



ECU Student Guild

HONORARIA POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Human Resources
POLICY TITLE	Honoraria Policy
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.5. Reimbursement for Out-of-Pocket Expenses	4
5.6. Reporting Obligations	5
5.7. Dircksey Volunteers	5
6. RELATED DOCUMENTS	6
7. CONTACT INFORMATION	6
8. APPROVAL HISTORY	6

1. INTENT

1.1. The Honoraria Policy defines how the honorarium is applied to positions within Edith Cowan University Student Guild that attracts an honoraria.

2. ORGANISATIONAL SCOPE

2.1. This policy applies to volunteers of the Edith Cowan University Student Guild who are provided an honorarium in relation to services provided voluntarily.

2.2. Honoraria is applied only to the following types of volunteers:

2.2.1. Elected Guild Senators;

2.2.2. Dircksey Editor; and

2.2.3. Dircksey Sub Editors.

2.3. Honoraria does not apply to Guild Employees, Contractors or Guild representatives, including School Representatives or other Volunteers not encapsulated in Clause 2.2.

3. DEFINITIONS

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

3.2. A reference to:

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

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

3.2.3. 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.

3.3. The word “including” and similar expressions are not words of limitation.

3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.

3.5. **CIDC** means the Continuous Improvement and Development Committee.

3.6. **Departmental Officer** means a General Member or Financial Member who is elected to the position of Departmental Officer in accordance with Clause 41B(1) of the ECU Student Guild Constitution.

3.7. **Dircksey** means the student magazine as defined by the Dircksey Regulations.

- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Honoraria** or **Honorarium** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.10. **Secretariat** means the executive members of the Senate as set out in Part 6 of the ECU Student Guild Constitution.
- 3.11. **Senate** means the governing body of the Guild.
- 3.12. **Vice President** means a General Member or Financial Member who is elected to the position of Vice President in accordance with Clause 41A(1) of the ECU Student Guild Constitution and who is the department chairperson.

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. 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. POLICY

- 5.1. Payment of an honoraria will be based on merit of the volunteers' role including any requirements contained within the Guild Constitution and any other applicable legislation, regulations, guidelines and policy.
- 5.2. Honoraria will not be paid where Secretariat vote to withhold any honoraria payable due to a breach of the rules and regulations or non-conformance to your responsibilities as a Senator. Any amounts not paid will not be recoupable.
- 5.3. Honoraria will be paid based on merit. The Operations Manager and President can choose the frequency of payments in order to meet cashflow and operational processing timelines of the Guild.
- 5.4. Honoraria will not be pro-rated where a Senator vacates their position at a mid-point in the month.

5.5. Reimbursement for Out-of-Pocket Expenses

- 5.5.1. Edith Cowan University Student 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 by you during the course of your engagement with the Guild. Purchases made on behalf of the

Guild for events and activities will be reimbursed to the volunteer, however, these purchases must be made within the relevant policy applicable to the purchase.

5.6. Reporting Obligations

5.6.1. All Departmental Officers of the Guild will be required to submit a report detailing the activities of the department over the previous month, outlining any actions and outcomes relating to the departments activities and outcomes for students.

5.6.2. Progress Reports should be submitted on a monthly basis to the Guild President, and the relevant Vice President.

5.6.3. The Vice Presidents of a Department will be required to report on their activities in relation to their individual responsibilities to their respective departments and within their position description.

5.6.4. The President and General Secretary will be required to report on their actions in relation to their roles and responsibilities as detailed by the relevant position description.

5.6.5. All reports will be reviewed by the President. If there are any matters of concern, these will be brought to Secretariats attention at the next available Secretariat meeting and will be referred to the next Senate meeting for review and discussion.

5.6.6. Failure to submit reports or substantiate activities in relation to a department may impact the assessment of the volunteers' merit. This may result in no honorarium being awarded for that reporting period.

5.6.7. Any amounts not awarded to a Senator will not be recoupable at a later date.

5.7. Dircksey Volunteers

5.7.1. The Dircksey Editor and sub-editors, if appointed, are required to submit for publication Dircksey Issues in line with the publication schedule detailed in the Dircksey Regulations.

5.7.2. If the issue is submitted:

5.7.2.1. more than twelve (12) days late,

5.7.2.2. or three (3) issues being late,

5.7.2.3. The Guild may not award the Dircksey Editor and any sub-editor honoraria payments.

5.7.3. Any amounts not awarded to a Dircksey Volunteer will not be recoupable at a later date.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Dircksey Regulations• Purchasing & Payment Policy
Related Procedure	
Other Related Documents	<ul style="list-style-type: none">• Volunteer Position Description• Volunteer Agreement
Related Legislation	

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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