.1. Any changes to the Media constitution may be proposed by Media Exec alone or by any member of Media if seconded by another member of Media. Changes should initially be considered by the Media Exec before going to Media GM for a vote. Two members of Media may put their proposal to Media GM even if Media Exec does not agree, as long as Media Exec has considered it first. This is to ensure that any reasons why the proposal may be unworkable have been taken into consideration prior to the GM.
- 9.2. Policy may be proposed by the Media Exec alone or by a member of Media seconded by another member of Media. Policy should initially be submitted to Media Exec before going to the Media GM for a vote. Two members of Media may put a policy proposal to Media GM even if Media Exec does not agree, as long as Media Exec has considered it first. Policy is passed by a simple majority at Media GM.
- 9.3. Where decisions need to be made by a Media GM but cannot wait for a meeting or the meeting of Media GM was inquorate, the Media Officer and Media Exec may put the issue to an online vote. Notice of the vote must be given to all members by email. This should include an explanation of the issue, the clear question to be voted on and the deadline for the vote. Decisions may be made by a simple majority providing that proper and sufficient notice has been given to all members of the question, the vote and the date for voting.

10. Affiliation process

- 10.1. The affiliation of individual Media groups to Media shall be decided by a quorate Media GM. A simple majority vote is required at GM.
- 10.2. A group may be disaffiliated as a result of disciplinary proceedings as outlined in Appendix 4.
- 10.3. The disaffiliation of an individual Media group as a result of disciplinary proceedings must be reported to Media GM.
- 10.4. The disaffiliation of any individual Media group must be reported to SU Management Group and the Board of Trustees.
- 10.5. Affiliations shall be first considered by the Media Exec who shall then make the proposal for affiliation to Media GM.

- 10.6. Affiliation shall be considered against the following criteria:
 - 10.6.1. The group is open to all
 - 10.6.2. The group provides sufficient personal development for its members
 - 10.6.3. The group's activities offer value for money and enhance the student experience
 - 10.6.4. The group does not duplicate the efforts and activities of an existing group affiliated to Media or another sub-group of the SU
 - 10.6.5. The group's activities do not conflict with the SU's values, policies or legal obligations
- 10.7. Media Exec may disaffiliate a group for a major breach of any of the requirements of this constitution.
- 10.8. If the decision is made to disaffiliate a group that disaffiliation will take immediate effect.

11. Media Responsibilities

Media will:

- 11.1. agree a Service Level Agreement (SLA) with the SU which will set out how Media will help the SU with promotions
- 11.2. provide a platform for students to express their views
- 11.3. give appropriate training to group committee members to include:
 - 11.3.1. Finance training
 - 11.3.2. Health and safety training
 - 11.3.3. BathStudent.com training
 - 11.3.4. Legal training
 - 11.3.5. Events training
- 11.4. maintain a professional relationship with the SU.

12. Media Group Responsibilities

12.1. All Media groups will:

- 12.1.1. adhere to the rules set out in this constitution, its appendices and policies and individual group constitutions
- 12.1.2. abide by the SLA between the SU and Media as well as all SU regulations and policies.
- 12.1.3. take due diligence when using equipment for which Media is responsible
- 12.1.4. respect other members of Media and the SU
- 12.1.5. act responsibly with Media funds
- 12.1.6. ensure that Media's reputation is not damaged by their action or inaction
- 12.1.7. hold regularly scheduled committee meetings
- 12.1.8. democratically elect a committee by secret ballot held online annually to a central timetable set by the SU. The posts of treasurer and secretary for all groups are held ex-officio by the Media Treasurer and Media Secretary so these will not be part of the committee's election
- 12.1.9. have an up-to-date constitution which states the group's aims, membership and officers and the group's disciplinary procedures and abide by the requirements set out in it. Ensure the constitution is displayed on the group's page on BathStudent.
- 12.1.10. provide the Marketing Office with all relevant trip lists and forms prior to events
- 12.1.11. maintain equipment and take equipment audits
- 12.1.12. comply with all requirements in the Students Activities Safety Handbook
- 12.1.13. provide the Marketing Office with risk assessments when appropriate, including a Generic Risk Assessment for regular activities
- 12.1.14. provide up-to-date contact details of the committee to the Marketing office and ensure that they are available on the group's web pages on BathStudent.com

- 12.1.15. ensure minutes are taken at all committee meetings and are available on **requires request** by the Media Exec or SU President and the Marketing office and are viewable by the group's membership on BathStudent.
- 12.1.16. send representatives to each Media GM
- 12.1.17. provide opportunities for all members to participate in group activities
- 12.1.18. maintain an inclusive recruitment strategy which may include reasonable adjustments or additions to group activities
- 12.1.19. create development plans
- 12.1.20. work with other media groups when necessary
- 12.1.21. ensure that content produced does not infringe upon the ability of other Media to create output.

13. Member Responsibilities

- 13.1. All members will:
 - 13.1.1. adhere to the rules set out in this constitution, its appendices and the individual Media group constitutions
 - 13.1.2. take due diligence when using equipment for which Media is responsible
 - 13.1.3. ensure that office space is secure and not damaged
 - 13.1.4. respect other members of Media and the SU
 - 13.1.5. ensure that Media's reputation is not damaged by their action or inaction

Appendix 1

Code of Conduct

- 1. Media will:
 - 1.1. adhere to the SLA agreed with the SU
 - 1.2. adhere to and respect all laws governing national media and the SU
 - 1.3. provide objective and accurate reporting
 - 1.4. ensure no political bias or agenda when reporting
 - 1.5. distinguish between reporting, editorial and comment through design and production
 - 1.6. be considerate of the social and cultural sensitivities of its diverse audience
 - 1.7. provide relevant people with the right to respond in reporting
- 2. The SU shall have the right to respond to any article or broadcast that comments on any SU area
- 3. SU members of staff and their titles shall not be named in any Media output
- 4. If the SU has concerns about content in Media, either before or after publication or broadcast, a meeting will be scheduled with the Chief Executive, SU President, Media Officer, the Chair of the relevant Media Group and the students responsible for the content, at the earliest convenience
- 5. The meeting will consider:
 - 5.1. Amending the content to resolve the SU's concerns where possible
 - 5.2. Providing the SU with the right to respond at the earliest opportunity
 - 5.3. Agreeing to publish or broadcast a retraction at the next opportunity, should the SU demonstrate that statements made by Media were incorrect.

6. The SU may veto publication or broadcast by the decision of the SU Officer team if the meeting fails to resolve the SU's concerns and if the content either identifies a member of SU staff or poses legal risk to the SU
7. Any decision to veto publication or broadcast must be immediately reported, with reasons, to the Media group chair and the Media Officer in writing.
8. The Board of Trustees, Media Exec and SU Review Panel (via the SU President's and Media Officer's reports) shall be informed of any vetoes of publications and broadcasts.

Appendix 2

Media Executive Committee Job Descriptions

1. Media Officer

2. Chairs all meetings of Media Exec and Media GM
3. Is responsible for co-ordinating Media activities
4. Works with other Executive officers to ensure the smooth running of all areas of Media
5. Acts as a second financial signatory for central Media accounts in accordance with SU Regulation 2
6. Acts as chair of Media Disciplinary Committee if necessary
7. Sits ex-officio on the SU Review Panel
8. Attends chair training

9. Media Treasurer

- 9.1. Is responsible for all operational funding and budgeting issues within Media
- 9.2. Works with the Media Officer and Group Chairs to produce annual budget plans
- 9.3. Acts as the primary financial signatory for Media's operational account in accordance with SU Regulation 2 relating to Finance
- 9.4. Reports any significant actual or anticipated variations in expenditure to Media Exec and SU Management Group
- 9.5. Provides a financial report to each meeting of Media Exec and SU Management Group in November and May
- 9.6. Attends finance training

10. Media Secretary

- 10.1. Is responsible for providing an account of all Media activity and an update on the demographic of the membership of Media each semester to the Media Exec
- 10.2. Takes minutes for all affiliated Media committees and the Media Editorial meetings and provides them to Media Exec and GMs
- 10.3. Acts as Chair of the Media Exec and Media GMs in the Media Officer's absence
- 10.4. Is responsible for ensuring Media has a wide and diverse membership
- 10.5. Ensures membership of Media is marketed sufficiently to the student body
- 10.6. Provides targeted recruitment to areas of the student body which are under-represented in Media
- 10.7. Works with the chairs of the individual Media groups to target
- 10.8. Is responsible for monitoring any E&D issues within the Media area and to report on such issues to the SU President, Media Officer and/or Media Exec.

11. Media Online Officer

- 11.1. Responsible for co-ordinating the development of the Media section of BathStudent.com
- 11.2. Assists with the development of Media group websites
- 11.3. Develops Media's presence online
- 11.4. Ensures Media's pages on BathStudent.com are up-to-date

12. Media Marketing Officer

- 12.1. Responsible for advertising the various outputs of affiliated groups to the student body
- 12.2. Advertise the services offered by Media to the student body, the University and the general public

- 12.3. Advertise Media membership to the student body
- 12.4. Responsible for providing opportunities for the membership of Media to purchase branded merchandise
- 12.5. Works with the SU's Marketing office to find additional funding for Media activities from external sources

Appendix 3

Disciplinary Procedure

1.1. Media Disciplinary Committee

- 1.2. Media disciplinary hearings are held by the Media Exec
- 1.3. The SU President sits ex-officio on Media Exec and is chair of the disciplinary hearing
- 1.4. At least 4 members of the Exec, in addition to the SU President must be present for a hearing to go ahead.
- 1.5. In the event of a conflict of interest for the SU President, the Media Officer will act as chair instead. In the event that the Media Officer is also unable to sit as chair of the Media disciplinary hearing, a replacement will be nominated by the SU President.
- 1.6. The Marketing Manager shall sit in attendance at all disciplinary hearings and act as secretary to the meeting.

2. Disciplinary Responsibilities

- 2.1. Media Exec is responsible for ensuring that individual Media groups and members are aware of their responsibilities
- 2.2. Media Exec is responsible for ensuring that any complaints received by them are responded to appropriately within 5 working days of receipt
- 2.3. Members of Media Exec must remain impartial throughout disciplinary proceedings
- 2.4. Any conflict of interest must be declared to the chair of the meeting or SU President prior to the meeting
- 2.5. When specific individuals are not identified in an incident it is the prerogative of Media Disciplinary Committee to penalise the individual Media group instead
- 2.6. In exceptional circumstances, the group committee may be deemed responsible for the activities of the members of their group.

3. Disciplinary Procedure

- 3.1. Any Media group or member of Media that is in breach of the Media constitution and/or its appendices may be referred to disciplinary
- 3.2. Allegation of misconduct made by anyone other than the SU President or Media Exec must be made in writing to the SU President
- 3.3. The SU President will decide whether the matter should be referred to a disciplinary hearing and whether the case should be properly considered by the Media Exec or by the SU President in his/her capacity as President under the SU disciplinary procedures (Regulation 4(a)) and will notify the complainant and defendant of that decision within 5 working days of receiving the complaint.
- 3.4. If the matter is to be considered by the Media Exec, the SU President shall aim to convene the committee within 7 working days of receipt of the complaint.
- 3.5. In a case involving multiple defendants, the Media Exec may elect to hold one or more separate hearings as it deems appropriate.
- 3.6. In the case that a complaint is against an individual Media group, the chair of the hearing will choose the appropriate individuals/representatives to be defendants for the hearing.
- 3.7. If all reasonable attempts to enable the defendant(s) to attend a hearing fail, the hearing may still go ahead in the absence of the defendant(s), provided that the group has received proper notification, and the group will not have grounds for complaint later.

- 3.8. If the complaint concerns an individual or if only one representative of a group is genuinely available to attend they may bring a companion, who may be a friend or representative. A companion must be a Member of the SU and may not be a SU Officer or witness in the case.
- 3.9. The identification and interpretation of what constitutes a club social is at the discretion of Media Exec. The chair shall have the final say upon the decision.
- 3.10. The complainant and the defendant shall have the right to call witnesses who may be cross examined by the defendant, the complainant and the Media Exec.
- 3.11. The disciplinary hearing shall be conducted as follows:
 - 3.11.1. The allegation of misconduct will be explained with any supporting evidence
 - 3.11.2. The defendant(s) will then respond to the allegation and present any supporting evidence
 - 3.11.3. The evidence of any witnesses will be heard at this point
 - 3.11.4. The defendant(s) will then withdraw and the committee will come to a judgement
- 3.12. A written record of the hearing and all communications before and after the hearing must be kept.

4. Disciplinary outcomes

- 4.1. The Media Exec may in the case of an individual:
 - 4.1.1. Decide that there is no case to answer
 - 4.1.2. Issue a warning
 - 4.1.3. Ban the individual(s) from taking part in Media activities for a fixed term
 - 4.1.4. Revoke the member's committee position within a Media group
 - 4.1.5. Revoke the individual(s) membership of Media without refund
 - 4.1.6. Refer the case to SU Disciplinary Panel (which shall be chaired by the Community Officer in this situation) for consideration under the SU's Disciplinary Procedures (Regulation 4(a))
- 4.2. In the case of a Media group
 - 4.2.1. Decide that there is no case to answer
 - 4.2.2. Issue a warning
 - 4.2.3. Fine the Media group
 - 4.2.4. Remove members of the Media group's committee and call elections for those roles
 - 4.2.5. Recommend the Media group to the Media Exec for disaffiliation
 - 4.2.6. Refer the case to SU Disciplinary Panel (which shall be chaired by the Community Officer in this situation) for consideration under the SU's Disciplinary Procedures (Regulation 4(a))

5. After the hearing

- 5.1. The defendant(s) and any complainant shall be informed of Media Exec's decision in writing within two working days of the decision being made
- 5.2. A report of all disciplinary hearings shall be made to the SU President annually.

6. Appeals

- 6.1. Either the defendant or the original complainant shall have the right to appeal against the decision of Media Exec and any actions resulting from it
- 6.2. An appeal must be lodged in writing to the Education Officer within 10 working days of the date of the notification of the original decision
- 6.3. If there is any new evidence this may be submitted to the Education Officer but an appeal can still be lodged without new evidence
- 6.4. The SU's Disciplinary Panel will not include any members of Media Exec who originally heard the case.

- 6.5. The appeal will be heard by the SU Disciplinary Panel in accordance with the procedures set out in SU Regulation 4(a).
- 6.6. The decision of the SU's Disciplinary Panel is final as far as Media and the SU is concerned.