

# DEAFNEWS QLD POLICY

## SECTION 1 OBLIGATIONS

- This policy regulates the obligations of DSRQ, the editorial team and subscribers, for the effective management of the DeafNews Queensland (DNQ).
- Adoption of the policy shall form the contract and agreement of DSRQ.

## SECTION 2 MANAGEMENT

- The direct management of DNQ, shall come under the auspices of the Deaf Sports & Recreation Queensland (DSRQ),
- The State Administrator of DSRQ shall take the responsibility for the administration of DNQ, apart from editorial duties. The Deaf News Queensland Editor shall maintain financial account and subscription databases and perform general administrative duties in regard to DNQ under the supervision of the State Administrator.
- The editorial team including the State Administrator shall take responsibility as follows:
  - Editorial Team - publication/proofreading
  - Volunteers - Package and Postage
- The editorial team shall appoint a person within the editorial team as editor for final decision.

## SECTION 3 OBJECTIVES and PRINCIPLES

The objectives of DNQ Policy are to:

- Provide newsworthy information and news for the Deaf Community in Queensland
- Act as a means of communication to improve contact and prevent isolation
- Act as a mean of public announcements for the Deaf-related social functions, new Products and issues
- Become an independent printing body for the purpose of publishing for the Deaf Community in Qld
- Strive for quality and excellence in Deaf publications

## **SECTION 4 SUBSCRIPTION**

- The fee for subscription, until further notice, shall be AUD\$30.00 for Adults and \$22.50 for school aged children per calendar year including GST.
- Subscription paid shall commence the following month.
- Subscribers' details and expiry date will be entered in a database.
- One month notice shall be given for subscription renewal.
- Subscribers shall have the right to cancel subscription provided that the subscriber notifies the State Administrator with a month's notice, except when the remaining period of subscription is less than 6 months.

## **SECTION 5 ARTICLES**

- All items including photographs must be received on or before the third Thursday each month for inclusion in the next issue.
- The editorial team reserves the right to modify, edit and reject items submitted.
- Sensitive articles shall be examined to ensure contents do not offend the reputation of the Deaf People.
- The team shall remain impartial where possible.
- Master copy of each issue shall be filed in month/year order.
- Photograph submitted should be in black and white (glossy). Should this not be possible, the photograph must be clear and close-up of subject.
- Digital photographs should be supplied through either floppy disk or e-mail in jpeg format and all textual documents should be in either text file or Word document.
- Names and address should be written on the back of each photograph, for the return of photographs.
- The DNQ team reserve the right to sell photographs and reprints at a reasonable cost, upon request by subscribers.

## **SECTION 6 PROCEDURES**

- The deadline for publication shall fall on the third Thursday of each month; late submissions shall be at DNQ editorial team's discretion.
- Any items for DNQ shall be forwarded by fax, mail or email.
- The monthly issue of DNQ shall whenever possible be mailed out the fourth week of each month.

## **SECTION 7 ASSETS and PROPERTIES**

- All articles, photographs, equipments shall remain the property of the DNQ.
- The properties of DNQ shall stay in DNQ Office, unless permission is obtained from the editor to remove.

## **SECTION 8 FINANCE**

- Cheque Account open solely for DNQ expenses.
- Expenses shall cover printing, postage, films and petty cash reimbursements.
- All receipts shall be filed consequently in a voucher file.
- One out of two signatories shall be required to sign cheques. All details shall be recorded in a butt with the initial of the signatory.
- Profit/loss statements shall be prepared and distributed to the State Administrator monthly..
- In the event of profit, excess funds shall be utilised solely in achieving the objectives of DNQ.
- In the event of loss/discrepancy, DSRQ shall bear the costs.
- Flyer supplied by organisation individual for insertion in the Deaf News Queensland shall be charged at \$10 per 100 copies. Flyer photocopied by DNQ on behalf of the organisation individual for insertion in the Deaf News Queensland shall be charged at \$15 per 100 copies. This will offset the increase in postages by reason of insertion.

## **SECTION 9 VOLUNTEERS**

- The dates of each month shall be forwarded to the volunteers, at the beginning of the year.
- DNQ shall provide refreshments for the volunteers on the day of folding.
- The Deaf News Qld Editor shall keep a register of volunteers for insurance purpose and the maximum number of volunteers registered shall be 15.
- The State Administrator/Deaf News Qld Editor shall do his/her best to recruit volunteers for the Deaf News, providing the maximum number is limited to 15.
- The number of volunteers available for folding and mailing tasks shall be no less than six. Full acknowledgement of their services shall be placed occasionally in the DNQ.