



MEDIA REGULATIONS

Queensland University of Technology Student Guild

ABN: 77 713 415 382

Adopted at Guild Council 20th September 2021

QUT Student Guild Media Regulations Contents

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R1 Definitions

1.1 in these regulations:

- a. **Board** means the people elected or appointed to govern the business and operations of the Guild and who are deemed to be agents of the Guild for all purposes within its objects;
- b. **Constitution** means the constitution of the Guild;
- c. **Guild** means the Queensland University of Technology Student Guild;
- d. **member** means a student currently enrolled at the Queensland University of Technology;
- e. **Publication** means a release by the Guild Media team to inform or entertain the students of QUT and can include all forms of media, online, social, in print etc.
- f. **SRC** means the Student Representative Council of the Queensland University of Technology Student Guild;
- g. **student** means a student currently enrolled at the Queensland University of Technology;
- h. **University** means the Queensland University of Technology;

1.2 Where inconsistencies exist between these Media Regulations and any other part of the Guild Regulations, the other part of the Regulations shall prevail.

1.3 Words importing the singular include the plural where context requires or permits.

1.4 Any mention of a named position within the Guild or a named position within the University refers equally to the person filling that position and the office of the position.

R2 Application

2.1 These regulations are made under clause C47.2 of the Constitution.

R3 Interpretation

3.1 The board has authority to interpret the meaning of these regulations, but any interpretation must have regard to the constitution and the Queensland University of Technology Act 1998

R4 Independence of the Media team

- 4.1 The Media editor/s, and all publications of the media team must at all times remain independent of the elected officers that form the Board and SRC of the Guild so that;
- a. the media editor/s maintain the ability to report, impartially and honestly, about the performance of the Guild in serving the needs of its members.

- b. the media editor/s maintain the ability to report, impartially and honestly, about the performance of the elected officers in serving the needs of its members.
- c. the media editor/s promote the annual elections of the Guild, ensuring full and impartial coverage of all elections whilst not containing any reference for or against a candidate for election.

R5 Conduct

5.1 the Media Editor/s shall comply with the following requirements:

- a. Editing at least 2 issues of the Guild Magazine in the year of the term of office, one per semester excluding summer semester;
- b. Holding the Guild accountable by reporting on any activity that is deemed to be outside the interests of the student body;
- c. Ensuring student submitted creativity and opinion is a primary aspect of the Guild magazine and publications, in print or otherwise;
- d. Ensuring the Guild magazine has content relating to the activities, campaigns and events of the Guild as submitted by the elected officers, staff and/or the councillors;
- e. A complete copy of each edition of the Guild magazine must be available for the President to authorise at least three days prior to it going to print.
- f. Ensuring content of the Guild magazine and publications are consistent with the Guild's resolutions and any policy formulated of which notice has been given to the Guild Media Editor/s;
- g. Ensuring contents of the Guild magazine and publications are not discriminatory on the grounds of race, lawful sexual orientation, religion, gender or other attribute prohibited by the Anti-Discrimination Act 1991;
- h. Complying with legal requirements to report such items as election and referendum details and other items as specified by the Constitution and Regulations;
- i. Ensuring that all meetings of the SRC are covered and reported on comprehensively within a reasonable timeframe following meetings;
- j. Ensuring that editions of the Guild magazine or, its publications, are timetabled appropriately to report the activities of the Guild;
- k. Ensuring the content of the Guild magazine or publications are not defamatory, a breach of copyright, or otherwise inconsistent with any law;
- l. Ensuring the Guild magazine and publications must at all times appear to be neutral on matters relating to any election and/or a candidate or electoral group in any election;
- m. Ensuring the Guild magazine and publications shall not contain any reference to support for or against a candidate or electoral group in any election;
- n. Reporting to the SRC and the Executive Committee on the affairs of the Guild magazine and publications;

- o. Liaising with external organisations to seek appropriate advertising and to promote the Guild publications;
- p. Complying with all lawful requests of the Executive Committee and SRC.

R6 Publishing

- 6.1 The President, acting in their role as a member of the Board, is the publisher of all Guild media.
- 6.2 The President can only refuse authorisation to publish if;
 - a. the publication is in breach of MR5.1 of the Media regulations;
 - b. an article is a personal attack or insult without basis or reference to their performance in their elected role.
- 6.3 If a publication meets the requirements of MR5.1 and has been submitted to the President for review, more than three days prior to print or publication, then approval is granted unless specified by the President.
- 6.4 The President would not be expected to approve content for online publication except;
 - a. if the content may, in the view of a reasonable person, be capable of breaching MR5.1; or
 - b. the content is of significant importance to the Guild or members and the President might wish the right to comment or reply on behalf of the Guild.
- 6.5 The President reserves the right to have any publication removed as per MR6.2

R7 Media Team

- 7.1 The Media Editor/s must be elected directly by students as per R55.8 of the Guild Regulations
- 7.2 There is one position elected that can be shared by between 1, and not more than 5 people.
- 7.3 Media editor candidates, either individuals or as a team of up to five sharing the role, cannot run as part of an electoral group or “ticket” as they must remain independent.
- 7.4 The media team must hold its first formal meeting within 30 days of the start of their term to elect from their number, if there is more than 1 editor, an Editor in Chief who will act as the leader of the Media team as per MR7.8:
- 7.5 If a casual vacancy arises in the media team;
 - a. the media team will decide if they want to open the vacancy up depending on team dynamics and workload.
 - b. if the media team decide to fill the casual vacancy they will advertise for expressions of interest via its publications and via the Guild website, noticeboard and Facebook pages.
 - c. the new editor will be elected by a vote of the remaining Media Editors with all editors having one vote.

- d. In the case of a tied vote the Editor in Chief will have an additional casting vote.
 - e. If the casual vacancy led to a vacancy in the post of Editor in Chief then the casting vote will be by lot, administered by the Vice President (Secretary).
- 7.6 If a casual vacancy arises in the role of Editor in Chief, the casual vacancy of editor must be filled first, prior to an internal media team election for a new Editor in Chief.
- 7.7 The Guild Media Editors shall be responsible to SRC and the Executive Committee for:
- a. overseeing the production of the Guild magazine;
 - b. managing and being responsible for the content published within the Guild magazine, printed, digital or otherwise;
 - c. liaising with relevant members of Executive;
 - d. acting in accordance with the Constitution and Regulations;
 - e. reporting on the actions, campaigns and performance of elected representatives so that the members are well informed; and
 - f. the production of publications that promote the Guild and increase the readership of the Guild media.
- 7.8 The Guild Media Editor in Chief shall be responsible to SRC and the Executive Committee for all responsibilities as per MR7.7 and in addition:
- a. liaising with the Vice President (Treasurer) to monitor and manage the budget of the media team.
 - b. developing and maintaining a cohesive media team with a culture of fair and quality journalism;
 - c. monitoring and reporting on the productivity of the media editors;
 - d. leading the development of distribution for media team publications to students;
 - d. leading the acquisition of advertisers and sponsors to improve the budget of the media team; and
 - e. looking for opportunities to maximise the value of the print media to create efficiencies and reduce the environmental impact of the Guild publications.
- 7.9 If the media team has less editors than the maximum allowed under these regulations (5) then they may decide, by vote, to open any additional vacancies, to a maximum of five during their term of office.
- a. any such vote can only be carried by a simple majority;
 - b. prior to opening an expression of interest, the Editor in Chief must seek approval for the role from the Vice President (Treasurer) to ensure that sufficient funding exists.

R8 Guild support of media

- 8.1 Whilst maintaining an independent media team the Guild will provide support for the publications and events of the media team via;
- a. marketing support to promote publications;
 - b. graphic support, where workloads and time constraints allow, to improve the look and professional finish of the Guild publications;
 - c. event support for promotion of the Guild publications; and
 - d. any other support that the Guild may supply to support the development, promotion, and distribution of media team publications.

R9 Finance

- 9.1 The media team will have an annual budget as approved by the Finance committee.
- 9.2 Any budget approved by the Finance committee must enable the media team to deliver as per the requirements of the Regulations.
- 9.3 Once approved, the Editor in Chief may expense the budget as they see fit, in liaison with the media team as long as;
- a. all expenditures are within budget;
 - b. all individual expenses are within delegations as set out in the Guild Financial Delegations and Financial procedures manual;
 - c. all expenses above such delegation, or outside of budget, must be approved by the Vice President (treasurer) prior to spending. This includes additional income generated through additional advertising or sponsorships; and
 - d. all expenses are made on the publication or promotion of guild media or its associated events.
- 9.4 Prior to the end of the term the Editor in Chief must supply a report on performance against budget including recommendations for the next year.

R10 Membership

- 10.1 The Media Editors are non-voting members of the SRC and Guild Executive Committee
- 10.2 At least one editor must attend all meetings of the Executive and SRC to ensure that important matters are reported to the members.
- 10.2 The SRC and Executive may, when appropriate, invite members of the Media team onto other Guild Committees for the purpose of reporting on the activities and decisions of such committees