

# SCAN BYE LAWS

***SCAN is within the Lancaster University Students' Union. Its operation and governance are provided under this constitution.***

**Correct as of 28<sup>th</sup> September 2022**

## **1. STATUS**

- 1) Student Comment and News is a student group affiliated with Lancaster University Students' Union and shall be known and referred to as SCAN.

## **2. OBJECTIVES**

- 1) SCAN shall exist to provide a campus-wide newspaper for the purpose of informing and entertaining the University population.
- 2) It shall also provide training and experience to students at the University who are interested in journalism.

## **3. MEMBERSHIP**

- 1) The membership of SCAN is open to any member of Lancaster University Students' Union.
  - a) Full membership shall be defined as having paid the yearly membership fee for SCAN.
  - b) Only full members of SCAN may hold a position on the Editorial Committee.
- 2) Any member of Lancaster University Students' Union may submit articles for publication, without becoming a member of SCAN. However, non-members can only submit three articles before membership is required.
  - a) Lancaster University Students' Union Full Time Officers are exempt from this rule.
- 3) Membership of SCAN does not automatically imply an entitlement to publication and will be subject to the decision of the Editorial Committee.
- 4) No member shall defame the name or reputation of SCAN or engage in any activity that may cause harm to the name or reputation of the paper.
- 5) No member shall use the name or facilities of SCAN for financial gain.
- 6) No member may use the name or facilities of SCAN to further any political interests.
- 7) All members of SCAN are volunteers, with no financial reward for their contributions.
- 8) The SCAN Editor shall keep an accurate list of members.
- 9) The SCAN Editor shall ensure that membership of the Editorial Committee is inclusive and representative of the Lancaster University student population.
- 10) When necessary, members of SCAN can request access requirements to resources or events relating to SCAN e.g: SPA National Conference, Article Style Sheets...

## **4. GOVERNANCE OF SCAN**

- 1) SCAN is part of Lancaster University Students' Union and is governed by the Lancaster University Students' Union Articles of Association.
- 2) The sovereign ruling body of SCAN is a general meeting, notwithstanding the ultimate control of Lancaster University Students' Union Trustee Board.
- 3) The financial affairs of the paper shall comply with Lancaster University Students' Union's Financial Regulations.
- 4) The day-to-day running of SCAN is the responsibility of the SCAN Editor, who will remain in full consultation with the Editorial Committee and the Vice President Societies and Media.

## **5. GENERAL MEETINGS**

- 1) At least one general meeting shall be held each academic year, or at the Editor's discretion, with notice of the meeting being given at least seven days before it takes place.
- 2) Additional general meetings may be called by the SCAN Editor or by a majority decision of the Editorial Committee or through a petition signed by at least fifteen members of SCAN.
- 3) The general meeting shall be chaired by the SCAN Editor or the Associate Editor if the SCAN Editor is absent with at least fifteen members or ten percent of members as quorum.
  - a) If neither are present the meeting cannot take place and an alternative time will be decided.
  - b) Only full members at the time a General Meeting is called may have the right to attend, speak and vote.
  - c) General meetings shall allow members to: Form SCAN policy by way of a motion, Discuss the editorial direction of SCAN and ask questions of the Editorial Committee.
- 4) General meetings shall have the power to make Bye Law amendments, subject to ratification by the relevant Lancaster University Students' Union body.
- 5) All matters require a simple majority to pass, except Bye Law amendments, which requires a two-thirds majority in favour.
- 6) All members of the Editorial Committee are required to submit a short report on their section to the general meeting for the perusal of members.
- 7) Emergency general meetings may be called by the SCAN Editor or 50% of the Editorial Committee, or a petition signed by at least fifteen members of SCAN. Written notice of the meeting must be given two days before it takes place. The quorum for an emergency general meeting shall be a minimum of fifteen members or ten percent of members, with at least five of those members not being on the Editorial Committee.

## **6. EDITORIAL POSITIONS**

- 1) There shall be fifteen permanent Editorial positions within SCAN:
  - a) the SCAN Editor
  - b) the Associate Editor
  - c) the Arts Associate Editor

- d) the Online Editor
  - e) Secretary
  - f) Welfare Officer
  - g) Head(s) of Media and Publicity
  - h) the News Editor(s)
  - i) the Comment Editor(s)
  - j) the Sport Editor(s)
  - k) the Arts and Culture Editor(s)
  - l) the Music Editor(s)
  - m) the Screen Editor(s)
  - n) the Lifestyle Editor(s)
  - o) the Creative Writing Editor(s)
- 2) The incoming SCAN Editor may introduce new Editorial positions as they see fit, but these positions won't need to be committed to the Bye Laws until such a time as they have become an otherwise permanent positions – after the role has been reappointed by three consecutive SCAN Editors.
  - 3) Sections with two Editors should share the responsibility of running the section as they see fit and in consultation with the Editor. If there are any disputes with unfair distribution of workload, the editor should consult the Executive Editorial team.

## 7. RESPONSIBILITIES OF SECTION EDITORS

- 1) The Editorial Positions, as defined in Section 6 of this Bye-Law, shall assist the SCAN Editor with the publication of SCAN.
- 2) **SCAN Editor.** One person may hold this post at any time, who must;
  - a) Take full editorial responsibility for the production of SCAN, both in its newspaper and digital forms, ensuring publications are relevant, accurate and timely.
  - b) Have the power to delegate relevant tasks to other editors and members of SCAN.
  - c) Report primarily on issues that are of interest to Lancaster University's students and, secondly, any other content at the SCAN Editor's discretion.
  - d) Proactively seek guidance on legally contentious reporting issues via the Vice President Societies and Media and take their advice on behalf of the Trustee Board.
  - e) Liaise with relevant Lancaster University Students' Union bodies to ensure:
    - i) A clear publication schedule and known print costs.
    - ii) Agreement regarding advertising content (no more than 1/3 of the paper.)
    - iii) An agreed procedure for the coverage/inclusive of the Lancaster University Students' Union material/publicity.
  - f) Be the budget holder for SCAN, ensuring that resources are effectively spent with consideration of aims for SCAN.
  - g) Recruit and train a team of student journalists to support the production of SCAN.
  - h) Ensure all contributors understand journalistic best practice: their role, rights, and responsibilities.

- i) Shall be responsible for the promotion of SCAN on campus and ensure that all papers are displayed in appropriate areas of the University.
- 3) **Associate Editor(s);** One person may hold this post at any time, who;
  - a) Shall act as deputy to the Editor and assist them in the production of the paper in any reasonable way as requested.
  - b) Shall provide any support possible to the section editors.
  - c) Shall assist the SCAN Editor in an administrative capacity preparing agendas and taking minutes for Editorial Committee Meetings.
  - d) Shall be jointly responsible with the SCAN Editor and Head(s) of Publicity for the marketing and promotion of SCAN to readers and writers.
  - e) Shall maintain an inventory of SCAN equipment.
- 4) **Arts Associate Editor;** One person may hold this post at any time, who;
  - a) Shall assist the SCAN Editor and Associate Editor in the production of SCAN, and in any reasonable way as requested by the SCAN Editor.
  - b) Shall provide any support possible to the Arts Sections.
  - c) Shall provide any support possible to the Arts and Culture Editor(s), Screen Editor(s), Music Editor(s) and Creative Writing Editor(s)
  - d) Shall communicate with the Head(s) of Media and Publicity to publicise Arts articles and Arts opportunities for writers, editors, and students.
- 5) **Online Editor;** One Person may hold this post at any time, who:
  - a) Shall be responsible for keeping the SCAN website up to date;
  - b) Shall liaise with the relevant Lancaster University Students' Union staff to ensure the proper operation and continual improvement of the SCAN website;
  - c) Shall liaise with Lancaster University Students' Union Communications and Marketing staff to ensure SCAN has a presence on relevant mobile devices and technologies;
  - d) Shall liaise with Section Editors to ensure a range of exclusive material relevant to each section is readily accessible online.
- 6) **Secretary;** One Person may hold this post at any time, who:
  - a) Shall be responsible for organising SCAN socials for members of SCAN during term-time.
  - b) Shall liaise with the Vice President Societies and Media to ensure SCAN has an open line of communication with the Student Union.
  - c) Shall organise SCAN attendance at Society and Media events such as open days, freshers fair and awards ceremonies.
  - d) Shall signpost members to the correct Editor or Executive member shall they require help.
- 7) **Welfare Officer;** One Person may hold this post at any time, who:
  - a) Shall attend welfare training ran by Lancaster University Students Union at least once per academic year.
  - b) Signpost members to the appropriate available support shall they seek help.
  - c) Shall organise and provide welfare events and resources which are accessible for all members of SCAN of all backgrounds and beliefs.
- 8) **Head(s) of Media and Publicity;** Up to two people may hold this post at any time, who:
  - a) Shall be responsible for any social media marketing required for SCAN, including the sharing of articles via social media channels.
  - b) Shall liaise with all Editors to ensure the promotion of articles on the social media sites is timetabled correctly.

- c) Shall liaise with the relevant Lancaster University Students' Union staff to work with external or internal providers to create income through sponsorship deals and advertisement within the paper and online.
- 9) **Section Editors General Responsibilities.** All section Editors shall be responsible for:
- a) Assisting the SCAN Editor in ensuring impartiality and freedom from bias are present in SCAN;
  - b) The organisation of regular section meetings for contributors to their section, to be held at the Section Editors' discretion;
  - c) Ensuring that articles are proofread and edited to a standard suitable for publication before submission to the SCAN Editor;
  - d) Ensuring that all articles/images uploaded properly by the content deadline.
  - e) Ensuring that all articles are accurate and images correctly credited;
  - f) Ensuring that writers are made aware of events which are happening which are relevant to them;
  - g) The promotion of their section by whatever means appropriate.
  - h) Ensure they maintain an open line of communication with the rest of the Editorial team
- 10) **News Editor(s);** Up to two people may hold this post at any time, who:
- a) Shall be responsible for ensuring the reporting of news, on a campus, local and national basis, as is deemed appropriate by the SCAN Editor and Associate Editor, and subject to constraints in the Lancaster University Students' Union.
  - b) Shall ensure that all news stories are accurate before submission of these items for publication;
  - c) Shall arrange any interviews possible which are relevant to the section;
  - d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for the section is available to publish online.
- 11) **Comment Editor(s);** Up to two people may hold this post at any time, who:
- a) Shall be responsible for coordinating the creation of interesting comment and opinion for submission to the paper;
  - b) Shall ensure any interviews possible which are relevant to the section;
  - c) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 12) **Sports Editor(s);** Up to two people may hold this post at any time, who:
- a) Shall be responsible for organising the coverage of all university sporting issues/events;
  - b) Shall organise the coverage of local or national sporting issues/events;
  - c) Shall liaise with both the sports and societies team for any necessary information/details;
  - d) Shall arrange any interviews possible which are relevant to the section;
  - e) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 13) **Arts & Culture Editor(s);** Up to two people may hold this post at any time, who:
- a) Shall be responsible for liaising with external bodies both locally and nationally to ensure there is a wide range of cultural material for publication in each issue;
  - b) Shall arrange for the coverage of the materials received/attended;
  - c) Shall arrange any interviews possible which are relevant to the section;

- d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 14) **Music Editor(s);** Up to two people may hold this post at any time, who:
  - a) Shall be responsible for liaising with external bodies both locally and nationally to ensure there is a wide range of musical material for publication in each issue;
  - b) Shall arrange for the coverage of the materials received/attended;
  - c) Shall arrange any interviews possible which are relevant to the section;
  - d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 15) **Screen Editor(s);** Up to two people may hold this post at any time, who:
  - a) Shall be responsible for liaising with external bodies both locally and nationally to ensure there is a wide range of film, TV and video games related material for publication in each issue;
  - b) Shall arrange for the coverage of the materials received/attended;
  - c) Shall arrange any interviews possible which are relevant to the section;
  - d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 16) **Lifestyle Editor;** Up to two people may hold this post at any time, who:
  - a) Shall be responsible for ensuring the production of interesting Lifestyle features for submission to the paper;
  - b) Should be aware of current and future Lifestyle trends relevant to students;
  - c) Shall arrange any interviews which are relevant to the section
  - d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.
- 17) **Creative Writing Editor(s);** Up to two people may hold this post at any time, who:
  - a) Shall be responsible for ensuring the publication of creative writing competition results and creative writing features for submission to the paper;
  - b) Shall liaise with the SCAN Illustrators to ensure a visually appealing Creative Writing section of the paper;
  - c) Shall arrange any interviews and features possible which are relevant to the section;
  - d) Shall liaise with the Head(s) of Media and Publicity to ensure a range of relevant content for section is available to publish online.

## 8. THE EDITORIAL COMMITTEE

- 1) The Editorial Committee consists of the post holders of all aforementioned sixteen Editorial positions within the paper.
- 2) Quorum of the Committee shall be the attendance of post holders of at least two-thirds of the filled positions.
- 3) General meetings shall be chaired by the SCAN Editor, or in their absence the Associate Editor. In the absence of both the SCAN Editor and Associate Editor no meeting can go ahead.
- 4) The meetings shall be minuted by the Associate Editor, or in the absence of the Associate Editor, the Arts Associate Editor.

- 5) The time and venue of general meetings shall be communicated by the SCAN Editor to all Section Editors and writers at least three days before the meeting.
- 6) An Editorial Committee meeting may be called by the SCAN Editor, or by 50% of the members of the Editorial Committee.
- 7) The agendas for such meetings shall be circulated to all Section Editors by email before the meeting. Any agenda items must be with the SCAN Editor or Associate Editor at least 24 hours before the meeting.
- 8) The minutes of Editorial Committee Meetings shall be circulated to members by the Associate Editor within three days of the meeting, and copies of such will be held electronically for reference.
- 9) Any member who is going to be absent from any Editorial Committee Meeting should inform the SCAN Editor or Associate Editor as soon as possible.

## **9. ELECTION OF SCAN EDITOR**

- 1) The running of the election for SCAN Editor is the responsibility of the outgoing SCAN Editor, who shall act as Chief Returning Officer (CRO). Should the SCAN Editor be a candidate in the election, another officer may be appointed Acting CRO by the Editorial Committee for the duration of that election. The CRO and DRO are able to vote.
- 2) The CRO will appoint a Deputy Returning Officer (DRO) to assist in their duties. The DRO must be a member of the SCAN.
- 3) The election shall be held at a General Meeting during Lent term.
- 4) The SCAN Editor elect will not take up their position until the end of the Summer term. The post will run from the end of the Summer Term for the duration of one year.
- 5) The process for nominations shall be decided by the outgoing SCAN Editor and communicated to the membership of SCAN at least one week before the election.
- 6) For the election, Single transferrable Vote (STV) shall be used.
- 7) Re-Open nominations shall be a candidate in the election.
- 8) The election will be preceded by speeches from the candidates. These speeches shall not exceed five minutes. This is followed by questions to the candidates directed through the CRO, who shall act as facilitator.
- 9) Candidates unable to attend must send written confirmation of their intention to stand and this must be read out by the CRO after the speeches from other candidates. If no confirmation is received, exclusion from the election will result.
- 10) Voting shall be by secret ballot with open nominations, where candidates may nominate someone, they think is suited for the position, or self-nominate.
- 11) All ballot papers must be retained for at least 21 days from the date of the election.
- 12) Any complaints regarding elections should at first be taken to the CRO. Their decision can be appealed to LUSU whose decision is final, subject to the complaint's procedure set out in the Union Articles of Association.
- 13) The CRO and Deputy CRO:
  - a) Must be current members of the Union;

- b) May not be candidates in the election;
- c) May not nominate or second any of the candidates;
- d) Are responsible for the fair running of the election;
- e) Are responsible for production of the nomination sheets;
- f) Are responsible for the production, duplication, and distribution of ballot papers to voters;

## **10. APPOINTMENT OF SECTION EDITORS**

- 1) Section Editors shall be appointed by the incoming SCAN Editor in close consultation with the current or outgoing Section Editors.
- 2) Where appropriate, the outgoing SCAN Editor and Associate Editor shall also be consulted.
- 3) The SCAN Editor-elect will ensure that the process of appointing new Section Editors is fair, open, and transparent.
- 4) The SCAN Editor-elect has the final say over the appointment of Section Editors and all appointments are made at their discretion. All decisions, however, shall be discussed with relevant members of both the incoming and outgoing Editorial Committee, where necessary.
- 5) Section Editors wishing to remain in their post for another academic year require re-appointment by the incoming SCAN Editor.
- 6) Current section editors are responsible for creating a handover document for the incoming section editors.

## **11. LEAVING A POST**

- 1) Resignations must be made in writing to the SCAN Editor. Two weeks' notice must be given, so that applications can reopen. If the outgoing section editor is unavailable for their notice period, the SCAN Editor shall carry out the appointment process without the close consultation usually required.
- 2) Should the SCAN Editor choose to resign, they must make their resignation in writing to the Lancaster University Students' Union President and Vice President Societies and Media, and the entire SCAN Executive team. At least two weeks' notice must be given. The Associate Editor will take temporary responsibility for the role. An emergency Meeting must be held at the earliest opportunity to elect a new SCAN Editor.
- 3) If any member of the Editorial Committee feels that another member is not fulfilling their duties correctly, they may propose a vote of no confidence in the position holder. This must be passed by majority vote through a secret ballot by the Editorial Committee. If this is passed, the post holder will be removed and a new post holder will be appointed. The SCAN Editor is not exempt from this. In the event of a vote of no confidence in the SCAN Editor, the Associate Editor will take temporary responsibility of the role with support from the Vice President Societies and Media.
- 4) There shall be a one term cool down period for votes of no confidence, one member cannot be voted more than once in a term.
- 5) If the SCAN Editor feels a member of the Editorial Committee is not fulfilling their duties correctly, they may vote to remove them from office. The Editorial Committee shall be consulted



throughout this process and shall be informed of any subsequent decisions made by the SCAN Editor.

- 6) There shall be a right of appeal in writing to the Lancaster University Students' Union Vice President Societies and Media should a member of the Editorial Committee feel there has been unfair treatment.

## **12. TRAINING AND DEVELOPMENT**

- 1) The SCAN Editor shall be responsible for providing Section Editors with any relevant training to their positions; they shall be in communications with the Vice President Societies and Media.
- 2) Section Editors shall provide training and support to writers in their section with the assistance provided by the SCAN Editor if necessary.
- 3) All Section Editors will be given sufficient legal training before providing content for the physical or online publication.
- 4) The incoming SCAN Editor shall be trained by the outgoing SCAN Editor to this end, they shall work closely on the production of the Summer Term issues with the outgoing SCAN Editor.
- 5) All outgoing Section Editors should provide appropriate training to ensure that the incoming Section Editors develop the knowledge and skills necessary to perform their new role, accompanied by a handover document.
- 6) The SCAN Editor shall compile a dossier of relevant information for training purposes to be handed onto their successor in the form of a handover document.

## **13. SUBMISSIONS**

- 1) Any member of Lancaster University Students' Union or a person with close affiliation to Lancaster University may submit content for publication.
- 2) How to submit content shall be advertised widely by the SCAN Editor and the Editorial Committee with promotional material appearing in the physical and online publications.
- 3) The final decision over publication of content lies with the SCAN Editor, with input from a legal/financial nature available via Lancaster University Students' Union, as well as the Vice President Societies and Media.