

## Rule on the Operation of the Editorial Board

Updated 16 June 2011

NOTE: This Rule is intended to clarify the operational aspects of the publishing work of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.

John Macarthur President 5th September 2003

### Relevant Constitution Clauses:

#### 10. RULES

10.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter operating procedures which will be customarily observed but will not have the force of these Rules.

10.2 Operating procedures adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which operating procedures may cover include the rotation of the Committee membership from place to place, the time and manner for renewal of membership subscription and the methods for banking and deploying the funds of the Society.

#### 9. ALTERATIONS TO THE RULES

9.2 In addition, operating procedures (e.g. the editorial Committee of the Society's scholarly journal, the organisation of the annual conference) may be altered, added to, or rescinded at any time by a meeting of the Committee provided that any such procedures accord with the Rules and the aims of the Society.

#### 3. AIM

3.4 publishing a scholarly journal;

#### 8. PUBLICATIONS

8.1 The Committee shall be responsible for all publications of the Society in regards of broad policies applying to their contents, overall financial management and the appointment and tenure of an editor for any journal produced under its auspices.

### What this rule replaces

This Rule amends the previous procedures for the operational aspects of the Editorial Board of the Society, with respect to the appointment of editors of Fabrications and tenure on the Editorial Board

### Definitions and Roles

#### The Publications

1. *Fabrications* is the scholarly journal referred to in 3.4 of the constitution. It remains the major publication of the Society.
2. *Proceedings of the Annual Conference*. In the past these have been largely controlled by Conference Committees, but this Rule requires that Proceedings answer to a Policy developed by the Board and that their Editors, while nominated by a Conference Committee must be agreed and confirmed by the Board.
3. Other Publications A meeting of the Committee 27/3/03 decided to expand publications with the view to publishing or supporting the publication of books. This Rule establishes the structure by which the Committee can be advised on this matter.

## The Committee of SAHANZ

The Officers and Committee of the Society will determine the number and type of publications of the Society. The Officers and Committee will appoint an Editorial Board to advise it on these matters. The Committee will allocate a budget for Publications.

## Role of the Editorial Board

1. The Board will determine: an Editorial Policy for each publication, financial support for each within a Budget given by the Society, and recommend Editors.
2. An Editorial Policy is a written document stating the aims, range of content, frequency, peer reviewing process, and financial considerations for each publication.
3. The Editorial Board will develop ideas and strategies for publication which it will put to the Committee for consideration
4. The Editorial Board will take charge of the distribution of the publications
5. The Editorial Board will keep financial records of all expenditure and income and, when required report to the Treasurer.

## Formation of the Editorial Board

1. The members of the Editorial Board will be between eight to 12 persons of substantial repute for their scholarship.
2. Members of the Board who are resident in Australia and New Zealand or scholars of Australian and New Zealand architecture are expected to be financial members of the Society. Non-SAHANZ members might serve on the Board if their expertise was particularly required.
3. The range of expertise on the Board should be such that it is able to have oversight of the Society's publications. Members of the Board should be able and available as peer reviewers of submissions if invited by Editors.
4. Members will normally be appointed onto the Board for four years. The general expectation is that some of the Board should refresh every two years. Previous members of the Board may offer to rejoin after 2 years. In exceptional circumstances, the Committee may request Board members to extend their term in further two year periods.
5. Current Editor/s of *Fabrications* should, not in general, be members of the Board.
6. Retiring Editors of *Fabrications* are particularly encouraged to offer themselves as Board members.
7. The Board will be convened by a Chair, appointed by the Committee. The Chair will keep minutes and report to the Committee. In general the Chair of the Editorial Board should not be a current Officer or member of the Committee.
8. Appointments and retirements and the position of the Chair of the Board should be advised by the Committee to the Members at the AGM.

## The Editors

1. Editors of any SAHANZ publication have full editorial control and responsibility for the content of the publication within the Editorial Policy set by the Board.
2. The Editors of *Fabrications* will be recommended by the Editorial Board for approval by the Committee. They are appointed for four years with one editor retiring every second year. Announcement of Editors will normally be made at the AGM.
3. Editors of Proceedings are nominated by a Conference Committee to the Board.
4. The Board may commission an Editor for any other publication that it has agreed with the Committee and for which an Editorial Policy has been established.