

# Empire Times Regulations

As ratified 10/08/2022

## Table of Contents

Table of Contents .....	1
1. Objectives .....	2
2. Definitions.....	2
3. Relationship between Student Council, FUSA and Empire Times .....	2
4. Student Council and FUSA Obligations.....	3
5. Empire Times Editor Obligations .....	3
6. Code of Conduct for Empire Times Editors.....	4
7. Appointment of Empire Times Editors .....	6
8. Ceasing to be an Empire Times Editor .....	6
9. Removal of Empire Times Editor(s) .....	7
10. Publication Approval Process.....	8
11. Empire Times Volunteers .....	8
12. Empire Times Content .....	9
13. Complaints.....	10
14. Sponsorship and Advertising.....	10

## 1. Objectives

- 1.1. The purpose of these regulations is to:
- 1.2. Provide policy, guidelines and processes for Empire Times Editors
- 1.3. Provide regulation for the powers, duties, obligations, code of conduct and responsibilities of the Empire Times Editors
- 1.4. Provide guidance with regards to the relationship between the Empire Times Editors, Student Council and FUSA.

## 2. Definitions

- 2.1. The definitions in Clause 1 of the FUSA Constitution apply to these regulations.
- 2.2. In these regulations:
  - '**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'.;
  - '**Empire Times Editor**' means a student elected or appointed to the position of Empire Times Editor;
  - '**Empire Times Editorial Team**' refers to the team of students elected or appointed to edit Empire Times;
  - '**Empire Times Liaison Officer**' means a member of Student Council who is appointed by Student Council to this role to provide a communication link between the Empire Times Editorial Team and Student Council;
  - '**FUSA**' refers to the Flinders University Student Association;

## 3. Relationship between Student Council, FUSA and Empire Times

- 3.1. Student Council is the governing body of Empire Times
- 3.2. Neither Student Council nor FUSA will interfere with the operation or publication of Empire Times provided the Empire Times Editors:
  - (a) Ensure Empire Times remains a medium through which all Flinders' student views may be expressed
  - (b) Abide by the obligations and code of conduct as stipulated in these regulations
  - (c) Do not undertake illegal activities
  - (d) Do not discriminate on the basis of a person's age, sex, sexuality, race, ethnicity, pregnancy, caring responsibilities, religion, physical disability, mental illness, chosen gender or other personal

characteristic under the terms of the South Australian Equal Opportunity Act (hereafter referred to as the 'Act').

- (e) Fulfil their obligations under the Act.

## 4. Student Council and FUSA Obligations

4.1. Student Council and FUSA have an obligation to:

- (a) Allow the publication of any material, including material related to Student Council, FUSA, the University and/or associated organisations and/or persons, except in circumstances where it would be illegal or discriminatory for the material to be published.
- (b) Not interfere with any editorial decision of the Empire Times Editorial Team, other than as sanctioned by Section 3.
- (c) Provide access to appropriate training and facilities throughout the year required for the Empire Times Editorial Team to fulfil their roles, as determined in consultation with the Manager, Student Engagement (or their nominee).
- (d) Ensure that the Empire Times Editorial Team are able to take an active part in the FUSA budgeting process in relation to Empire Times.

## 5. Empire Times Editor Obligations

5.1. The role of Empire Times Editors encompasses the following duties:

- (a) Provide the Manager, Student Engagement with a workplan for their term including expected number of printed editions, website and social media content and other Empire Times productions. For example, up to 8 printed copies and regular updates to the ET website.
- (b) Provide the Manager, Student Engagement (or their nominee) with an electronic copy of each issue to be uploaded online on the date the physical publication is delivered.
- (c) Allocate four (4) pages to the FUSA Student Council each printed issue. These pages may be used for any purpose the FUSA Student Council deems appropriate. Student Council must work in consultation with the editors in exercising this right through an Empire Times Liaison Officer, appointed by Student Council. The Student Council may use fewer pages if it sees fit. Empire Times Editors may grant extra pages at their discretion. Allocate two (2) pages to FUSA operations each issue to promote the official activities and campaigns of FUSA. These pages may be used for any purpose the Manager, Student Engagement (or their nominee) deems appropriate. The Manager, Student Engagement (or their nominee) must work in consultation with the editors in exercising this right. The Manager,

Student Engagement (or their nominee) may use fewer pages if it sees fit. Empire Times Editors may grant extra pages at their discretion.

- (d) Appoint and train a team of sub-editors.
- (e) With the Manager, Student Engagement (or their nominee), negotiate the publication schedule within one month of the start of their term. However, it may be updated throughout the year.
- (f) consult the Manager, Student Engagement (or their nominee) about any proposed changes to the publication schedule and Student Council must be advised of any such changes at its next meeting.
- (g) provide appropriate handover guidance and all necessary assistance to incoming Empire Times Editors upon the election or appointment of new editors.
- (h) provide at least two copies of each Empire Times edition to be distributed to FUSA for the purposes of archives. The Manager, Student Engagement (or their nominee) is responsible for the archiving of all editions.
- (i) provide a quarterly report to Student Council indicating how many hardcopy and digital copies of each Empire Times edition released since the previous Committee meeting were distributed, and how many were left undistributed.
- (j) Ensure that as many printed copies of Empire Times are distributed as is reasonably practicable.
- (k) Mail or digitally transfer copies of Empire Times to editors of other student publications where possible, in order to share ideas, skills and information, and to promote a spirit of cooperation and goodwill amongst student media, as well as establishing links between student media groups and between universities.
- (l) Endeavour to increase the prominence of the publication within the general student body and wider community.

5.2. An Empire Times Editor must not:

- (a) make significant deviations from the publication schedule agreed to without reasonable excuse or appropriate consultation both with the Manager, Student Engagement (or their nominee) and Empire Times Liaison Officer.
- (b) be found by a court of law to have broken any law in connection with their duties as an Empire Times Editor.
- (c) Misappropriate any amount of funding.

## **6. Code of Conduct for Empire Times Editors**

6.1. Empire Times Editors must:

- (a) make Empire Times a medium through which all Flinders' student views may be expressed, rather than only that of the editors, or any other person or group.
- (b) Act in accordance with all FUSA Regulations and all Flinders University policies including the Equal Opportunity Policies.
- (c) Not engage in any behaviour that contravenes Flinders University Equal Opportunity Policy such as bullying, discrimination or harassment.

Note: The policy may be found on the Flinders University website located here: <https://www.flinders.edu.au/policies#people>

- (d) Ensure all sub-editors and volunteers are treated fairly and without discrimination.

6.2. Empire Times editors must abide by the Media, Entertainment and Arts Alliance Code of Ethics as stated below:

- (a) Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
- (b) Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
- (c) Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
- (d) Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
- (e) Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
- (f) Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
- (g) Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
- (h) Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication or broadcast. Never exploit a person's vulnerability or ignorance of media practice.
- (i) Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
- (j) Do not plagiarise.

- (k) Respect private grief and personal privacy. Journalists have the right to resist compulsion to intrude.
- (l) Do your utmost to achieve fair correction of errors.

## **7. Appointment of Empire Times Editors**

- 7.1. Empire Times Editors shall be elected annually.
- 7.2. It is not permitted for a student to simultaneously be a member of Student Council and an Empire Times Editor. Candidates are not allowed to nominate for both a position on Student Council and as an Empire Times Editor.
- 7.3. Candidates shall run in teams of between two and four. Candidates can only nominate for one team and shall not simultaneously nominate in multiple teams.
- 7.4. Only currently enrolled students can nominate as an Empire Times Editor.
- 7.5. The term of office for Empire Times Editors is from the 1<sup>st</sup> November to the 30<sup>th</sup> of November in the following year.
- 7.6. Upon the expiration of their terms of office, all materials and resources under the control of the outgoing Empire Times Editors will be transferred to the new Empire Times Editors. This includes, but is not limited to, office space, social media accounts, email accounts, and website access codes.
- 7.7. If a person ceases to be an Empire Times Editor before the end of their term, their position may be filled by appointment.
- 7.8. To fill a vacant Empire Times Editor position, the Empire Times Liaison Officer, Manager, Student Engagement (or their nominee) and continuing Empire Times Editors will agree on a selection process and the composition of a selection panel to oversee the process. The selection panel must include, at least, the Empire Times Liaison Officer (as Chair), one continuing Empire Times Editor, the Manager, Student Engagement (or their nominee) and a person who is not a FUSA staff member or Flinders University student.

## **8. Ceasing to be an Empire Times Editor**

- 8.1. A person ceases to be an Empire Times Editor:
  - (a) Upon the expiration of their term of office;
  - (b) Upon the receipt by Empire Times Liaison Officer or Manager, Student Engagement of a written letter of resignation;
  - (c) Upon being dismissed pursuant to these Regulations
  - (d) When the Editor ceases to be a current student of Flinders University.
- 8.2. In the event that an Empire Times Editor resigning or being removed, the remaining Empire Times Editors shall continue in their roles until they cease to hold the position in a manner prescribed in Clause 7.8.

## 9. Removal of Empire Times Editor(s)

- 9.1. An Empire Times Editor can only be removed in the event of a serious breach of their obligations or code of conduct.
- 9.2. In the event of a suspected breach of Empire Times Editor Obligations or Code of the Conduct as per these regulations, the Executive of Student Council is required to meet to decide whether or not a committee will be established to investigate the issue
- 9.3. The committee shall consist of the Empire Times Liaison Officer, Manager, Student Engagement, the Student Equal Opportunity Advisor or, if unavailable, a member of Student Assist and two other student council representatives chosen by the Executive of Student Council.
- 9.4. The committee shall be chaired by the Empire Times Liaison Officer.
- 9.5. The committee must determine whether the Empire Times Editor or Editors in question breached an Empire Times Editor Obligation or Code of Conduct.
- 9.6. The committee may employ any methods and procedures it sees fit in order to make this determination, but must abide by the principles of procedural fairness and natural justice.
- 9.7. The committee must ensure the Empire Times Editor/s in question are afforded a face to face hearing before the committee, and are aware of the content of all allegations made against them at least 24 hours before the time of the hearing.
- 9.8. The committee must seek professional advice where applicable.
- 9.9. The committee must make a recommendation, agreed to by four or more votes, whether there has been a breach of Empire Times Editor Obligations or Code of Conduct to Student Council and inform all three Empire Times editors immediately of the decision.
- 9.10. A report prepared by the chair of the committee with this recommendation must be submitted by the chair for approval at the next Student Council Meeting, which should be held as soon as practical. The report is to remain as 'in camera' due to allow for sensitive information to remain confidential.
- 9.11. All three Empire Times Editors will be notified of the committee's report, given seven days' notice before Student Council meets and also be given an opportunity to present a prepared statement to Student Council. This statement may not contain any new information.
- 9.12. In the event of there not being seven (7) days between the next meeting of Student Council and a decision being reached by the committee, the Executive of Student Council must decide whether to postpone the Student Council meeting to allow for seven (7) days notice or call a special meeting to address the committee's findings, allowing for seven (7) days notice.

- 9.13. If the recommendation is that the Empire Times Editor be removed from their position, a motion must be put: "Student Council accepts the committee's determination that [name(s)] breached a serious Empire Times Editor Obligation and/or Code of Conduct, and hereby removes [name(s)] as (an) Empire Times Editor(s)." This motion may only be passed by a two thirds majority of Student Council.
- 9.14. If the committee's recommendation is that the Empire Times Editor not be removed from their position, then no motion to remove the Empire Times Editor may be put to Student Council and the editor will be informed as soon as practicable by the Empire Times Liaison Officer. No special meeting of Student Council need be called.
- 9.15. In the event that the determination to remove an Empire Times Editor must be made the Empire Times Liaison Officer will inform all Empire Times Editors of the determination of Student Council as soon as practicable after the meeting.

## 10. Publication Approval Process

- 10.1. The Manager, Student Engagement (or nominee) shall be responsible for:
- (a) Approving all advertising in Empire Times pursuant with Section 15;
  - (b) Overseeing the Empire Times budget;
  - (c) Approving the publication schedule for all issues of Empire Times. Changes to the publication schedule may be negotiated as per clause 5.1(f).;
  - (d) Approving the pre-press document of each issue of Empire Times and articles for digital publication;
  - (e) Approving final payment for the publication of each issue of Empire Times.
- 10.2. Except where required by law or sanctioned by Section 3 FUSA shall not interfere with the editorial independence of Empire Times
- 10.3. The Manager, Student Engagement (or nominee) may prevent the distribution of an issue of Empire Times if FUSA has reasonable grounds to fear legal action may be taken against FUSA should the issue be distributed. However, such a decision may be overruled by a two thirds majority Student Council vote.

## 11. Empire Times Volunteers

- 11.1. Empire Times Editors may appoint and remove volunteers (contributors) at their discretion.
- 11.2. Empire Times Editors may use their allocated budget to incentivise contributions and reward volunteers for their work for the publication.

## 12. Empire Times Content

- 12.1. Content which presents a particular point of view or opinion of an author may be published in Empire Times.
- 12.2. Editors are obligated to print the below disclaimer on the contents page of each edition of Empire Times;

*“The opinions expressed herein are not necessarily those of the editors, Flinders University, or Flinders University Student Association. Reasonable care is taken to ensure that Empire Times articles and other information are up-to-date and as accurate as possible, as of the time of publication, but no responsibility can be taken by Empire Times Magazine for any errors or omissions contained herein.”*
- 12.3. The editors are free to publish an additional disclaimer alongside opinion pieces to remind readers that the opinions expressed are those of the author and not necessarily those of the editors, FUSA, Student Council or Flinders University.
- 12.4. An opinion piece may be biased; however, it must still present the facts accurately, abide by relevant laws and treat interviewees and sources properly, as per these regulations
  - (a) Opinions which disagree with or criticise FUSA, Student Council and/or Flinders University, its position, actions and/or conduct may be published in Empire Times other than as sanctioned by Section 3
  - (b) The publication of diverse and contrary views, shall be considered part of the aim of Empire Times, which is to provide a democratic and transparent forum in which student affairs and interests can be discussed. The publication of diverse and dissenting views is also consistent with the values of balance, independence and the rights of all groups, including the marginalised, to be heard.
- 12.5. FUSA recognises that some students contributing to Empire Times 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 and the editors shall be responsible for maintaining the confidentiality of an anonymous or pseudonymous author's identity.
- 12.6. The editors should prevent the use of anonymous or pseudonymous publications from interfering with the values of this policy: truth, balance, independence, respect and the rights of all groups, including the marginalised, to be heard.

## 13. Complaints

- 13.1. Where a person feels that they, another person or another group have been treated unfairly, they shall have a right of reply. This right shall be exercisable by contacting the Empire Times editors who shall advise what avenues can be taken, such as, the publication of a Letter to the Editor
- 13.2. If a person feels that their right of reply provides insufficient reparation for the damage caused they may register a complaint. A 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.
- 13.3. A complaint in the first instance should be registered with the Editors in writing or by email. A complainant is entitled to receive a response and to have their confidentiality respected
- 13.4. A complaint should be made in a timely manner, no more than ten academic days or two weeks, whichever is the lesser, following the release of an edition of Empire Times. The editors may report on and respond to complaints after this time, but are not required to.
- 13.5. If a complainant is not satisfied with the Empire Times Editors' response the Empire Times Editors must provide the complainant with the Manager, Student Engagement (or their nominee)'s contact details.

## 14. Sponsorship and Advertising

- 14.1. The Manager, Student Engagement (or their nominee) may solicit advertising material on behalf of FUSA. Editors may work in conjunction with the Manager, Student Engagement (or their nominee).
- 14.2. The Manager of Student Engagement (or their nominee) may set the fees for placing advertising material in Empire Times.
- 14.3. In-kind payment may also be accepted, provided that it is approved by the Manager, Student Engagement (or their nominee) and does not compromise the independence of Empire Times.
  - (a) It must be clear that advertising material is not student content. Where this is not immediately obvious, it should be noted alongside the advertising material, "This is a paid advertisement."