

## **BYE-LAW 40 – Constitution of Scan**

- B40.1** The object of SCAN
- B40.1.1 The objectives of SCAN are set out in the Union constitution section 26.
- B40.2** Membership
- B40.2.1 The membership of SCAN is open to any member of the Lancaster University Students' Union, and falls into two categories, full and associate, as set out by the Union constitution, section 7.
- B40.2.2 Membership of SCAN shall be free.
- B40.2.3 Any individual may submit articles for publication in the paper, without becoming a member of the paper.
- B40.2.4 Membership of SCAN does not automatically imply an entitlement to publication.
- B40.2.5 No member shall defame the name or reputation of SCAN or engage in any activity which may cause harm to the name or reputation of the newspaper.
- B40.2.6 No member shall use the name or facilities of SCAN for financial gain.
- B40.2.7 No member may use the name or facilities of SCAN to further any political interests.
- B40.2.8 All members of SCAN are volunteers, with no financial reward for their contributions, with the exception of the Editor, who is an elected Students' Union sabbatical officer as set out in the Union constitution sections 12 and 25
- B40.3** Government of SCAN
- B40.3.1 SCAN is part of Lancaster University Students' Union and is governed by the Union constitution, with specific reference to section 26.
- B40.3.2 The sovereign ruling body of SCAN is a general meeting, notwithstanding the ultimate control of the Union Council.
- B40.3.3 The financial affairs of the paper shall comply with the Union's financial regulations.
- B40.3.4 The Editor's decision on matters of content is final, subject to the Union constitution section 26.5.
- B40.3.5 The day to day running of SCAN is the responsibility of the Editor, in full consultation with the Editorial committee.
- B40.4** The Editorial Committee
- B40.4.1 The Editorial Committee consists of the post holders of 8 positions within the paper:
- B40.4.1.1 the Editor
- B40.4.1.2 the assistant editor

- B40.4.1.3 the news editor(s)
- B40.4.1.4 the features editor(s)
- B40.4.1.5 the music editor(s)
- B40.4.1.6 the arts editor(s)
- B40.4.1.7 the sports editor(s)
- B40.4.1.8 the website content editor(s)
- B40.4.2 Quorum of the committee shall be the attendance of post holders of at least 75% of the positions which sit on the committee. Failure to meet quorum will mean that the meeting shall have no constitutional significance.
- B40.4.3 The Editorial committee shall meet once a fortnight, at 6pm on the evening of the day that the paper is published, in the SCAN office. The time and venue of this meeting will remain unchanged, unless email notification is sent to all members from the Editor by 5pm on the Friday prior to the meeting.
- B40.4.4 The agenda for such meetings will be circulated to members by the Friday afternoon before such meetings via email. Any agenda items must be with the editor by no later than midday on the same day.
- B40.4.5 The minutes of editorial committee meetings shall be circulated to members within a week of the meeting, and copies of such will be held in the SCAN office for reference.
- B40.4.6 Any member who is going to absent from an editorial should inform the Editor no later than midday on the day of the meeting, and ensure that s/he is informed of any decisions made.
- B40.4.7 The meetings shall be chaired by the Editor.
- B40.5** Responsibilities of section editors
  - B40.5.1 There shall be 7 section editors who shall assist the editor with publication of SCAN
  - B40.5.2 Assistant Editor: Only one person may hold this post at any time, who:
    - B40.5.2.1 shall assist the editor in any reasonable way, as requested by the editor
    - B40.5.2.2 shall provide any support possible to the other section editors
    - B40.5.2.3 is responsible for the liaising with societies and colleges over content for the societies and colleges pages
    - B40.5.2.4 is responsible for the organisation of socials for the members of SCAN
    - B40.5.2.5 to ensure the mail out is done every issue
    - B40.5.2.6 to hold an accurate list of members
  - B40.5.3 News Editor: Up to 2 people may hold this post at any time, who:

- B40.5.3.1 shall be responsible for the reporting of news, on a campus, local and national basis, as is deemed appropriate by the Editor, and subject to the constraints set down in the Union constitution section 26.2;
- B40.5.3.2 will have a reporter attend each Union Council meeting, who shall provide an accurate report of the proceedings, which shall be passed by the chair of the meeting, and Union General Secretary prior to publication;
- B40.5.3.3 shall ensure that all news reports are accurate before submission of these items for publication;
- B40.5.3.4 shall liaise with the features editor(s) over arranging relevant interviews and comment pieces.
- B40.5.4 Features Editor: Up to 2 people may hold this post at any time, who
  - B40.5.4.1 shall be responsible for the creation of interesting features for submission to the paper
  - B40.5.4.2 shall liaise with the news editor(s) over the arranging of relevant interviews and comment pieces
  - B40.5.4.3 shall ensure that there are a variety of light-hearted and serious features in each issue
- B40.5.5 Arts Editor: Up to 2 people may hold this post at any time, who:
  - B40.5.5.1 shall be responsible for liaising with outside bodies to ensure there is a wide range of arts material for publication in each issue
  - B40.5.5.2 shall arrange for the coverage of the materials received
  - B40.5.5.3 shall arrange any interviews and features possible which are relevant to the section
- B40.5.6 Music Editor: Up to 2 people may hold this post at any time, who
  - B40.5.6.1 shall be responsible for liaising with outside bodies to ensure there is a wide range of music material for publication in each issue
  - B40.5.6.2 shall arrange for the coverage of the materials received
  - B40.5.6.3 shall arrange any interviews and features possible which are relevant to the section
- B40.5.7 Sports Editor: Up to 2 people may hold this post at any time, who
  - B40.5.7.1 shall be responsible for organising the coverage of all university sporting events / issues
  - B40.5.7.2 shall organise the coverage of any relevant local or national sporting issues / events
  - B40.5.7.3 shall liaise with the Athletic Union President for any necessary information / details

- B40.5.7.4 shall organise any relevant, interesting interviews within this area
- B40.5.8 Website Content Editor: Up to 2 people may hold this post at any time, who shall be responsible for the regular update of the SCAN website
- B40.5.9 All section editors will be responsible for:
- B40.5.9.1 the organisation of regular section meetings for their writers, to be held at least once a fortnight during university undergraduate term time
- B40.5.9.2 ensuring that all articles are proofread before submission to the editor
- B40.5.9.3 ensuring that the articles are with the editor by the content deadline
- B40.5.9.4 ensuring that all articles submitted are accurate, and abide by the LUSU equal opportunities policy
- B40.5.9.5 ensuring that writers are made aware of events which are happening which are relevant to them.
- B40.6** Appointment of section editors
- B40.6.1 Section editors shall be appointed by the outgoing section editor, in conjunction with the editor, and, if appropriate, the incoming editor
- B40.6.2 The writers of the section shall be informed that a position for section editor is vacant, and shall write to the Editor, expressing an interest in the post. Once the post has been advertised for 2 weeks, a decision shall be made, on the grounds of ability by the Editor and outgoing section editor. If appropriate, the incoming Editor will also be consulted.
- B40.7** Leaving a post
- B40.7.1 Any resignation by a member of the Editorial Committee must be made in writing to the Editor. Two weeks notice must be given, so that the appointment process can be carried out as noted in B40.6. If the outgoing section editor is unavailable for their notice period, the appointment process shall be carried out by the editor and assistant editor.
- B40.7.2 If any member of the editorial committee feels that another member is not fulfilling their duties correctly, as set down by this bye-law, they may propose a vote of no confidence in the position holder. This vote must be passed by a majority vote by the editorial committee, and the relevant section of writers. If this passes, the post – holder will be asked to leave and a new post holder will be appointed.
- B40.8** Training
- B40.8.1 The Editor shall be responsible for providing the section editors with any relevant training, in conjunction with the outgoing post holders.

- B40.8.2 Section editors shall provide any training and support that individual writers may require; help will be given, if required, by the editor.
- B40.8.3 The incoming editor shall be trained by the outgoing editor; to this end, s/he shall work in closely with the outgoing editor in the production of the final issue of the outgoing editor's term of office.
- B40.8.4 The editor shall keep a file in the SCAN office to keep any useful training material that shall be handed on to their successor.
- B40.9** Submissions
- B40.9.1 Any member of Lancaster University Students' Union may submit articles for publication.
- B40.9.2 How to submit articles shall be advertised widely, both in the paper and in the office.