**The Voice Newspaper**

**CONSTITUTION**

June 2014

**1. Name**

The name of the society shall beThe Voice Newspaper herein after referred to as ‘the society’, ‘the newspaper’ and ‘the Publication’.

**2. Affiliation**

**2.1** The society shall form part of the University of Worcester Students’ Union and as such the society shall adhere to the principles of the Students’ Union constitution and any subsequent guidelines or regulations issued by the Students’ Union.

**3. Aims and Objectives**

The key aim of the society shall be to provide a fair and impartial news coverage for the student body, covering affairs within the Student Union, the University and wider national news. The Society also aims to provide members with the opportunity to write and produce journalistic articles, reviews and interviews for the Voice Newspaper and for their own experience.

**4. Membership**

4.1 Membership of the society shall be open to all current full members of the University of Worcester Students’ Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the society in conjunction with the Students’ Union.

4.2.2 All members are also required to pay a Student Groups Subscription (SGS) fee to the Students’ Union. However this is not applicable to those who have already made a SGS payment for an alternate club/society. A student need only pay the SGS fee once, regardless of how many clubs/societies they join.

4.3 Membership fees must be received prior to any involvement in club/society activity.

4.4 Members within the Voice Newspaper are expected to be independent and impartial in their coverage, free from advertising, sponsorship and bias.

**5. The Committee**

**5.1** The committee shall be responsible for the running of the society and will conveneweekly on a day outlined at the first committee meeting of an academic year.

**5.2** The members of the committee shall be as follows:

 i. Editor [chair]

 ii. Distribution Manager

iii. Head Designer

iv. Photography Editor

 v. News Editor

 vi. Features Editor

 vii. Culture And Societies Editor.

 viii. Sports Editor

 ix. Website And Social Media Editor

**6. Appointment of the Committee**

**6.1** The appointment of committee members shall be via a democratic vote to take place at the society Annual General Meeting.

**6.2** Only current full members of the University of Worcester Students’ Union shall be permitted to run for a committee position. Committee members must also have been published in either the website or print edition at least three times.

**6.3** Any changes in committee personnel shall be communicated to the Students’ Union

**7. Removal of Committee members**

**7.1** A motion of no confidence in any Committee member may be called in any committee by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting.

**7.2** If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of those present and voting**.  See the guides on *How to organise an EGM* for full details of how to organise an EGM.

**7.3** If the no confidence motion is successful, then the President or Treasurer should immediately inform the Vice President Student Experience and the Sports and Societies Coordinator. Your Club or Society will then need to hold another EGM to re-elect a new person to that position.

**8. Duties of Committee Members**

 **8.1** The society Editor shall:

**i.** Chair society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students’ Union

**ii.** Act as the first delegate to the Students’ Union and ensure that the society is represented at all Student Groups Committee meetings if he/she is unable to attend

**iii.** Ensure at all times that health and safety precautions have been taken in relation to society members

**iv.** Act as the society’s first representative to all external bodies and ensure the society members act as good ambassadors for the University and the Students’ Union

**v.** Lead in the production and content of the Voice Newspaper, be it online or the printed issue.

**vi.** Maintain the integrity of the publication, its independence, impartiality and ensure the content produced is in the best interests of the Student Body.

**vii.** Ensure the Voice is held to the highest standards within the Editors’ Code and the standards in which newspapers and published journalism must follow – including grammar and spelling.

 **8.2** The society Treasurer shall:

**i.** Oversee the financial accounts of the society as made available by the Students’ Union and be responsible for ensuring that the society follows the Students’ Union’s financial regulations at all times.

**ii.** Collect all monies received from society events and ensure all money is banked with the Students’ Union along with the necessary documentation.

**iii.** Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students’ Union by the agreed deadline.

**iv.** Submit an annual financial report to the VP Student Groups

**v**. be responsible for maintaining overall control over the society’s finances and ensuring all society activities or expenditure is financially viable

**vi.** Ensure that the printed copy of the Voice Newspaper is distributed fully with each issue and into the hands of the intended readership and Student Body.

 **8.3** The society’s Members Representative shall:

**i.** maintain up to date records of club/society membership including contact details for all club/society members, and ensure that the Students’ Union also has the equivalent up to date information.

**ii.** Minute and keep record of all club/society meetings and ensure that these details are made available to the Students’ Union.

**iii.** Ensure that the club/society is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports and Societies Co-ordinator.

**vi.** Ensure that all members are given fair and just feedback on their articles and work produced for the Voice Newspaper.

**Vii.** Ensure that all members are able to meet regularly with the committee.

**viii.** Ensure that all members can produce an equal amount of articles depending on their own preference.

 **8.4** The Society’s Head Designer shall:

1. Be responsible for the design and layout of the printed publication.
2. Ensure that relevant advertisements are accounted for within the design.
3. Oversee the creation of promotional material relevant to each edition of the paper.
4. Liaise with the design team and ensure fair contributions by each member.
5. Communicate with the Photography editor in the use and distribution of photos.

**8.5** The Society’s Photography Editor shall:

1. Be responsible for any and all photography within the newspaper.
2. Ensure that all photos are credited and used fairly within the publication.
3. Maintain that each article has at least two photos unless otherwise decided by the Editor, Head Designer and Photography Editor.
4. Maintain that the photos within the publication and website are held to the highest standard of quality.

 **8.6** The Society’s News Editor shall:

1. Ensure the allocation of articles within the News Section of the publication.
2. Maintain the integrity and impartiality of the publication within the News section.
3. Oversee the content and creation of articles in the News Section of the publication and ensure their relevance to the student body.
4. Ensure that articles within the News Section are held to the highest editorial standard of grammar and spelling.

**8.7** The Society’s Features Editor shall:

1. Ensure the allocation of articles within the Features Section of the publication.
2. Maintain the integrity and impartiality of the publication within the Features section.
3. Oversee the content and creation of articles in the Features Section of the publication and ensure their relevance to the student body.
4. Ensure that articles within the Features Section are held to the highest editorial standard of grammar and spelling.

**8.8** The Society’s Culture Editor shall:

1. Ensure the allocation of articles within the Culture Section of the publication.
2. Maintain the integrity and impartiality of the publication within the Culture section.
3. Oversee the content and creation of articles in the Culture Section of the publication and ensure their relevance to the student body.
4. Ensure that articles within the Culture Section are held to the highest editorial standard of grammar and spelling.
5. Ensure that each Society within Worcester’s Student’s Union has fair and equal coverage.

**8.8** The Society’s Sports Editor shall:

1. Ensure the allocation of articles within the Sports Section of the publication.
2. Maintain the integrity and impartiality of the publication within the Sports section.
3. Oversee the content and creation of articles in the Sports Section of the publication and ensure their relevance to the student body.
4. Ensure that each Sports team within the University of Worcester has fair and equal coverage.
5. Ensure that articles within the Sports Section are held to the highest editorial standard of grammar and spelling.

**8.9** The Society’s Website Editor shall:

1. Be responsible for The Voice Newspaper’s website in all ways.
2. Maintain and directly contribute to the Social Media of the publication, which is the Facebook page and the Twitter stream.
3. Ensure that articles are uploaded promptly within the website.
4. Ensure that each article uploaded on the website is promoted equally.

**9. Meetings**

**9.1 General Meetings** shall take place at least once per semester and may be called by the following methods:

i. as directed by the society committee

ii. on the request of the Students’ Union Executive Committee

iii. by written request of the society members via a letter signed by no less than one quarter of the society membership.

**9.1.2** Two Weeks’ notice of a General Meeting shall be given to all members.

**9.1.3** Only student members of the society are permitted to vote at meetings and only those members present are permitted to vote.

**9.2 Annual General Meetings** shall take place within the second semester *[insert more specific date if you require; e.g. the second week in March or nearest available Tuesday to the 15th April]* and will feature the appointment of committee members for the following academic year.

**9.2.1** Details of committee members for the following academic year elected at the AGM shall be provided to the Students’ Union before the 31st May.

**9.2.2** One Month’snotice of an Annual General Meeting shall be given to all members.

**9.2.3** Only student members of the society are permitted to vote at meetings and only those members present are permitted to vote.

**9.3** The quorum*(i.e. the minimum number of members needed for a meeting to take place)* for General Meetings and the Annual General Meetings shall be 40% of the total society membership.

**9.4** Should any General Meetings or the AGM fail to meet the above quorum then the meeting shall be reconvened within one weekand this second meeting shall be automatically quorate.

**10. The Constitution**

**10.1** Copies of the constitution shall be made available to all members via the society webpageand in print as requested.

**10.2** Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed by60% of the membership present.

**10.3** The Students’ Union shall be informed immediately of any alterations or amendments to the constitution.

**11. Dissolution**

Should the society reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the University of Worcester Students’ Union.

**Date formally adopted** 04/09/2014

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Chair Name James Dilworth Signature



Treasurer Name Chris Newbould Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Secretary Name Matt Soanes Signature

Review due June 2015