



ECU Student Guild

DIRCKSEY REGULATIONS

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Dircksey Regulations
POLICY OWNER	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. Truth;

1.1.5.2. Balance;

1.1.5.3. Independence;

1.1.5.4. Respect; and

1.1.5.5. 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, sub-editors and contributors of the Dircksey Magazine.

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. A reference to:

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

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

- 3.3.3. 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.
- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **Act** means the Equal Opportunities Act 1984 (WA).
- 3.7. **Appointment Committee** means the committee established to manage the annual recruitment process for the position of the Dircksey Editor.
- 3.8. **CIDC** means the Continuous Improvement and Development Committee.
- 3.9. **Content** means anything that is published within and issue of Dircksey, or under the name of Dircksey, including but not limited to text and pictures/graphics, both hard copy and soft copy.
- 3.10. **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).
- 3.11. **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”.
- 3.12. **Dircksey** means the peak forum of independent media as defined by these regulations.
- 3.13. **Dircksey Editor** means the individual elected or appointed to the position of Dircksey Editor.
- 3.14. **Discipline Committee** means the Guild’s designated body for hearing and resolving all complaints made about the Guild affiliated bodies
- 3.15. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.16. **Events & Marketing Coordinator** means the individual holding the position of Events and Marketing Coordinator at the Guild.
- 3.17. **The Guild** means Edith Cowan University Student Guild.
- 3.18. **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.
- 3.19. **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.

- 3.20. **Issuu** means the digital publishing platform utilised by the Guild for the electronic publication of the Dircksey magazine.
- 3.21. **Operational Executive** means the Operations Manager of the Guild.
- 3.22. **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.
- 3.23. **Senate** means the governing body 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.
- 3.25. **Sub-Editor** means the individual(s) appointed in accordance with these regulations to the position of Sub-Editor.
- 3.26. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

- 4.1. All Guild policies 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. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 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.
- 5.2. The Events & Marketing Coordinator, in consultation with the Dircksey Editor, shall determine and submit a budget proposal to the Operations Manager for funding from the Guild for the purposes of producing and distributing the Dircksey magazine in each calendar year.
- 5.3. The Senate shall approve the Dircksey budget following further consultation with Operations Manager, Events & Marketing Coordinator and Dircksey Editor, if necessary.
- 5.4. 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:

- 5.4.1.Ensure Dircksey remains a medium through which all Edith Cowan University student’s views may be expressed;
 - 5.4.2.Adhere to the clauses set out in these regulations;
 - 5.4.3.Do not carry out any illegal activities;
 - 5.4.4.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;
 - 5.4.5.Fulfil their obligations under the Act;
 - 5.4.6.Any other conditions that may be deemed necessary, from time to time, by the Guild Senate.
- 5.5. The Dircksey Editor is expected to consult with Operations Manager and/or the Events & Marketing Coordinator 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 Events & Marketing Coordinator, 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 Events & Marketing Coordinator, 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 appropriate and reasonable resources to ensure the Dircksey Editor can effectively fulfil their role.
 - 6.1.6.Ensure the Dircksey Editor, and through the Events & Marketing Coordinator, exercise the reserved right to use pre-determined space in each issue of Dircksey as per Clause 13.1.1.5 and 13.1.1.6.

6.2. 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. Ceases 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 Volunteer Agreement.

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 Manager, who shall be Chair of the Appointment Committee;

8.2.2. The General Secretary of the Guild Senate;

8.2.3. The Events & Marketing Coordinator, 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 following 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 run the recruitment process for a second time. If following a second recruitment process 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.
- 8.14. **Dircksey Editors are considered volunteers and will not be entitled to the provisions of the Fair Work Act 2009.**

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 30th November.
- 9.2. The use of Sub-Editor(s) is solely at the discretion of the Dircksey Editor.
- 9.3. **Dircksey Sub-Editors are considered volunteers and will not be entitled to the provisions of the Fair Work Act 2009.**

10. CONTRIBUTORS

- 10.1. The Dircksey Editor may appoint/remove contributors from the operations of the publication at their discretion.
- 10.2. The Dircksey Editor may use their allocated budget to incentivise contributors 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.
- 10.3. If engaged contributors do so on a voluntary basis.
- 10.4. **Contributors are considered volunteers and will not be entitled to any of the provisions of the Fair Work Act 2009.**

11. DIRCKSEY EDITOR AND SUB-EDITOR HONORARIA

11.1. Dircksey Editor

- 11.1.1. The Dircksey Editor shall be eligible for an honorarium, inclusive of any applicable superannuation. This honorarium shall be separate from the Dircksey budget.
- 11.1.2. The Dircksey Editor shall receive a fixed honoraria of \$5556 for each completed issue, pro-rated across the months preceding the scheduled publication date of the magazine issue and paid to the Dircksey Editor monthly.
- 11.1.3. The amount of each payment made may be varied by the Events & Marketing Coordinator in consultation with the Operations Manager based on the amount, and quality, of the work completed each month.

11.2. Sub-Editor

- 11.2.1. Sub-Editor(s) (maximum of two) shall receive a fixed honorarium payment of \$700 only for each completed issue, pro-rated across the months preceding the scheduled publication date of the magazine issue and paid to the sub-editors monthly.
- 11.2.2. The amount of each payment may be varied by the Dircksey Editor based on the amount, and quality, of work completed in each month. The cost of these honoraria must be met within the Dircksey budget.

11.3. Contributors

- 11.3.1. The use contributors is solely at the discretion of the Dircksey Editor.
- 11.3.2. Contributors may receive minimal payment for their work at the discretion of the Dircksey Editor.
- 11.3.3. Discretionary payments to contributors must fall within the Dircksey budget and be approved by the Events & Marketing Coordinator.

11.3.4. Contributors will be paid within one month of receipt of both an invoice and any other documentation as required by the Guild.

11.4. Right to Withhold Honoraria

11.4.1. In the event of an issue/other media being more than twelve (12) days late, or three (3) issues/other media being late, the Guild shall withhold, for a specified period, the Dircksey Editor and any sub-editor honoraria payments.

11.4.2. Any amounts withheld will not be recoupable at a later date.

11.5. General Provisions

11.5.1. The Guild will **not** provide volunteers receiving an honorarium with reimbursement for any out-of-pocket expenses that are incurred. It is expected that the honoraria paid will cover all out of pocket expenses incurred during the course of engagement with the Guild.

12. CODE OF CONDUCT

12.1. In addition to complying with the Guild's Volunteer 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. Ensuring an appropriate number of printed copies of each edition of Dircksey, determined through consultation with the Events & Marketing Coordinator, are consistently distributed in a timely and efficient manner by means also agreed to between both parties;

13.1.2. Ensure the publication of the Dircksey Magazine in accordance with the following schedule:

Semester One Media Submission (Fold-out/Podcast/Photo Competition etc.)	12 th February
Dircksey Magazine (Issue 1)	16 th April
Semester Two Media Submission (Fold-out/Podcast/Photo Competition etc.)	16 th July
Dircksey Magazine (Issue 2)	24 th September

13.1.3. Provide the Events & Marketing Coordinator 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 scheduled publication date, to allow for its proofing and evaluation as defined in clause 6.1.3 and 6.1.4;

13.1.4. Provide Events & Marketing Coordinator 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;

13.1.5. 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;

13.1.5.1. Where the Senate opts not to utilise the reserved space, or where there has been no response from Senate for content within two weeks of the request being made, the Dircksey Editor, in consultation with the Events & Marketing Coordinator may utilise that space for another purpose.

13.1.6. 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 Manager, who may use fewer pages if they see fit and the Dircksey Editor may grant extra pages at their discretion;

13.1.7. Appoint and appropriately train a maximum of two sub-editors as required;

13.1.8. Provide an initial publication schedule no later than February 1st;

13.1.9. Negotiate/renegotiate the publication schedule with the Events & Marketing Coordinator as required;

13.1.10. Arrange for the distribution of each edition of Dircksey to pre-prescribed and new locations;

13.1.11. Provide quarterly reporting on the specified Guild template, within a specified timeframe, to Operations Manager;

- 13.1.12. 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;
 - 13.1.13. Continually increase the prominence of the publication within the general student body of the University and its wider community;
 - 13.1.14. Ensure expenditure is maintained within the Dircksey budget; and
 - 13.1.15. 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 libellous manner;
 - 13.2.2. Make any deviations from the agreed publication schedule without reasonable reason and appropriate consultation with the Events & Marketing Coordinator;
 - 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 Events & Marketing Coordinator;
 - 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 twenty one (21) 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 Events & Marketing Coordinator who shall be responsible for formalising such arrangements, including those advertisers' ongoing support.
- 15.2. The Operations Manager in conjunction with the Events & Marketing Coordinator, 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:
- 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 Events & Marketing Coordinator 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 Manager 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

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 in accordance with the Guild's Complaint Management Policy.

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.

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, a member of 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. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none"> • Honoraria Policy • Complaints Management Policy
Related Procedure	• <Enter Related Procedure Name>
Other Related Documents	The ECU Student Guild Constitution
Related Legislation	• <Enter Related Legislation Details>

21. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
All Enquiries Contact	Lisa Dwyer
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22. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	12/12/2015
Original Motion	SSM1602/01
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Revised by	Lisa Dwyer
Next Revision Date	September 2023