

The ANU Observer

Team Regulations

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1. General

1.1. Nature

- 1.1.1. These Regulations are the Team Regulations of The ANU Observer Incorporated.
- 1.1.2. These Regulations are formed in accordance with section 3 of the Constitution to govern the Teams which exist and their responsibilities.
- 1.1.3. All terms used in this Policy have the meaning given in the Constitution, unless the contrary intention appears.

2. Teams

2.1. The Editorial Team

- 2.1.1. In accordance with section 9.2.1 of the Constitution, there shall be an Editorial Team.

2.2. Additional Teams

- 2.2.1. The following Teams shall exist in addition to the Editorial Team:
 - a) The Visual Content Team;
 - b) The Web Team
 - c) The Finance Team; and
 - d) The Community Team.

3. Responsibilities

3.1. The Editorial Team

- 3.1.1. The Editorial Team shall be responsible for the selection, production, and publication of written articles.

3.2. The Visual Content Team

- 3.2.1. The Visual Content Team shall be responsible for producing content for Observer in media forms which are not written articles.
- 3.2.2. The Visual Content Team's responsibilities include:
 - a) Photography
 - b) Livestreaming; and
 - c) Video production

3.3. The Web Team

- 3.3.1. The Web Team shall be responsible for the design and maintenance of Observer's website.
- 3.3.2. The Web Team shall be responsible for the upkeep of Observer's email and cloud storage systems.

3.4. The Finance Team

- 3.4.1. The Finance Team shall be responsible for maintaining Observer's finances and responsible financial management, including through:
 - a) Presenting a Budget to the Board;
 - b) Tracking expenditure;
 - c) Reporting on Observer's budgetary position to the Board and General Meetings; and
 - d) Co-ordinating Observer's annual audit.
- 3.4.2. The Finance Team shall also work with the Board to produce Observer's bids for Student Services and Amenities Fee funding.

3.5. The Community Team

- 3.5.1 The Community Team shall be responsible for matters relating to Observer's Community including through:
 - a) Planning and managing internal and external events;
 - b) Organising relevant Mental Health First Aid training; and
 - c) Office management.

4. Additional Measures

4.1. Officers

- 4.1.1. Executives shall decide which Team(s) each Officer belongs to.
 - a) Executives shall inform Officers who are part of their Team of their Team membership as soon as reasonably practicable.
- 4.1.2. Unless otherwise decided, the following shall automatically apply:
 - a) Officers who are Reporters shall be part of the Editorial Team.

- b) Officers who are Photographers shall be part of the Visual Content Team.
- c) Officers who are Videographers shall be part of the Visual Content Team.
- d) Officers who are Web Assistants shall be part of the Web Team.
- e) Officers who are Finance Assistants shall be part of the Finance Team.
- f) Officers who are Community Assistants shall be part of the Community Team.

4.2. Sub-Teams

4.2.1. Nature

- a) A 'project' may be incorporated within a team to make a sub-team.

4.2.2. Purpose

- a) The purpose of incorporation is to institutionalise the 'project' and grant it protection from arbitrary dissolution by the Chair of the Board, or the executive of the team to which it belongs.

4.2.3. Eligibility

- a) Before being eligible for the title of sub-team, the 'project' must have been trialed for at least 12 months.
- b) The existence of the sub-team must be reauthorised by the Board every 12 months after incorporation.

4.2.4. Autonomy

- a) Once incorporated into a team, the original members of the 'project' will retain autonomy over the direction of the sub-team, but they will be accountable to their team's executive.
- b) The sub-team will be represented to the Board by the executive.
- c) Members of the sub-team may elect a de facto head team member to act as a representative to the executive.

4.2.5. Dispute

- a) If more than one team wishes to incorporate the 'project' into their portfolio and a dispute arises, the

Board will convene and take a vote to determine which team the 'project' is incorporated into.

i) If the Board is unable to reach an agreement, the Arbitration Panel may intervene.

4.2.6. Dissolution

- a) To dissolve a sub-team, the Board must pass a majority vote.