

Felix Policy

Proposer:
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President (Finance &
Services)

Secunder(s):
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Editor

Contributors:
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Policies affected/related: -
Policies superseded: Felix Policy

1. Objectives:

- 1.1. To outline the relationship between the Union and its Student Newspaper, Felix
- 1.2. To denote the responsibilities of each to one another
- 1.3. To define the purpose of Felix and its objectives and the principles behind why the Union supports it

2. Principles:

- 2.1. The Union is committed to producing, and appropriately resourcing, a student led, editorially independent Student Newspaper
- 2.2. We believe that a high quality student newspaper is an important service for students not only to keep them informed of news in the Union, at the College and the wider world but also to hold those bodies to account and to raise and publicise issues that are of concern to our members
- 2.3. In order to achieve this the Student Newspaper MUST remain editorially independent AND student led
- 2.4. To achieve this the Union believes a Sabbatical Position (Felix Editor), elected by a cross-campus ballot, is the best way to ensure that a student with a strong democratic mandate will have the time, backing and resources to lead the paper
- 2.5. We believe that a successful paper will be a forum for the diverse range of viewpoints held by our members, that the newspaper will be a powerful mouthpiece for the student voice that both College and the Union must respect and respond to
- 2.6. We will take as indicators of this success; that students feel that Felix represents their views and the views of other Students, that our members feel that Felix amongst the best avenues to get information about issues that will affect them as students, and that students know how they can contribute to the paper
- 2.7. The Union will strive to celebrate and highlight these successes as one of the key ways we achieve our objective of Amplifying the Student Voice

3. Statement of Purpose:

- 3.1. Felix has two (2) main objectives:
 - 3.1.1. Supply the Union's Membership with a student newspaper of high standard that informs them of news, events, activities and entertainment within the Union, the College and externally
 - 3.1.1.a. Particularly that which is relevant to them as Students of Imperial College and which might not be covered from such a perspective through other media
 - 3.1.1.b. This includes holding the Union and the College to account but also highlighting changes and events that are worthy of praise
 - 3.1.1.c. As part of this, highlighting student events and activities including Clubs, Societies and Projects should be considered of interest to our Membership

3.1.1.d. In pursuit of making this a relevant and appealing publication it is recognised that some space for non-news related content will be required (e.g. entertainment, crosswords, comics, etc.)

3.1.2. To provide a forum for any Union member to interact with student journalism and a platform for articles and content to be published

3.1.2.a. This does not mean that all content submitted will be published as quality is also a factor

3.1.2.b. However all content submitted should be considered on a fair basis

4. Felix as a CSP:

4.1. Except as outlined in this policy Felix is considered to be a Union Society

4.1.1. As such it is governed by all usual rules, regulations as other CSPs

4.1.2. Notably, for the purposes of budgeting, Felix need not have a membership fee or minimum membership target to be eligible to receive CSP grant as we consider it as a service to members

5. The Felix Editor:

5.1. The Felix Editor will be an Elected Student Sabbatical

5.2. As such, unlike other club officers they will be elected from and by the entire membership of the Union rather than the club membership

5.3. Whether they act as the club chair for Felix will be defined by the Felix constitution

5.4. They will be considered as a member of Union Staff in the same way as Officer Trustees

5.5. The Felix Editor will be responsible to the Board of Trustees and will have the delegated responsibility for producing the newspaper, its content and its distribution

5.5.1. This will include ensuring that relevant content published in the Newspaper appears on the Felix website

5.6. In pursuit of Felix's objectives the Felix Editor has the final say over inclusion of submitted material; they must be able to decide as to whether content has been submitted correctly, is of sufficient quality and is sufficiently relevant to students

6. The Union as a Publisher:

6.1. The Union is the publisher of Felix

6.2. As such therefore the Paper must meet certain criteria by which the Union is governed

6.2.1. Felix has a responsibility to act in the best interests of the Membership

6.2.1.a. This will usually mean informing the Membership of information pertinent to them

6.2.1.b. However, this will also include considering the Union's legal liabilities; such as (but not limited to) the protection of its staff or its potential liability to libel

6.2.2. The Felix Editor is expected and empowered to use their judgement on such matters

6.2.2.a. This will in some situations mean seeking advice from the Union

6.2.2.b. Equally the Union must therefore commit to supplying advice, which is unbiased. This should therefore usually be separate to

whichever Union staff member is leading communications on any major incident

6.2.3. As such, the Felix Editor should be considered to have Full Editorial freedom within this mandate and will have the final say on all content to be published

6.2.3.a. No Union staff member or Trustee shall have the power to remove or insist upon the inclusion of any material

6.2.3.b. In the unlikely event that there is a question over whether the Felix Editor is failing in this mandate this should be decided by Appointments and Remuneration Committee in the short term and their decision critically reviewed by the Board of Trustees

6.2.3.c. The Union should ensure that the Felix Editor receives appropriate training and professional support in particular with regards to legal issues related to publishing

7. Funding of Printing and Advertisements:

7.1. The Union commits to fund the printing of one (1) issue in each week of term with the exception of the final week of term as well as additional issues such that a total of twenty-nine (29) issues are published in the year

7.1.1. These issues should be of a size to be printed within the agreed Union budget for the year or further funded out of Felix's CSP funds

7.2. Felix will ensure that there is space to print advertisements in each issue

7.2.1. While it will be the Union's (Marketing's) responsibility to source advertisements Felix will also be empowered to sell adverts, the income from which will be continue to go towards the Union's Felix advertising targets

7.2.1.a. This does not cover sponsorship's which may include agreement for printed material at Felix's discretion or advertising through Felix's website, Mailing list or other media other than the physical media

7.2.2. The revenue from said adverts will be used to cover the costs associated with the printing of Felix

7.2.3. Each year a Service Level Agreement should be made between marketing and the Felix Editor which sets out at least the expectations on submissions of adverts to include at least:

7.2.3.a. A reasonable deadline for the submission of advertisements

7.2.3.b. Reasonable limits on the maximum percentage space allocated to advertisements in the paper and if necessary in specific areas (such as the cover)

7.2.3.c. Criteria for the Felix Editor to exclude adverts – this will usually only be on the grounds of a clear conflict of interest (such as running an article criticising a particular business at the same time as an advertisement for that business)

7.2.3.d. In addition discussions of how any arrangements that may be necessary for both the Union and Felix to sell advertisements without conflicting should be conducted – including how Student efforts for sourcing and selling advertising will be rewarded.