

## York Vision Constitution

### 1. Definitions and Clarifications

- 1.1. The name of the media group will be York Vision, hereafter referred to as 'the media group' or 'Vision'.
- 1.2. Those elected to represent York Vision as an officer, shall be referred to as 'the Committee'.
- 1.3. 'The Office' is used to refer to the York Vision Office in Eric Milner-White A Block in Vanbrugh College.
- 1.4. 'YUSU' and 'the Union' are used to refer to the University of York Students' Union.
- 1.5. 'YUM' is used to refer to York University Media, as outlined in the YUSU Constitution and Media Charter.
- 1.6. The University of York shall hereby be referred to as 'the University'.
- 1.7. The Editor (President) and Editor (Secretary) shall hereby be referred to as 'the Editors'.
- 1.8. The Editor (President) and Editor (Secretary) are separate positions and must be elected separately using the First Past the Post voting system.

### 2. Aims & Objectives

- 2.1. The aims and objectives of Vision are to promote the interests and act on behalf of Vision members.
- 2.2. To provide an opportunity for members of the media group to meet and participate in the given activities together.
- 2.3. The societies specific aims shall be:
  - 2.3.1. To provide opportunities for students to join and be part of a student newspaper and gain experience in all areas of student journalism.
  - 2.3.2. Educate and inform members on how to produce good-quality journalism and how to pursue a career in the journalism industry.
  - 2.3.3. Produce a regular newspaper alongside regular online content to inform and/or entertain the students at the University.
  - 2.3.4. To provide opportunities for students to join and be part of a student publication and gain experience in all areas of student journalism.
  - 2.3.5. To comment without prejudice through print and online content and hold the University's institutions to account.
  - 2.3.6. The print and online content will abide by the NUJ code of conduct and the YUSU Media Charter.

2.3.7. The media group will function in accordance with the Constitution of the Student Union.

### 3. Membership

3.1. Membership shall be open to any member of the University, and any associate member, as defined in the Union's constitution.

3.2. Membership may be offered to people who are not connected with the University but they may not hold office in the media group.

3.3. Only members of the union may hold positions on the committee.

3.4. A universal annual membership fee is required from all York Vision members, unless stated otherwise. The Committee are also responsible for determining this fee and its collection, and can change this value for promotional purposes at their discretion. The fee shall be £4.

3.5. The may choose at a Committee Meeting to have non-fee-paying Honorary members. The Honorary membership will last as long as the Committee Meeting decides but shall not be shorter than the remainder of the academic year in which the Honorary membership is conferred.

3.6. The grounds for Honorary membership include but is not limited to:

3.6.1. To commemorate the exceptional service of former members of Vision to the media group.

3.7. Every member of York Vision agrees to abide by the YUSU byelaws, the YUSU constitution and York Vision's own code of practice (section 4). Vision remains responsible for the actions of its members in the course of their York Vision duties.

3.8. To publish an article in the *York Vision* newspaper or website and/or take up a post, a student must be a paid-up member of the media group.

### 4. Code of Practice

4.1. No member should undertake any action that may bring the reputation of York Vision, YUSU or the University into disrepute.

4.2. A member must not participate in or omit to mention anything which might cause injury/damage to themselves or others.

4.3. All members must adhere to the health and safety rules and procedures of YUSU, York Vision and the University.

4.4. Members must respect the different viewpoints of the Vision members if different from their own.

4.5. Members must respect the property of the University, YUSU, York Vision, University students and other Vision members.

4.6. Participant selection for Vision activities should be objective.

4.7. Socials (and any related activity) must be opt-in only and shall have no effect on status within or eligibility for membership and committee positions.

4.8. Drinking should not be the main purpose of any social, and members should be able to participate in all activities without drinking alcohol, and without any coercion to drink.

4.9. Members of York Vision will not apply what may be perceived as peer pressure upon individuals in any social situation.

4.10. Any spending from media group accounts must be approved by two of the three signatories of the media group (see section 4.11).

4.11. The following signatories can approve spending defined in section 4.10:

4.11.1. Editor (President), Editor (Secretary) and Managing Director.

4.12. The Managing Director can approve expenditures in exceptional circumstances without consulting The Committee:

4.13. Breaches of this code of practice may result in disciplinary action from York Vision, YUSU or the University.

4.14. All Vision members must adhere to the GDPR in order to protect their members' data. Vision should make their members aware of how their data will be used and be able to justify doing so.

## 5. York Vision's Committee

5.1. The Committee will be collectively responsible for the effective management and day to day running of Vision.

5.2. The Committee shall have the power to set York Vision's rules, in accordance with this constitution.

5.3. All members should have access to the contact details of the whole committee.

5.4. Three committee officers must be signatories of the media group.

5.5. A new Committee must be elected at least annually at the Annual General Meeting (AGM)

5.6. A Committee member may resign at any time by written notification to the Editors. The resignation will be announced at the next Committee meeting and

nominations open for election. The election must not occur until at least 7 days after the announcement was made.

5.7. All Committee Members must attend Committee Meetings, unless they provide a reasonable explanation for their absence in advance.

5.8. Each committee position may be held by only one person.

5.9. In addition to the responsibilities listed above, each Officer position has additional duties as outlined in the following subsections of section 6.

5.10. Every officer of the media group will be entitled to be indemnified out of the assets of the media group against all losses or liability which they may sustain or incur in or about the execution of their duty, or otherwise in relation thereto, on the prior approval of the Editors or Managing Director.

5.11. No person may hold two signatory positions concurrently.

## 6. Committee Positions & Duties

### 6.1. Senior Team

#### 6.1.1. Editor (President)

The position of Editor (President) shall have the following responsibilities:

6.1.1.1. The overall coordination of *York Vision*, the newspaper that the media group produces. The execution of this role includes:

6.1.1.1.1. The editing of *York Vision* in regards to both content and design.

6.1.1.1.2. Liaison with printers and the University of York's IT Service.

6.1.1.1.3. The right to veto publication of any content.

6.1.1.2. Chair of Committee Meetings, Senior Team Meetings and Editorial Team Meetings.

6.1.1.3. The assisting of the Managing Director in their roles specified in section 6.

6.1.1.4. Implement and enforce Vision's Constitution and Policy.

6.1.1.5. Liaison with the Print Media Representative and YUSU for the development of *York Vision*.

6.1.1.6. Act as a signposter for the welfare needs of any member.

6.1.1.7. Create, develop, implement, and enforce Vision's long term strategy.

6.1.1.8. Coordinate entries to all relevant student media awards.

6.1.1.9. Ensures YUSU are informed of any procedures that require their involvement.

6.1.1.10. Ensures all members follows Vision's Code of Practice.

6.1.1.11. Act as a signatory for the media group.

6.1.2. Editor (Secretary)

The position of Editor (Secretary) shall have the following responsibilities:

6.1.2.1. The overall coordination of *York Vision*, the newspaper that the media group produces. The execution of this role includes:

6.1.2.1.1. The editing of *York Vision* in regards to both content and design.

6.1.2.1.2. Liaison with printers and the University of York's IT Service.

6.1.2.1.3. The right to veto publication of any content.

6.1.2.2. Chair of Committee Meetings, Senior Team Meetings and Editorial Team Meetings in the absence of the Editor (President).

6.1.2.3. The assisting of the Managing Director in their roles specified in section 6.1.3.

6.1.2.4. Implement and enforce Vision's Constitution and Policy.

6.1.2.5. Liaison with the Print Media Representative and YUSU for the development of *York Vision*.

6.1.2.6. Act as a signposter for the welfare needs of any member.

6.1.2.7. Create, develop, implement, and enforce Vision's long term strategy.

6.1.2.8. Coordinate entries to all relevant student media awards.

6.1.2.9. Taking and publishing minutes of all Committee Meetings and Editorial Team Meetings.

6.1.2.10. Taking care of *York Vision* admin, keeping the YUSU backpages up-to-date, including signatories and memberships.

6.1.2.11. Replying to miscellaneous correspondence.

6.1.2.12. Submitting and monitoring EMFs for Vision events.

6.1.2.13. Responsible for liaising with relevant bodies during organisation of events, and fulfilling all necessary procedures including, but not limited to, EMFs, coordination with YUSU's Health and Safety and Democracy.

6.1.2.14. Maintaining the media group's calendars.

6.1.2.15. Act as a signatory for the media group.

6.1.3. Managing Director

The position of Managing Director shall have the following responsibilities:

6.1.3.1. Management of accounts and finances in accordance to Section 8 (Finance) of this constitution, Laws and Bye Laws of YUSU.

- 6.1.3.2. Liaison inside and outside the University on all financial matters.
- 6.1.3.3. Learn and understand the Students' Union financial system.
- 6.1.3.4. Apply for the annual grant and extra funding from YUSU as necessary.
- 6.1.3.5. Keep track of all income/expenditure.
- 6.1.3.6. Act as Vision's representative on YUSU Media Committee.
- 6.1.3.7. Maintenance of the Vision office, including stationery levels and general cleanliness.
- 6.1.3.8. Purchasing hardware, computer software, in consultation with the Editors.
- 6.1.3.9. Ensuring that the Vanbrugh Reception has an up-to-date member list of York Vision for the purposes of keycard access to the office.
- 6.1.3.10. Monitoring all equipment bookings.
- 6.1.3.11. Chair the AGM and EGMs.
- 6.1.3.12. Act as the Health and Safety Officer for York Vision.
- 6.1.3.13. Ensures YUSU are informed of any procedures that require their involvement.
- 6.1.3.14. Act as Lead Signatory for the media group.
- 6.1.3.15. The overall co-ordination of gaining advertisement and sponsorship revenue.
- 6.1.3.16. Liaising with all members of the media group, notifying them of any EGMs and AGMs.
- 6.1.3.17. Coordination of the Freshers' recruitment campaign.
- 6.1.3.18. Assisting the Editors in their duties where possible and necessary.
- 6.1.3.19. Responsible for organising the legal representation of Vision whenever necessary, in consultation with the Editors.
- 6.1.3.20. Applying legal pressure on very slow payers, in consultation with the Editors.
- 6.1.3.21. Liaising with the Editors and Online Editor to ensure the placement of advertising within the paper and online in accordance with advertising contracts held by the paper.

## 6.2. Other Committee Positions

### 6.2.1. Deputy Editor

The position of Deputy Editor shall have the following responsibilities:

- 6.2.1.1. The overall coordination of *York Vision*, the newspaper that the media group produces. The execution of this role includes:
  - 6.2.1.1.1. The editing of *York Vision* in regards to both content and design.
  - 6.2.1.1.2. Liaison with printers and the University of York's IT Service when the Editors cannot, or is delegated by the Editors to do so.

6.2.1.2. Chair of Committee Meetings, Senior Team Meetings and Editorial Team Meetings when the Editors or Managing Director cannot, or when delegated by the Editors.

6.2.1.3. Implement and enforce Vision's Constitution and Policy.

6.2.1.4. Act as a signposter for the welfare needs of any member.

6.2.1.5. Assist the Editors entries to all relevant student media awards.

6.2.1.6. Attending all Editorial Team meetings and Senior Team meetings.

6.2.1.7. Assisting the Editors in their duties.

#### 6.2.2. Deputy Managing Director

The position of Deputy Managing Director shall have the following responsibilities:

6.1.3.1. Assisting the Managing Director with the management of accounts and finances in accordance to Section 8 (Finance) of this constitution, Laws and Bye Laws of YUSU.

6.1.3.2. Assisting the Managing Director with liaison inside and outside the University on all financial matters.

6.1.3.3. Assisting with the application for Vision's annual grant and extra funding from YUSU as necessary.

6.1.3.4. Performing the duties of Managing Director should the Managing Director position become vacant until such time as the vacancy is filled.

#### 6.2.3. Technical Director

The position of Technical Director shall have the following responsibilities:

6.2.3.1. The maintenance and execution of all technical operations behind the Vision website.

6.2.3.2. Supporting the Senior Team and Online Editors in their management and understanding of the website.

6.2.3.3. The setting up and administration of all Vision email accounts.

6.2.3.4. Maintaining all hardware, and maintaining and updating all software, inside the Office, and alerting the Senior Team to hardware that may need updating.

6.2.3.5. Acting swiftly in cases of emergency, such as the website not working or office computers being down, in coordination with the Editors and/or Managing Director.

6.2.3.6. Offering the Senior Team a working knowledge and understanding of all software and hardware operations behind the media group's activities, including both inside and external to the Office.

#### 6.2.4. Online Editor

The position of Online Editor shall have the following responsibilities:

- 6.2.4.1. The day-to-day maintenance of the York Vision website
- 6.2.4.2. Sub-editing all content uploaded to the York Vision website, ensuring that it is aesthetically pleasing for readers and grammatically correct
- 6.4.2.3. Placing articles on the sliders of the York Vision website, using their own judgement as to which articles should feature on them
- 6.4.2.4. Requesting that Section Editors and their Deputies upload print content on the day of the print publication release, if not as soon as possible afterwards
- 6.4.2.5. Ensuring that all online contributors are paid members of the media group, if not alerting the Managing Director that unpaid members are uploading content to the York Vision website

#### 6.2.5. Social Media Director

The position of Social Media Director shall have the following responsibilities:

- 6.2.5.1. The regular posting of Vision's content on its social media profiles, such as through consistent uploading or a 'scheduling' of posts.
- 6.2.5.2. Ensuring that all social media posts are aesthetically pleasing, if not alerting the Online Editors if alterations can be made to ensure this.
- 6.2.5.3. Taking care to ensure that all sections receive a fair amount of social media coverage, if not being able to justify, based on merit, why certain sections receive a heightened social media presence.
- 6.2.5.4. Forming a 'social media strategy' to ensure the maximum coverage of Vision's content on its social media platforms.
- 6.2.5.5. Taking note of data, where visible on a social media platform, that offers insight on readership and coverage, using this to inform the social media strategy.
- 6.2.5.6. Signposting to relevant editorial team members where correspondence has been requested via social media.

#### 6.2.6. Chief Sub-Editor

The position of Chief Sub-Editor shall have the following responsibilities:

- 6.2.6.1. Checking each article in the print edition once it is laid-up on the page for spelling, punctuation, grammar and accuracy.
- 6.2.6.2. Helping to ensure the final newspaper is of a high a standard as possible.
- 6.2.6.3. Checking each article published on Vision's website once it is laid-up on the page for spelling, punctuation, grammar and accuracy.

### 6.3. Editorial Team

6.3.1. An Editorial Team election for Vision will take place at least once annually in Autumn Term, in which every Editorial Team position is re-elected excluding those positions which are also Committee positions. The election will be subject to the following rules:

6.3.1.1. This meeting shall be called by the Managing Director and be advertised to all members of the media group and the YUSU Student Activities Officer with at least seven working days notice.

6.3.1.2. All members should be made aware of their ability to stand for election and vote.

6.3.1.3. Non-members and non-students' union members shall not be permitted to vote or stand for election. Students on a leave of absence are considered to be students in this constitution.

6.3.1.4. The Editorial Team must be democratically elected in a free and fair election.

6.3.1.5. All Vision members must have the chance to question candidates and submit a vote in absentia.

6.3.1.6. Votes must be counted using the First Past the Post (FPTP) voting system when the

6.3.1.7. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.

6.3.1.8. If any vacancies occur in the Editorial Team during the academic year, they shall be democratically filled as soon as is convenient via a by-election which shall be subject to the same rules stated in sections 6.3.1.3 to 6.3.1.8 of this constitution.

6.3.10. If any vacancies remain after an election or by-election, the Senior Team may appoint any members of the Editorial Team until the following election with a majority vote.

6.3.2. The Editorial Team will be comprised of the Editors, and Section Editors and Deputy Section Editors for the following sections:

6.3.2.1. Scene, News, Comment, Science and Technology, Sport, Arts, Features, Music, Film and TV, Food and Drink.

6.3.3. The position of Section Editor shall have the following responsibilities:

6.3.3.1. The relevant section of Vision in print and online.

6.3.3.2. Attending all Editorial Team meetings.

6.3.3.3. Liaising with the Editors, and assisting the Editors in their duties.

6.3.3.4. Coming into the office to lay up their sections.

6.3.3.5. Uploading their section to the website post-release.

6.3.4. The position of Deputy Section Editor shall have the following responsibilities:

6.3.4.1. Assisting the relevant section editor in their duties.

6.3.4.2. Attending all Editorial Team meetings.

6.3.4.3. Liaising with the relevant section editor.

6.3.4.4. Coming into the office to lay up their sections.

6.3.4.5. Uploading their section to the website post-release.

6.3.5. Section Editors and Deputy Section Editors are expected to:

- 6.3.5.1. Plan and design their respective section, allocating stories to their writers and ensuring enough photographs/illustration are taken/designed to fill their pages.
- 6.3.5.2. Produce a page plan for their section by the deadline, as decided by the Senior Team.
- 6.3.5.3. Help in the laying up and designing of their pages on the office computers.
- 6.3.5.4. Attend all Editorial Team meetings.

## 7. Finance

7.1. All of Vision's income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.

7.2. The Managing Director, Editor (President) and Editor (Secretary) shall automatically be signatories to the media group's accounts. YUSU must always have an up-to-date signatory list.

7.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the media group. Signatories may not sign for claims made on their own behalf.

7.4. Vision's accounts shall be available for inspection at any reasonable time by YUSU staff.

7.5. YUSU members shall receive no remuneration from the media group, except in legitimate expenses incurred in connection with Vision business.

## 8. Meetings

8.1. The primary decision-making bodies of Vision are Committee Meetings, Editorial Team Meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

8.2. All general meetings are open and must be advertised to all members.

8.3. A motion may be passed to exclude non-members of the media group from any meeting.

8.4. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.

8.5. The Committee shall give at least 7 days notice of any general meeting

8.6. Motions must be passed by a simple majority of those present and voting.

8.7. The quorum for all meetings shall be 15% of the membership of the media group, or 10% if the media group has more than 200 paid members.

8.8. An EGM can be called by the Committee of York Vision, Media Committee or a petition signed by 25% of YUSU members of the media group or 10 YUSU members of the media committee, whichever is greater.

#### 8.9. Editorial Team Meetings

8.9.1. Vision shall hold a closed Editorial Team Meeting on a weekly basis during term time. All members of the Editorial Team and the Senior Team are required to attend.

8.9.2. Editorial Team Meetings will be chaired by the most senior member of the Committee present (see section 8.11).

8.9.3. The purpose of Editorial Team Meetings will be to discuss the editorial strategy for Vision's content output.

#### 8.10. Committee Meetings

8.9.1. Vision shall hold a closed Committee Meeting on a weekly basis during term time. All members of the Committee are required to attend.

8.9.2. Committee Meetings will be chaired by the most senior member of the Committee present (see section 8.11).

8.9.3. The agenda for Committee Meetings will be set by the at least 24 hours in advance by the Senior Team. Every meeting must have an agenda point for any other business (AOB) to be brought by Committee members.

#### 8.10. Debate Motions

8.10.1. Challenge to the quorum. This will result in the immediate count of those present, and the meeting will be closed if inquorate.

8.10.2. Challenge to the chair. This will result in the challenger being asked to put their reasons to the meeting. The chair may reply to the challenge. The meeting will then reach a decision by means of FPTP. If the challenge is upheld, the chair is passed to the successor as defined in Order of Succession below, for the remainder of the meeting or until such time as a subsequent challenge to the chair is upheld.

8.10.3. Call to Bar: This will result in a vote being held on whether or not to move to a bar, the vote being FPTP. If the motion is passed the meeting will be adjourned while all members proceed to the nearest YUSU bar with instructions to purchase one pint (or appropriate legal measure) of any liquid provided by the licensee for consumption on or off the premises. The meeting will recommence when 75% of those who have proceeded to the bar have returned, subject to a quorum count.

#### 8.11. Order of Succession

The order of officer succession at meetings is as follows:

1. Editor (incorporating role of president)
2. Editor (incorporating role of secretary)
3. Managing Director (incorporating role of treasurer)
4. Deputy Editor

5. Deputy Managing Director
6. Scene Editor
7. Deputy Scene Editor
8. Technical Director
9. Online Editor
10. Social Media Director
11. Chief Sub-Editor
12. News Editor
13. Deputy News Editor
14. Comment Editor
15. Deputy Comment Editor
16. Science and Technology Editor
17. Deputy Science and Technology Editor
18. Sport Editor
19. Deputy Sport Editor
20. Features Editor
21. Deputy Features Editor
22. Arts Editor
23. Deputy Arts Editor
24. Music Editor
25. Deputy Music Editor
26. Film & TV Editor
27. Deputy Film & TV Editor
28. Food & Drink Editor
29. Deputy Food & Drink Editor

## 9. Elections & AGM

9.1. An AGM of York Vision will take place at least once annually in Summer Term, in which every Officer position is re-elected.

9.2. This meeting shall be called by the Managing Director and be advertised to all members of Vision and the YUSU Student Activities Officer with at least seven working days' notice.

9.3. All members should be made aware of their ability to stand for election and vote.

9.4. Non-members and non-students' union members shall not be permitted to vote or stand for election.

9.5. The Committee must be democratically elected in a free and fair election.

9.6. All Vision members must have the chance to question candidates and submit a vote in absentia.

9.7. Votes must be counted using the First Past the Post (FPTP) voting system.

9.8. If desired, YUSU can aid in the running of any election to ensure fairness or to count votes where necessary.

9.9. If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via a by-election which shall be subject to the same rules stated in clauses 9.3 to 9.8 of this constitution.

9.10. If any vacancies remain after an election or by-election, the Senior Team may appoint any members of the Editorial Team or Committee until the following AGM with a majority vote.

## 10. Media Group Complaints Procedure

10.1. This procedure allows members to raise complaints about any issues relating to York Vision, including (but not limited to):

10.1.1. The standards of instruction.

10.1.2. Bullying and harassment.

10.1.3. Disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.

10.1.4. The Media Charter.

10.1.5. The safety of activities.

10.2. Complaints should first be addressed in writing to a member of the Senior Team. When a complaint is made, the Senior Team member must consult YUSU for advice.

10.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the YUSU Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (Bye-Law 13) which will be followed in addressing Formal Complaints.

10.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints Procedure.

## 11. Dismissal & Resignation of Committee Members

11.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from Vision members or in a situation outlined in section 11.7.

11.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally, and one of the committee members named in section 6.2 will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary.

11.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the YUSU Student Opportunities Coordinator, who will facilitate a vote of

'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of Vision or 10 YUSU members of Vision, whichever is greater.

11.4. If a 'no confidence' motion is called then a Vision EGM (see section 9) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.

11.5. If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. Vision may then re-elect a new person to the position (see section 9).

11.6. If the no confidence motion is unsuccessful:

11.6.1. YUSU will facilitate support with the committee to resolve any outstanding issues.

11.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that committee member was heard.

11.7. If the Committee is unable to contact a Committee member for 30 days or a committee member avoids their responsibilities for 4 weeks without just cause, the Committee can remove them from the position by a vote of a simple majority during a Committee Meeting.

## 12. Suspension & Exclusion of Members

12.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU.

12.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.

12.3. If an imminent risk is identified a Vision member may be suspended immediately for a period of up to 14 days. Any assessment of risk must be carried out by YUSU at the earliest opportunity.

12.3.1. Any assessment of risk must be carried out by YUSU at the earliest opportunity.

12.3.2. If no process is initiated within these 14 days to permanently exclude the member then the suspension will lift and considered resolved once 14 days have passed.

12.4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.

12.5. Any member facing exclusion from York Vision must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.

12.5.1. The panel for the hearing will be chaired by the Student Activities Officer (or the Union President if there is a conflict of interest) with the following additional members: Multimedia Representative and Print Representative, and a member of Media Committee, and a YUSU Staff member will minute the meeting.

12.5.2. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.

12.6. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to the YUSU Activities Officer.

12.7. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from Student Media Committee and the York Sport Committee. However, the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.

12.8. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

### 13. Constitutional Amendments

13.1. This constitution may be amended by two thirds vote of those present and voting at an ordinary Vision meeting (with abstentions counting against, in accordance with the Students' Union Constitution), including at Editorial Team Meetings.

13.2. Any amendments must be proposed and made available to the membership no less than 7 days before the meeting at which they are voted upon.

13.3. A review meeting should be held no less than 4 days before the meeting at which the amendments are voted upon, with any subsequent changes to the proposal made available to the membership no less than 2 days before.

13.4. If amended, the constitution shall be re-ratified by the YUSU Student Activities Officer before coming into effect.

13.5. The Constitution shall be reviewed no later than Autumn 2020 to ensure it reflects Vision's aims and functioning.

### 14. Indemnity

14.1. Every officer of the media group shall be entitled to be indemnified out of the assets of the media group against all losses or liability which he or she may sustain or incur in or about the execution of or in relation to his or her office.

14.2. No officer of the media group shall be liable for any loss, damage or misfortune which may happen or be incurred by the media group in the execution of the duties of his or her office in relation thereto.

14.3. Providing that nothing in this clause shall affect their liability for the consequences of any negligent act on their part.

## 15. Data Protection

15.1. All membership personal data is subject to General Data Protection Regulations (GDPR), law and YUSU procedures.

15.2. The Lead Signatory is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.

15.3. The Lead Signatory is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.

15.4. The Lead Signatory must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.

15.5. The Lead Signatory can formally nominate a Data Protection Officer from the Lead Signatory who is responsible for overseeing the society's compliance to GDPR and YUSU procedures.

15.6. Key responsibilities include:

15.6.1. Membership personal data including email addresses are private and confidential and should only be used for society membership purposes and contact that would be reasonably expected as part of the membership offer.

15.6.2. Bulk or multiple emailing must only be done as "bcc".

15.6.3. The Lead Signatory is responsible for obtaining the necessary consents from members to hold and process personal data in relation to membership.

15.6.4. The Lead Signatory must not share membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.

15.6.5. The Lead Signatory must advise YUSU of any breaches of data protection as soon as they are made aware of the breach.

15.7. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

## 16. Dissolution

16.1. York Vision may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements,

16.2. In exceptional circumstances, York Vision may also be dissolved by Student Media Committee if deemed necessary and subject to the approval of the Student Activities Officer.

## 17. Declaration

17.1. As a York Vision Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU's Constitution, YUSU's Policies and guidelines in the Media Resource Hub.