

SCAN BYE LAW

1. STATUS

- 1.1. Student Comment and News is a sub-committee of the Lancaster University Students' Union Council and shall be known and referred to as SCAN.

2. OBJECTIVES

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

3. MEMBERSHIP

- 3.1. The membership of SCAN is open to any member of LUSU.
 - 3.1.1. Full membership shall be defined as having SCAN listed as a preference within the LUSU Student Media set up, and having paid the full membership fee.
- 3.2. Any individual may submit articles for publication in the paper, without becoming a member of the paper.
 - 3.2.1. A student writing for the paper may have no more than three articles published before they are required to become a member of SCAN.
 - 3.2.2. LUSU Full Time Officers are exempt from this rule.
- 3.3. Membership of SCAN does not automatically imply an entitlement to publication.
- 3.4. 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.
- 3.5. No member shall use the name or facilities of SCAN for financial gain.
- 3.6. No member may use the name or facilities of SCAN to further any political interests.
- 3.7. All members of SCAN are volunteers, with no financial reward for their contributions.
- 3.8. The Vice President (Campaigns and Communications) shall keep an accurate list of members.

4. GOVERNANCE OF SCAN

- 4.1. SCAN is part of LUSU and is governed by the LUSU Constitution.

- 4.2. The sovereign ruling body of SCAN is a general meeting, notwithstanding the ultimate control of LUSU Council.
- 4.3. The financial affairs of the paper shall comply with Bye Law 1: Schedule 4 (Financial Regulations).
- 4.4. The Vice President (Campaigns and Communications)'s decision on matters of content is final.
- 4.5. The day-to-day running of SCAN is the responsibility of the SCAN EDITOR in full consultation with the Editorial Committee and the Vice President Campaigns and Communications).

5. GENERAL MEETINGS

- 5.1. At least one general meeting shall be held a term, with written notice of the meeting being given seven days before it takes place.
- 5.2. Additional general meetings may be called by the SCAN Editor or by a majority decision of the Editorial Committee or by a petition of 15 or more members of SCAN.
- 5.3. The general meeting shall be chaired by the SCAN editor or the Assistant Editor(s) if the SCAN Editor is absent.
 - 5.3.1. If neither are present the meeting cannot take place and an alternative time will be decided.
 - 5.3.2. The quorum for a general meeting shall be a minimum of 21 members.
 - 5.3.3. Only full members at the time a General Meeting is called may have the right to attend, speak and vote.
 - 5.3.4. General meetings shall allow members the opportunity to:
 - 5.3.4.1. Form SCAN policy by way of a motion;
 - 5.3.4.2. Discuss the editorial direction of SCAN;
 - 5.3.4.3. Ask questions of the Editorial Committee.
- 5.4. General meetings shall have the power to:
 - 5.4.1.1. Make Bye Law amendments, subject to ratification by the LUSU Council.
- 5.5. All matters require a simple majority to pass, except Bye Law amendments, which requires a two-thirds majority in favour.
- 5.6. 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.

- 5.7. There shall be an annual general meeting in week nine of Lent Term. The SCAN Editor shall present a report on SCAN's activities and accounts for the previous year.
- 5.8. Emergency general meetings may be called by the SCAN Editor or 50% of the Editorial Committee, or by petition of 15 full members of SCAN. Written notice of the meeting needs to be given two days before it takes place.
 - 5.8.1. The quorum for an emergency general meeting shall be a minimum of 15 members.

6. EDITORIAL POSITIONS

- 6.1. There shall be 13 permanent Editorial positions with SCAN:
 - 6.1.1. the SCAN Editor
 - 6.1.2. the Assistant Editor(s);
 - 6.1.3. the Carolynne Editor(s);
 - 6.1.4. the Head(s) of Production
 - 6.1.5. the News Editors(s);
 - 6.1.6. the Comment Editor(s);
 - 6.1.7. the Features Editor(s);
 - 6.1.8. the Lifestyle Editors(s);
 - 6.1.9. the Culture Editors(s);
 - 6.1.10. the Sports Editors(s);
 - 6.1.11. the Head(s) of Web and Mobile;
 - 6.1.12. the Head(s) of Photography.
 - 6.1.13. The Fashion editor;
- 6.2. The incoming SCAN Editor may introduce new Editorial positions as they see feel fit but these positions need not be committed to the Bye Law until such a time as they have become an otherwise permanent position, being reappointed by three SCAN Editors).
- 6.3. Each section should also have a Deputy editor/head. These are to be appointed by each Section editor/head before publication of the fourth issue of the academic year.
 - 6.3.1. Deputy editors/heads have the responsibility of helping section editors/heads run their section.
 - 6.3.2. They shall assist the section editor/head in any reasonable way, as requested by the section editor/head.
 - 6.3.3. Deputy editors/heads are not required to sit on Editorial Committee.

- 6.3.3.1. They may sit on Editorial Committee instead of their section editor/head if the section editor/head is going to be absent from the meeting. The section editor/head must inform the SCAN Editor that their Deputy will be attending in their place and still send their apologies.

7. RESPONSIBILITIES OF SECTION EDITORS/HEADS.

- 7.1. The Editorial Positions, as defined in Section 6 of this Bye-Law, shall assist the SCAN Editor with publication of SCAN.
- 7.2. **SCAN Editor**
One person may hold this post at any time, who must;
 - 7.2.1. Take full editorial responsibility for the production of SCAN, both in its newspaper and digital forms, ensuring publications are relevant, accurate and timely.
 - 7.2.2. Report primarily on issues that are of interest to Lancaster University's students and, secondly, any other content at the SCAN Editor's discretion;
 - 7.2.3. Publish/publicise the availability of LUSU Accounts and Affiliations lists;
 - 7.2.4. Proactively seek guidance on legally contentious reporting issues via the LUSU President and Chief Executive and take their advice on behalf of the Trustee Board
 - 7.2.5. Liaise with relevant LUSU Marketing and Communications and Finance staff regarding production issues and charges (both paper and digital).
 - 7.2.5.1. Communications staff and financial controller to ensure;
 - 7.2.5.1.1. A clear publication schedule and known print costs;
 - 7.2.5.1.2. Agreement regarding advertising content (ordinarily no more than 1/3 of the paper);
 - 7.2.5.1.3. An agreed procedure for the coverage/inclusion of the LUSU material/publicity;
 - 7.2.6. Be the budget holder for SCAN, ensuring that resources are effectively spent with consideration to medium term aims for SCAN
 - 7.2.7. Recruit and train a team of student journalists to support production of SCAN publications
 - 7.2.8. Ensure all contributors understand journalistic best practice: their role, rights and responsibilities

7.2.9. Shall sit on the Student Media Board and ensure good level of co-operation on a variety of projects with the Vice President (Campaigns & Communications) and other members of the Student Media Board;

7.2.9.1. Shall sit on LUSU Council as SCAN's Representative

7.3. Assistant Editor(s):

Up to two people may hold this post at any time, who:

7.3.1. Shall assist the SCAN Editor in the production of the paper and in any reasonable way as requested by the SCAN Editor;

7.3.2. Shall provide any support possible to the News Editor(s), Comment Editor(s), and Head(s) of Photography;

7.3.3. Shall liaise closely with the News Editor(s) and the Head(s) of Web & Mobile to aid their development and work;

7.3.4. Is jointly responsible with the Vice President (Media and Communications) for the organisation of socials for the members of SCAN and shall liaise with other LUSU student media groups to arrange joint socials;

7.3.5. Shall sit on the Student Media Board and ensure good levels of co-operation on a variety of projects with the Carolynne Editor(s) and other members of the Student Media Board;

7.3.6. Shall assist the SCAN Editor in an administrative capacity preparing agendas and taking minutes for Editorial Committee Meetings;

7.3.7. Shall be jointly responsible with the SCAN Editor for the publicity and promotion of SCAN to readers and writers.

7.3.8. Shall maintain an inventory of SCAN equipment

7.4. Carolynne Editor(s)

Up to two people may hold this post at any time, who;

7.4.1. Shall assist the SCAN Editor in the production of Carolynne, and in any reasonable way as requested by the SCAN Editor;

7.4.2. Shall provide any support possible to the Features Editor(s), Culture Editor(s), Lifestyle Editor(s), Fashion Editor(s), and Head(s) of Photography;

7.4.3. Shall liaise closely with the Head(s) of Web & Mobile to aid their development and work;

- 7.4.4. Is jointly responsible with the Assistant Editor(s) for the organisation of socials for the members of SCAN

7.5. Head(s) of Production

Up to two people may hold this post at any time, who:

- 7.5.1. Shall assist the SCAN Editor in the production and layout of SCAN;
- 7.5.2. Shall be jointly responsible for producing a design for SCAN, alongside the SCAN Editor.
- 7.5.3. Shall assist the SCAN Editor in the laying up of the paper
- 7.5.4. Shall be responsible for recruiting a team to work on layout and design of the paper (“the Production Team”);
- 7.5.5. Shall liaise with section editors to ensure content is ready for publication deadlines.

7.6. News Editor(s):

Up to two people may hold this post at any time, who:

- 7.6.1. 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 Assistant Editor(s), and subjects to constraints in the LUSU Constitution;
- 7.6.2. Will have a reporter attend each LUSU Council meeting, who shall be prepared to provide an accurate report of any proceedings deemed necessary and appropriate by the SCAN Editor and Assistant Editor(s);
- 7.6.3. Shall ensure that all news stories are accurate before submission of these items for publication;
- 7.6.4. Shall arrange any interviews possible which are relevant to the section;
- 7.6.5. Shall liaise with the Head(s) of Photography to ensure appropriate images are available to accompany news stories;
- 7.6.6. Shall liaise with the Head(s) of Web & Mobile to ensure a range of relevant content for section is available to publish online;

7.7. Comment Editor(s):

Up to two people may hold this post at any time, who:

- 7.7.1. Shall be responsible for coordinating the creation of interesting comment and opinion for submission to the paper;

- 7.7.2. Shall liaise with Head(s) of Photography and cartoonists to ensure appropriate images appear in the comment section;
- 7.7.3. Shall ensure any interviews possible which are relevant to the section;
- 7.7.4. Shall liaise with the Head(s) of Web & Mobile to ensure a range of relevant content for section is available to publish online;

7.8. Features Editors(s):

Up to two people may hold this post at any time, who:

- 7.8.1. Shall be responsible for ensuring the production of interesting features for submission to the paper;
- 7.8.2. Shall ensure there is a balance of fun and serious features in each issue;
- 7.8.3. Shall liaise with Head(s) of Photography and cartoonists to ensure a visually appealing features section of the paper;
- 7.8.4. Shall arrange any interviews possible which are relevant to the section;
- 7.8.5. Shall liaise with the Head(s) of Web & Mobile to ensure a range of relevant content for section is available to publish online;

7.9. Lifestyle Editor(s):

Up to two people may hold this post at any time, who;

- 7.9.1. Shall be responsible for ensuring the production of interesting lifestyle features for submission to the paper;
- 7.9.2. Shall ensure there is a balance of fun and serious lifestyle features in each issue;
- 7.9.3. Shall liaise with Head(s) of Photography and cartoonists to ensure a visually appealing lifestyle section of the paper;
- 7.9.4. Shall arrange any interviews and features possible which are relevant to the section;
- 7.9.5. Shall liaise with the Head(s) of Web & Mobile to ensure range of relevant content for section is available to publish online;
- 7.9.6. Shall ensure the relevance of section to students by identifying current student social interests and activities.

7.10. Culture Editor(s):

Up to two people may hold this post at any time, who;

- 7.10.1. Shall be responsible for liaising with external bodies both locally and nationally to ensure there is wide range of cultural material for publication in each issue;
- 7.10.2. Shall arrange for the coverage of the materials received/attended;

- 7.10.3. Shall arrange any interviews possible which are relevant to the section;
- 7.10.4. Shall liaise with Head(s) of Photography and cartoonists to ensure appropriate images appear in the culture section;
- 7.10.5. Shall liaise with the Head(s) of Web & Mobile to ensure range of relevant content for section is available to publish online;

7.11. Fashion Editor(s):

Up to two people may hold this post at any time, who;

- 7.11.1. Shall be responsible for ensuring the production of interesting Fashion features for submission to the paper;
- 7.11.2. Shall liaise with the Head(s) of Photography to ensure a visually appealing Fashion section of the paper;
- 7.11.3. Should be aware of current and future Fashion section of the paper;
- 7.11.4. Shall arrange any interviews which are relevant to the section
- 7.11.5. Shall liaise with the Head(s) of Web & Mobile to ensure a range of relevant content for the section is available to publish online.

7.12. Sports Editor(s):

Up to two people may hold this post at any time, who:

- 7.12.1. Shall be responsible for organising the coverage of all university sporting issues/events;
- 7.12.2. Shall organise the coverage of local or national sporting issues/events;
- 7.12.3. Shall liaise with Sports Association staff/officers for any necessary information/details;
- 7.12.4. Shall arrange any interviews possible which are relevant to the section;
- 7.12.5. Shall liaise with Head(s) of Photography to ensure appropriate images are available to accompany sports stories;
- 7.12.6. Shall liaise with the Head(s) of Web & Mobile to ensure a range of relevant content for section is available to publish online

7.13. Head(s) of Web & Mobile:

Up to three people may hold this post at any time, who

- 7.13.1. Shall be responsible for keeping the SCAN website up to date;
- 7.13.2. Shall be responsible for editing and formatting of images and copy appropriate for publication on the internet;

- 7.13.3. Shall liaise with LUSU Communications and Marketing staff to ensure the proper operation and continual improvement of the SCAN website;
- 7.13.4. Shall liaise with LUSU Communications and Marketing staff to ensure SCAN has a presence on relevant mobile devices and technologies;
- 7.13.5. Shall ensure progress is made in developing other online media such as blogs, podcasts, videos and apps;
- 7.13.6. Shall liaise with section editors/heads to ensure a range of exclusive material relevant to each section is available for publication on the internet;

7.14. Head(s) of Photography:

Up to two people may hold this post at any time, who:

- 7.14.1. Shall be responsible that appropriate images are available for use by SCAN Editor, Head(s) of Production and relevant section editors;
- 7.14.2. Shall ensure that all images comply with all relevant copyright and intellectual property laws for media publication;
- 7.14.3. Shall ensure that photographers are able to cover all events requested by section editors;
- 7.14.4. Shall ensure that all images are of a standard suitable for publication in the paper and online in format that is appropriate;
- 7.14.5. Shall liaise with section editors to ensure images are available and relevant to the copy presented for publication;

7.15. Section Editors General Responsibilities:

All section editors/heads shall be responsible for:

- 7.15.1. Assisting the SCAN Editor in ensuring impartiality and freedom from bias are present in SCAN;
- 7.15.2. The organisation of regular section meetings for contributors to their section, to be held at least once a week during term time (with the exception of Assistant Editor(s) and Carolynne Editor(s));
- 7.15.3. Ensuring that articles are proofread and edited to a standard suitable for publication before submission to the SCAN Editor and Head(s) of Production;
- 7.15.4. Ensuring that all articles/images are with the SCAN Editor and Head(s) of Production by the content deadline;
- 7.15.5. Ensuring that all articles are accurate;

7.15.6. Ensuring that writers are made aware of events which are happening which are relevant to them;

7.15.7. The promotion of their section by whatever means appropriate.

8. THE EDITORIAL COMMITTEE

8.1. The Editorial Committee consists of the post holders of all Editorial positions within the paper.

8.2. Quorum of the Committee shall be the attendance of post holders of at least two-thirds who sit on the committee.

8.3. The meetings shall be chaired by the SCAN Editor, or in their absence the Assistant Editor(s). In the absence of both the SCAN Editor and Assistant Editor(s) no meeting can go ahead.

8.4. The meetings shall be minuted by the Assistant Editor(s).

8.5. The Editorial Committee shall meet at least once fortnightly during term time. The time and venue of this meeting shall be communicated by the SCAN Editor to all section editors/heads by email at least three full days before the meeting.

8.6. An Editorial Committee Meeting may be called by the SCAN Editor, or by half of the members of the Editorial Committee.

8.7. The agendas for such meetings shall be circulated to all section editors/heads by email no later than 5pm the day before the meeting. Any agenda items must be with the SCAN Editor or Assistant Editor(s) by no later than 5pm two days before the meeting.

8.8. The minutes of Editorial Committee Meetings shall be circulated to members by the Assistant Editor(s) within three days of the meeting, and copies of such will be held in the Campaigns and Communications office and electronically for reference.

8.9. Any member who is going to be absent from an Editorial Committee Meeting should inform the SCAN Editor or Assistant Editor(s) no later than midday on the day of the meeting.

9. ELECTION OF SCAN EDITOR

9.1. The running of the election of 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

- 9.2. The CRO may appoint a Deputy Returning Officer (DRO) to assist in his/her duties. The DRO must be a member of the SCAN Editorial Team;
- 9.3. The election shall be held at a General meeting in the first three weeks of Summer term;
- 9.4. The elected SCAN editor will not take up his/her position until the end of the Summer Term. The post shall run from the end of Summer Term for the duration of one year.
- 9.5. The process for nominations shall be decided by the SCAN Editor and communicated to the membership of SCAN at least one week before the election
- 9.6. For the election, Alternative Transferable Vote (ATV) shall be used;
- 9.7. Re-Open nominations shall be a candidate in the election;
- 9.8. 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 Chair.
- 9.9. 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.
- 9.10. Voting shall be by secret ballot.
- 9.11. All ballot papers must be retained for at least 21 days from the date of the election
- 9.12. Any complaints regarding elections should at first be taken to the CRO. His/her decision can be appealed to the Union Elections sub-committee whose decision is final, subject to the complaints procedure set out in the Union Constitution.
- 9.13. The CRO and Deputy CRO:
 - 9.13.1. Must be current members of the Union;
 - 9.13.2. May not be candidates in the election
 - 9.13.3. May not nominate or second any of the candidates
 - 9.13.4. Are responsible for the fair running of the election
 - 9.13.5. Are responsible for production of the nomination sheets;
 - 9.13.6. Are responsible for the production, duplication and distribution of ballot papers to voters;
 - 9.13.7. Are responsible to the Union Elections sub-committee.

10. APPOINTMENT OF SECTION EDITORS/HEADS

- 10.1. Section editors shall be appointed by the SCAN Editor in close consultation with the current or outgoing section editors.
 - 10.1.1. Where appropriate, the SCAN Editor-elect shall also be consulted.
- 10.2. The Vice President SCAN Editor will strive to ensure that the process of appointing new section editors/heads is fair, open and transparent.
- 10.3. The SCAN Editor has the final say over the appointment of section editors/heads and all appointments are made at their discretion. All decisions, however, shall be discussed with the Assistant Editor(s), Carolynne Editor(s), Head(s) of Production and Head(s) of Web & Mobile as necessary.
- 10.4. Section Editors wishing to remain in their post for another academic year require re-appointment by the incoming SCAN Editor.

11. LEAVING A POST

- 11.1. Resignations must be made in writing to the SCAN editor. Two weeks notice must be given, so that the appointment process can be carried out. 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.
- 11.2. Should the SCAN Editor choose to resign, they must make their resignation in writing to the LUSU President and Vice President (Campaigns and Communications), and make reasonable effort to circulate it to the Editorial Committee. Two week's notice must be given.
 - 11.2.1. The Assistant Editor(s) will take temporary responsibility for the role, with support from the Vice President (Campaigns and Communications) as required. A General Meeting must be held at the earliest opportunity to elect a new SCAN Editor.
- 11.3. 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; the Vice President (Media and Communications) is exempt. This must be passed by a majority vote by the Editorial Committee. If this passes, the post-holder will be asked to leave and a new post-holder will be appointed

- 11.3.1. The SCAN editor is not exempt from this. In the event of a vote of no confidence in the SCAN Editor, the Assistant Editor(s) will take temporary responsibility of the role with support from the Vice President (Campaigns and Communications).
- 11.4. If the SCAN Editor feels a member of the Editorial Committee is not fulfilling their duties correctly they may unilaterally 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.
- 11.5. There shall be a right of appeal in writing to the LUSU President should a member of the Editorial Committee feel there has been unfair treatment.

12. TRAINING AND DEVELOPMENT

- 12.1. The Vice President (Campaigns and Communications) and the SCAN Editor shall be responsible for providing the section editors/heads with any relevant training to their positions.
- 12.2. Section editors shall provide training and support to writers in their section with assistance provided by the SCAN Editor if necessary.
- 12.3. All section editors/heads will be given sufficient legal training before publication in the paper or on the Internet.
- 12.4. The incoming SCAN Editor shall be trained by the outgoing SCAN Editor to this end, they shall work closely on the production of Summer Term issues with the outgoing SCAN Editor;
- 12.5. All incoming Section Editors/Heads should work closely with outgoing Section Editors/Heads on the production of the final Summer Term issue to ensure they develop the knowledge and skills necessary to perform their new role
- 12.6. The SCAN Editor shall compile a dossier of relevant information for training purposes to be handed onto their successor.

13. SUBMISSIONS

- 13.1. Any member of LUSU or a person with a close affiliation to Lancaster University may submit content for publication.
- 13.2. How to submit content shall be advertised widely by the SCAN Editor and the Editorial Committee with promotional material appearing in the paper and on the Internet.

- 13.3. The final decision over publication of content lies solely with the SCAN Editor with input of a legal/financial nature available from the Vice President (Campaigns & Communications) and LUSU President as lead Trustee of LUSU, where necessary.