



# ECU Student Guild

## Dircksey Regulations

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Governance
<b>POLICY TITLE</b>	<b>Dircksey Regulations</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

1.1. The purpose of these Regulations is to:

1.1.1. Provide policy, guidelines and processes for the Dircksey Editor

1.1.2. Provide regulation for the powers, duties, obligations, code of conduct and responsibilities of the Dircksey Editor;

1.1.3. Provide guidance with regards to the relationship between the Dircksey Editor, the Guild and its governing body, the Senate;

1.1.4. Empower Dircksey to be a democratic and transparent forum in which student affairs and interests can be discussed – be they contrary, diverse or dissenting views or otherwise, as long as they are consistent with the values stipulated in Clause 1.1.5;

1.1.5. Promote the values of:

1.1.5.1. i. Truth;

1.1.5.2. ii. Balance;

1.1.5.3. iii. Independence;

1.1.5.4. iv. Respect; and

1.1.5.5. v. The rights of all groups, including the marginalised, to be heard.

1.1.6. Establish Dircksey as the primary medium for independent media by facilitation through the Guild.

## 2. ORGANISATIONAL SCOPE

2.1. These regulations cover the Dircksey Editor.

2.2. These regulations also cover the Staff and Senate of Edith Cowan University Student Guild.

## 3. DEFINITIONS

3.1. The definitions in Part 1 of the Edit Cowan University Student Guild Constitution apply to the Dircksey Regulations, unless the contrary appears herein.

3.2. The singular includes the plural and vice-versa.

3.3. Words importing a gender include any other gender.

3.4. A reference to:

3.4.1. A person includes a corporation and government or statutory body or authority;

3.4.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and

3.4.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.

- 3.5. The word “including” and similar expressions are not words of limitation.
- 3.6. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.7. **Act** means the Equal Opportunity Act 1984 (WA).
- 3.8. **Appointment Committee** means the committee established to manage the annual recruitment process for the position of Dircksey Editor.
- 3.9. **CIDC** means the Continuous Improvement and Development Committee.
- 3.10. **Content** means anything that is published within an issue of Dircksey, or under the name of Dircksey, including but not limited to text and pictures/graphics, both hard copy and soft copy.
- 3.11. **Contents Page** means the page that contains a table of contents within an issue of Dircksey that details the heading/name of each submission and what page of the issue it can be found on (if applicable).
- 3.12. **Current Student** means any currently enrolled student of the University, who is enrolled as a full-time, part-time or external student as defined by the University. “As defined by the University” is a composite of the University Council definitions of: “Postgraduate Student”, “Undergraduate Student” and “current enrolment”.
- 3.13. **Dircksey** means the peak forum of independent media as defined by these regulations.
- 3.14. **Dircksey Editor** means the individual elected or appointed to the position of Dircksey Editor.
- 3.15. **Discipline Committee** means the Guild’s designated body for hearing and resolving all complaints made about the Guild affiliated bodies.
- 3.16. **In writing** means a piece of correspondence composed by one entity, addressed to another entity, in the form of either a signed handwritten letter, a signed typed letter, a digital email or faxed signed letter.
- 3.17. **Issue** means the periodical printed, published and distributed Dircksey magazine, and the term ‘Edition’ is interchangeable with this word for the purposes of these regulations.
- 3.18. **Issuu** means the digital publishing platform utilised by the Guild for the electronic publication of the Dircksey magazine.
- 3.19. **Marketing & Promotions Officer** means the individual holding the role of Marketing & Promotions Officer of the Guild.
- 3.20. **Operational Executive** means the Operations Manager and President of the Guild.
- 3.21. **Operations Manager** means the individual holding the role of Operations Manager of the ECU Student Guild and is responsible for the overall business and administrative management of the Guild and its employees.

3.22. **The Guild** means Edith Cowan University Student Guild.

3.23. **Senate** means the duly elected student representatives of the Guild.

3.24. **Student Services and Amenities Fee** or **SSAF** refers to the funding the ECU Student Guild receives to provide student services. This funding is conditional on it being spent against the expenditure categories defined by SSAF legislation.

#### 4. OVERVIEW

4.1. All Guild policies and regulations are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.

4.3. All Guild policies will be reviewed annually.

#### 5. RELATIONSHIPS

5.1. The Senate is the governing body of the Guild, which establishes the Dircksey magazine.

5.1.1. Operations Manager, in consultation with the Dircksey Editor, shall determine and submit a budget proposal for funding from the Guild for the purposes of producing and distributing the Dircksey magazine in each calendar year.

5.1.2. The Senate shall approve the Dircksey budget following further consultation with Operations Manager and Dircksey Editor, if necessary.

5.2. Notwithstanding overarching governance stated in clause 5.1, the Guild, contingent on adherence by the Dircksey Editor to the following conditions, shall not impede operation or publication of Dircksey:

5.2.1. Ensure Dircksey remains a medium through which all Edith Cowan University student's views may be expressed;

5.2.2. Adhere to the clauses set out in these regulations;

5.2.3. Do not carry out any illegal activities;

5.2.4. Do not discriminate on the basis of a person's age, sex, sexuality, race, ethnicity, pregnancy, care support responsibilities, religion, disability, mental illness, gender or other personal characteristics listed under the terms of the Act;

5.2.5. Fulfil their obligations under the Act;

5.2.6. Any other conditions that may be deemed necessary, from time to time, by the Guild Senate.

5.3. The Dircksey Editor is expected to consult with Operations Manager and/or the Marketing & Promotions Officer to seek advice on matters of publication that could lead to detrimental implications.

## 6. GUILD OBLIGATIONS

6.1. The Guild has an obligation and right to:

6.1.1. Not obstruct editorial judgement or decisions where these regulations are adhered to.

6.1.2. Allow the publication of material relating to the Senate, the Guild as a whole, the University and/or associated organisations and/or any persons except where such publication would be illegal or discriminatory.

6.1.3. Evaluate (pre-publication), by way of the Operations Manager and/or Marketing & Promotions Officer, the diversity of content of each issue of Dircksey to ensure the broad needs of the ECU Student body are being represented as per the Guild's interpretation of the SSAF expenditure categories they are bound by and, if deemed necessary, provide directions to the Dircksey Editor;

6.1.4. Evaluate (pre-publication), by way of the Operations Manager and/or Marketing & Promotions Officer, to ensure it contains no material that could, in their interpretation, be deemed illegal and/or discriminatory and provide directions to the Dircksey Editor accordingly.

6.1.5. Provide all appropriate and reasonable resources to ensure the Dircksey Editor can effectively fulfil their role.

6.1.6. Ensure the Dircksey Editor, and through the Marketing & Promotions Officer, exercise the reserved right to use pre-determined space in each issue of Dircksey as per Clause 13.1.1.4 and 13.1.1.5.

6.1.7. Meet any other obligations prescribed herein so that publication timeframes are not unnecessarily impeded.

## 7. DIRCKSEY EDITOR VACANCIES

7.1. The position(s) of Dircksey Editor shall become vacant if the person(s) holding the position(s):

7.1.1. Sign a document formally resigning from the position(s) to Operations Executive;

7.1.2. Cease to be a currently enrolled ECU student;

7.1.3. Is dismissed from the position pursuant to Clause 15 of the Dircksey Regulations;

7.1.4. Ceases to have required qualifications as may be prescribed for the position in the Dircksey Regulations; or

7.1.5. Ceases to have legal capacity; or

7.1.6. Reaches the end of the term of engagement as set out in the Dircksey Editor Contract.

7.2. In the event that a Dircksey Editor resigns, or is dismissed pursuant to Clause 15 of the Dircksey Regulations, then the remaining Dircksey Editor (if any) shall continue in their position(s) until they cease to hold the position in a manner prescribed in these regulations.

7.3. If such resignation results in there being no Dircksey Editor, then one shall be appointed in accordance with Clause 8 of these regulations.

## **8. DIRCKSEY EDITOR NOMINATION/APPOINTMENT**

8.1. The Dircksey Editor shall be appointed annually, before 30 November.

8.2. The Dircksey Editor shall be appointed by the Dircksey Appointment Committee, comprising

8.2.1. Operations Executive, who shall be Chair of the Appointment Committee;

8.2.2. The General Secretary of the Guild Senate;

8.2.3. The Marketing & Promotions Officer, who shall be the Executive Officer of the Dircksey Appointment Committee; and

8.2.4. The outgoing Dircksey Editor (unless they are reapplying for the position for the next year).

8.3. In determining the Dircksey Editor appointment for the forthcoming year, the Appointment Committee Chair shall have the casting vote should that be required.

8.4. Any current student that is a Member is eligible to nominate for the position of Dircksey Editor in accordance with the conditions defined in Clauses 8.8 and 8.9, unless clause 8.5 occurs;

8.5. Should there be no applications for the position of Dircksey Editor, or should the recruitment process not present any suitable candidates, the Guild will re-run the recruitment process for a second time. If at this time there remains no applications or no suitable candidates, the Guild may seek an editor using external recruitment sources.

8.6. If the process under 8.5 has been followed, the external candidate is not required to be a member of the Guild nor a current student at Edith Cowan University.

8.7. Any action taken to recruit externally under clause 8.5 must be undertaken only by way of a motion passed by Senate.

8.8. A current student that is an applicant for the position of Dircksey Editor, as defined in Clause 8.4 must maintain their Membership of the Guild for the full term of the position as defined in Clause 8.8 should they be successfully appointed/elected.

- 8.9. A current student is ineligible to nominate or be appointed to the position of Dircksey Editor if that student will also be an elected Senator during the Dircksey Editor term of office.
- 8.10. Additionally, a current student is ineligible to nominate for the position of Dircksey Editor if that student served as a Senator in the calendar year immediately preceding their nomination for Dircksey Editor.
- 8.11. The term of office for the Dircksey Editor is from 1 December to 30 November of the following year.
- 8.12. Upon the expiration of their terms of office, all materials and resources under the control of the outgoing Dircksey Editor will be transferred to the new Dircksey Editor. This includes, but is not limited to, office space, social media accounts, email accounts and website access information.
- 8.13. If a person ceases to be a Dircksey Editor before the end of their term, their position will be filled by appointment.

**9. SUB-EDITOR APPOINTMENT**

- 9.1. A maximum of two sub editors shall be engaged by the Dircksey Editor who may be engaged up to the 30<sup>th</sup> November.
- 9.2. The use of Sub-Editor(s) is solely at the discretion of the Dircksey Editor.

**10. VOLUNTEERS AND CONTRIBUTORS**

- 10.1. The Dircksey Editor may appoint/remove volunteers and/or contributors from the operations of the publication at their discretion.
- 10.2. The Dircksey Editor may use their allocated budget to incentivise contributors and volunteers for their work in each publication in the form of minimal discretionary payments as per clause 11.3 or in the form of non-monetary support/activities.

**11. REMUNERATION**

- 11.1. The Dircksey Editor shall be eligible for remuneration in the form of an honorarium, including superannuation and reimbursement for reasonable expenses incurred in the performance of their duties. This honorarium shall be separate from the Dircksey budget. It shall be paid bi-monthly. Remuneration and conditions will be discussed, and established, during the recruitment process and shall be defined in the Dircksey Editor Honoraria Agreement.
- 11.2. Sub-Editor(s) (maximum of two) shall receive a fixed honorarium payment of \$1,400.00 only for each completed semester, paid in fortnightly instalments. This payment shall be conditional on the sub-editor completing 10 hours of work directly relating to the preparation of each issue of the Dircksey magazine and Dircksey Website each fortnight. Additionally, the amount of each payment shall be determined by the Dircksey Editor based

on the amount, and quality, of work completed in each fortnight. The cost of these honoraria must be met within the Dircksey budget.

- 11.3. The use of sub-editor(s) and contributors is solely at the discretion of the Dircksey Editor. If engaged contributors do so on a voluntary basis. Contributors may receive minimal payment for their work at the discretion of the Dircksey Editor. Discretionary payments to contributors must fall within the Dircksey budget and be approved by the Marketing and Promotions Officer. Contributors will be paid within one month of receipt of both an invoice and other documentation as required by the Guild.
- 11.4. In the event of an issue being more than twelve (12) days late, or three (3) issues being late, the Secretariat or Marketing & Promotions Officer in consultation with the Operation Executive may withhold, for a specified period, the Dircksey Editor and subsequent sub-editor honoraria payment.

## 12. CODE OF CONDUCT

12.1. In addition to complying with the Guild's Code of Conduct, the Dircksey Editor must:

- 12.1.1. Make Dircksey a medium through which all Edith Cowan University students' views may be expressed, rather than only that of the Dircksey Editor, or any other person or group;
- 12.1.2. Behave in accordance with all Guild regulations (the Edith Cowan University Act 1984 (WA) and its relevant Statutes and Rules, the State Records Act, the Constitution and Policy Manual etc.;
- 12.1.3. Recognise that in respect to other policies in the Policy Manual, the Dircksey Regulations shall take precedence; and
- 12.1.4. Ensure sub-editor(s), volunteers and contributors are treated fairly and without discrimination.

12.2. The Dircksey Editor must abide by the [Media, Entertainment and Arts Alliance Journalist Code of Ethics](#).

## 13. DIRCKSEY EDITOR OBLIGATIONS AND DUTIES

13.1. The role of The Dircksey Editor includes, but is not limited to, the following duties:

- 13.1.1. Ensure an appropriate number of printed copies of each edition of Dircksey, determined through consultation with the Marketing & Promotions Officer, are consistently distributed in a timely and efficient manner by means also agreed to between both parties;
- 13.1.2. Provide the Marketing & Promotions Officer with hard-copy or a print-resolution electronic pre-publication proofing copy of each issue of the magazine no less than eight business days prior to its planned publication date, to allow for its proofing and evaluation as defined in clause 6.1.3 and 6.1.4;

- 13.1.3. Provide the Marketing & Promotions Officer with an electronic copy of each published issue for the timely upload onto the Issuu to coincide with the date of physical distribution – as well as, two (2) hard-copies of the publication for the Guild’s archives/records;
  - 13.1.4. Allocate four (4) pages of each issue for reserved use by the Guild Senate. These pages may be used for any purpose as the Senate deems appropriate. The Senate may use fewer pages if it sees fit and the Dircksey Editor may grant extra pages at their discretion;
  - 13.1.5. Allocate two (2) pages to Guild operational staff each issue to promote other official activities of the Guild – the content of which shall be determined by Operations Executive, who may use fewer pages if they see fit and the Dircksey Editor may grant extra pages at their discretion;
  - 13.1.6. Appoint and appropriately train a maximum of two sub-editors as required;
  - 13.1.7. Provide an initial publication schedule no later than the end of the first business week immediately following the Guild’s Christmas break, in any given year;
  - 13.1.8. Negotiate/renegotiate the publication schedule with the Marketing & Promotions Officer as required;
  - 13.1.9. Arrange for the distribution of each edition of Dircksey to pre-prescribed and new locations;
  - 13.1.10. Provide quarterly reporting on the specified Guild template, within a specified timeframe, to Operations Executive;
  - 13.1.11. Continually liaise with editors of other university student publications in order to share ideas, skills and information and to promote a spirit of cooperation and goodwill amongst student media; as well as, establish links between student media groups and between universities and university student organisations;
  - 13.1.12. Continually increase the prominence of the publication within the general student body of the University and its wider community;
  - 13.1.13. Ensure expenditure is maintained within the Dircksey budget; and
  - 13.1.14. Ensure a thorough handover process is undertaken, and all necessary assistance provided, in provided a seamless transition of duties to the incoming Dircksey Editor following their appointment.
- 13.2. A Dircksey Editor must not:
- 13.2.1. Notwithstanding the journalistic freedoms prescribed in Clause 10(4) & (5), personally, and intentionally, present the ECU Student Guild in a derogatory and/or libelous manner;

- 13.2.2. Make any deviations from the agreed publication schedule without reasonable reason and appropriate consultation with the Marketing & Promotions officer;
- 13.2.3. Exceed more than one article/editorial, written by them, in each issue of Dircksey without explanation of the inclusion of additional written material to the Marketing & Promotions Officer;
- 13.2.4. Be found by a court of law to have breached any law in connection with their duties as Dircksey Editor; or
- 13.2.5. Misappropriate Dircksey funding in any amount, in any form.

#### 14. DIRCKSEY CONTENT

- 14.1. Content that presents a particular point of view or opinion of an author may be published in Dircksey.
- 14.2. The Dircksey Editor must print the following disclaimer on in each and every issue of Dircksey;
 

*“The opinions expressed in this magazine are not necessarily those of the Dircksey Editor, sub-editors, Edith Cowan University or the Edith Cowan University Student Guild. All reasonable care is taken to ensure Dircksey articles, and other information in the magazine, is current and accurate at the time of publication, however, no responsibility can or will be taken by the entities listed above should an issue of Dircksey contain errors or omissions”*
- 14.3. The Dircksey Editor must print an ‘acknowledgement to country’ in accordance with Guild policy, in each and every issue of Dircksey.
- 14.4. The Dircksey Editor, at their discretion, can publish additional disclaimers alongside opinion pieces to remind readers that the opinions expressed are those of the author and not necessarily those of the Dircksey Editor, sub-editors, Edith Cowan University or the Edith Cowan University Student Guild.
- 14.5. While a published piece can be of a certain view, the Dircksey Editor is accountable for ensuring it is factually accurate, complies with relevant laws and references sources with due respect, as per the Dircksey Regulations.
- 14.6. Opinions which disagree with or criticise the Guild, the Senate and/or Edith Cowan University, their position(s), action(s) and/or conduct may be published in Dircksey.
- 14.7. The Guild recognises that some students contributing to Dircksey may only be willing to contribute if allowed to remain anonymous or use a pseudonym. In the interests of providing a democratic forum, where all groups have the right to be heard, anonymous or pseudonymous contributions shall be permitted, with the Dircksey Editor being responsible for maintaining the confidentiality of an anonymous or pseudonymous author’s identity.
- 14.8. Conversely, the Dircksey Editor shall prevent the use of anonymous or pseudonymous publications where they interfere with the values of the Dircksey Regulations, as stipulated in Clause 1.

14.9. The sub-editor and contributors may withdraw written and visual submissions from Dircksey no less than fourteen days prior to the planned publication date

## 15. SPONSORSHIP AND ADVERTISING

- 15.1. All Guild Officers and employees, including the Dircksey Editor may solicit advertising opportunities and leads for Dircksey on behalf of the Guild. In each instance, however, these must be then relayed to the Marketing & Promotions Officer who shall be responsible for formalising such arrangements, including those advertisers' ongoing support.
- 15.2. Operations Executive in conjunction with the Marketing & Promotions Officer, shall regularly review and set advertising fees to ensure they reflect market currency and maximum returns.
- 15.3. In-kind payment may also be accepted, provided that In-kind payment may also be accepted, provided that:
- 15.3.1. It reflects current policy and procedure;
  - 15.3.2. It does not compromise the editorial independence of Dircksey; and
  - 15.3.3. It is clear that the advertising material is not content submitted by a student, in the capacity of them being a student.
- 15.4. Where it is not immediately obvious, advertising material that results in payment to the Guild will be discreetly annotated stating "This is a paid advertisement".

## 16. PUBLICATION APPROVAL PROCESS

- 16.1. The Marketing & Promotions Officer shall be responsible for:
- 16.1.1. Approving all advertising in Dircksey, pursuant to Clause 15;
  - 16.1.2. Approving the publication schedule for all issues of Dircksey; changes to the publication schedule may be negotiated pursuant to Clause 13.1.9;
  - 16.1.3. Approving the pre-publication document of each issue of Dircksey; and
- 16.2. The Senate and/or Operations Executive shall retain authority to suspend/halt the publication and/or distribution of an issue of Dircksey if it is deemed there are reasonable grounds to believe legal action may be taken against the Guild should the issue be published and distributed.
- 16.3. Only a resolution passed by Special Majority of the Senate can prohibit the publication of a suspended Dircksey issue, in respect to Clause 16.2.

## 17. COMPLAINTS

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- 17.1. Where a person believes that they; another person; or another group, have been treated unfairly, they shall have a right of reply. This right shall, in the first instance, be exercisable by contacting the Dircksey Editor in writing to detail their concerns.
- 17.2. The Dircksey Editor shall respond to the complainant, as they are entitled to receive a response in writing and to have their confidentiality respected.
- 17.3. If a person believes their concern(s) has not been satisfactorily addressed, they may register a formal complaint with Operations Manager.
- 17.4. A formal complaint may only be registered by someone who is affected either as the subject of perceived unfair treatment or as the member of a group which believes itself to have been treated unfairly.
- 17.5. A complaint must be lodged in a timely manner – being no later than ten (10) academic days following the initial response from the Dircksey Editor.
- 17.6. Operations Executive’s decision shall be relayed in writing to the complainant, and shall be final.

**18. DISMISSAL**

- 18.1. The Dircksey Editor can only be dismissed from their position in the event of a serious breach of these regulations or other regulatory documents.
- 18.2. In the event of any suspected breaches of the obligations by the Dircksey Editor, the Appointments Committee shall lodge formal application with the Guild’s Discipline Committee who shall investigate the matter as per Schedule 1 of the Constitution.

**19. AMENDMENT OR REPEAL OF DIRCKSEY REGULATIONS**

- 19.1. The Senate/Secretariat may amend or repeal the Dircksey Regulations as it is a Policy that forms part of the Policy Manual, as stipulated by the Constitution – but only with a Resolution passed by Special Majority on recommendation from the Policy and Accountability Committee.
- 19.2. Any amendment(s) of the Dircksey Regulations shall take immediate effect and supersede any agreement or conditions established with the incumbent Dircksey Editor.

**20. CONTACT INFORMATION**

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
<b>All Enquiries Contact</b>	Lisa Dwyer

<b>Telephone</b>	08 6304 5915
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## 21. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	12/12/2015
<b>Original Motion</b>	SSM1602/01
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<b>Revised by</b>	Lisa Dwyer
<b>Next Revision Date</b>	July 2021