EDITOR HONORARIA AND LEAVE REGULATIONS

1. **Purpose**
   * + 1. To provide guidelines for the payment of honoraria to members of the Board.
       2. To provide for leave arrangements for Editors.
2. **Definitions**
3. Academic Semester – refers to two (2) academic terms, including the teaching break between those terms and the exam period directly following it.
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. Board Meeting – refers to a meeting of the Board Members as specified in s 16 of the ANUSM Constitution.
6. Budget: refers to the ANUSM annual budget created under s 18.12 of the Constitution.
7. Constitution – refers to the constitution of the Australian National University Student Media (ANUSM).
8. Editor: means a member of the Board of Editors, as described in s 7 of the Constitution.
9. Executive – refers to the Editor-in-Chief, the Deputy Editor-in-Chief and the Managing Editor.
10. General Meeting – refers to a meeting of the members of the association.
11. 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 honoraria.
12. Senior Sub-Editor –refers to a volunteer of the association appointed by an Editor who has signed a memorandum of understanding indicating that they are volunteering at the Senior Sub-Editor level.
13. Sub-Editor: refers to a volunteer of the association appointed by an Editor who has signed a memorandum of understanding indicating that they are volunteering at the Sub-Editor level.
14. **Editor Honoraria**
    1. In accordance with s 18.11 of the 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 Managing Editor and Deputy Editor-in-Chief, or in either of their absences another member of the Board, must move and second, respectively, a motion at a general meeting to authorise the payment to each individual who was an Editor during the previous pay period for the work done during the last completed pay period.
    3. Each pay period is authorised at a general meeting, in line with the terms of Editors:
15. The general meeting of term 1 should authorise the payment of Editors for term 4 of the previous year: the pay period running from the first day of the Semester 2 Mid-Semester break until and including the last day of Semester 2 exams.
16. The general meeting of term 2 should authorise the payment of Editors for term 1 of the current year: the pay period running from the first day after Semester 2 exams until and including the last day before the Semester 1 Mid-Semester break.
17. The general meeting of term 3 should authorise the payment of Editors for term 2 of the current year: the pay period running from the first day of the Semester 1 Mid-Semester break until and including the last day of Semester 1 exams.
18. The general meeting of term 4 should authorise the payment of Editors for term 3 of the current year: the pay period running from the first day after Semester 1 exams until and including the last day before the Semester 2 Mid-Semester break.
    1. Notwithstanding 3.3, pay periods should run in accordance with Editors’ terms.
19. Where a pay period will be the first pay period for any member/s of the Board that is elected in the usual manner, that pay period commences, for all members of the Board, on the first day of those Editors’ terms.
20. Where a pay period will be the last pay period for any member/s of the Board that is elected in the usual manner, that pay period ends, for all members of the Board, on the final day of those Editors’ terms.
    1. Each editor will be granted an equal sum inclusive of taxation and superannuation determined by the following:.
21. The total allocation for Editor Honoraria in the budget shall be divided by 4.
22. The result of 3.5.a) shall be divided evenly between the Editors receiving honoraria.
    1. In the event of a casual vacancy, the payment will be split between the resigned Editor and the Editor who fills the casual vacancy at a percentage determined by the proportion of the time spent in the role in the pay period and be presented to members of the Association to be approved by a vote.
23. Editor Leave and Absence Arrangements
24. Generally applications for or notice of leave should be addressed to the Editor-in-Chief. In the case of the Editor-in-Chief, this should be addressed to the Deputy Editor-in-Chief.

1. An Editor may take up to a total of 2 weeks of leave for personal or medical purposes in a given Academic Semester without any effect to their honoraria.
2. Personal leave must be approved by the Editor-in-Chief, and must be no more than one week at a time otherwise an Editor’s honoraria may be affected. Personal leave should be approved whenever it is not unreasonable.
3. Medical leave may be taken under predictable or unpredictable circumstances. Editors should inform the Editor-in-Chief as soon as is reasonably practicable where they intend to take or have taken medical leave.

1. Where an Editor takes leave of a total of 1 week or less at a time, in the first instance, the Editor-in-Chief shall act in their role, or otherwise another member of the Executive.

1. Where an Editor takes leave of more than a total of 1 week at a time, the Board must agree to an allocation of workload between, in the first instance, the members of the Executive, or otherwise between the whole of the Board.
2. The Board may ask one or more Senior Sub-Editors in the Editor’s portfolio to complete the work of the Editor which does not need to be completed by an Editor.
3. The work which must be completed by an Editor within their portfolio includes but is not limited to:

i. the hiring, discipline and dismissal of Sub-Editors and Senior Sub-Editors;

ii. the overall direction of the portfolio; and

iii. the proposal for publication and publication of the portfolio’s work.

1. Where an Editor is absent for any other reason, including but not limited to there being an unfilled casual vacancy, the Editor-in-Chief or another member of the Executive shall act in that role for up to a week. At the expiration of a week the Board must agree to an allocation of workload between, in the first instance, the members of the Executive, or otherwise between the whole of the Board.
2. The Board may ask one or more Senior Sub-Editors in the Editor’s portfolio to complete the work of the Editor which does not need to be completed by an Editor.
3. The work which must be completed by an Editor within their portfolio includes but is not limited to:

i. the hiring, discipline and dismissal of Sub-Editors and Senior Sub-Editors;

ii. the overall direction of the portfolio; and

iii. the proposal for publication and publication of the portfolio’s work.

1. Where an Editor takes more than 1 week of personal leave at a time under 4.1.a), the Board may propose at the general meeting under 3.2 that a portion of their honoraria under 3.5 be divided between the Editor/s who acted in their role.
2. This portion must be proportional to the leave taken when considered against the length of the relevant pay period under 3.3.
3. This division must reflect the relevant work done by the acting Editor/s.
4. This division must be approved by at least 2/3 of the members of the Board present and voting.
5. The Board may award a portion to any Senior Sub-Editor who completed work under 4.3.a), this shall be paid at the same time and in the same manner as regular Editor Honoraria.

1. Where an Editor takes more than a total of 2 weeks of leave of any kind under 4., the Board may propose at the general meeting under 3.2 that a portion of their honoraria under 3.5 be divided between the Editor/s who acted in their role.
2. This portion must be proportional to the leave taken when considered against the length of the relevant pay period/s under 3.3.
3. This division must reflect the relevant work done by the acting Editor/s.
4. This division must be approved by at least 2/3 of the members of the Board present and voting.
5. The Board may award a portion to any Senior Sub-Editor who completed work under 4.3.a), this shall be paid at the same time and in the same manner as regular Editor Honoraria.

1. Where an Editor is absent under 4.4., regardless of the length of the absence, the relevant proportion of their honoraria shall be proposed at the general meeting under 3.2 to be divided between the Editor/s who acted in their role.
2. This division must reflect the relevant work done by the acting Editor/s.
3. This division must be approved by at least 2/3 of the members of the Board present and voting.
4. The Board may award a portion to any Senior Sub-Editor who completed work under 4.4.a).

1. Where an Editor takes leave outside of an Academic Semester, the Board must, at its discretion, decide whether, and if so how, a portion of their honoraria should be proposed at the general meeting under 3.2 to be divided between the Editor/s who act in their role. In making this decision, the Board must consider the following:
2. The length of the leave;
3. The purpose of the leave;
4. Whether the acting Editor/s had to complete work that they otherwise would not have had to; and
5. The overall impact on the acting Editor/s.

1. Any decision of the Board under 4.5, 4.6, 4.7 or 4.8 must be communicated to the members of the Board as well as any Senior Sub-Editor who completed work under 4.3.a) or 4.4.a) which would otherwise have been completed by the Editor whose proposed honoraria has been reduced by the decision at least 1 week before the general meeting at which the honoraria motion is to be moved. Any relevant decision of the Board may be appealed to the Association’s Grievances and Disputes Panel by one or more of the following:
2. The Editor whose proposed honoraria has been reduced by the decision;
3. An Editor who acted in the Editor in 4.9.a)’s role; or
4. A Senior Sub-Editor who completed work under 4.3.a) or 4.4.a) which would otherwise have been completed by the Editor in 4.9.a).

1. Notwithstanding 4.1. - 4.9., the payment of any money under the Editor Honoraria budget line must be approved by a general meeting of the Association.