

NOUSE CONSTITUTION – updated in 2012

1. The Society will be known as Nouse hereinafter referred to as the Society.
2. The aims of the Society are to keep students informed and entertained, whilst commenting objectively without prejudice or pressure via a regular campus newspaper. The newspaper will abide by the NUJ code of conduct and the YUSU Media Charter.
3. (i) The ELECTED OFFICERS of the society will consist of:

EDITOR
DEPUTY EDITOR
MUSE EDITOR
DEPUTY MUSE EDITOR
DIGITAL EDITOR - (if more than one person runs DEPUTY DIGITAL EDITOR)
TECHNICAL DIRECTOR
MANAGING DIRECTOR
NEWS EDITOR
NEWS DEPUTY X2
ONLINE NEWS DEPUTY X2
COMMENT EDITOR
COMMENT DEPUTY X2
FEATURES EDITOR
FEATURES DEPUTY X2
SPORTS EDITOR X2
SPORTS DEPUTY X2
POLITICS EDITOR
POLITICS DEPUTY X2
GRAPHIC DIRECTOR
ADVERTISING DIRECTOR
PHOTO EDITOR
PHOTO DEPUTY X2
VIDEO EDITOR
DEPUTY VIDEO EDITOR X2
SCIENCE EDITOR
SCIENCE DEPUTY X2
BUSINESS EDITOR
BUSINESS DEPUTY X2
ARTS EDITOR
ARTS DEPUTY X2
FASHION EDITOR
FASHION DEPUTY X2
MUSIC EDITOR
MUSIC DEPUTY X2
FILM EDITOR
FILM DEPUTY X2
FOOD & DRINK EDITOR
FOOD & DRINK DEPUTY X2
CHIEF SUBEDITOR
DEPUTY SUBEDITOR

EVENTS CO-ORDINATOR

ii) The Editor, Deputy Editor, Muse Editor, Deputy Muse Editor and Managing Director are only available to one person with previous Society editorial experience. All other positions are available to one or two people, as stated. If two people are running for one position, this must be declared before their election.

4. The Senior Editorial Team will consist of the Editor, the Deputy Editor, the Muse Editor, the Managing Director, the Technical Director and the Digital Editor. They will keep in regular contact with each other and will make any urgent decisions which are required.

5. i) The Editorial Board of the Society will consist of the editorial team, all of whom are voting members. The chairperson of the Editorial Board will be the Editor who has a casting vote.

ii) The Editorial Board will meet regularly and at least one representative from every section is expected to attend. Any absences must be explained via an email to the editor. The function of the Editorial Board is to execute the Constitution and policy of the Society in making everyday decisions. This will be represented at termly meetings.

6) The duties of the staff of the Society, and the procedure for the execution of their duties are as follows:

a) EDITOR is responsible for:

- i) The overall co-ordination of Nouse, the newspaper that the Society produces.
- ii) The overall co-ordination of Nouse.co.uk, the website that the Society produces
- ii) Editing Nouse generally (content and design) and especially for co-ordinating and editing the editorial and diary columns.
- iii) Liaising with the printers.
- iv) Chairing all Editorial Board meetings.
- vi) Appointing all editorial acting-officers.
- vii) Has the final say in vetoing the publication of articles.
- viii) Assists the Managing Director in his/her duties.
- ix) Attending all Editorial Board and YUM meetings.
- x) Co-ordinating the general day-to-day running of the office.
- xi) Responsible for organising the legal representation of the Society whenever necessary.
- xii) Liaising with the Students' Union and its various committees and the University and its various departments and bodies.
- xiii) Liaising with the Managing Director, the Technical Director, all Section Editors, the Chief Photographer and the online webmasters.
- xiv) Assists the Muse Editor in his/her duties.

b) DEPUTY EDITOR is responsible for:

- i) Assisting the editor in the overall co-ordination of Nouse, the newspaper that the Society produces and the overall co-ordination of Nouse.co.uk, the website that the Society produces.
- ii) Assisting the editor in editing Nouse generally (content and design) and especially for co-ordinating and editing the editorial and diary columns.
- iii) Has the right to veto publication of articles.
- iv) Assists the Managing Director and Muse Editor in his/her duties.
- v) Attending all Editorial Board and YUM meetings.
- vi) Liaising with all members of the Society, notifying them of any EGMs and AGMs.

vii) Press and publicity, including the co-ordination of the Freshers' Campaign, in consultation with the Editor and Managing Director.

viii) Liaising with the Managing Director, the Technical Director, all Section Editors, the photographers and the online webmasters.

c) MUSE EDITOR is responsible for:

i) The co-ordination of Muse, the magazine section of Nouse.

ii) The co-ordination of the Muse section of Nouse.co.uk, the website that the Society produces.

iii) Editing Muse generally (content and design) and especially for co-ordinating and editing the columns.

iv) Liaising with all section and deputy section editors of Muse.

v) Liaising with the printers concerning supplements.

vi) Has the right to veto publication of articles.

vii) Attending all Editorial Board meetings.

viii) Liaising with the Managing Director, the Technical Director, Muse section editors, the Chief Photographer and the online webmasters.

d) MANAGING DIRECTOR is responsible for:

i) The management and business-side of the Society.

iv) Preparing the budget-claim, in consultation with the Editor.

v) Keeping accurate and detailed accounts of all the Society's monetary transactions.

vi) Liaising with the Society's bank(s), SU Finance Office and the Union Treasurer.

vi) Press and publicity, including the co-ordination of the Freshers' Campaign, in consultation with the Editor and Deputy Editor.

xii) Applying legal pressure on very slow payers, in consultation with the Editor.

xiii) The overall co-ordination of the advertising department, whose responsibility it is to gain advertising and sponsorship. Line manager of the advertising director and events co-ordinator.

xiv) Liaising with the Editor and **Web** Editor to ensure the placement of advertising within the paper and online in accordance with advertising contracts held by the paper.

e) TECHNICAL DIRECTOR is responsible for:

i) The technical co-ordination of Nouse.co.uk, the website that the Society produces.

ii) The management of the Society's entire technical side, both online and in terms of office hardware.

iii) The technical director will advise the editorial team on all technical issues and on technology upgrades.

iv) Attending all Editorial Board meetings.

v) Coordinating the uploading of each edition to the Society's website along with the Digital Editor.

vi) Liaising with the senior editorial team and all Section Editors.

f) DIGITAL EDITOR is responsible for:

ii) The continual updating of the Society's website and the editing of web content.

ii) Publishing website content in consultation with the Editor, Deputy Editor and Muse Editor.

(IF HE/SHE HAS PREVIOUS EDITORIAL EXPERIENCE)

iii) The approving of website comments.

iv) Coordinating the uploading of each edition to the Society's website along with the Technical Director.

v) Attending all Editorial Board meetings.

viii) Liaising with the senior editorial team, Section Editors and Graphic Director.

- g) SECTION EDITORS (for News, Comment, Politics, Science, Business, Sport, Features, Fashion, Arts, Music, Film, Food and Drink) are responsible for:
- i) The relevant section of the newspaper.
 - ii) Attending all Editorial Board meetings.
 - iii) Liaising with the Editor, and assisting the editor in his/her duties.
 - iv) Responsible for managing both online and print content
- h) DEPUTY SECTION EDITORS (for News, Comment, Politics, Science, Business Sport, Features, Fashion, Arts, Music, Film, Food and Drink) are responsible for:
- i) Assisting the relevant section editor in her/his duties.
 - ii) Attending all Editorial Board meetings.
 - iii) Liaising with the relevant section editor.
- i) SECTION EDITORS and their DEPUTY(S) are expected to:
- i) Run tri-termly section meetings throughout term-time in production week.
 - ii) Plan and design their respective section, allocating stories to their writers and ensuring enough photographs are taken to fill their pages.
 - iii) Produce a page plan for their section by the deadline, as decided by the Editorial Board.
 - iv) Help lay-up and design their pages on the computers.
 - v) Attend all Editorial Board meetings.
- j) PHOTO EDITOR is responsible for:
- i) Co-ordinating the photographic department whose responsibility is to obtain pictures which are requested by the Section Editors.
 - ii) Liaising with all editors and section editors.
- k) GRAPHIC DIRECTOR is responsible for:
- i) Assisting the design on the paper and the website.
 - ii) Consulting with the section editors and senior editorial team about the best lay-out and design.
- l) ADVERTISING DIRECTOR is responsible for
- i) Finding advertising and sponsorship for the paper
 - ii) Negotiating advertising contracts in consultation with the Managing Director
 - iii) Ensuring that the Managing Director is made aware of all advertising contracts
 - iv) Providing copy for all advertising for the paper and the website
- m) CHIEF SUB EDITOR is responsible for:
- i) Checking each article once it is laid-up on the page for spelling, punctuation, grammar and accuracy.
 - ii) Helping to ensure the final newspaper is of a high a standard as possible.
- o) DEPUTY MUSE EDITOR
- i) Assisting the Muse editor in the co-ordination of Muse, the magazine that the Society produces and the overall co-ordination of Muse section of the Nouse.co.uk, the website that the Society produces.
 - ii) Assisting the Muse editor in editing Muse generally (content and design) and especially for co-ordinating and editing the editorial and diary columns.
 - iii) Has the right to veto publication of articles.
 - iv) Attending all Editorial Board.

p) ONLINE DEPUTIES are responsible for:

- i) The relevant section of the website.
- ii) Attending all Editorial Board meetings.
- iii) Liaising with the Editor, and assisting the editor in his/her duties.
- iv) Generating online content for the website

q) EVENTS CO-ORDINATOR is responsible for:

- i) Collaborating with the Managing Director for the Society's events project
- ii) Organise socials after editions
- iii) Help organise the Christmas party with the Managing Director

7) In the event of any officer of the Society leaving his/her/their post(s), the Editor is responsible for the immediate appointment of an acting-officer and for calling a by-election within 2 weeks. Acting-officers take on duties of the relevant officer.

a) When the Editor leaves his/her post the Deputy Editor appoints an acting Editor. They can appoint themselves to the position, but they must then appoint an acting-officer to fill the vacancy thereby created. This must be someone with experience of at least three editions. (NOTE: The Acting-Editor temporarily becomes the chairperson of the Editorial Board, having a casting vote. She/he will chair all meetings ordinarily chaired by the Editor.

b) Acting-officers only become acting-officers with the agreement of the person(s) concerned. In the event where the person(s) concerned does/do not wish to become acting-officer temporarily, the Editor re-chooses.

c) Within two weeks of the vacation of a post, a by-election(s) must be called. When the by-election(s) take place, every person resumes their original post(s) which they held before the departure(s). If an officer stands unsuccessfully for a vacant post, she/he is still an officer, holding the post she/he originally had.

8) ELECTIONS

a) The Annual General Meeting (AGM) of the Society will take place in the Autumn Term of every year. Elections will take place for all posts at this time.

b) To stand for a post a student must be a paid-up member of the Society.

c) To vote for, nominate or second a candidate, a student must be a paid-up member of the Society.

d) The First Past the Post system of voting will be used to decide all elections where more than two candidates are standing for a post.

e) Elections will be held in the week of the publication of the second edition of Autumn Term.

f) Each section editor will hold a workshop between the first and second editions of Autumn Term to introduce potential new writers to their section.

g) Students will be invited to help participate in the publication process for the second edition of Autumn Term and this will be a chance for potential new writers to see how the paper/website is put together.

9) Extra-ordinary General Meetings (EGM) (to give an officer a vote of 'no confidence') can be called on the request of ten members, or the Editor. A week's written notice to all members of the Society must be given for any such meeting and an explanation of why the meeting has been called

must also be given. The quorum level for any such meeting will be 20% of the membership to amend the constitution or to give a vote of 'no confidence' in an officer.

- a) Officers of the Society may be 'no-confidenced' by a 2/3 majority at an EGM. When someone has been 'no-confidenced', the Editor must act in accordance with part 7.
- 10) All officers of the Society remain accountable to the membership.
- 11) The Managing Director, Editor, and (in the case where this does not involve more than two people, the Deputy Editor) will be signatories to any bank account opened by the Society. Two signatories will be required to make any withdrawals.
- 12) All press and publicity for the Society will be cleared through the Editor and Deputy Editor.
- 13) Every officer of the Society will be entitled to be indemnified out of the assets of the Society against all losses or liability which she or he may sustain or incur in or about the execution of her or his duty, or otherwise in relation thereto, on the prior approval of the Editor, Managing Director or Deputy Editor.
- 14) No elected officer of the Society may hold more than one position, unless with the prior consent of the Editor.
- 15) The Constitution can be amended by a 2/3 majority of those present and voting at an ordinary Nouse meeting (with abstentions counting against, in accordance with the Student Union Constitution). Any amendment must be notified to the members in writing at least seven days before any such meeting. Any amendment must be presented to the Student Activities Officer for ratification, in accordance with the Student Union Constitution.
- 16) Should an editorial committee member fail to fulfil their responsibilities the Editor shall have the power to dismiss them. The member may appeal against this, if they choose to do so a whole society meeting shall be called and they will face a vote of 'no confidence' (see part 9).
- 17) The Society will function in accordance with the Constitution of the Student Union.