Honoraria Procedure

1. Purpose
	* + 1. This procedure has been created to ensure that the payment of honoraria to members of the Board upholds the definition of honoraria and is within the law.
			2. This procedure has been created to establish a method and guidelines for the distribution of honoraria to sub-editors of ANUSM.
2. Definitions
3. Academic Semester – refers to two (2) academic terms, including the teaching break between those terms.
4. Academic Term- means half (1/2) of an academic semester of the University, either before or after the teaching break; there are four (4) academic terms in a year.
5. Editor – means a member of the Board of Editors, as described in s.7 of the Constitution.
6. Board Meeting – refers to a meeting of Board Members as specified in s16 of the ANUSM Constitution.
7. Constitution – refers to the constitution of the Australian National University Student Media (ANUSM).
8. Executive – refers to the Editor-in-Chief, the Deputy Editor-in-Chief and the Managing Editor.
9. General Meeting – refers to a meeting of the members of the association.
10. Honoraria – refers to a sum of money in recognition of an individual’s voluntary service to the Association. Voluntary service does not give rise to an entitlement to honorarium.
11. Senior Sub-Editor- Refers to a volunteer of the association appointed by an Editor to support the sub-editor team and assist with any tasks within an Editor’s portfolio
12. Sub-Editor – refers to a volunteer of the association appointed by an Editor to complete tasks within an Editor’s portfolio.
13. Editor Honoraria
	1. In accordance with section 18.11 of the ANUSM constitution a general meeting of the Association may authorise the payment of honoraria to the members of the Board.
	2. Honoraria is only to be paid in retrospect for work already completed. Once every academic term the members of the Board must move a motion at a general meeting to authorise the payment to each editor for the work done in the three months prior.
	3. Each editor will be granted an equal sum determined by the annual budget subject to 3(d).
	4. In the event of a casual vacancy, the payment must be split between the resigned editor and the editor who fills the casual vacancy at a percentage voted on by members of the Association.
14. Senior Sub-Editor and Sub-Editor Honorarium
15. A lump sum for ‘sub-editor honorarium’ must be allocated in the ANUSM budget.
16. A portion of this lump sum must set aside for allocation between Senior Sub-Editors. The remainder must then be allocated to remainder of the sub-editor team.
17. At the first board meeting at the end of the teaching period of each semester each editor must grade the efforts of their senior sub-editors in the work completed in the semester prior.
	* 1. Grades must be between one and 10 inclusive and must be whole numbers.
		2. A six indicates that a senior sub-editor performed all their duties as outlined in their role descriptions, and that they didn’t perform above or below expectations.
		3. A one indicates that a senior sub-editor did none of the duties outlined in their role description.
		4. A 10 indicates that a senior sub-editor performed all their duties as well as the duties of other senior sub-editors or editors.
18. At the first board meeting at the end of the teaching period of each semester each editor must grade the efforts of their sub-editors in the work completed in the semester prior.
	* 1. Grades must be between one and 10 inclusive and must be whole numbers.
		2. A five indicates that a sub-editor performed all their duties as outlined in their role descriptions, and that they didn’t perform above or below expectations.
		3. A one indicates that a sub-editor did none of the duties outlined in their role description.
		4. A 10 indicates that a sub-editor performed all their duties as well as the duties of other sub-editors or editors.
19. Editors must send around their grades to the Board for consideration.
20. Editors must discuss the grades at a Board meeting and approve each grade individually. Each grade must get a 6/8 approval from the Board.
21. The managing editor must then assign an amount of money to each grade. This will mean that each sub-editor with a five will get the same amount of honorarium, and so on.
22. The managing editor must then comply with existing financial policy in a timely manner.
23. The managing editor must only use 50 per cent of the allocated sub-editor honorarium per semester so that the total amount of sub-editor honorarium paid biannual is the same.
24. Senior Sub-Editor and Sub-Editor honorarium can only be paid to sub-editors.
25. In the event that a bias is established between an editor and their team of sub-editors and or senior sub-editors, the Executive can conduct an independent audit of the rankings provided. This audit is at the discretion of the Editor-in-Chief and will consist of asking a third party member to independently rank each sub-editor. If substantial differences are apparent between the audited rankings and the initial rankings, the Executive may alter the rankings in discussion with the relevant editor.

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