

## **Constitution of The Carillon Newspaper Incorporated**

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### **Contents:**

Article I: Preamble

Article II: Membership

Article III: Board of Directors

Article IV: Board Elections

Article V: Board Meetings

Article VI: Management Meetings

Article VII: Editorial Board

Article VIII: Editorial Board Meetings

Article IX: Open Editorial Board Meetings

Article X: Contribution

Article XI: Job Descriptions

Article XII: Hiring

Article XIII: Grievances

Article XIV: Disciplinary Action

Article XV: Dismissal

Article XVI: Finances

Article XVII: Advertising

Article XVIII: Conduct

Article XIX: Annual General Meeting

### **Article I: Preamble**

1.0.0. This constitution is the body of rules governing *the Carillon*, the official students' 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 students' unions, the University administration, and any outside body with regards to content and operation, including the Corporation's Board of Directors, hereafter referred to as "the Board."

1.1.1. The purpose of the Ed. Board is to collect, write, edit, and publish 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 Board the members have elected 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. This involvement is defined as contributing written work, graphic content, or multimedia content.

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 their duration of the term to maintain editorial freedom of the Ed. Board, excluding the Writers', Editors', and Managers' Seats (hereafter referred to as “Staff Seats”) and the Editor-in-Chief.

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

## **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 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 XIII.

3.0.4. The Board (with the exception of the Editor-in-Chief and Staff Seats) does not have any authority or control over the editorial content decisions of the Ed. Board, and will not interfere in editorial content discussions or decisions.

3.0.5. The Board shall guarantee the editorial freedom of the Ed. Board, non-editorial staff, and *the Carillon's* contributors.

3.0.6. The Board shall ensure the Corporation has the funds necessary 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 Annual General Meeting (AGM). When finances allow, an auditor's report to 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 Saskatchewan Non-Profit Corporations Act, 2022.

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

3.2.0.0. The Board will announce their meeting schedule for a given semester through the website no later than seven (7) days into a given semester, and may raise awareness of them using social media accounts for the newspaper before and during the semester or other means agreed upon by the Board.

3.2.0.1. Any changes to the Board's announced meeting schedule for a semester must be corrected on the website no later than seven (7) days before the meeting being changed was originally scheduled.

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 chairperson of the Board, hereafter referred to as "the Chair," no later than one (1) week prior to the meeting.

3.2.2. The Chair shall record the minutes of each meeting; if there is no Chair yet in place, the Business Manager will record the minutes as they are responsible to fill the role of Chair in the event they are not elected/available.

3.2.2.0. The minutes of each Board meeting shall be presented to the membership at *the Carillon's* AGM by the Business Manager during their report.

3.2.3. The Chair for all meetings shall be a director of the Board, to be elected at the first meeting of the year (after May 1). The Board must make every effort to ensure the Chair is a student-at-large director.

3.2.4. Board meetings shall proceed in an informal manner, except that Robert's Rules of Order (revised) may be requested by members, and will be used 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. Directors of the Board shall be responsible for reading, keeping current knowledge of, and enforcing the constitution of the Corporation.

3.5.1. The Business Manager, Editor-in-Chief, and outgoing Chair will hold an education session for new and returning directors concerning the constitution and its

implementation before or at the start of the first meeting of the newly appointed Board in May.

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

4.0.0. All members are eligible to run for a student-at-large seat on the Board.

4.0.1. The Board shall consist of ten seats: one (1) Editor-in-Chief (appointed); one (1) Business Manager (appointed); three (3) Staff Seat positions, one reserved for a manager position, one reserved for an editor, and one reserved for a writer position, all elected annually during spring training by paid staff; and six (6) students-at-large seats elected during the winter semesters for the following academic year.

4.0.1.0. The ballot for student-at-large seats conducted during the winter semester shall list the candidates in alphabetical order by surname and then first name should surnames be identical, and must include the option for voters to abstain. Instructions to be placed under the student-at-large category at minimum are as follows:

Please select up to six (6) candidates, or abstain from the category. Ballots with more than six candidates selected will be struck from the final vote tally, ballots with an individual candidate's name selected more than once will only count as one vote for that candidate, and any votes submitted for students who are not confirmed candidates will be counted as invalid votes in the final vote tally.

4.0.2. In the event that any 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.

4.0.3. When a member expresses interest in becoming a student-at-large director post-election, they will be invited to the next upcoming meeting of the Board, and will communicate to the existing directors and members at that meeting why they are interested and why they are well-equipped to represent student interests and concerns on the Board.

4.0.4. Members must have at least seven (7) days of notice that an interested member will be putting their name forward for a board position at an upcoming meeting of the Board. If the member expresses interest less than seven days before the next upcoming Board meeting, their interest will be heard at the following month's meeting to ensure membership has adequate notice.

4.0.4.0. Membership will be given notice by means of announcements through the web page where the Board agenda and recent minutes are accessed. Meeting promotion may also be done through *the Carillon's* social media accounts.

4.0.5. Similarly to a job interview, Board directors will have the opportunity to ask questions of the interested member – and the interested member of the Board.

4.0.6. Following the meeting, directors of the Board will vote on whether or not to appoint the interested member as a director. A two-thirds (2/3) majority will be required for action to be taken, and the Chair will be responsible to alert the interested member to the Board's decision within three (3) days of the vote.

4.0.7. If the interested member is voted in by the current directors, the Chair will reach out to schedule the constitution training noted in Article 3.5.1. necessary for new directors. This training shall be completed within fifteen (15) days of the member being voted in as a director.

4.1.0. The ballot for Staff Seats to be distributed and conducted by the Editor-in-Chief during spring staff training 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 (1) candidate, or abstain from the category. Any votes submitted for members who are not confirmed staff candidates will be counted as invalid votes in the final vote tally.

Under each category and the instructions for that category, the candidates for the corresponding seat shall be listed in alphabetical order according to their surname and then first name should surnames be identical.

4.1.0.0. In the event a vote by physical ballot cannot take place, the Business Manager will design a digital ballot with the same wording as noted in Articles 4.0.1.0. and/or 4.1.0.

4.1.0.1. If a digital ballot must be created for membership to vote on student-at-large seats, they must also include the requirement for membership to digitally submit proof of enrollment at the University of Regina as only members are eligible to vote.

4.1.2. A candidate for an election shall be declared the winner of the Staff Seat or student-at-large seats of said election only when said candidate receives the most votes in said candidate's respective category.

4.1.2.0. The Editor-in-Chief will create and conduct the balloting for Staff Seats on the Board during spring training noted in Article 12.7.0. Staff will nominate a writer, editor, and manager for the Staff Seats during training, and the Editor-in-Chief will contact nominated staff the next day to confirm their interest.

4.1.2.1. Nominated staff will have seven (7) days to consider the nomination and confirm or deny interest to the Editor-in-Chief, who will then have three (3) days to design a ballot using the same wording as noted in Article 4.0.1.0.

4.1.2.1. All staff will be eligible to vote on the Staff Seat selections, and will have three (3) days after the digital ballot is released to submit their vote.

4.1.2.2. After the third day, the Editor-in-Chief will count the ballots with the Business Manager scrutinizing, will announce the elected Staff Seats to the staff, and will schedule and perform their constitution training with the Chair and Business Manager.

4.1.3. The Chief Returning Officer (CRO) of the election will be the Business Manager, who will design ballots in accordance with the constitution and conduct the balloting.

4.1.4. The Chair will count all ballots submitted, and the count will be scrutinized by the CRO and one non-candidate. The non-candidate may be any member not running in the present election, including staff members not currently running for board positions.

4.2.0. If the highest number of votes is shared by two people or more, then the candidates receiving fewer votes than the tied candidates shall be removed from the ballot, a runoff election will be held between the candidates who tied, and a second vote shall be held.

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

4.2.0.2. If the votes received by all candidates in the runoff and emergency elections in their respective positions 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 the results are no longer tied and the winning candidate is clear.

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.

4.3.3. The Business Manager and Chair will organize the timeline of Board elections for student-at-large seats which must include - at a minimum - a nomination period of two (2) weeks and a campaigning period of two (2) weeks to be followed by a voting period of at least two (2) days.

4.3.3.0. Members will self-nominate for student-at-large seats, and will do so through a digital nomination registration form the Business Manager will design. The form must include at a minimum questions on the nominee's name, pronouns, email address, student ID number, program of study, why they are interested in becoming a director, and why they believe members should vote for them to represent membership on the Board.

4.3.3.1. The Business Manager will coordinate nomination outreach and form dissemination with the Chair, Web Manager, Production Manager, and Communications & Outreach Coordinator.

4.3.3.2. The Business Manager will confirm interest with nominees through the email address provided. Members must confirm their interest in nomination to qualify as a candidate.

4.3.3.3. If there are fewer than six (6) members nominated to campaign for student-at-large seats, all nominees will win a seat by acclamation. No campaign or voting period will be necessary in this situation.

4.3.3.4. If there are more than six (6) members nominated to campaign, the Business Manager and Chair will see that the campaign period and election process are followed according to the direction in this Article.

4.4.0. Campaigning may be done through tabling, social media outreach on the candidate's personal account or an account made for the express purpose of campaigning that states these intentions in the account profile,

4.4.1. Candidates may not campaign in university courses before or after class unless the instructor consents in writing in advance to this use of time; campaign together with other candidates; misrepresent or defame the Corporation or *the Carillon*; interfere or attempt to interfere with the administration of the election; interfere with another candidate's ability to campaign; jeopardize the integrity of the election; engage in discrimination, harassment, threats, or intimidation tactics against fellow members, campaigning or otherwise.

4.4.1.0. Candidates may be expelled from the election should they violate any of the items in 4.4.1.

4.4.1.1. The Business Manager as C.R.O. will meet with the current Chair to review any reports of potential violations, and will work together to decide on a course of action. If the decision is not unanimous, the Editor-in-Chief will be briefed on the situation and will have the deciding vote.

4.4.1.2. The Business Manager will be responsible to alert a candidate if they are expelled, and must relay the reasoning for their expulsion.

4.4.1.3. Expelled candidates will retain voting rights as members in the election they were expelled from and for the duration of their membership, and may nominate themselves in future elections.

4.5.0. All candidates acclaimed or elected to the Board must read and sign the Corporation's Conflict of Interest Policy, and must adhere to it for the duration of their tenure.

## **Article V: Board Meetings**

5.0.0. At least one (1) Board meeting must be held each month, and the Chair will be responsible to schedule meetings in accordance with Article 3.2.0.0.

5.0.1. Directors will be expected to attend all monthly meetings, and must alert the Chair no later than forty-eight (48) hours before the meeting if they will not be attending. Meeting attendance must be a blatant priority for all directors.

5.0.1.0. If a director is absent from two (2) monthly board meetings without having given advance notice to the Chair and without other justifiable cause, they will be called to meet with the Chair and Business Manager, who will work with the director to employ proactive strategies to ensure the director's attendance at future Board meetings.

5.0.1.1. Examples of justifiable cause for a director's lack of notice include but are not limited to personal health emergencies, family emergencies, or a complete lack of means to attend the meeting (e.g. getting into a car accident en route to a meeting).

5.0.1.2. If a director is absent from one (1) additional board meeting without having given advance notice to the Chair and without other justifiable cause, the director will be regarded by the Board as no longer in good standing.

5.0.1.3. When a director is regarded by the Board as no longer being in good standing, they will be given seven (7) days to prepare a statement on why they should retain their position on the Board, and will present it at the next upcoming Board meeting. If the next meeting is fewer than seven days away, they will present their statement at the following month's meeting.

5.0.1.4. The Chair must ensure membership is notified of this statement hearing in accordance with the process for hearing members interested in becoming directors outlined in Article 4.0.4.

5.0.1.5. The Board will hear the director's statement, and will then hold a two-thirds (2/3) majority vote with all directors and members present to decide on a course of action.

5.0.1.6. Potential situation outcomes include another meeting between the director, the Chair, and Business Manager to discuss proactive support strategies; barring the director from voting in Board decisions - including hiring decisions - for one (1) month due to their lack of current knowledge on the Corporation's operations; or dismissing a negligent director from the Board.

5.1.0. The Editor-in-Chief, Business Manager, and directors are responsible to submit agenda items to the Chair no later than five (5) days before monthly Board meetings.

5.1.1. The Chair is responsible to construct the agenda for the meetings, and will take notes during each meeting that will be presented to membership at the AGM.

5.1.2. These minutes at a minimum must include the date and time of the meeting; the purpose(s) of the meeting; directors in attendance, directors who gave absence notice of at least forty-eight (48) hours to the Chair, and directors not present who were not accounted for; an update from the Editor-in-Chief; an update from the Business Manager; thorough notes on any motions made including the specific wording of the motion, who made the motion, who seconded the motion, and the vote of each director at the meeting; minutes from director's discussions on updates or motions; and action



items for the Editor-in-Chief, Business Manager, Chair, and directors following the meeting.

5.2.0. Board meetings may be conducted in-person on the University of Regina's campus, or using a video conferencing platform all directors and members are able to join through.

5.2.0.0. The location of each monthly meeting must be included in the date and time details posted to *the Carillon's* website in accordance with Article 3.2.0.0.

## **Article VI: Management Meetings**

6.0.0. At least one (1) Management meeting must be held each month, and the Production Manager will be responsible to schedule meetings.

6.1.0. Management meetings shall be attended by the Production Manager, Editor-in-Chief, Business Manager, Web Manager, Advertising Manager, Distribution Manager, Communications & Outreach Coordinator, along with any other paid manager positions.

6.1.1. Those attending these meetings must receive at least two (2) weeks of notice for the meeting from the Production Manager, must make every effort to attend, and must inform the Production Manager no later than forty-eight (48) hours before the meeting if they are unable to attend.

6.1.1.0. If a staff member noted in Article 6.1.0. is absent from two (2) monthly board meetings without having given advance notice to the Production Manager and without other justifiable cause, they will be called to meet with the Production Manager and Editor-in-Chief who will work with the staff to employ proactive strategies to ensure their attendance at future meetings.

6.1.1.1. Examples of justifiable cause for lack of notice include but are not limited to personal health emergencies, family emergencies, or a complete lack of means to attend the meeting (e.g. getting into a car accident en route to a meeting).

6.1.1.2. If the staff member is absent from one (1) additional Management meeting without having given advance notice to the Production Manager and without other justifiable cause, the Editor-in-Chief and Business Manager will engage in the disciplinary process outlined in Article XIV.

6.2.0. Topics of discussion in these meetings include but are not limited to reviews of and requests for updated office equipment, advertising sales strategies, distribution coordination strategies, and member engagement efforts.

6.2.1. Management shall not seek to discuss or resolve staff problems at these meetings, and will not discuss or resolve matters that the Ed. Board is responsible to oversee.

## **Article VII: Editorial Board**

7.0.0. The Ed. Board shall be made up of the Editor-in-Chief, Production Manager, Advertising Manager, Distribution Manager, Web Manager, Copy Editor, News Editor, Arts & Culture Editor, Sports & Health Editor, Op-Ed Editor, and Graphic Editor.

7.1.0. Decisions regarding the editorial and 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.

7.1.1. Notwithstanding Article 7.1.0., the Editor-in-Chief shall maintain the right to make final, unilateral decisions with regards to the content of the paper throughout production.

### **Article VIII: Editorial Board Meetings**

8.0.0. There shall be at least two (2) meeting of *the Carillon* Ed. Board each month, once in the first half of the month and once in the second half.

8.0.1. Ed. Board meetings are an avenue for the Ed. Board and other staff to meet and discuss operations of *the Carillon*.

8.0.1.0. Ed. Board meetings will be treated as staff meetings for the Ed. Board, and attendance will be considered mandatory unless a staff member gives the Editor-in-Chief notice of at least forty-eight (48) hours that they will not be able to attend the meeting.

8.0.1.1. Acceptable reasons for Ed. Board staff having to miss an Ed. Board meeting include but are not limited to having a scheduled class at the time the meeting is scheduled for, working a shift at another job during the time the meeting is scheduled for, or other prior employment or volunteer obligations of Ed. Board members.

8.0.1.2. If an Ed. Board member misses three (3) Ed. Board meetings without having given absence notice to the Editor-in-Chief as outlined in Article 8.0.1.1., they will qualify to receive a warning as outlined in Article XIV.

8.0.2. Topics at Ed. Board meetings shall focus on content and appearance of the newspaper, and discussion directly related to the production of *the Carillon*; the Ed. Board shall not seek to discuss or resolve staff problems at regular meetings.

8.1.0. Ed. Board meetings shall be closed to non-staff members of the Carillon Newspaper Inc. Should non-staff members wish to consult the Ed. Board on the topics noted in Article 8.0.2., they shall attend an Open Ed. Board meeting.

8.1.1. All staff members shall have speaking rights at all Ed. Board meetings, but only members of the Ed. Board will have voting rights when votes are conducted.

8.1.1.0. All members of the Ed. Board will have one (1) vote on voting matters, with the exception of the Editor-in-Chief who will be the tie-breaking vote in the event of a tie.

8.1.2. The chairperson for all Ed. Board meetings shall be the Editor-in-Chief.

8.1.3. If there is a conflict of interest with Article 8.1.2. for any reason, then a chairperson will be appointed by vote of the Ed. Board members in attendance.

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

8.2.1. If a member requests Robert's Rules of Order (revised), that request must be made no less than three (3) days before the next scheduled Ed. Board meeting.

8.2.2. If such a request is made the Editor-in-Chief must prepare an agenda before, and record minutes during, the scheduled meeting. These minutes will be presented during the Editor-in-Chief's report at the AGM.

8.3.0. The Ed. Board will serve as the ultimate committee to review unpublishing requests, and will adhere to the Unpublishing Policy in their assessment and management of these requests.

8.3.1. Unpublishing requests must be resolved through an editorial decision on content in *the Carillon*, so the Board will have no authority or control over nor input in decisions regarding unpublishing requests submitted to the Ed. Board.

#### **Article IV: Open Editorial Board Meetings**

9.0.0. The Editor-in-Chief is responsible for scheduling Open Ed. Board meetings at least two (2) times per month in the months of September, October, November, January, February, and March, and may schedule additional meetings through the remaining months of the year at their discretion.

9.0.0.0. The Editor-in-Chief will make every effort to schedule Open Ed. Board meetings immediately after Ed. Board meetings.

9.0.1. The date, time, and location of each required Open Ed. Board meeting will be posted on *the Carillon's* website no later than seven (7) days into the semester when they will occur. Staff may also use *the Carillon's* social media platforms or other outreach methods deemed appropriate by the Ed. Board to raise members' awareness of and participation in these meetings.

9.0.1.0. Open Ed. Board meetings may be held as open office hours using the office of *the Carillon* on the university campus, other space on the university campus, or may be held over a video conferencing platform that members should reasonably be able to access.

9.1.0. Open Ed. Board meetings will be an avenue for members to consult the Editor-in-Chief and Ed. Board on matters of *the Carillon* including content, appearance, operation, and production of *the Carillon*, as well as contribution of written or visual content to *the Carillon*.

9.2.0. All Ed. Board members must make every effort to attend Open Ed. Board meetings, as this is the primary avenue for members to engage with staff who operate *the Carillon* and to pursue engagement with *the Carillon* as contributors to it.

9.3.0. Open Ed. Board meetings shall proceed in an informal manner. Agendas will not be created nor formal minutes kept from these meetings; rather, these meetings will be used as avenues for discussion among staff and members as well as support for member contributors.

### **Article X: Contribution**

10.0.0. Contribution to *the Carillon* must align with requirements outlined in Article 2.0.0.

10.1.0. All prospective contributors to *the Carillon* – with the exception of current staff – are required to read and sign the Contributor Agreement, which will be added to the constitution as Appendix A.

10.1.0.0. Staff that coordinate contributions to *the Carillon* (including but not limited to all section editors, the Graphic Editor, and the Editor-in-Chief) are responsible to see that prospective contributors read and sign the Contributor Agreement to ensure they understand the expectations *the Carillon* has of its contributors.

10.2.0. Violations of the Contributor Agreement will be handled by the Editor-in-Chief in consultation with the staff member who coordinated the contribution, and must be done in accordance with measures outlined in the Contributor Agreement.

### **Article XI: Job Descriptions**

11.0.0. The Carillon shall keep a list of job descriptions, reviewing them in February of each year and updating if necessary to ensure their relevance.

11.1.1. These job descriptions shall be added to the constitution as Appendix B.

11.1.2. Job descriptions may be modified by the Editor-in-Chief and Business Manager, who will present changes and their rationale to the Board for discussion and approval by simple majority vote at a monthly meeting before their application.

### **Article XII: Hiring**

12.0.0. All staff positions of the Carillon shall be hired by a simple majority vote between all the directors who attended interviews of applicants for any given position.

12.0.1. Applications shall be opened when a position becomes vacant, up to two (2) weeks in advance when a staff member has submitted their resignation, or when the Board creates a position upon a successful motion at a Board meeting.

12.0.1.0. Any new positions added to the masthead by the Board must be presented at the following AGM. The Editor-in-Chief will explain in their report the job title, job description, and qualifications sought, as well as a summary of the role's impact thus far if the position was posted and filled prior to the AGM. The Business Manager will note the position's salary during their report at the AGM when covering the budget for the following fiscal year.

12.0.1.1. If there are multiple new additions added, the Editor-in-Chief and Business Manager must justify each position addition individually as outlined in Article 12.0.1.0.

12.0.2. A notice of vacant positions shall be published on *the Carillon's* website for at least two (2) weeks. The Board may start interviewing applicants at any time, but must wait at least two weeks from posting before offering any candidate a vacant position.

12.0.3. The Board must prioritize hiring the positions of Editor-in-Chief, Business Manager, News Editor, Copy Editor, Advertising Manager, and Production Manager for the upcoming spring semester before the end of the winter semester of that publishing year.

12.0.3.0. Current staff members will have the same right to apply for open positions as members. Current staff will not be required to submit a new resume and cover letter if applying for a different position; they will alert the Editor-in-Chief of their interest, who will then schedule an interview for them with the Board.

12.0.3.2. The Board will retain staff who are applying for another position in their current position unless they are selected to fill the position they applied for; staff do not relinquish their current positions by applying for other positions on staff.

12.0.3.3. Any staff member may elect to keep their current position for the following academic year if they have zero (0) written and/or verbal warnings when the Editor-in-Chief performs checks in accordance with Article 12.0.4.

12.0.3.4. If a staff member relays to the Editor-in-Chief that they would like to retain their position through the next academic year but they have received warning(s) during their contract and do not qualify to automatically keep their position in accordance with Article 12.0.3.3., they must prepare a statement for the Editor-in-Chief and Business Manager before the end of March.

12.0.3.5. This statement shall indicate why the staff member desires to remain in their position, and will outline how they have taken the feedback from their warning(s) and implemented feedback.

12.0.3.6. The Editor-in-Chief and Business Manager will meet to discuss any statements received in the first week of April, and will vote on whether or not they will renew the staff member's contract for the following year. The vote must be unanimous to pass, and if there is disagreement the Chair will be brought in, will be briefed on the situation, and will have the deciding vote.

12.0.3.7. Any staff member deemed to be unable to continue in their role for the following year will still retain their member's right to apply for any vacant staff position at *the Carillon* at present and in the future.

12.0.3.8. If the Editor-in-Chief or Business Manager are looking to retain their position on staff but have received at least one (1) warning through their current contract, their statement will be heard by the Board at the March monthly meeting and the outcome will be decided in a two-thirds (2/3) majority vote following their statement.

12.0.4. The Editor-in-Chief shall ask all staff members by March 1 of every year who will be graduating and/or who doesn't desire to renew their contract or apply for another position in the upcoming year, and will make a list of all positions known to become vacant for May 1 of that year by March 10 of the same year.

12.0.4.0. The Editor-in-Chief will send the list of positions from Article 12.0.4. to the Web Manager and Communications & Outreach Coordinator no later than March 10, the Web Manager will post these positions on the website no later than March 15, and the Communications & Outreach Coordinator will post the positions prominently on social media to alert members to these opportunities that *the Carillon* reserves for students.

12.0.5. Any applicant interviewed and contracted during the winter semester to start in spring shall assume office on May 1 of the year of the appointment, and will hold their position until such a time that the position becomes vacant or until April 30 of the following year, as after this time all present contracts will expire.

12.0.5.1. These positions, as well as other acting positions, may be eligible for honoraria as outlined in Article XVI.

12.1.0. If the positions of Editor-in-Chief, Business Manager, News Editor, Copy Editor, Advertising Manager, or Production Manager remain vacant after previous contracts for those positions end on April 30 of a given year, the positions shall remain posted until a suitable applicant is found.

12.1.0.0. The Board will brainstorm additional outreach efforts to fill the positions noted in Article 12.1.0. during their upcoming meeting(s), lay out a timeline for the outreach, delegate tasks to directors - individually or by committee, and continue engaging in new methods until a suitable applicant is found.

12.1.1. If a staff position becomes vacant during a time when tasks from that position are required for operation of *the Carillon*, the Editor-in-Chief shall appoint an acting staff member until the position can be filled by the Board. The Editor-in-Chief may elect to fill the position themselves, or may split the position's tasks - and its salary compensation - between multiple staff members to ensure all the position's tasks are completed adequately if one staff member is unable to take on all duties required.

12.2.0. Any member is eligible to apply for any position with *the Carillon*. This includes current student-at-large directors of the Board intending to apply for staff in the following year, though if a Board member applies for a position they will be excluded

from all conversation regarding their application and other applications for the position before the rest of the Board comes to a hiring decision.

12.2.1. Any applicant may apply for no more than two positions at one time.

12.2.2. No individual can be employed in more than one (1) editorial position at one time.

12.2.3. While a current editor may fill in for another editor position if conditions meet the requirements of Article 12.1.1. and the role is transferred to a suitable applicant once one is found, Article 12.2.2. is maintained and no member may sign contracts for more than one (1) editor position at *the Carillon*.

12.3.0. All Carillon employees must be members of the corporation. Previous staff in the Business Manager, Editor-in-Chief, and Advertising Manager roles can remain on staff for up to one (1) year after ceasing to be a registered student in the interest of maintaining stability and institutional memory.

12.3.1. The previous year's staff of *the Carillon* who did not stay on staff for the current volume may be hired – and will be paid one week's salary according to the rate in their contract from the previous year with The Carillon Newspaper Inc. – to aid the Editor-in-Chief and Business Manager in planning and carrying out spring/summer semester training for incoming staff.

12.3.2. The Editor-in-Chief and Business Manager may, with the Board's vote of approval, engage staff in workshops, training initiatives, or hire speakers to present through the duration of staff contracts to increase skillsets, broaden *the Carillon's* scope, and deepen its approach to journalism.

12.4.0. When a position becomes vacant, the Editor-in-Chief and Business Manager will review all applications submitted by members, and the Editor-in-Chief will share with the Board the resume, cover letter, and work samples (if relevant for the position) from each applicant who they and the Business Manager agree appears qualified for the role.

12.4.0.0. Directors will be given at least forty-eight (48) hours to review the application before voting on whether to interview the applicant, which will be decided by a simple majority.

12.4.1. Applicant screening for staff positions may include but is not limited to: reviewing work samples; reference checks; an editing test for section editors, Copy Editor, and Editor-in-Chief positions; a writing test for writers, section editors, Copy Editor, and Editor-in-Chief positions; and a graphic design and/or photography test for Graphic Editor, Production Manager, Web Manager, and Communications & Outreach Coordinator positions.

12.4.1.1. The screening should be completed by the Editor-in-Chief and the Business Manager before the application is forwarded to the Board for consideration as outlined in Article 12.4.0.0.

12.4.1.2. The Editor-in-Chief will be responsible to schedule interviews for members with Board-approved applications.

12.4.1.3. The Editor-in-Chief is responsible to ensure that at least two (2) directors of the Board as well as themselves are present for all applicant interviews, which may be scheduled in person in *the Carillon's* office or using a video conferencing platform such as Zoom, Microsoft Teams, Google Meet, etc.

12.4.1.4. The Editor-in-Chief will begin the interview with introductions of all present and will outline the interview process, which is as follows: the Editor-in-Chief will carry out the position-specific interview and may add questions prompted by the specific application, directors will then ask any work- or position-relevant questions they may have of the applicant, and the interview will end with the applicant being welcomed to ask anything relating to *the Carillon* or The Carillon Newspaper Inc. from present company.

12.4.2. The Board may choose to offer and then hire an applicant for a position that they did not apply for.

12.5.0. Successful applicants will sign a contract upon their hiring set to expire at the end of the upcoming winter semester (April 30), 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 XIV of this constitution.

12.6.0. There shall be a mandatory constitutional education session for new and returning staff members in advance of work on the volume's first issue to educate them as to their roles and rights within the corporate body.

12.7.0 The Editor-in-Chief, Business Manager, Copy Editor, News Editor, and Production Manager shall coordinate mandatory spring training sessions for new and returning staff members in advance of work on the volume's first issue.

12.8.0. Spring training sessions must include, at a minimum, the training required for each individual position to perform their required tasks, and constitution and policy training so that all staff are aware of their responsibilities and rights throughout their contract's duration.

### **Article XIII: Grievances**

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

13.1.0. If a member would like to file a grievance with a staff member, they will contact the Editor-in-Chief who will arrange a meeting so they can talk about the member's concerns.

13.1.0.0. Following the meeting outlined in Article 13.1.0., the Editor-in-Chief will submit a written summary of the grievance to the Board.



13.1.0.1. If the member's grievance is with the Editor-in-Chief, that member may take the grievance directly to the Chair of the Board, who will call a special meeting within fifteen (15) days of the grievance's filing.

13.1.0.2. Upon Board inclusion, all members involved with the grievance will be called in front of the Board to discuss the grievance and further action. This meeting must be scheduled within fifteen (15) days of the grievance filing.

13.1.0.3. If the Board is unable to rectify the situation by resolving the grievance complaint, 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.)

13.2.0. If a staff member has a grievance, the following course of action will be taken:

13.2.0.1. The staff member will voice their grievance to the Editor-in-Chief in an oral fashion.

13.2.0.2. If the grievance is with the Editor-in-Chief, the staff member may call an Ed. Board meeting and orally express the grievance to the group.

13.2.0.3. If the Ed. Board is unable to decide a course of action and thereby resolve the grievance, a written grievance will be taken to the Board, and the processes in Articles 13.1.0.2. and 13.1.0.3. will be followed.

13.2.0.4. Upon Board inclusion, all staff members involved in the grievance will be called in front of the Board to discuss the grievance and further action.

13.2.0.5. If the Board is unable to rectify the situation by resolving the grievance complaint, 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.).

13.3.0. If the member the grievance was filed against has been determined by the Board to be at fault and the complaint has not already 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 grievance:

13.3.0.0. Requesting a formal, written apology for the incident,

13.3.0.1. Deciding that the offender must remove themselves from *the Carillon's* workplace,

13.3.0.2. Or by working with the individual who filed the grievance to file a formal complaint with the Sexual Harassment Office, Human Rights, or law enforcement agencies.

13.4.0. In order to facilitate the resolution of such problems, the Editor-in-Chief shall post prominently in the office the procedures outlined in Article XIII.

13.4.1. 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.

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

13.6.0. Members wishing to contest decisions of the Board may appeal through the process of the AGM or a Special General Meeting (SGM) that reaches quorum.

13.6.1. Members will have until fifteen (15) calendar days before the AGM or SGM to submit appeals to the Chair for the meeting's agenda.

13.6.2. In the event of a quorum-meeting AGM or SGM where the appeal may be heard and voted on by the membership, the Board may take the following courses of action:

13.6.2.0.. Submit to the will of the membership.

13.6.2.1. In the event a director is removed due to the vote, open a by-election for the Board. The individual expelled from the board may not immediately put forward their name again for re-election to the Board, but will be welcome to nominate themselves for the next year's Board should they desire.

#### **Article XIV: Staff Disciplinary Action**

14.0.0. If a *Carillon* staff member is consistently (for two [2] or more issues) not fulfilling tasks and duties required of their position and/or breaches their contract, the following course of action shall be taken:

14.0.1. The member will be given an oral warning by the Editor-in-Chief and Business Manager. The Editor-in-Chief will give an oral summary of the warning at the following Board meeting.

14.0.2. If performance does not improve, the member will be given a written warning by the Editor-in-Chief that has been edited by the Business Manager, and the warning will be sent in full to Board directors by the Editor-in-Chief immediately after being sent to the member.

14.0.3. If poor performance persists, the member will be brought before the Board and will undergo the dismissal process outlined in Article XV.

14.0.4. The member will have one (1) week before they are brought before the Board to prepare a defense.

#### **Article XV: Dismissal**

15.0.0. 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 after they hear the staff member's defense at a duly called dismissal hearing.

15.0.1. A motion of dismissal shall require at least one (1) week's notice. The staff member shall be given the opportunity to prepare a defense as outlined in Article 14.0.4.

and to present this defense at a dismissal hearing Board meeting, which must have at least 2/3 of the directors in attendance.

15.1.0. Grounds for dismissal shall be met by demonstrating gross incompetence, gross irresponsibility, continuous dereliction of duty, violation of the constitution, acting in contempt of the rights of persons, or committing actions that are unbecoming of the corporation/editorial board (i.e. committing racist, sexist, homophobic, ableist, transphobic, ageist, or other discriminatory hateful conduct). Ignorance will not be accepted as a defense.

15.1.0.1. Directors of the Board may be dismissed if, in the opinion of a two thirds (2/3) majority of the membership at an AGM or SGM:

15.1.0.2. The director violates the constitution, or

15.1.0.3. The director interferes with the rights of another person, or

15.1.0.4. The director meets any of the staff requirements for dismissal outlined in Article 15.1.0.

15.0.2. A motion to remove a director of the Board must be submitted to the Chair no later than seven (7) days before the AGM or SGM, and the person(s) involved shall be given an opportunity to prepare a defense and to present this defense at the AGM or SGM.

15.0.2.0. Any member, including current directors, are permitted to make a motion to remove a director of the Board.

15.0.3. Motions to dismiss Board members may be made due to any of the reasons outlined in Article 15.1.0., and further includes actions that are unbecoming of the Corporation; violations of the attendance requirements outlined in Article V; discrimination against fellow directors and/or members; and threats, harassment, and/or intimidation directed toward fellow directors and/or members.

## **Article XVI: Finances**

16.0.0. A budget for the Carillon shall be drawn up no later than May 31 of each publishing year by the Business Manager, and will be submitted to the Board for approval no later than their June meeting.

16.0.1. A payscale for all paid positions at the Carillon shall be drawn up no later than May 31 of each publishing year by the Business Manager, and will be submitted to the Board for approval no later than their June meeting.

16.0.2. The Business Manager will present a monthly financial report to the Board in the form of a summary of day-to-day and Board-voted expenses, as well as a gauge of current spending at that point in the year in comparison with the approved budget.

16.0.3. Changes to the day-to-day spending of the Corporation can only be made by a joint decision between the Business Manager and Editor-in-Chief, and will be reported

to the Board at its next meeting in the same way the purchase of office supplies would be reported.

16.0.3.0. Examples of changes to day-to-day spending include but are not limited to staff reimbursements for externally sourced training, reimbursements for writers and editors to cover stories should cost(s) be incurred, food provided at staff meetings, and student outreach and engagement efforts by *the Carillon*.

16.1.0. 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 by a simple majority vote during the budget proposal, and must be specified in the budget.

16.1.1. The Business Manager will provide honoraria which is reflective of the amount of work, as stated in Appendix B.

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

16.2.1. Funds in the Capital Fund can be used only for Capital purchases of computers, printers, scanners, faxes, or other equipment for use in the office that may become necessary for the production or publication of *the Carillon*.

16.2.2. The Business Manager and Editor-in-Chief shall review *the Carillon's* office equipment throughout their contracts in consultation with the Production Manager, Web Manager, and Graphic Editor to determine if it is necessary to make purchases using the Capital Fund.

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

16.3.0. *The Carillon* will produce, and the Corporation will publish, a newspaper of not less than twelve (12) pages per issue in each publishing week.

16.3.1. 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.

16.3.2. The newspaper shall be published not less than eleven (11) times during each of the fall and winter semesters.

16.3.3. In order to maintain the Corporation's status as a non-profit and *the Carillon's* status as a publisher, the Information Services Corporation's registry filing for each must be renewed annually or whenever information on a registry must be updated, whichever comes first. Examples of updates include but are not limited to a director resigning from the Board before the end of their tenure, or a new Editor-in-Chief being hired following *the Carillon's* annual renewal.

16.3.3.0. The Business Manager will be held responsible for filing through the Information Services Corporation, and must update the Board via a monthly meeting when each has been completed.

16.4.0. The Business Manager must begin work on the previous fiscal year's financial statements no later than May 31, and must make every effort to have the financial

statements completed and submitted to the accountant for audit no later than August 31 of the same year.

16.4.1. With the exception of circumstances legitimately beyond the Business Manager, the Corporation, and/or the accountant's control, financial statements for the previous fiscal year along with the audit must be completed and in the Corporation's possession no later than December 31.

16.4.1.0. Circumstances legitimately beyond control include but are not limited to sudden and drastic health emergencies for the accountant or Business Manager.

16.4.2. Should the Business Manager neglect to fulfill the requirements of Articles 16.4.0. or 16.4.1. they are responsible to inform the Board at their following monthly meeting, and – depending on circumstances – the Board may motion for disciplinary action in keeping with Articles XIV and V.

## **Article XVII: Advertising**

17.0.0. Upon starting their terms, the Business Manager and the Advertising Manager must review the status of *the Carillon's* advertising accounts.

17.0.1. In the event there are accounts owing it is the responsibility of the Advertising Manager with support from the Business Manager to contact clients and inform them of funds owed.

17.0.2. Any outgoing Advertising Manager is required to provide all available information regarding clients and accounts to the incoming Advertising Manager and Business Manager.

17.1.1. 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.

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

17.3.0. The Ed. Board reserves the right to approve or disapprove of any individual advertising contract, as ads are considered content in *the Carillon*.

17.3.1. Should the Advertising Manager have reason to believe the Ed. Board may disapprove an advertising contract, they are to relay the contract request to the Editor-in-Chief who will present the decision to the Ed. Board at the following meeting.

17.3.1.0. The Editor-in-Chief will present and the Ed. Board will review and discuss the proposed ad contract, and will decide on action through a two-thirds (2/3) majority vote.

17.3.2. Examples of contracts that the Ed. Board may disapprove of include but are not limited to ads from or that advocate for or against a specific political party; ads that advocate against human rights (i.e. pro-life campaigns, anti-trans rhetoric,

anti-immigrant sentiment, etc.); and ads promoting potentially harmful lifestyle choices such as fad diets, gambling, or 'get-rich-quick' scams.

### **Article XVIII: Conduct**

18.0.0 All employees and directors of the Board represent *the Carillon* from the start of their contract/tenure and until its expiry.

18.1.0. All staff 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 position.

18.1.1 The Carillon Code of Conduct and the Carillon Social Media Policy shall be added to the constitution respectively as Appendices C and D.

18.1.2 Any changes to either the Carillon Code of Conduct or the Carillon Social Media Policy will require a two-thirds (2/3) majority vote by the Board.

18.2.0. In an instance where a member fails to comply with either the Carillon Code of Conduct or the Carillon Social Media Policy, the Board will discuss the event(s) and decide on action in alignment with Articles XIII, XIV, and XV.

### **Article XIX: Annual General Meeting**

19.0.0 Fifteen (15) members must be in attendance to meet quorum.

19.0.0.0. Current staff, current directors, and newly-elected directors will all be counted toward the membership attendance requirement for quorum if attending the AGM.

19.1.0 Any member may submit a proposition at an AGM during discussion of the agenda, and/or may submit a proposition to be added to the agenda before the date of the AGM.

19.1.0.0. The Business Manager, in coordination with the Chair, is responsible for the scheduling, planning, and facilitation of the AGM.

19.1.0.1. The Board may hire support in the planning, coordination, and facilitation of the AGM.

19.1.0.2. Members will be given no less than thirty (30) days notice of the AGM through *the Carillon's* website.

19.1.0.3. Notice will be coordinated by the Business Manager and Web Manager, and must include information on the date, time, and location of the event, who is eligible to attend as a voting member, how members will be expected to demonstrate proof of that eligibility at the AGM, and how agenda items may be submitted to the Chair prior to the AGM.

19.1.0.4. Members must submit agenda items no later than twenty (20) days before the AGM is scheduled. If a member would like to add to the agenda afterward, they will follow Article 19.1.0.

19.2.0 The corporation's constitution, bylaws, and the previous fiscal year's financial statement shall be posted online for at least thirty (30) days of uninterrupted time in advance of the AGM.

19.2.1. The agenda for the AGM must be posted online no later than fifteen (15) days before the AGM is scheduled.

19.3.0. Any changes made by the Board to the constitution between the previous and upcoming AGM must be ratified by the membership at the upcoming AGM.

19.3.1. The election of new Board directors must also be ratified by the membership.

19.4.0. The Editor-in-Chief will prepare a report for the AGM that includes all reports noted to be required in the constitution. They will also report on operations and publication of *the Carillon* through the previous year, decisions made and actions taken by the Ed. Board, outreach efforts organized by staff, and efforts to engage members.

19.4.1. The Business Manager will prepare a report for the AGM that includes all reports noted to be required in the constitution. They will also report on the previous year's financial statements, the budget, decisions made and actions taken by the Board, and decisions made and actions taken by Management.

## Appendix A: Contributor Agreement

### Contributor Agreement

If you read this form and have questions that you'd like answered before signing the agreement, please contact the editor who confirmed your pitch or email the editor-in-chief (editor@carillonregina.com) with any remaining questions or concerns.

If you're going through this form it means you've pitched an article or graphic idea that's been confirmed by an editor, and you're officially on your way to contributing to the students' newspaper – congrats! We're all incredibly excited to work with you and support you in executing this piece of work, but we first need you to read through and sign off on this agreement. You only need to fill out this form once per academic year, and the commitment you make is held until the end of the winter semester. Here is what you'll need to agree to in order to confirm your contribution:

- 1 - I will submit my contribution to the editor who confirmed it by the deadline agreed upon (the Saturday before an issue's published, unless otherwise arranged with an editor).
- 2 - If I am unable to complete my contribution by the deadline, I will contact the editor before the deadline and notify them so they have time to fill the space.
- 3 - The contribution I submit will be the word count/size agreed upon.
- 4 - If I am unable to create a contribution that meets the word count/size agreed upon, I will contact the editor before the deadline so they have time to fill the space.

To put simply, you're agreeing that you'll submit what you agreed to create by the deadline, and that you'll create and submit the full work that you committed to. We've set up this agreement because there have been occasions where a contributor will have a pitch confirmed and then submit something too short or small for us to use, or not submit anything at all and give us no notice. When this happens our editorial staff are thrown into a bit of a panic, as they hardly have two days to come up with new content to fill the space that's been left unexpectedly. We don't like to see our staff in a panic, so this agreement will help make sure those last minute scrambles happen as little as possible.

At the same time, we're not hardasses. We've built this agreement to be flexible for the needs of contributors too. We understand that sometimes, despite your best intentions, life can explode into chaos and some deadlines just won't be met. We don't want to add extra stress on contributors' plates when that's the situation, so we've built a communication allowance into this agreement with points 2 and 4 above. If you're



confirmed to contribute something but it's looking like you won't be able to finish it or it won't meet the length/size requirement agreed upon, all you need to do is contact the editor before the deadline and let them know. If you communicate with us before the deadline there will be no strike against you, no hard feelings whatsoever, and we'll still welcome your contributions in the future once life calms down and you're able to invest in creating this sort of work again. Strikes will be counted for the following reasons:

A - You submit a contribution, but it is significantly below the length/size agreed upon. We aren't able to use the work, and editors unexpectedly need to fill the space left.

B - You do not submit a contribution, and do not contact the editor before the deadline to let them know you can't/won't follow through on the agreement. Editors unexpectedly need to fill the space left.

This strike system follows the standard three-strike rule, and the amount of strikes earned resets with each academic year. To give an example, let's say that in July 2022 you commit to contribute but send in something too short for us to use - that's one strike. If in November 2022 you commit to contributing but send nothing in and don't communicate to the editor before the deadline that you won't be submitting content, that'd be a second strike. At this point you could still keep pitching ideas to editors and contributing, but if a third strike is earned before April 2023 then we wouldn't be able to accept contributions from you for the rest of that academic year.

Once the next academic year begins in May you'll be welcome again to fill out this form and contribute, and any and all strikes from the previous year will not be counted against you. Essentially, we want to extend the opportunity to contribute as frequently and to as many people as possible while protecting our staff at the same time. To ensure we're limiting the panic they can experience as much as possible we ask that you sign this agreement before contributing, and that you respect our efforts to safeguard our staff by communicating with them if you're unable to follow through on what you committed to do.

## Appendix B: Job Descriptions

**Editor-in-Chief:** The Editor-in-Chief is responsible for the creative direction of the paper, has the final say on editorial decisions, holds a seat on the Board of Directors to represent the editorial board, and will maintain a priority of student outreach to ensure engagement with (and relevance of) the paper. Tasks include communications and administrative duties; coordinating and conducting interviews for job applicants; training staff members at the beginning and throughout the duration of their contract; resolving editorial and managerial issues; aiding in the coordination and rollout of outreach efforts; editing final drafts of individual articles and the paper as a whole; ensuring policies and procedures are up to date and being adhered to; filling in for vacant positions should tasks from vacant positions be required.

**Business Manager:** The Business Manager is responsible to oversee the day-to-day business functions of the paper, including finances and payroll, marketing, communications, and human resource roles. Tasks include communications and administrative duties; holding a seat on the Board of Directors to speak to managerial and financial operations; working to maintain our non-for-profit corporation status; collecting and presenting information on finances at board meetings, AGMs, and/or SGMs; ensuring policies and procedures are up to date and being adhered to.

**Production Manager:** The Production Manager is responsible to layout the paper, arranging all text and graphic content from staff and contributors using Adobe InDesign, then submitting their draft to the Editor-in-Chief for final edits before passing off the final version to our printers for physical copies and to our Technical Editor to be put on our website. This position requires patience, creativity, a willingness to learn, and working in cooperation with the Editorial Board to ensure we have a full paper out each day we are scheduled to publish.

**Web Manager:** The Web Manager is responsible for the maintenance of our website and staff email server, as well as the updates and maintenance of office computers, equipment, and other devices reasonably required by staff in their positions. They will work closely with the Production Manager and Communications & Outreach Coordinator to ensure accurate information is shared in a timely manner and may contribute to social media outreach efforts.

**Copy Editor:** The Copy Editor is responsible to ensure the newspaper is consistent with *Canadian Press* standards and *Carillon* style. During each issue they will act in the secondary editing phase by correcting grammar, spelling, punctuation, formatting, and

providing feedback and coaching to section editors on grammar, composition, and style inconsistencies.

**Graphic Editor:** The Graphic Editor is responsible for images and graphic content required for and/or submitted to the paper. They must ensure every article has a fitting image to be printed with whether taken themselves, edited, or sourced, and must always be sure we have the rights to use the images published in the paper. An original cover for the paper must also be created for each issue, along with a graphics page which may contain images taken by the Graphic Editor, staff, contributors, or writing submissions shorter than our minimum article word count. Knowledge of Adobe Photoshop and Illustrator is an asset, alongside general graphic editing, photography, or media communications experience.

**Multimedia Editor:** The Multimedia Editor is responsible for audio and video content published by the paper, including but not limited to outreach and promotional efforts, live interviews, podcasts, and event coverage. Knowledge of software editing systems such as Adobe Premier Pro is an asset, alongside general film, recording and production, or audio and video editing experience. They may also be required to aid in the designing and layout of the cover and/or graphics page in the event we pause the publication of physical, printed copies of the paper.

**News Editor:** The News Editor is responsible for the maintenance and upkeep of the News section, which will be a minimum of two pages if the section has no writer, three pages if the section does have a writer, and a maximum page count of five if contributions allow. Other duties include finding four-seven stories for each week's pitch list; finding staff and contributors to write articles; helping those writing for News with brainstorming, interview sourcing, and article direction; editing the section on production night. Necessary skills include good time management, English fluency and confidence in grammar, comfortability editing both grammar and structure of articles, and a proactive communication style. It is imperative to be objective and remain so throughout this section - we already have an Op-Ed section, News is not for blog posts. Failure to make sure that the stories in this section are verifiable and true could result in a lawsuit, or worse.

**Arts & Culture Editor:** The Arts & Culture Editor is responsible for overseeing section development, ensuring equal coverage of musical, artistic, and otherwise cultural community-wide events and stories as University of Regina students experience them or are impacted by them. They are responsible for the maintenance and upkeep of the A&C section, which will be a minimum of two pages if the section has no writer, three pages if the section does have a writer, and a maximum page count of five if

contributions allow. Other duties include finding four-seven stories for each week's pitch list; finding staff and contributors to write articles; helping those writing for A&C with brainstorming, interview sourcing, and article direction; editing the section on production night. Story priorities are the creative writing, visual art, and community work of women, BIPOC, 2SLGBTQ+ community members, and individuals with disabilities. Necessary skills include good time management, English fluency and confidence in grammar, comfortability editing both grammar and structure of articles, and a proactive communication style.

**Sports & Health Editor:** The Sports & Health Editor is responsible for their section, that being a minimum of two pages if the section has no writer, three pages if there is a writer, and a maximum page count of five if contributions allow. Other duties include coordinating and recruiting contributors; encouraging coverage of local organizations, teams, businesses, community organizations and events, campus clubs and teams; finding four-seven stories for each week's pitch list; helping those writing for Sports with brainstorming, interview sourcing, and article direction; editing the section on production night. Necessary skills include good time management, English fluency and confidence in grammar, comfortability editing both grammar and structure of articles, and a proactive communication style.

**Op-Ed Editor:** The Op-Ed Editor is responsible for critically engaging with local, political, and world events by making a pitch list with four-seven ideas for writers and contributors. The section page minimum is two, with a maximum of five and the option to include a humour/comic page within those two-five pages. Other duties include coordinating and recruiting contributors; helping those writing for Op-Ed with brainstorming, interview sourcing, and article direction/resource suggestions; editing the section on production night. Necessary skills include good time management, English fluency and confidence in grammar, comfortability editing grammar and clarity of articles, and a proactive communication style.

**Staff Writer:** The Staff Writer is responsible for writing two articles per issue (one full-page and one half-page) in varying sections from issue to issue. This involves coordinating article topics with section editors, sending out interview requests and conducting interviews when necessary, conducting the appropriate research and providing references for the fact checking process, writing articles to the appropriate word count, and sending them to the relevant section editors by the appropriate deadline.

**News Writer:** The News Writer is responsible for two articles per issue (one full-page and one half-page), primarily regarding the news that comes from the University of

Regina (U of R) which may include faculty, administration, and the student's union. Article topics may also include municipal, provincial, national, and international news, but topics relevant and of interest to students at the U of R are always priority. Duties include coordinating article topics with the News Editor, sending out interview requests and conducting multiple interviews when possible, conducting the appropriate research and providing references for the fact checking process, writing articles to the appropriate word count, and sending them to the News Editor by the appropriate deadline.

**Arts & Culture Writer:** The Arts & Culture Writer is responsible for writing two articles per issue (one full-page and one half-page), primarily regarding the arts scene on campus and around Regina. Duties include coordinating article topics with the Arts & Culture Editor, sending out interview requests and conducting interviews, attending events (i.e., art gallery showing, play, concert) if necessary for event coverage, conducting the appropriate research and providing references for the fact checking process, writing articles to the appropriate word count, and sending them to the Arts & Culture Editor by the appropriate deadline.

**Sports & Health Writer:** The Sports & Health Writer is responsible for writing two articles per issue (one full-page and one half-page), primarily regarding topics relevant to students such as varsity and intramural sports, health and wellness events, or opportunities for student involvement. Article topics may also include municipal, provincial, national, or international sports and health areas. Duties include coordinating article topics with the Sports & Health Editor, sending out interview requests and conducting interviews, attending events (i.e., Cougars and Rams home game, yoga night, hiking trail) if necessary for event coverage, conducting the appropriate research and providing references for the fact checking process, writing articles to the appropriate word count, and sending them to the Sports & Health Editor by the appropriate deadline.

**Advertising Manager:** The Advertising Manager is responsible for selling advertising space – both on our website and in physical prints of the paper – aimed to generate revenue. Weekly responsibilities include contacting new and existing advertising clients; creating and maintaining our ad rate card according to size, design, and other necessary specifications; coordinating ads in the paper with the Production Manager and online with the Technical Editor; invoicing clients; keeping track of accounts in connection with the Business Manager.

**Distribution Manager:** The Distribution Manager is responsible for receiving the delivery of our printed papers on campus on Thursdays that we publish. They will then

disperse them in newsstands across campus that same day, and will deliver papers to off-campus locations should any deliveries be required (a valid driver's license and vehicle may be necessary). The Distribution Manager will also track the performance of various newsstands and locations we distribute to, adjusting distribution as appropriate when agreed upon by the Editor-in-Chief and Business Manager, and will approach local businesses/organizations to request and negotiate distribution.

**Communications and Outreach Coordinator:** The Communications and Outreach Coordinator is primarily responsible for outreach efforts, including but not limited to communicating with university administration and faculties, coordinating events and workshops put on by the paper, aiding in the search for off-campus distribution locations, managing our social media accounts, and searching for collaboration opportunities within the community. Administrative, communications, scheduling, and program development experience would all be considered assets in this position.

## Appendix C: Code of Conduct

### Code of Conduct

*Adapted from The Society of Professional Journalists' Code of Ethics*

By signing this document, I am aware that I am representing The Carillon Newspaper Inc. each time I conduct my duties as an employee. At all times I commit to:

- Take responsibility for the accuracy of my work. Verify information before releasing it. Use original sources whenever possible.
- Remember that neither speed nor format excuses inaccuracy.
- Provide context. Take special care to not misrepresent or oversimplify in promoting, previewing, or summarizing a story.
- Gather, update, and correct information throughout the life of a news story. Identify sources clearly.
- To minimize harm in my reporting, punching up and not down.
- Be vigilant and courageous about holding those with power accountable.
- Provide access to source material whenever relevant and appropriate.
- Boldly tell the story of the diversity and magnitude of the human experience. Seek sources whose voices we seldom hear.
- Never plagiarize. Always attribute.
- Consider the long-term implications of the extended reach and permanence of publication. Provide updated and more complete information as appropriate.
- Avoid conflicts of interest, real or perceived. Disclose unavoidable conflicts.
- Be wary of sources offering information for favors or money; do not pay for access to news. Identify content provided by outside sources.
- Explain ethical choices and processes to audiences. Encourage a civil dialogue with the public about journalistic practices, coverage, and news content.
- Acknowledge mistakes and correct them promptly and prominently. Explain corrections and clarifications carefully and clearly.
- Expose unethical conduct in journalism, including within our organization.
- Abide by the same high standards expected of others.

## Appendix D: Social Media Policy

### Social Media Policy

This policy applies to all staff of The Carillon Newspaper Inc., and extends the constitution as well as *the Carillon's* Code of Conduct to situations involving the use of social media websites, applications, or channels, both in representing the publication and staff's own personal views. Staff are expected to carry out their jobs with honesty and diligence as parts of maintaining journalistic integrity; this extends to online spaces. Breaking any of the guidelines or standards in this policy may lead to serious consequences, including disciplinary action and potentially dismissal depending on the severity of the infraction.

Social media includes, but is not limited to, websites and mobile applications that allow users to create, share, and respond to content hosted on an online platform. For the sake of ease, workplace productivity platforms (e.g. Slack) are also included in this policy. Some examples include Facebook, Facebook Marketplace, Facebook Messenger, Instagram, TikTok, Snapchat, and Google Suite. The following guidelines and standards apply to all individuals covered by this policy, and should be considered regardless of how publicly available the content may be or the nature of the content in general. This is not a complete list of all possible social media platforms, situations, or considerations, but will help staff to guide their actions.

#### Acting as *the Carillon*

Official organization information and social media posts may only be disseminated through official organization social media platforms, which currently include our website, Facebook, Instagram, and Twitter. Additionally, information and posts may only be shared by authorized staff acting in an official capacity for *the Carillon*. Staff authorized to conduct social media activities such as creating content, linking to other content, following, reposting, or otherwise participating in social media activities must abide by all organization policies. All parties must also abide by applicable provincial and federal laws such as copyright and defamation laws, as well as the terms of service, terms of use, privacy policies, and other requirements of any communication platforms used.

If content posted by *the Carillon* allows comment, user feedback should remain regardless of whether it is favourable or unfavourable. Comments should only be deleted if they are abusive, discriminatory, threatening, spam, scams, or otherwise do not adhere to *the Carillon's* priorities as listed in its Code of Conduct. Comments endorsing a political candidate, party, or some other position will be deleted. Comments



are to be considered as public record, and in alignment with *the Carillon's* Unpublishing Policy will be retained as such.

If you are representing *the Carillon* in an official capacity on social media, the publication is responsible for the content you publish. Assume that any content you post is considered to be in the public domain, will be available indefinitely, and can be published or discussed by/in other media. If you wish to but are unsure about how to represent *the Carillon*, contact the Editor-in-Chief.

### **Acting as an Individual**

Staff who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, these types of tools can blur the line between professional and personal lives and interactions. As a publication, it is critical that staff are cognizant of this distinction. Staff must consider ethical obligations to journalistic integrity when participating in social media, but particularly when identifying themselves as staff of *the Carillon* or when the context may lead to that conclusion. If you wish to but are unsure about how to represent *the Carillon* on your social media as a staff member, consult the Editor-in-Chief. The following shall be used as guidelines:

- When publishing content to any website or social media platform outside of the publication's official online presence, and when the post, link, or content concerns operations of *the Carillon* in any way, staff will be expected to express themselves in a way that clearly presents their opinions as their own.
- Staff are expected to refrain from referencing their formal position as leverage when posting in a non-official capacity, and may not use an organization email address for personal social media accounts.
- By virtue of their position, those with management and/or editorial responsibilities must consider whether the personal thoughts they publish – even in clearly personal venues – may be misunderstood as expressing values the publication does not possess.

### **Responsibilities of Staff**

The Editor-in-Chief is responsible to ensure staff read this policy, understand it, and that it is followed. For staff hired before the first issue in a volume this will happen during spring training, and for all staff hired after during their first training session. Staff will sign and date this form in the same way they sign and date the Code of

Conduct, which will provide a yearly record to show staff have read and understand the policy and will be kept with the staff member's onboarding documents.

Staff are ultimately responsible to make sure they understand and follow this policy. All staff members will have the opportunity to discuss the policy, and will be encouraged to ask any questions they may have to increase their understanding. It is also the responsibility of staff to bring to the attention of the Editor-in-Chief and Business Manager knowledge of a situation which might adversely affect the publication's reputation. Staff may report these situations verbally or in writing, but any evidence of improper practice must be made known. In this context, "improper practice" means any activity that staff can reasonably believe violates this policy. Staff who report potential improper practice when made in good faith will be protected by *the Carillon*.

### **Obligation to the Public Good**

*The Carillon* as a newspaper publication is a part of the public record. The integrity of news publications and our integrity as an organization depends on the conduct of our staff. All content posted on a social media site should be considered public, even if you have set privacy settings to restrict access to limited numbers of persons. As such, the expression of opinions in a social media environment is subject to the same limitations that are placed on newsroom employees through principles of ethical conduct. These are designed to maintain the credibility of the journalist, and the publication, for the public good. These ethical obligations apply to all staff, even if an individual staff member does not write for *the Carillon*.