

## **Media Group Standing Orders**

### **1. Aims and Objectives**

- 1.1 The Board shall co-ordinate the development, provision and promotion of student produced media within Imperial College Union, as a service to the members of Imperial College Union and for the social and professional development of those union members.
- 1.2 To represent the media production interests of the student body at the college.
- 1.3 The Committee shall endeavour to support the clubs and societies within Media Group in providing the students of Imperial College with up to date and relevant information regarding Imperial College and Imperial College Union.
- 1.4 In pursuing these aims the Committee shall:
  - 1.4.1 Oversee the management and production of all Imperial College Union media according to their separate constitutions.
  - 1.4.2 Facilitate the communication between the constituent organisations.
  - 1.1.1. Agree and monitor an annual "Statement of Service" from each of the constituent organisations.
  - 1.4.3 Ensure that the editorial policy of the constituent organisations conforms to the objectives laid down in their separate constitutions.
  - 1.4.4 Advise and assist the staff of the organisations.
  - 1.4.5 Ensure that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom.
  - 1.4.6 Assess the total scope of union media, with the aim of encouraging expansion or reorganisation as and when important new media emerge.

### **2. Status**

- 2.1. The Committee is a Management Group of the Union.

### **3. General Meetings**

- 3.1. The Committee shall consist of:
  - 3.1.1. The Officers (as listed in section 5.1),
  - 3.1.2. A representative (normally presidents, chairs or equivalent) of its clubs and societies.
- 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the Media Group, and its decisions are binding on sub-committees, clubs and societies.
- 3.3. General meetings and their subcommittees shall follow the Union rules for meetings as stated in the Union Bye-Laws.
- 3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair or 10% of the Committee. The quorum shall be a representative from half of the Clubs of the committee.
- 3.5. Each club and Officer shall have a vote at the meetings. Club votes shall be offered by the president of the club or their nominee.
- 3.6. Meetings shall be advertised by the Chair or Secretary at least one five (5) clear College days in advance via the committee mailing list. It is the responsibility of club presidents (captains, chairs or equivalent) to inform the Committee secretary of changes to club or society officers, contact details, so the Committee mailing list can be kept up to date.
- 3.7. The Annual General Meeting shall take place before the end of the Spring Term.

#### **4. Sub Committees**

- 4.1. The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.
- 4.2. Treasurer's meetings shall be convened on the same day each week during term time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for treasurers meetings. Changes to the day should be communicated in advance via the Committee mailing list.
- 4.3. Treasurer's meetings shall consist of:
  - 4.3.1. The Treasurer, as chair,
  - 4.3.2. The treasurers of each club.
- 4.4. The Complaints Committee shall meet to consider formal complaints regarding any broadcast or distributed material originating from Media Group or its constituent organisations in accordance with section 11. The Complaints committee shall consist of:
  - 4.4.1.1. The Media Group Chair (as Chair)
  - 4.4.1.2. The other Media Group Officers
  - 4.4.1.3. The Chair(s) of the Society(s) involved in the complaint.
- 4.5. The Colours Committee shall make awards of Media Group Colours, according to section 10. It shall be made up of:
  - 4.5.1.1. The Media Group Chair
  - 4.5.1.2. The Media Group Treasurer
  - 4.5.1.3. The Media Group Secretary
- 4.6. Sub-committees may be formed at the discretion of the Committee and members shall be co-opted as required and in accordance with the aims of the sub-committee

#### **5. 5. Officers**

- 5.1. The Officers of the Committee shall be the:
  - 5.1.1. Chair,
  - 5.1.2. Secretary,
  - 5.1.3. Treasurer,
  - 5.1.4. Technical Officer,
  - 5.1.5. Development Officer
- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.
- 5.3. Officers shall be ex-officio members of all Media Group Clubs and Societies and shall also be allowed to be officers, including President, Treasurer and Secretary

#### **6. Job descriptions and responsibilities**

- 6.1. The Chair shall:
  - 6.1.1. Represent the Committee and chair its main and executive committees.
  - 6.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the Board and its clubs and societies.
  - 6.1.3. Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising the Committee within Imperial College Union.
  - 6.1.4. Advise on the preparation and justification of tour proposals.

- 6.1.5. Chair the sub-committees in the absence of the respective sub-committee chair.
- 6.1.6. Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the Media Group.
- 6.1.7. Negotiate other duties with officers.
- 6.2. The Secretary shall
  - 6.2.1. Be responsible for the efficient administration of the Committee.
  - 6.2.2. Record and prepare minutes for the main and executive committees of the Committee.
- 6.3. The Treasurer shall:
  - 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee.
  - 6.3.2. Organise weekly Treasurers' meetings.
  - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
  - 6.3.4. Deputise for the Chair in their absence.
- 6.4. Technical Officer
  - 6.4.1. Provides technical advice to clubs
  - 6.4.2. Provides support and assistance during collaborative Media Group events
  - 6.4.3. In charge of the Media Group website
- 6.5. Development Officer
  - 6.5.1. Works with individual clubs and the Union on long term strategy for Media Group development and expansion
  - 6.5.2. Encourages collaboration between clubs
  - 6.5.3. In charge of Media Group marketing
- 6.6. The most qualified officer of the committee, at the decision of the chair, shall be responsible for the development and updating of the Media Group website.

## **7. Elections**

- 7.1. Elections for Officers of the committee shall be at an Annual General Meeting held before the end of Spring Term.
- 7.2. Elections for the Officer positions must adhere to the Union Minor Election Bye-Laws.
- 7.3. All Members of the Union may stand for any Officer post, and only members of the Committee may vote in the election.
- 7.4. A proposer and ten seconders are required to make a nomination valid. Only Members of the Union may be proposers and seconders.
- 7.5. Nominations may only be accepted from the floor if no valid nominations are received for a post.
- 7.6. The procedure and timetable for the election shall be as follows:
  - 7.6.1. The election should be advertised for at least five (5) clear College days before nomination papers go up.
  - 7.6.2. Nomination papers should be up for at least five (5) clear College days.
  - 7.6.3. The election is held at a General Meeting, including hustings for all candidates.
  - 7.6.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
- 7.7. The Returning Officer is normally the Committee Chair, though another may be appointed by the Committee.

- 7.8. Vacant or unfilled posts may be filled at a General Meeting, though the requirements in 7.6 still apply.
- 7.9. Disputes over an election, including elections within the Committee's clubs and societies should be resolved by the Returning Officer where possible, and forwarded to the Union President for final interpretations.

## **8. Censure and dismissal of officers**

- 8.1. A General Meeting of the Committee may censure or dismiss the Officers by special resolution with the following requirements:
  - 8.1.1. The motion shall be proposed by and seconded by another Member of the Union at least one week before the meeting.
  - 8.1.2. The subject of the motion has full right of reply at the meeting.
  - 8.1.3. The motion shall be passed only by a two-thirds majority of those present and voting.
  - 8.1.4. A successful motion may be appealed to the Union Council.
- 8.2. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

## **9. Creation and closure of clubs, societies and projects**

- 9.1. A new club may be created by the New Clubs Committee and allocated to the Media Group, in line with the Union 'Clubs and Societies Policy'. Upon allocation to the Media Group, a new club should submit a constitution for the approval of the Committee at the next meeting. This shall be done at a General Meeting.
- 9.2. Any Member of the Union may appeal the decision of the New Clubs Committee to allocate a project to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.
- 9.3. A current club or society which has below twenty members, or has not attended two consecutive meetings that academic year may be classed as dormant by the Committee for one, two or three terms, in accordance with the Clubs & Society Policy. If a club remains dormant for the specified period, the Committee or the Union may shut it down.
- 9.4. A club may shut itself down with the consent of the Media Group Executive Committee.
- 9.5. The Committee may shut down a club by special resolution with at least a week's notice and concurrence of a two-thirds majority.

## **10. Colours**

- 10.1. The Media Group shall bestow Media Group Colours upon those deemed to have made an outstanding commitment to the Media Group and may be nominated by any full member of the Union for doing so.
- 10.2. Awards of Full Colours and Club of the Year shall be made by the Colours Committee upon nomination from any Full Union member.
- 10.3. The Colours Committee shall decide whose contributions have been outstanding and will award them with colours to be publicised as widely as possible.

## **11. Complaints**

- 11.1. The Complaints Committee shall meet to consider a formal complaint regarding any broadcast or distributed material originating from Media Group or its constituent organisations.
- 11.2. Complaints shall be dealt with by the Complaints Committee, except in the following circumstances, when the complaint shall be referred to Imperial College Union Executive Committee:
  - 11.2.1. The complaint was placed by a member of the Committee
  - 11.2.2. The Media Group Chair deems the matter serious enough for it to be referred to a higher body.
  - 11.2.3. The complaint occurs during Imperial College Union Major Elections, in which case it shall be referred to the Returning Officer.
  - 11.2.4. The complaint exceeds the jurisdiction of the Complaints Committee and also questions the conduct of a Member of the Union, in which case it shall be referred to the Union President.
- 11.3. The complaints committee shall take no action until such time as any such action deemed necessary has been reported to and passed by the Committee. In passing any recommendation by the complaints committee the Committee have the power to:
  - 11.3.1. Remove elected officers, except in the case of Felix Editor where the matter shall be referred to Imperial College Union Council
  - 11.3.2. Force an apology of the same size and prominence as the original offence.
  - 11.3.3. Suspend the activities of a constituent organisation.
  - 11.3.4. Refer matters to the Union President with a recommendation to ban members of constituent organisations from areas of Imperial College used exclusively by the constituent organisations, including but not limited to IC Radio, Stoic, Studio and Felix office.
  - 11.3.5. Refer matters to the Union President.
- 11.4. In processing complaints, the complaints committee and the Committee shall follow the guidelines set out by the National Press Complaints Committee, the Radio Authority, the Broadcasting Standards Authority, or any equivalent organisation(s) in authority at the time of the complaint.
- 11.5. The complaint shall be placed in writing, addressed to the Chair or Editor of the organisation in question or the Media Group Chair or the Union President. In the event that the Complainant(s) are not satisfied, the matter should be referred to the Imperial College Union Executive Committee.
- 11.6. The Chair or Editor must pass complaints received to the Media Group chair for decision at a complaints committee. Failure to pass complaints on shall result in a summary punishment from the President.

## **12. Status, interpretation and amendment of these standing orders**

- 12.1. These standing orders are bound by the Union's constitution, bye-laws and policy.
- 12.2. The Chair shall make initial interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
- 12.3. The Committee may propose an amendment to these standing orders by a special resolution, with at least one week's notice of the amendment circulated to all members

and concurrence of two-thirds of them. The Clubs & Societies Board of the Union is required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.