

## **HULLFIRE EDITORIAL POLICY**

### **SECTION I INTERPRETATION**

1. a. "Hullfire" is the official Publication of Hull University Union.
- b. "Hullfire" is a sub Committee responsible to Vice-President (Media & Volunteering).
- c. The "Hullfire" sub-committee shall elect an executive committee/editorial team.
- d. The Vice-President (Media & Volunteering), hereafter known as the Editor in Chief, has final say on Hullfire's content and is accountable to the Union Executive Committee and to Union Council.
- e. "Hullfire" abides by the Press Complaints Commission's Code of Practice.

### **SECTION II STATEMENT OF AIMS AND OBJECTIVES**

2. "Hullfire" will:
  - (a) be produced monthly (during term time) by students for students to report on issues that effect students on a local and national level;
  - (b) keep students informed of relevant news and events;
  - (c) be free to question and investigate the actions of Hull University Union and the University of Hull and be a platform from which students can raise issues that concern the student body;
  - (d) provide experience and training for people who aim to work in media/journalism;
  - (e) be a platform from which its volunteers can gain transferable skills that may assist them in gaining employment;
  - (f) maintain strict political neutrality.
  - (g) Actively engage and report on community issues concerning students and residents alike with the ultimate objective of mutual debate.
  - (h) Distribute Hullfire within the local community; with specific reference to the Newland Avenue area.

### **SECTION III MANAGEMENT**

3. The Editor will be a student volunteer, elected by those who have contributed to at least two issues of Hullfire in the current academic year. The VP (Media & Volunteering) shall be responsible for publicising information about the role and the application deadline. The editor shall hold office for the academic year following that in which they are selected.
  - (i) Editor: The Editor's role will entail:
    - a. ensuring strict adherence to the above policy by all sub-editors and writers;
    - b. attending training provided by the National Union of Journalists;
    - c. provide training for Sub-Editors and writers;

- d. ensuring that no libellous material is published. All material, which may possibly be so categorised, is to be submitted to the General Manager for reference to the HUU Solicitor, whose decision on the matter is binding;
- e. ensuring that any material concerning a member of HUU or any member of staff is only to be published with his or her express permission;
- f. ensuring that no material is published which contravenes HUU's Equal Opportunities Policy.

(ii) Deputy Editor and Sub Editors: A Deputy Editor and Sub Editors will be elected in accordance with Hull University Union's Constitution, Byelaws and Standing Orders and will adhere to the following:

- a. All sub editors must adhere to the NUJ code of conduct and, where possible, attend the Guardian Student Media Conference;
- b. All journalists and contributors agree to abide by the National Union of Journalists Code of Conduct;
- c. All sub-editors must attend at least one journalistic skills workshop, (run by Vice-President (Media & Volunteering) with appropriate assistance);
- d. All sub-editors must attend a training session on the Hullfire software, In-Design.

#### SECTION IV CODE OF PRACTICE

4. All Sub Editors and writers will adhere to the NUJ Code of Practice and additionally the following Hullfire Code of Practise:
  - a. Comment pieces should be clearly marked.
  - b. Commercial interests shall not influence the judgement of any of the editorial team. Criticism of HUU or the University of Hull and any of its services will be accepted and must be subject to the same degree of objectivity and professionalism that other investigations are subject to;
  - c. Articles submitted to Hullfire must consider every angle of a story and only in exceptional circumstances should go to print without a comment from those parties involved;
  - d. Unless at the Editor's discretion all sources and articles must be credited. Journalists must be prepared to accept full accountability for personal comments;
  - e. Swearing is only acceptable in a quote and when directly relevant to an article. Middle letters should be starred out e.g.: b\*\*\*\*\*d.
  - f. External sources should be used as a matter of course within Hullfire so as to garner a more eclectic and broad journalism style

#### SECTION V SPECIFIC EDITORIAL POINTS

5. News: Articles relevant to both students and the local residents should be published. However, important issues concerning the local population can be printed solely on their own remit. Only minutes from HUU meetings can be used in HUU related news articles.

6. **Comment:** Comment and free speech under the discretion of the Editor on issues deemed defamatory or libellous. Reflection of what students feel strongly about.
7. **Features:** Articles inspired by issues relevant to the student body.
8. **Music and Arts:** Reviews and pre-views should be fair summaries and in no way reflect the commercial interest of HUU or other. A wide spectrum of taste should be reflected and personal opinion should be clear.
9. **Sports:** The sports pages should reflect the Athletic Union as well as non-BUSA/competitive sport and activity. All effort should be made to represent all the sports that students have access to at the University of Hull.
10. **Letters:** The letters page should offer Students at the University of Hull a place to express their opinion if not libellous or defamatory in the form of a letter to the Editor. All effort should be made to reply to the letter if not in "Hullfire" then in a personal letter/email.

#### **SECTION VI ACCOUNTABILITY**

11. All final decisions will lie with the VP (Media & Volunteering) who shall be Editor in Chief who will be accountable to Union Council and will report on these decisions when necessary. Union Council will act accordingly when dissatisfied with the actions of the Editor in Chief of "Hullfire".

#### **SECTION VII RIGHT OF REPLY**

12. Anyone mentioned or criticised in an article has a legal right to reply and they must be given this. Should the subject be unavailable before going to press then they will be given space in the next edition of "Hullfire".

#### **SECTION VIII SABBATICAL INVOLVEMENT**

13. Sabbatical Officer wishing to have articles published or written about their areas must adhere to the same rules that bind Sub-Editors and writers.

#### **SECTION IX COMPLAINTS**

14. Any complaints should be addressed to:

The Editor  
"Hullfire"  
Hull University Union  
University House  
Cottingham Road  
Hull  
HU6 7RX

They will then reply with a personal letter and then print apologies in the paper as appropriate.

### **SECTION X LETTERS**

15. Letters should be addressed to the Editor. The Editor reserves the right not to publish or to edit letters submitted.

### **SECTION XI DEDICATION**

16. All volunteers involved in Hullfire:

- a. agree to complete and hand in on time any task to which they have agreed to complete, including sabbatical officers.
- b. are required to assist in the distribution of Hullfire.

### **SECTION XII ADVERTISING**

17. All advertorials should be clearly marked as such.

BW/SEB  
August 2009

Passed at UEC: 4<sup>th</sup> August 2009  
Passed at Union Council: 26<sup>th</sup> October 2009