

Revised Bylaws of *The Campus* Newspaper, November 20th 2023

The Bylaws of *The Campus* Newspaper, as proposed November 20th, 2023

Article 1: Preamble

- 1.01 This document shall be known as the Bylaws of *The Campus* and shall be the document by which the staff of *The Campus* shall govern themselves and by which editorial content of *The Campus* shall be determined.
- 1.02 The name of the newspaper governed by this document shall be *The Campus*.
- 1.03 These bylaws shall be enforced as of November 20th, 2023

Article 2: Definitions

2.01 **Student:** a student who is registered in at least one course and who have paid their student activity fees at Bishop's

2.02 **Staff:** Consists of all writers and editors who have signed a contract with *The Campus*. Members of the SRC Executive may not be voting staff members of *The Campus*.

2.03a **Contributor:** any student of Bishop's University who is a student and who contributes to *The Campus* Newspaper during the publishing year. Unsolicited materials, such as letters to the editor, club columns, Toast Radio schedules and show details, unsolicited BUCS content, and SRC content written by SRC Executives (with some exceptions to executive-written content in clause 2.03c), or classified ads will not be considered contributions.

2.03b **Contribution:** a contribution shall be registered when a contributor's name appears on the masthead of one issue of *The Campus*. A contribution shall consist of one article with exceptions for creative submissions in the Arts & Culture section.

2.03c **Exceptions to SRC Executive-written content:** All opinion pieces and non-SRC content by SRC Executives are considered contributions. Such pieces should include a disclosure in the article about what position (e.g. Director of Events) the executive is writing in the capacity of.

2.04 Publication Board:The organization that shall oversee the management of *The Campus* and fulfill other duties as outlined in its constitution. The bylaws of the Publication Board are attached as Appendix 1.

2.05 Editor-in-Chief:the person selected by the outgoing staff that is ultimately responsible to the staff and to the publishing board for the content and editorial policy of *The Campus*.

2.06a Section Editor:the persons selected by the hiring committee to be responsible for the content of *The Campus*. The section editors shall consist of the following: news editor, arts & culture editor, sports editor, features editor, opinions editor, and business & economics editor. The section editors will receive an honorarium, as determined by a proposal from the Editor-in-Chief and Business and Advertising Manager, a 2/3-majority vote of Campus staff, and a majority vote of the Editorial Board.

2.06b Copy Editor:the person selected by the hiring committee to be responsible for the copy in *The Campus*. The Copy Editor shall receive an honorarium, as determined by a proposal from the Editor-in-Chief and Business and Advertising Manager, a 2/3-majority vote of Campus staff, and a majority vote of the Editorial Board.

2.06c Director of Finance:the person selected by the hiring committee to manage *The Campus'* finances and manage all advertising material in *The Campus* and adhere to the Financial Policy. The Business Manager shall receive an honorarium determined by a proposal from the Editor-in-Chief, a 2/3-majority vote of Campus staff, and a majority vote of the Publishing Board.

2.07 Editorial Content:all articles, editorials, writing, letters, layout, photos, graphics, aesthetics, editorial policies, including advertising boycotts; duties and responsibilities of the editorial staff.

2.08 Student's Representative Council (SRC): the democratically elected executive student union at Bishop's University.

2.09 CUP: The Canadian University Press, the national cooperative of student newspapers.

Article 3: Publishing

3.01 *The Campus* shall be published biweekly throughout the fall and winter semesters, with a single issue in the spring semester if possible

3.02 *The Campus* publishing year shall run from May 1 to April 30, for a total of no less than twelve issues.

3.03 *The Campus* shall make available its publishing schedule in its office at the beginning of the publishing year, or publicly available online should the team not have a physical office space

Article 4: Principles

4.01 As an agent of social improvement, *The Campus* will be in accordance of the Canadian Charter of Rights and Freedoms, and thereby will respect any person regardless of sex, sexual orientation, physical disability, mental disability, age, ethnic, racial, religious or cultural background.

4.02 *The Campus* will observe the CUP Statement of Principles as published in the CUP Constitution.

4.03 *The Campus* observes the CUP Code of Ethics in all of its practices.

4.04 The staff of *The Campus* shall adhere to CUP's guidelines defining conflict of interest.

Article 5: Objectives

The objectives of *The Campus* shall include:

5.01 To promote the interests and welfare of the students of Bishop's University by collecting and publishing accurate, fair and honest articles on timely issues and events which concern the Bishop's University community, and material for the education or entertainment of that community.

5.02 To allow and encourage all staff members the opportunity and facilities to learn any or all of the skills involved in producing *The Campus*.

5.03 To provide a forum for the views of members of the University community by means of a duly labeled Opinions page, in which any submission may also be edited.

Article 6: Jurisdiction & Powers

The Campus shall possess and exercise the jurisdiction and powers specified below:

6.01 The content of *The Campus* shall be at the sole discretion of its staff, which shall act at all times in accordance with the bylaws of *The Campus* and the bylaws of the Publication Board

6.02 This constitution shall be binding on all staff members and contributors to *The Campus* and made available to them in a visible place within *The Campus* office or be publicly available online should the team not have a physical office space.

Article 7: Hiring

7.01a Hiring of the staff of *The Campus* shall be held once in the publishing year, around the third week of March, prior to the year that the incoming board takes office. Hiring should be phased, with the Editor in Chief, associate editor, and Director of Finance being hired first. The next stage(s) should hire section editors, the photographer, graphics editor, director of marketing and communications and staff writers.

7.01b Hiring shall be conducted by a committee composed of at least the outgoing and incoming Editors-in-Chief and outgoing associate editor. They may decide to also include a fourth member, such as an outgoing staff member in the hiring committee. No one applying to a position can serve on the hiring committee of that position; Remaining members of the hiring committee should select a replacement on the hiring committee. If the outgoing Editor-in-Chief is applying for a different position, or there is doubt as to the result of the hiring process, the matter shall be referred to the Publishing Board.

In the hiring process the individual staff on each hiring committee shall:

7.02a Take into strong consideration the applicant's contribution to *The Campus* the year previous, and;

7.02b Interview each applicant individually and inform each applicant by email or letter once a decision has been made.

7.03a Positions to be hired include: editor in chief, associate editor, news editor, copy editor, junior copy editor, arts and culture editor, sports editor, opinions editor, features

editor, director of finance, director of marketing and communications , layout editor, photographer(s), graphics editor(s), and staff writers.

7.03b Staff writers are to be determined each semester based on contribution to The Campus.

7.03c The Editor-in-Chief is to be hired by a hiring committee including the outgoing Editor-in-Chief, outgoing associate editor, director of finance, and up to one other staff member. As with 7.01b, no one applying to the position can serve on the hiring committee. In the case that any of the members of the hiring committee should be applying for the Editor-in-Chief position, the rest of the committee should select a replacement

7.03d The hiring committee should make an effort to gauge interest in all positions, including positions current staff members wish to retain, and from there decide whether or not conduct performance evaluations and/or open applications for positions existing staff members are interested in retaining for the following year.

7.04 *The Campus* shall publish a call for applications for all positions and complete staff list at least two weeks before hiring. The closing date for applications shall be one week before hiring.

7.05 Applicants for staff positions must submit a resume, one writing sample, and a letter of intent that states the position they are applying for, their qualifications, and the reasons they want the job. These letters shall be made available to the hiring committee of each position.

7.06 The call for applications shall be at least one-tenth of a page in the newspaper and shall contain the following information:

- a) eligibility (all FTS and PTS)
- b) deadline for applications, and;
- c) a description of the position's tasks and responsibilities.

7.06 If at the closing date of applications, there are no candidates for any position, or if none of the applicants are deemed suitable for the position, the hiring committee may look to appoint an individual, extend the hiring period, or reopen the hiring period at the start of the next academic year. This appointment must be ratified by the Publishing Board.

7.07 All hiring procedures shall be conducted in-person, by phone, or by video-call.

7.08 Any three staff members may, by written request presented to the Chair of the Publishing Board, demand a review of the hiring for any position.

7.09 The position of associate editor shall be hired by a hiring committee consisting of at least the outgoing Editor-in-Chief, incoming Editor-in-Chief, and outgoing Associate Editor.

Article 8: Impeachment

8.01 Procedures to impeachment of a member of the staff shall be initiated by a majority vote of staff, held by secret ballot at a duly constituted staff meeting.

8.02 Should a staff vote to begin impeachment; an interim replacement shall be appointed by a majority vote of staff.

8.03 An impeachment vote shall be held at a separate meeting within two weeks of the vote to begin impeachment.

8.04 The member of the staff shall be considered impeached if a two-thirds majority of voting staff vote 'yes' to impeachment. Should this occur, procedures to fill the vacated position shall begin immediately.

8.05 Quorum for an impeachment vote shall consist of two-thirds of voting staff.

8.06 Procedures to begin impeachment of a member of the staff may be initiated by a petition including the signatures of five percent of the student body and must be presented to the Editor-in-Chief. Upon presentation of such a petition, impeachment procedures shall be initiated.

8.07 All impeachment procedures shall be reviewed and ratified by the Publishing Board. If any impeachment procedure takes place, the Publishing Board must convene to review and ratify said procedure.

Article 9: Staff

9.01 The activities of the staff shall be supervised by the Editor-in-Chief, who will also ensure that all staff positions are filled.

Article 10: Duties of the Members of the Staff

10.1 The Editor-in-Chief shall:

- a) oversee the regular publication of *The Campus*
- b) implement the provisions of this constitution, any resolutions passed at staff meetings, and all other staff directives.
- c) assist in the preparation of the annual budget and present it to the staff.
- d) edit all copy for libelous statements.
- e) make all necessary day-to-day editorial decisions between staff meetings; in the absence of policy set by staff, the Editor-in-Chief shall use his/her best judgment and bring the decision to the next staff meeting for discussion.
- f) chair all staff meetings
- g) assist in layout of all sections
- h) maintain an up-to-date staff list and communicate regularly with staff, informing them of meetings, deadlines, etc.
- i) keep the staff informed of events within CUP, including membership fees, regional conferences, regional elections and field working visits by CUP staff to Bishop's, and news about the CUP regional and national conferences
- i) communicate regularly with the SRC
- l) Assign articles and important stories when needed
- m) Facilitate staff transitions at the end of the publishing year, and provide trainings and onboarding at the start of the year

10.2 The copyeditors shall perform the following duties:

- a) edit all copy for grammar, style and spelling
- b) edit all copy for libelous statements and/or incorrect facts
- c) review the final copy of the paper before the layout editor begins their work
- d) contribute at least one article to any section per issue
- e) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.3 The arts & culture (formerly arts & entertainment) editor shall:

- a) assign weekly coverage of Bishop's and community entertainment events and subjects, and ensure that these areas are reported adequately in *The Campus*

- b) recruit, train, select, and supervise arts & culture section writers
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit, proofread, and size all copy in their section
- f) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the arts & culture section
- g) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.4 The sports editor shall:

- a) assign weekly coverage of Bishop's and, where applicable, community sports events and ensure that those events are reported adequately in *The Campus*
- b) recruit, train, select, and supervise sports writers
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit, proofread, and size all copy for the sports section
- g) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the sports section
- h) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given.

10.5 The opinions editor shall:

- a) encourage the general public to contribute opinions or editorial pieces to *The Campus* on a variety of issues and subjects
- b) recruit, train, select, and supervise opinions/editorial writers, if there are any
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit, proofread, and size all copy for the features section
- f) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the opinions and editorial section

g) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.7 The associate editor shall:

- a) assist the Editor-in-Chief in all matters necessary and take the place of the Editor-in-Chief if he/she is absent.
- b) assist in hiring procedures
- c) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief
- d) Assist the Editor-in-Chief with implementing a balanced coverage of the diverse student and community life at Bishop's, such as by meeting earlier before regular meetings to preview the content map together, recommending interviewees/contacts to editors, and making article suggestions throughout the week in the team's social media communications;
- e) Read the newspaper with a critical eye and provide feedback at each team meeting;
- f) Conceive, orchestrate, and provide updates of initiatives aimed at deepening *The Campus's* network of contributors, improve its recognition among students, enhance the quality and relevance of its content, and generally improve the newspaper

10.8 The news editor shall:

- a) assign weekly coverage of Bishop's, community, and, where applicable, world news events and ensure that those events are reported adequately in *The Campus*
- b) recruit, train, select, and supervise news writers
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit, proofread, and size all copy for the news section
- f) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the news section
- g) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.9 The features editor shall:

- a) assign features stories and ensure that those stories are reported adequately in *The Campus*
- b) recruit, train, select, and supervise features writers, if there are any
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit and proofread all copy for the features section
- f) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the features section
- g) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.10 The Director of Finance shall:

- a) be responsible for the day to day finances of *The Campus*
- b) ensure that there are sufficient funds left at the end of the year for honorariums and a first publication of *The Campus* for the next publishing year
- c) promptly reimburse staff members for *The Campus* expenses
- d) promptly pay all outstanding bills
- e) assist in coordinating a budget to the Editor-in-Chief at the end of each semester to be reviewed by staff at a regular staff meeting
- f) solicit advertisements for *The Campus*
- g) be responsible for mailing out invoices and the collection of funds from advertisers
- h) act as a liaison to BUCS as needed
- i) communicate with Campus Plus and Free Media and include any and all ads from Campus Plus and Free Media
- j) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.11 Staff writers shall:

- a) be responsible for contributing at least one article to their appropriate section for each issue of *The Campus* per issue
- b) contribute, if required by Staff, an article for online publication on *The Campus* website, on a rotating cycle with other section writers in their specific section.

10.12 The layout and online editor(s) shall:

- a) ensure all editorial content is placed in the layout under the corresponding section for publication, unless the Editor-in-Chief and section editor in question has been consulted on the content's removal or move
- b) ensure all commission advertisements are placed in the layout in the manner described in the purchase of space
- c) ensure PDF versions of each issue are uploaded to *The Campus'* Issuu account
- d) ensure all content marked for online publication is posted to *The Campus'* Facebook page
- e) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

10.13 The business and economics editor shall:

- a) assign business and economics stories and ensure that those events are reported adequately in *The Campus*
- b) recruit, train, select, and supervise news writers
- c) establish and enforce deadlines to ensure adequate organization and copy flow
- d) write editorial and other stories as required
- e) edit, proofread, and size all copy for the news section
- f) assist in general layout (including headlines, sub-headings, bylines and photo credits and/or captions) of the news section
- g) attend all meetings or conferences on behalf of *The Campus* as required by the Editor-in-Chief, except in extenuating circumstances or if prior notification is given

Article 11: Staff Powers

11.01 *The Campus* staff shall have ultimate control over the content and editorial policy of the publication. Any staff member with the support of another may overrule any editorial decision by the Editor-in-Chief.

Article 12: Staff Meetings

12.01 Regular staff meetings shall be called at least twice a semester during the publishing year in *The Campus'* office, at a time decided by majority vote of staff no later than the week of publication of a given issue.

12.02 Any three staff members may, upon presentation of a written request to the Editor-in-Chief, call an emergency staff meeting provided that the staff is notified at least 48 hours in advance.

12.03 The Editor-in-Chief shall chair all staff meetings. As chair, the Editor-in-Chief shall:

- a) ensure all provisions of the constitution are observed, particularly with regard to timing of special meetings, hiring, etc., and advise the staff of any necessary action to be taken in these regards.
- b) encourage participation in staff democracy from all staff members, new or old, and take particular care to ensure the participation of any under-represented groups.
- c) convene emergency staff meetings when legitimately requested to, or on his or her own discretion.

12.04 Should the chair find him or herself in a conflict of interest, she/he shall declare that such a conflict exists and ask that his/her duties be placed on the Associate Editor until such time as the conflict no longer exists.

12.05 *The Campus* will hold an annual general meeting, preferably at the end of the winter semester of each year. The purpose of these meetings will be to inform all contributors and the public at large of all relevant happenings related to *The Campus* newspaper.

12.06 All full and part-time students shall be welcome and encouraged to attend these meetings. These meetings will be publicized at least two weeks before they are called by an announcement in the newspaper.

Article 13: [deleted]

Article 14: Amendment and Interpretation

14.01 The process to amend the bylaws shall be initiated by majority vote of staff at a regular staff meeting. A motion to entertain a specific amendment shall be presented to staff and must be approved by a 50% plus one majority vote of staff.

14.02 These bylaws may be amended by a two-thirds majority vote of *The Campus* staff.

14.03 Quorum for an amendment to the bylaws shall be two thirds of staff.

14.04 Votes to amend the bylaws shall be held at regular staff meetings. Staff may by majority vote hold an amendment vote in the same manner as elections for the editorial board.

14.05 Amendments to these bylaws shall be ratified by the Publishing Board.

14.06 These bylaws shall be interpreted by majority vote of staff.

Article 15: Accessibility to these Bylaws

15.01 At least one copy of these bylaws shall be posted in a prominent place in *The Campus* office at all times or online if the team does not have a physical office space

15.02 No member of the Bishop's community shall be denied access to these bylaws for any reason.

Appendix 1:

The bylaws of the Publishing Board of *The Campus* newspaper, as proposed August 31, 2015.

Article 1: Preamble

1.01 This document shall be known as the Bylaws of the Publishing Board (formerly Editorial Board), and shall be the document by which the Board shall govern themselves and by which the operation of *The Campus* shall ultimately be determined.

Article 2: Definitions

2.01 All definitions as included in the bylaws of *The Campus* Newspaper shall apply to this document

Article 3:

3.01 The Publishing Board of *The Campus* Newspaper shall consist of the following voting members:

- The Editor-in-Chief of *The Campus* Newspaper
- One Editor elected by *The Campus* team
- One staff writer, elected by the *The Campus* team
- One Bishop's University faculty member knowledgeable of journalism.
- The editor of *The Mitre*, unless they are a member of *The Campus'* staff, in which case the position shall be held by the president of the English Literature Club

3.02 The Editor-in-Chief shall act as Chair of all Publishing Board meetings. Beginning with the first meeting, the board shall elect a member of the board to record the minutes or the Associate Editor may volunteer to take minutes

Article 4: Meetings

4.01 Meetings of the Publishing Board shall be called under the following circumstances:

- a) impeachment of any *Campus* staff member.
- b) termination of CUP membership
- c) amendments to the constitution
- d) at the end of each publishing year to ratify staff hiring and as a general annual review.
- e) by majority vote of *The Campus* staff

4.02 Editorial Board meetings shall be held no later than two weeks after one of the above situations occurs.

4.03 General meetings of the Publishing Board shall be held under the discretion of board members.

4.04 The Chair shall give each Board member one week's notice of date and time and make every effort to ensure that all Board members can attend.

4.05 All meetings of the Publishing Board regarding impeachment or hiring shall be held in camera. Results of Publishing Board meetings, where required, shall be sent in writing to the parties involved.

Article 5: Powers

5.01 The Publishing Board of *The Campus* shall provide an equal voice to that of staff in determining all hiring decisions, impeachments, and financial matters.

5.02 The Publishing Board shall respect, interpret, and enforce *The Campus* bylaws and shall attempt to maintain its spirit and intent.

Article 6: Quorum

6.01 Quorum for a Publishing Board meetings shall consist of 75% of the voting members of the Publishing Board. Meetings shall not be binding if 75% of the voting members are not present.