

UMSU Publishing Regulations

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1 STATUS

- 1.1 This Regulation governs publishing of Student Materials produced by UMSU, subject to C7.3b(v) and C7.4 of the Constitution.

2 INCORPORATED DOCUMENTS

- 2.1 These Regulations are intended to be read in conjunction with the *Student Media Policy* and the *Social Media Publishing Policy and Procedure* or their equivalents as amended from time to time.
- 2.2 In the case of conflict between these Regulations and any other incorporated document, the provisions set out in these Regulations prevail.

3 PUBLICATION STANDARDS

- 3.1 Creators of Student Materials must comply with the standards set out in the *Student Media Policy* and the *Social Media Publishing Policy and Procedure*.
- 3.2 Staff Materials must comply with the relevant Press Council Standards, and any other relevant UMSU policies.

4 PUBLISHER

- 4.1 The General Secretary is the Publisher of all materials produced for UMSU.
- 4.2 The Publisher has the power to approve or reject publication of Student Materials Published by UMSU, in accordance with this Regulation.
- 4.3 The Publisher may delegate their authority to approve Student Materials to other Officers of Students' Council, Committee members, Voting Council Representatives or, in conjunction with the Chief Executive Officer, to appropriate staff.

4.4 The Publisher may delegate the responsibility for ensuring Staff Materials meet the requisite standards to the Chief Executive Officer.

4.5 For the avoidance of doubt, delegations subject to RR 4.3 & 4.4 must not be made to the Creator, producer or anyone with an interest in the materials.

4.6 Notwithstanding delegations subject to R 4.3 , at all times the General Secretary is the sole Publisher.

5 FILING OF MATERIALS

5.1 The Publisher must keep a file of all Student Materials Published by UMSU.

6 MATERIALS FOR REVIEW

6.1 In the case of Farrago and Departmental Magazines, each separate news article, commentary article, creative piece, artwork, review, and other discrete content in either Farrago Magazine or a Departmental Magazine is considered a separate material requiring separate approval.

6.1.1 The timelines set out in R 6 commence upon submission of all final materials of an edition of Farrago Magazine or a Departmental Magazine in their entirety to the Publisher in the manner and form set out in R 7.2

6.2 In the case of Online Publishing:

6.2.1 for the avoidance of doubt, materials which are Published subject to R 6.1 and subsequently shared online on any platform must have been approved in accordance with R 7.1.1 prior to Online Publishing.

6.2.2 each separate news article, commentary article, creative piece, artwork, review, and other discrete content Published online must be sent to the Publisher on the same day they are Published.

6.2.3 This does not apply to UMSU Social Media Posts which are governed under the UMSU *Social Media Publishing Policy and Procedure*.

6.3 The Publisher may require the Creator to remove Online Material, subject to R 9.1 .

7 REVIEW PROCESS & TIMELINES

7.1 The Publisher must have an opportunity to review all Student Materials.

7.1.1 Student Materials which are produced In Print must be reviewed by the Publisher prior to Publication.

7.1.2 The Creator must notify the Publisher as soon as Online Materials are uploaded.

7.1.3 Online Materials will be reviewed as soon as possible after notice is received.

7.2 Student Materials must be submitted to the Publisher for review in the format specified by the Publisher; or if no format is specified, via digital means to the Publisher's email address.

7.3 The Publisher must make a determination whether to approve or reject publication of the materials by the end of the third [3rd] Business Day after the materials have been submitted in full, unless the Publisher elects to refer the materials for advice subject to R 11.

7.4 Where a matter is referred subject to R 11, approval will be automatically granted if a decision has not been made after twenty [20] Business Days.

7.5 The Creator may withdraw materials from review at any point in the Approval Process prior to a final determination being made by the Publisher.

8 APPROVAL

8.1 Subject to R 11, if the Publisher does not refuse the materials for publication under R 9, then the materials are approved for publication.

8.2 Materials may be:

8.2.1 approved to be Published in full without amendment; or

8.2.2 approved to be Published in in part;

8.2.3 referred for advice in full or in part under R 11.

8.3 Approval, refusal or referral in respect of parts of the material must pertain to discrete content which is capable of publication on its own.

8.4 Subsequent to approval to publish, the Creator may make no further changes to the materials without the Publisher's involvement.

8.5 Providing the material is Published in accordance with the Regulations, once material is Published, approval may not be revoked except by determination of a Complaints and Dispute Panel convened in accordance with the *Student Media Policy*.

9 REFUSAL TO PUBLISH

9.1 The Publisher may only refuse to publish materials where the materials:

9.1.1 pose a material, legal or reputational risk to UMSU;

9.1.2 are demonstrably factually incorrect, false or likely to mislead;

9.1.3 are contrary to the aims, purposes or objectives of UMSU as provided by the Constitution;

9.1.4 are contrary to the Constitution or any of its Regulations or Policies.

9.2 In determining whether any of the grounds under R 9.1 apply, the Publisher must make a referral under R 11 .

9.2.1 Where the Publisher finds no grounds under R 9.1 , the material must be approved for publication.

9.3 Where the Publisher makes a decision to refuse publication of materials, the Publisher must provide to the Creator:

9.3.1 full reasons having regard to R 9.1 ;

9.3.2 any evidence relied upon in making the determination; and

9.3.3 any specific remedies or amendments which would allow publication.

9.4 Where a remedy is specified under R 9.4.3 , the Publisher must provide an opportunity for the concern to be rectified.

9.5 Where the issue is rectified to the Publisher's satisfaction, the material must be approved for publication.

9.6 Any determination under this section must be noted in the papers of the next Students' Council after the decision is made, along with the rationale and evidence for the determination.

9.7 Any materials refused for publication by the Publisher in accordance with these Regulations must not be Published in any form or manner by UMSU.

9.8 Where materials have already been Published and are subsequently refused for publication under R 8.5, they must be removed from publication immediately.

10 DISPUTES

10.1 Disputes regarding the approval or refusal to publish must be made and resolved in accordance with the dispute resolution provisions of the *Student Media Policy*.

11 REFERRAL

11.1 The Publisher may refer the materials for advice if:

11.1.1 the Publisher believes that there are *prima facie* grounds to refuse publication of materials subject to RR 6 - 9; or

11.1.2 a dispute has been lodged subject to R 10 .

11.2 The Publisher must set out the grounds for the referral with reference to R 9 , and notice of the referral must be provided to the Creator of the materials contemporaneous to the referral.

11.3 The Publisher must avoid seeking or taking advice from any party with an actual or apprehended conflict of interest in providing the advice.

11.4 For advice on grounds subject to:

11.4.1 RR 9.1.1 & 9.1.2 , the Publisher must refer the material to the UMSU Legal Service.

11.4.1.1 UMSU Legal Service may provide the advice or refer the matter for specialist legal advice.

11.4.2 RR 9.1.3 & 9.1.4 , the Publisher may refer to the President and Chief Executive Officer, who shall provide advice as one.

11.5 The Publisher may at their discretion refer to another person or organisation with the requisite skill and expertise to advise, upon mutual agreement between the Publisher and the Creator of the material.

11.6 Where mutual agreement cannot be reached then the Publisher must seek advice under R 11.4 or R 11.4.2 as appropriate.

11.7 Advice must be sought and received in a timely manner and be provided in a time frame not exceeding 20 Business Days from the time of referral.

11.7.1 The Publisher must make a decision whether to approve or refuse publication by the end of the third Business Day after receiving the advice.

11.8 Upon receipt of the advice, the Publisher must provide the advice In Writing to the Creator of the material.

11.9 In making their determination the Publisher must not have regard for advice provided under this rule which is outside of the scope provided by RR 11.4 & 11.5.

12 DEFINITIONS

Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution unless the context otherwise requires.

For the purpose of the Regulations, the following definitions also apply:

“Approval Process” means the process set out in RR 6 , 8 & 9.

“Business Day” means a day upon which the University is trading normally, including in-Semester days, Swot Vac, examination periods, and out-of-semester periods, but not mid-semester breaks nor the summer shutdown period.

“Chief Executive Officer” has the same meaning as it does in the UMSU Constitution.

“Committee” has the same meaning as it does in the UMSU Constitution.

“Constitution” means the Constitution of UMSU Incorporated (as amended from time to time), and any reference to “C” immediately followed by a number refers to that section or subsection of the Constitution.

“Creator” means the author/s or producer/s of Student Materials.

“Departmental Magazine” means any magazine Published by Student representative departments.

“In Writing” means in a hard or digital copy format.

“Online Publishing” means material that is Published online, including but not limited to webpages and blog posts, video content uploaded to online platforms, or any other material uploaded to the internet for public consumption with the exception of Social Media Posts.

“Published” refers to when an item is publicly disseminated, distributed, or displayed.

“Social Media Post” means text and multimedia Published on sharing platforms created to allow groups to generate content and engage in peer-to-peer conversations and exchange of content including Instagram, Face Book, Reddit, and Twitter.

“Student” has the same meaning as in the UMSU Constitution.

“Staff Materials” means any materials produced by UMSU staff, including but not limited to reports, briefing and position papers, advocacy and legal information, and submissions.

“Student Materials” means any materials produced by student representative departments, volunteering programs, or other parties where UMSU is the publishing organisation and the Published materials have been wholly created by Students, or by student representative departments with the assistance of staff.

“Student Media Policy” means the policy of the same name, and successor policies.

“Officers” has the same meaning as it does in the UMSU Constitution.

“Regulations” means these Regulations, and any reference to “R” immediately followed by a number refers to that rule or sub rule of these Regulations.

“UMSU” means the University of Melbourne Student Union, Incorporated.

“Voting Council Representative” has the same meaning as it does in the UMSU Constitution.

13 INTERPRETATION

13.1 Where these Regulations are inconsistent with the Constitution, the latter prevails and the former to the extent of inconsistency is invalid. The inconsistent rule remains valid for all other purposes.

13.2 Where relevant, these Regulations will be taken to interpret those parts of the Constitution governing the conduct of Officers, Voting Council Representatives and Committee members.

13.3 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution unless the context otherwise requires.

13.4 Provisions in the Constitution dealing with the conduct of Officers, Voting Council Representatives and Committee members are incorporated by reference into these Regulations and have the same operation and effect as if set out in these Regulations in the form which they appear in the Constitution.