

**Felix Policy**

*A paper for Imperial College Board of Trustees*

**Proposer:**

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At the end of the last academic year it was noticed that following the adoption of the (then) new Constitution and Bye-Laws by the Union, there was a distinct lack of documentation governing the role of Felix Editor and the relationship between the Union and Felix (the Club). As a result of this, and the approaching expiration of the existing Felix Policy, Imperial College Union's Executive Committee passed a policy in June 2013, and this policy, along with precedent, underpins how Felix has been operating for the current academic year.

Over the year it has become apparent to us in Felix that there are a number of areas within the policy that need further clarification, and we have noticed that there is a complete lack of documentation in some areas – in particular the procedure for the election of the new Felix Editor is not recorded anywhere: this year's election took place on the basis that it would be the same as the other sabbaticals, as has been the tradition for recent elections.

After reviewing the Policy after a year's operation and with a definite view towards the way Felix will continue to run in the future we have brought this revised version of the Policy to the Board of Trustees for your consideration.

Resolves:

**To adopt the proposed policy as the new Felix Policy**

### Felix Policy

1. This policy sets out: the expectations made by Imperial College Union regarding the publication of Felix; the role of the Union in the publication of Felix; and the nature of the position of Felix Editor.
2. In addition to being the publication of the students of Imperial College, Felix is also a student society, and as such has a number of other requirements and implications.
3. As a student club Felix is governed by its Constitution and the decisions of the Clubs, Societies and Projects Board, the same as any other Club.
4. Felix shall abide by the Union's Equality and Diversity Policy in all its articles, online content and comments.
5. The Editor shall oversee and manage all aspects of the running, production and dissemination of Felix. They shall be responsible to the Union for every article and picture printed or published online, and the financial integrity of the newspaper (as distinct from the finances of the Club).
6. The Editor is responsible in their role as a Union employee to the Imperial College Union President without prejudice to the Editor's operational and editorial independence, and with the President acting under the constraints set out in this policy and other Union documentation.
7. Felix shall remain editorially independent from the Union, and is free to operate and report on events as the Editor sees fit such that the reporting is not acting against the wider interests of the students. This may or may not coincide with the interests or attitudes of Imperial College or Imperial College Union.
8. Under no account shall any Union Officer or employee – including the Union President – have the right to insist on the inclusion or exclusion of any material/content in “Felix” or online.
9. Felix, as a Union Publication, is required to comply with the Press Complaints Commission Code of Practise as adjudicated upon by the Union's Board of Trustees.
10. All students, from all campuses, must be given the opportunity to write for Felix, and the Editor should strive to print all material which is of an acceptable standard of English.
11. Deadlines for content should be set by the Editor at the beginning of the year and should be widely publicised and available to all students. The Editor is free to reject any material which fails to meet these deadlines.

12. Felix should be a news-driven publication, printed on a weekly basis and distributed to every major teaching site during term time, with the primary focus being on news and content relevant to the students of the Union.
13. News should be published on, at least, a weekly basis online, including outside of term time, whilst the Editor is employed by the Union – this may or may not be done by the Editor themselves.
14. Space must be provided for feedback from the student body concerning the content within Felix's pages and Felix itself. Students must be given the right to reply to any article published. The Editor retains the right to edit letters, set limits on the number of responses printed but these powers should not be used to bias open debate or counteract criticism of the Union, Imperial College or Felix itself.
15. All Union Clubs, Societies or Projects should be given the ability to publicise and report on their activities – this includes the reporting on the success or failings of any Sports events or Fixtures. Space should be set aside each week for articles from Clubs who wish to report on recent events. This does not give Clubs the right to demand publication: the Editor retains the right to edit or rule out articles.
16. The Union should be given the opportunity to report on its activities and concerns, e.g. through a Presidential column or reports by Officers of the Union. However Felix shall remain editorial independent from the Union: all Union content/articles must be clearly label as such and are subject to the same editorial controls as any other content.
17. Felix should promote student engagement with the Union, with particular focus on key Union matters. Key meetings, such as General Meetings, should be clearly advertised but Felix is not required to support or promote any decisions, actions or viewpoints relating to a meeting or matter for decision.
18. The election of Trustees (Officer and Student) and the Felix Editor should be given extensive coverage. This includes but is not limited to: including details of the opening of nominations, Hustings and the elections themselves and the printing of the manifestos of all the candidates for the posts, including Re-Open Nominations. Other positions may be advertised at the discretion of the Editor.
19. The Union's Central Services shall pay for the remuneration of the Felix Editor as a Sabbatical Officer.
20. The Union shall fund 29 issues of Felix to include a special edition for the start of each Academic year up to a maximum cost, of £29,000.
21. The Union shall fund the termly publications of I, Science up to a maximum cost, of £3,000 annually.

22. The Union's Central Services shall manage advertisements printed in Felix – this includes those from the Union, external companies and any Club, Society or Project. Felix may arrange their own Sponsorship and non-print advertising.
23. The Union's Central Services shall pay Felix 50% of any advertising based income above the total cost of printing the paper and the remuneration of the Felix Editor (should any be achieved).
24. The Editor will make space for all advertisements sent for inclusion in the Felix and I, Science publications. In the case of Felix the Editor must be notified of all requirements by 5pm on the Tuesday before the Friday publication date. The Editor must notify Central Services of any issues with the inclusion of any advertisement by 5pm on the Wednesday, and must specify why the advertisement is not suitable for publication.
25. Other than the remuneration of the Felix editor, printing costs and print advertising income Felix shall operate like every other CSP.
26. The Editor shall present a termly report to Imperial College Union Council and shall be available to answer questions about its contents.
27. The Editor shall be elected by a cross campus ballot subject to the same requirements of the Officer Trustees of the Union (Bye Law F).
28. The Union, as the employer, shall be responsible for the provision of any training and support as needed on an individual basis for the production of a quality newspaper using the facilities as provided by the Union to the Editor. This may include training to support them in their role as the leader of a large diverse team of contributors.