

# **The Carillon Newspaper Incorporated Constitution**

*Last Updated, March 13<sup>th</sup>, 2015 at the Carillon's AGM. See appended "2015 Carillon Student Newspaper Annual General Meeting – March 13 2015."*

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## **Article I: Preamble**

1.0.0. This constitution is the body of rules governing The Carillon, the official student newspaper of the University of Regina, hereafter referred to as "the Carillon," and the Carillon Newspaper Incorporated, hereafter referred to as "the corporation."

1.1.0. The Carillon Editorial Board, hereafter referred to as "the Ed. Board," believes that unrestricted freedom of the press is essential for the continued health of any democracy, and therefore the Carillon shall be totally independent of any student unions, the University administration, or any outside body with regards to content and operation, including the Carillon Board of Directors, hereafter referred to as "the Board."

1.1.1. The purpose of The Carillon Ed. Board is to collect, write, and edit campus news and news of interest to the student body, and to provide a forum for student views.

1.2.0. The corporation shall be accountable to its general membership (University of Regina students), hereafter referred to as "the membership" or "the members."

1.2.1. The corporation shall be accountable to the membership via the elected Board in its financial matters.

## **Article II: Membership**

2.0.0. Involvement in the Carillon shall be open to all students, faculty, support staff and alumni of the University of Regina community. This involvement is defined as

contributing written work, graphic content, or multimedia content according to their position within the membership of the corporation.

2.0.1. All members shall adhere to the constitution of the corporation.

2.0.2. Only registered University of Regina students are members of the corporation, and are eligible voting members.

2.0.3 – Members of the Board are barred from contributing content to the Carillon for the duration of their term, excluding the Staff Seat and Editor in Chief.

1.3.0. Amendments to this constitution shall be made at a constituted Board meeting where a two-thirds (2/3) majority is present to have quorum to vote on constitutional changes.

1.3.1. A majority of Directors are required to be present at the meeting to have quorum to vote on constitutional changes. (From Article 1)

### **Article III: The Board of Directors**

3.0.0. The Board serves as a multi-purpose body to maintain the legitimacy and accountability of the corporation. The Board is also subject to the guidelines set out in the Constitution.

3.0.1. The Board is elected by the membership of the corporation, as outlined in Article IV.

3.0.2. The Board is responsible for the selection, review and dismissal of all staff members

3.0.3. The Board serves as a grievance committee as outlined in Article VI

3.0.4. The Board (with the exception of the editor-in-chief and the staff representative) does not have any control over the editorial content decisions of the Ed. Board.

3.0.5. The Board shall guarantee the editorial freedom of the Ed. Board and the Carillon contributors.

3.0.6. The Board shall ensure the corporation has the monies to function in good health as a newspaper

3.0.7. The Board shall not use finances as a method of hindering the editorial freedoms and policies of the Carillon.

3.1.0 The Board shall be responsible for ensuring the financials for the previous fiscal year are prepared and made available to any interested member not less than fifteen (15) days prior to the AGM. When finances allow, an auditor's report of the financial statements should also be made available.

3.1.1 The Board shall ensure that the operations of the corporation are in accordance with the Non-Profit Corporations Act.

3.2.0. Board meetings are open to everyone with the exception of in-camera sessions.

3.2.1 All members shall have speaking rights at all meetings of the Board and must submit an outline of their speaking points to the Chair 1 week prior to the meeting.

3.2.2. The Board shall record the minutes of each meeting. The minutes of each Board meeting shall be presented to the membership at the Carillon's AGM.

3.2.3. The chairperson for all meetings shall be a director of the Board, to be elected at the first meeting of the year (after May 1).

3.2.4. Board meetings shall proceed in an informal manner, except that Robert's Rules of Order (revised) may be requested by members if deemed necessary by the chair.

3.3.0. The actions of the Board are subject to review and approval by membership at the AGM.

3.4.0. The Board shall be responsible for hiring legal counsel to represent the Corporation in any lawsuit which may arise to which it is party.

3.5.0 Members of the Board of Directors shall be responsible for reading the Carillon Constitution.

#### **Article IV: Board Elections**

4.0.0. All members are eligible to run for a seat on the Board.

4.0.1. The Board shall consist of ten seats: One (1) editor-in-chief (appointed), one business manager, two (2) staff board positions, one reserved for a manager/section editor, one reserved for a writer position, both elected annually by paid staff and six (6) students-at-large seats.

4.0.2. In the event that a seat remains vacant after an election, the seat shall remain open until interest is shown by a member, at which time the Board may appoint the interested member as a director to the Board.

4.1.0. The ballot shall consist of the three seat categories, listed in alphabetical order. Beside each category shall be placed an 'abstain' option. Instructions to be placed under the 'Staff Seat' category are as follows:

Please select one candidate, or abstain from the category.

The instructions to be listed under the 'Student-at-large Seat' category are as follows:

Please choose up to six (6) candidates, or abstain from the category.

Under each category, and the instructions for that category, the candidates for the corresponding seat shall be listed in alphabetical order according to the surname.

Following each candidate's name shall be a box, indicating the place to mark the ballot.

4.1.2. A candidate for an election shall be declared the winner of the 'Staff Seat' of said election only when said candidate receives the most votes in said candidate's respective category. The elected candidates for the 'Student-at-large Seat' shall be the candidates who have received the six highest vote totals.

4.1.3. The chief returning officer (CRO) of the meeting shall conduct the balloting and one non-candidate shall scrutinize the ballots which shall be counted by the chair of the meeting.

4.2.0. If the highest number of votes is shared by two people or more, then:

4.2.0.1. The candidates receiving fewer votes than the tied candidates shall be removed from the ballot and a runoff election will be held and a second vote shall be held; and

4.2.0.2. If there is still a tie after the runoff election, an emergency election shall be scheduled for one week following the election; and

4.2.0.3. If the votes received by all candidates contesting a position or a runoff election of said position are equal, then the election shall be declared Irreducibly Tied and an emergency election shall be scheduled for one week following the present meeting until a winner is declared.

4.3.0. Candidates in the Board election shall have the right to vote.

4.3.1. Elections for the Board will be held in the winter semester for the upcoming fiscal year.

4.3.2. Board elections should be concurrent with University of Regina Students' Union (URSU) elections whenever possible, to save the corporation money and to encourage a higher voter turnout.

#### **Article V: Editorial Board**

5.0.0. The Ed. Board shall be made up of the Editor-in-Chief, Business Manager, Marketing Manager, Advertising Manager, Production Manager, and all other paid editor positions.

5.1.0. On production days, decisions regarding the editorial and/or advertising content of the Carillon for the issue being produced shall be made by the editor-in-chief and the production manager, in consultation with the rest of the Ed. Board.

5.1.1. Notwithstanding Article 5.1.0., the Editor-in-Chief shall maintain the right to make final, unilateral decisions with regards to the content of the paper on production night.

#### **Article VI : Ed. Board Meetings**

6.0.0. There shall be at least one (1) meeting of the Carillon Ed. Board per week during publishing weeks from September to April.

6.0.1. Ed. Board meetings are an avenue for members to consult the editor-in-chief about the operations of the Carillon.

6.0.2. Topics of discussion at Ed. Board meetings shall focus on content, appearance and issues directly related to the production of the Carillon; the Ed. Board shall not seek to solve staff problems at regular meetings.

6.1.0. Ed. Board meetings shall be open to all members of the Carillon Newspaper, Inc.

6.1.1. All members shall have speaking rights at all Ed. Board meetings.

6.1.2. The chairperson for all meetings shall be the Editor-in-Chief.

6.1.3. If there is a conflict of interest with Article 6.1.2. for any reason, then a chairperson will be appointed by the Ed. Board.

6.2.0. Ed. Board meetings shall proceed in an informal manner, except that Robert's Rules of Order (revised) may be requested by members or if deemed necessary by the chair.

6.2.1 If a member requests Robert's Rules of Order (revised), that request must be made no less than three days before the next scheduled Ed. Board meeting.

6.2.2 If such a request is made the chairperson must prepare an agenda before, and record minutes during, the scheduled meeting.

#### **Article VII: Job Descriptions**

7.0.0. The Carillon shall keep and periodically update a list of job descriptions.

7.1.1. These job descriptions shall be added to the constitution as an appendix.

7.1.2. Job descriptions can be modified by the Editor-in-Chief in consultation with the Board and Ed. Board.

## **Article VIII: Hiring**

8.0.0. All editorial positions of the Carillon shall be hired by a simple majority vote at a duly called Board meeting.

8.0.1. Applications shall be opened when a position becomes vacant, or when the Board creates a position upon a successful motion at an AGM.

8.0.2. A notice of vacant positions shall be published in the Carillon for at least two weeks, upon which point they will be filled by the Board.

8.0.3. The positions of editor-in-chief, business manager, news editor, copy editor, advertising manager and production manager shall be hired before the end of the winter semester of the subsequent publishing year.

8.0.4. All other positions, including those created by the Board, shall remain open until the third Ed. Board meeting of the fall semester.

8.0.5. Persons hired in the positions specified in Article 8.0.3 shall assume office on May 1 of the year of the appointment, and will hold these positions until such time that the position(s) become vacant or until April 30 of the following year.

8.0.5.1. These positions, as well as other acting positions, may be eligible for honoraria as outlined in Article XIII of this constitution.

8.1.0. If the positions of editor-in-chief, business manager, news editor, copy editor, ad manager or production manager remain vacant after the Board selection, the positions shall be reopened for a period of one week, at which point the Board shall reconvene for a new hiring process.

8.1.1. The Editor-in-Chief shall appoint an acting staff member until the position can be filled by the Board.

8.2.0. Any member is eligible to apply for any position with the Carillon.

8.2.1. Any applicant may apply for no more than two positions in any one hiring process.

8.2.2. No individual can be employed in more than one editorial position at one time.

8.3.0. All Carillon employees must be members of the corporation. Previous staff, in the business, editor-in-chief, and advertising manager roles, can remain on staff for up to one year after no longer being enrolled in classes, in the interest of maintaining stability and institutional memory.

8.4.0. The Editor-in-Chief shall post the time and date of interviews for applicants.

8.4.1. Hiring for any paid position with the Carillon is done by the Board using a screening test, which may include, but is not limited to: screening of applicants, reference checks, a copy editing test for editors, a writing test for writers and/or editors.

8.4.1.1. The screening should be completed by the editor-in-chief and the business manager before the hiring process takes place.

8.4.2. The Board may choose to appoint an applicant to a position they did not apply for.

8.5.0. Successful applicants will sign a contract upon their hiring and will adhere to the contract for the duration of their term. If the contract is broken, the Board should follow the discipline process outlined in Article XI of this Constitution.

8.6.0. There shall be a mandatory constitutional education session in advance of summer publishing to educate all staff and board members as to their roles and rights within the corporate body.

8.7.0 There shall be a mandatory session in which writers will be trained to operate under the Canadian Press Style Guide prior to summer publication.

## **Article IX: Grievances**

9.0.0. The Board shall serve as the corporation's ultimate grievance committee.

9.1.0. The editor-in-chief will take a written grievance to the Board.

9.1.0.1. If the member's grievance is with the editor-in-chief, that member may take the grievance directly to the Board.

9.1.0.2. Upon Board inclusion, all parties privy to the grievance will be called in front of the Board to discuss the grievance and further action.

9.1.0.3. If the Board is unable to solve the grievance, the member may take another course of action (i.e. legal action, file a complaint to the University of Regina Harassment and Discrimination office, the student advocate, etc.)

9.2.0. If a member of the Ed. Board has a grievance, the following course of action will be taken:

9.2.0.1. The member will voice their grievance to the editor-in-chief, in an oral fashion.

9.2.0.2. If the member's grievance is with the editor-in-chief, the member may call an Ed. Board meeting and orally express the grievance to the group.

9.2.0.3. If the Ed. Board is unable to decide a course of action, a written grievance will be taken to the Board.

9.2.0.4. Upon Board inclusion, all parties privy to the grievance will be called in front of the Board to discuss the grievance and further action.

9.2.0.5. If the Board is unable to solve the grievance, the member may take another course of action (i.e. legal action, file a complaint with the University of Regina Harassment and Discrimination office, the student advocate, etc.).

9.3.0. If culpability has been affirmed by the Board and the complaint has not gone to a higher avenue, the Board may undertake to remedy the situation through one of the following avenues, or any other deemed suitable based upon the severity and the nature of the complaint: requesting a formal apology for the incident, requesting that the offender remove his/herself from the Carillon workplace, or by filing a formal complaint with the Sexual Harassment Office, Human Rights, or law enforcement agencies.

9.4.0. In order to facilitate the resolution of such problems, the Editor-in-Chief shall post prominently in the office the procedures outlined in sections 6.2 and 6.3.

9.4.1. The Editor-in-Chief shall also post prominently in the office a list with the names and contact information for the members of the grievance committee, the Student Advocate, and the university Sexual Harassment Office.

9.5.0. If the grievance is of a criminal nature, the previously outlined courses of action should be disregarded and legal action should be pursued.

4.5.0. Members wishing to contest the decisions of the Board may appeal through the process of the AGM, or through a SGM, reaching quorum.

4.5.1. In the event of a successful SGM, the Board may take the following courses of action:

4.5.1.1. Submit to the will of the membership, or

4.5.1.2. Open a by-election for the Board, but may put forth their names for re-election.

(Moved from Article 4)

## **Article X: Disciplinary Action**

10.0.0. If a Carillon staff member is not living up to expectations and/or breaches their contract, the following course of action shall be taken:

10.0.1. The member will be given an oral warning by the editor-in-chief.

10.0.2. If performance does not improve, the member will be given a written warning by the editor-in-chief.

10.0.3. If poor performance persists, the member will be brought before the Board and will be dealt with.

10.0.4. The member will have one week to prepare a defense.

## **Article XI: Dismissal**

11.0.0. Any person hired in a position with the Carillon may be dismissed from that position by a two-thirds (2/3) majority vote by the Board.

11.0.1. A motion of dismissal shall require at least one (1) week's notice and said person shall be given the opportunity to prepare a defense and to present this defense at said Board meeting.

11.1.0. Grounds for dismissal shall be demonstrated gross incompetence, gross irresponsibility, continuous dereliction of duty, violation of the constitution, or acting in contempt of the rights of the person.

4.4.0. Privileges of the members of the Board may be withdrawn if, in the opinion of a two thirds (2/3) majority of the membership at a special general meeting (SGM):

4.4.0.1. the person violates the constitution, or

4.4.0.2. the person interferes with the rights of another person

4.4.1. A motion to remove a director of the Board shall require seven (7) days notice and the person(s) involved shall be given an opportunity to prepare a defense, and to present this defense at the SGM or AGM

4.4.2. Motions to dismiss Board members must meet the requirements of 12.0.1 and

12.1.0. This should include actions that are unbecoming of the corporation/board. (ie making racist statements)

## **Article XII: Finances**

12.0.0. A budget for the Carillon shall be drawn up in May of each publishing year by the Business Manager, and submitted to the Board for approval.

12.0.1. A payscale for all paid positions at the Carillon shall be drawn up in May of each publishing year by the Business Manager and submitted to the Board for approval.

12.0.2. The Business Manager will present a monthly financial report to the Board.

12.0.3. Changes to the day-to-day spending policy of the Carillon can only be made by a joint decision between the business manager and editor-in-chief, to be approved upon consultation with the Board, except for the purchase of office supplies.

12.1.0. Honoraria for elected and acting positions on the Carillon shall be determined by the Business Manager in consultation with the editor-in-chief and the Board, and specified in the budget of the Carillon.

12.1.1. The Business Manager will provide honoraria which is reflective of the amount of work, as stated in Appendix A: Job Descriptions, involved in any position at the Carillon.

12.2.0. Each year, the Carillon shall invest \$3,500 in a Capital Fund.

12.2.1. Monies in the Capital Fund can be used only for Capital purchases of computers, printers, scanners, faxes, or other equipment that may become necessary to the publication of the Carillon.

12.2.2. The business manager and editor-in-chief shall review the Carillon's publishing equipment to determine if it is necessary to make purchases using the Capital Fund.

12.2.3. In consultation with the Board, the Business Manager and Editor-in-Chief have the authority to access monies in the Capital Fund.

12.3.0. The Carillon will produce, and The Corporation will publish, a newspaper of not less than 12 pages per issue in each publishing week.

12.3.1. The publishing year of the Carillon shall run from May 1 to April 30, and the newspaper shall be published not less than twenty-four (24) times during one publishing year.

12.3.2. The newspaper shall be published not less than eleven (11) times during each of the Fall and Winter semesters.

### **Article XIII: Advertising**

13.0.0. Upon starting their terms, the business manager and the ad manager must review the status of the Carillon's advertising accounts.

13.0.1. In the event there are accounts owing it is the responsibility of the ad manager and the business manager to contact clients and inform them of funds owed.

13.0.2. The outgoing ad manager is required to provide all available information regarding clients and accounts to the incoming ad manager and business manager.

13.1.0. Ad managers are not eligible to grandfather advertising accounts. Those wishing to maintain accounts must be eligible members and submit themselves to selection by the Board every year.

13.1.1. In the event a client refuses to settle amounts owed to the corporation, the account shall be regarded as delinquent, and no further ads will be accepted from said client until the balance is paid or a payment is put in place.

13.1.2. If there are delinquent accounts, the Board reserves the right to contact a collection agency to collect the funds owed.

13.2.0. An ad manager who fails to collect revenues owed to the Carillon during their term shall forfeit all future commission to the incoming ad manager, except:

13.2.0.1. In special circumstances where payment has been deferred, or a payment plan has been arranged where the timeline goes beyond the term of the ad manager. The business manager must be informed of any special payment arrangements, and approve of them before ads are accepted.

13.3.0. The Board reserves the right to approve or disapprove of any individual advertising contract.



## **Article XIV: Conduct**

14.0.0 All employees and Directors of the board are thought to be representing the Carillon from the moment of their employment.

14.1.0. All employees and Directors of the board shall be held accountable to the Carillon Code of Conduct and the Carillon Social Media Policy throughout the length of their tenure.

14.1.1 The Carillon Code of Conduct and the Carillon Social Media Policy shall be added to the constitution as an appendix.

14.1.2 Any changes to either the Carillon Code of Conduct or the Carillon Social Media Policy will require a  $\frac{2}{3}$  majority vote by the Board of Directors.

14.2.0. In an instance where a member fails to comply with either the Carillon Code of Conduct or the Carillon Social Media Policy, the editor-in-chief and the Board of Directors will follow the outlined HR policies.

## **Article XV: Annual General Meeting**

15.0.0 Forty (40) members must be in attendance to have quorum.

15.1.0 Any general member may submit a proposition at an AGM.

15.2.0 The corporation's constitution, bylaws, and relevant financials shall be posted online for at least one month of uninterrupted time in advance of the AGM.

## Appendix:

### Job Descriptions:

**Editor-In-Chief:** The Editor-In-Chief is in charge of all editorial decision, and the creative direction of the *Carillon* newspaper. Week-to-week responsibilities include the secondary and final edits of all issues, sending out the pitch list, and managing the editorial board. In addition to this, the Editor-In-Chief maintains a seat on the Board of Directors, representing the editorial board.

**Executive Director:** The Executive Director oversees day-to-day business functions of the *Carillon* ranging from finances, human resources, operations and marketing. As well, one works to maintain non-for-profit corporation status as well as working with the board.

**Production Manager:** The production manager at the *Carillon* handles the entire layout of the paper. This person is in charge of placing all the content - text and photos - into the newspaper using Id Design and then submitting it to the press once it is complete. This position requires a lot of patience, tolerance, creativity, and problem-solving skills.

**News Editor:** The News Editor is responsible for the maintaining and upkeep of the news section. Duties include finding stories for each week's pitch list, finding contributors for the section, helping the news writer follow up on stories, and editing the section on production night. It is imperative to be objective and remain so throughout the section. Failure to make sure that the stories in this section are verifiable and true could result in a lawsuit or worse.

**Arts and Culture Editor:** The Arts and Culture Editor is responsible for overseeing the development of said section, insuring equal coverage of musical, artistic, and otherwise cultural community-wide events and stories as reported by University of Regina students. Likewise, the A&C editor is responsible for the upkeep and promotion of A Space of Their Own, a section dedicated to the creative writing and visual art of women, people of colour, LGBT community members, and disabled individuals.

**Sports Editor:** The sports editor is responsible for their section, that being a minimum of four pages, to coordinate and recruit contributors and writers, to facilitate the graphics editor's acquisition of images for each of the articles and to coordinate with other members of the editorial staff as needed. Necessary skills required include: good time management, solid understanding of English language composition, good editing skills, good communication skills

**Op-Ed Editor:** The Op-Ed Editor is responsible for analyzing and quantifying local, political, and world events so that they may be presented in a comprehensive pitch list. These "pitches" are then distributed to a list of student contributors, who then submit 500-750 word written pieces to be edited by the editor. During this time, the editor must also write their own article based on the pitches provided. On production night, the editor

compiles all of the submitted pieces, included their own, while choosing appropriate images, queuing them for online publication, and engaging in discussion to better their contribution.

**Graphics Editor:** The Graphics Editor is responsible for the visual look of each issue. She/he takes care that every article has a photo/graphic design that goes with the content of the article. It is the Graphics Editor's responsibility to make sure that The Carillon has the rights to use the photos that are published in the paper. It is strongly recommended that the Graphics Editor produces as much of his/her own content to each issue. This means taking photographs and designing graphics. The Graphics Editor is also responsible for the cover and Graphics pages of every issue. This position requires creative thinking and technical skills (Adobe Photoshop and Illustrator).

**Multimedia Editor:** The Multimedia Editor is required to supply and edit content. The job also requires the editor to know how to use the equipment provided by The Carillon and to record quality audio and video. Multimedia Editor must also know how to use editing systems such as Adobe Premier Pro, Garage band, or other forms of software that is used for editing

**Technical Editor:** The Technical Editor's duties will include maintaining and updating the website, consolidating social media account into one or two per platform, regularly updating office computers and other devices with needed updates, maintaining office equipment, and working with the multimedia and section editors to resolves issues they have with tech in a timely manner.

**Advertising Manager:** The Advertising Manager is responsible for selling advertising space- aiming to generate revenue for The Carillon. Weekly responsibilities include contacting new and existing advertising clients, creating ad rates according to ad size and design, submitting ad artwork to the Production Manager, invoicing clients, and keeping track of accounts.

**Distribution Manager:** The distribution manager is tasked with gathering the issues of the Carillon and dispersing them to the locations across campus the day they are received, usually Thursday. In addition the distribution manager is required to keep track of the performance of the various stands and approach local businesses to help distribute the *Carillon*.

**Copy Editor:** The copy editor is responsible for ensuring newspaper is edited for spelling, grammatical, and composition. Weekly responsibilities include secondary editing after section editors; correcting any grammar, spelling, and punctuation errors; confirming hyphenation, capitalization, and formatting is consistent with CP and Carillon styles; and providing feedback and coaching to section editors regarding grammar, composition, and style inconsistencies.

**Staff Writer:** The Staff Writer is responsible for writing two articles a week from whichever sections he or she chooses. In addition to writing the articles, the staff writer is required to gather all the information for the article, whether that is through research, or through interviews. Then, the finished article is sent to the section editor for approval.

**News Writer:** The News Writer is responsible for two articles per issue regarding the news that comes from the University of Regina. This news involves the University of Regina Student's Union, the University of Regina administration, and whatever else might happen on campus. The News Writer is expected to do multiple interviews for their articles, as well as maintain sources and quotes for accuracy purposes.

**Arts and Culture Writer:** The Arts and Culture Writer is responsible for reporting on the various goings-on within the art scene around Regina specifically, but also in Canada and abroad as well. The Arts and Culture Writer's main focuses are, but not limited to, art, music, film, live performance, and literature.

**Sports Writer:** The Sports Writer writes two articles weekly in the sports section, focusing on one feature for the section. The sports writer is also very involved in setting up interviews with athletes and coaching staffs while reporting their duties to the section editor.