

Tribune Publication Society **Constitution**

Updated and ratified April 2021

0. DEFINITIONS

- TPS: Société de Publication de la Tribune
- the Tribune: *The McGill Tribune*
- SSMU: Students' Society of McGill University
- PGSS: Post-Graduate Students' Society

1. NAME

Société de Publication de la Tribune (hereinafter "TPS"), located at the Shatner University Centre, Suite 110, 3480 McTavish Street, McGill University, Montreal, Quebec H3A 1Y2.

2. OBJECTIVES

The TPS shall publish a weekly student newspaper entitled "The McGill Tribune" (hereinafter "the Tribune") from September through April of each year (hereinafter the "academic session").

3. MEMBERSHIP

Membership in the TPS shall include all registered members of the Students' Society of McGill University (SSMU) and Post-Graduate Students' Society (PGSS).

4. FEES

Each SSMU member shall contribute the amount of four (\$4.00) dollars each semester during each academic session. Each PGSS member shall contribute the amount of eighty seven cents (\$0.87) each semester during each academic session.

5. BOARD OF DIRECTORS

5.1 The governing body of the TPS shall be the Board of Directors, who shall oversee the administrative aspects of its publications.

5.1.1 Administrative aspects include:

5.1.1.1 The annual selection of the Editor-in-Chief;

5.1.1.2 the approval of the budget and any expenses incurred during the publication of the Tribune;

5.1.1.3 the resolution of complaints about TPS;

5.1.1.4 and the approval of changes to the Bylaws or Constitution of the TPS.

5.1.2 The Board of Directors shall meet a minimum of eight times per academic session except in cases of unforeseen changes to the academic calendar.

5.1.3 The Board of Directors has jurisdiction over the recruitment and termination of all TPS employees who are not appointed under the provisions of Bylaw 4.

5.1.4 Quorum for all meetings shall be five (5) members of the Board of Directors.

5.2 Membership to the TPS Board of Directors shall be from May 1 to April 30 and shall include:

5.2.1 The Tribune Editor-in-Chief and the Business Manager;

5.2.2 At least one Tribune contributor representatives, elected by TPS members at an Annual General Meeting;

5.2.2.1 Paid Tribune employees may not be Contributor Representatives.

5.2.2.2 Contributors must have submitted at least three published articles, photos, or illustrations to the Tribune in the preceding year(s).

5.2.2.3 The Editor-in-Chief shall solicit interest for this position before the preceding year's AGM. A decision shall be reached by the third week of September.

5.2.2.4 The decision shall be rendered by secret ballot and conducted in the presence of the TPS Chairperson.

5.2.3 At least one representative from the Editorial Board,

5.2.3.1 The Editor-in-Chief shall solicit interest for this position before the preceding year's AGM and during the Editorial Board's first meeting. A decision shall be reached by the third week of September.

5.2.3.2 The decision shall be rendered by secret ballot and conducted in the presence of the TPS Chairperson.

5.2.3.3 The editorial board representative must not hold the position of managing editor or creative director, unless the promotion takes place into the representative's term in which case the final decisions shall be made at the EIC and Chairperson's discretion.

5.2.4 And four representatives from the membership at large.

5.2.4.1 The TPS membership shall select their representatives during the preceding year's AGM. A decision shall be reached during or before the third week of September.

5.2.4.2 At least one representative must be a member of the PGSS.

5.2.5 And two Community Representatives, focussing on external and internal concerns, respectively. Both Community Representatives will focus on equity-related concerns. The External Community Representative will monitor external complaints; And, the Internal Community Representative will monitor internal complaints.

5.3 A Chairperson shall be selected from among the Board of Directors by secret ballot.

5.3.1 The Chairperson shall preside over AGMs, SGMs, and all meetings of the Board of Directors.

5.3.2 The Chairperson shall be responsible for general supervision of all activities of the TPS.

5.3.3 The Chairperson shall prepare the agenda for Board of Directors meetings, and notify all members of upcoming meetings.

5.4 The Board of Directors will appoint a recording secretary from among its members. The recording secretary shall maintain the correspondence of the TPS, and keep adequate minutes of the meetings of the TPS at the Board of Directors meetings, and at AGMs and SGMs.

5.5 Only TPS members shall be eligible to sit on the Board of Directors.

5.6 Any person who is an editor or executive of another McGill student news publication, or who is a SSMU or PGSS executive, shall be ineligible to sit on the Board of Directors.

5.7 The Board of Directors may establish its own rules and regulations governing its meetings.

5.8 The passage of a motion at the Board of Directors meeting requires a simple majority of the members present.

5.9 Contact information for members of the Board of Directors shall be posted annually on the Tribune website.

5.10 Members of the Board who are or plan to be members of the SSMU or PGSS Executive for the following year may not be present during the Editor-in-Chief appointment process.

5.11 Attendance at Board meetings is mandatory for all TPS Board of Directors' members.

5.11.1 If a director cannot attend a meeting, they are required to notify the TPS Chairperson and give them or another member of the Board a written proxy.

5.11.1.1 No director may hold more than one proxy.

5.11.2 Should a director fail to attend two meetings without providing notification accepted by the Chairperson, the Board may vote to replace that member at the following meeting.

5.11.2.1 The remaining Board members shall appoint a replacement by majority vote.

6. ANNUAL GENERAL MEETINGS

6.1 Each year, during the winter semester, the Board of Directors shall convene an Annual General Meeting (AGM) of the TPS.

6.1.1 Notice of the AGM will be published in the Tribune at least two weeks in advance of the meeting.

6.1.2 All members of the TPS shall be accorded equal voting and speaking privileges at an AGM.

6.2 The AGM shall have the following objectives:

6.2.1 To receive a report from the Editor-in-Chief and the Chairperson of the TPS Board of Directors on the general state and significant policy directions of the TPS;

6.2.2 To receive and approve the financial statements of the TPS;

6.2.3 To appoint auditors;

6.2.4 To vote on amendments to the TPS Constitution;

6.2.5 To provide members of the TPS with a forum to discuss the Tribune;

6.2.6 To elect the student representatives to the Board of Directors for the following year.

6.3 The quorum for an AGM shall be the TPS Chief Returning Officer (or the Chairperson) and five (5) members of the Board of Directors, one of which must be the Tribune Editor-in-Chief.

7. SPECIAL GENERAL MEETINGS (SGM)

7.1 The Board of Directors shall call a Special General Meeting when it wishes to present an issue to the membership of the TPS that cannot be accommodated at an AGM.

7.2 SGMs must be scheduled during the academic session.

7.3 Notice of an SGM must be published in the Tribune a minimum of one week prior to the meeting.

7.4 All TPS members shall have equal voting and speaking rights at an SGM.

8. JUDICIAL BOARD

8.1 Should it become necessary, the Board of Directors shall choose a Judicial Board, which shall be made up of four McGill University law students. The Board of Directors may choose the SSMU Judicial Board.

8.2 Any member of the TPS wishing to make a complaint to the Judicial Board shall first express his or her concerns to the TPS Board of Directors and allow the Board five working days to address the matter, before filing their complaint with the Judicial Board.

8.3 The Judicial Board is free to solicit advice from a lawyer.

8.4 The Judicial Board shall consider complaints brought to it by TPS members regarding actions taken by the TPS Board of Directors. They will rule on matters which are allegedly unconstitutional or which allegedly contravene the TPS Bylaws.

8.5 The Judicial Board may remove from office any editor or Board of Directors member who has been judged to have blatantly violated the Constitution or Bylaws.

8.6 The Judicial Board may nullify any rulings or initiatives of the Board of Directors judged to be in violation of the Constitution or Bylaws.

9. ALTERING BYLAWS OR CONSTITUTION

9.1 A member of the TPS may request an amendment to the TPS Constitution at any time. The request can be formal or informal, and shall be submitted, in writing, to a member of the TPS Board of Directors. A request must be moved and seconded by Directors of the Board to be placed on the agenda for an AGM or SGM.

9.2 TPS members at an AGM or SGM may adopt a proposed amendment to the Constitution if a simple majority of voters is in favour of the alteration.

9.3 The TPS bylaws may be altered by a simple majority of the Board of Directors.

9.3.1 TPS members may, at any time, request an amendment to the Bylaws by presenting a copy of the amendment to a director, both via email and by bringing a printed copy to the Tribune office. That director must put the proposed amendment forward for a vote at the next Board of Directors' meeting.

9.4 Constitution, By-Laws, Workplace Equity Conduct Policy must be reviewed by the Board of Directors annually, and voted upon at AGM.

10. ETHICS

10.1 For matters of ethics, writers, editors, and Directors shall adhere to the Society for Professional Journalists' Code of Ethics and the Tribune Publication Society's Workplace Conduct Policy

10.2 Editors must rectify errors, in print and online, at the first available opportunity.

10.3 The Tribune will not print content that is libelous or discriminatory in nature based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age, or mental or physical disability.

10.4 Hire a third party to provide all Tribune Editorial board members, Board of Directors members, and contracted staff with anti-racism and sexual violence response training.

11. CHIEF RETURNING OFFICER

11.1 The TPS Board of Directors shall select a Chief Returning Officer (or the Chairperson). The CRO shall be responsible for presiding over any election or vote at an AGM or SGM, and running all fee increase referendum questions.

11.2 The Board may select the TPS Chairperson or the SSMU CRO.

11.3 The Board of Directors may choose to remunerate the CRO, given the CRO is not the Chairperson.

11.3.1 The motion for remuneration should be moved at the first BoD session after the CRO's appointment. The amount shall be left to the Board's discretion.

12. Student Representatives to the TPS Board of Directors

12.1 Student Representatives to the TPS Board of Directors must be McGill University students enrolled for the semester(s) at the time of their appointment to the board.

12.1.1 SSMU and PGSS must be represented by at least one member each.

12.2 Applicants for the position must submit a letter of intent and resume to the TPS Chairperson a minimum of two days prior to an AGM.

12.3 Any member of the TPS may ask to dismiss a student representative from the Board of Directors, for valid cause, by collecting the name, student ID number, and signature of 100 members of the TPS on a petition calling for the dismissal of the student representative. Upon verification of the petition, the Board of Directors may dismiss the student representative by a simple majority vote at the next Board meeting.

12.4 In the event of a vacancy on the Board of Directors, the directors then in office may appoint an eligible TPS member to fill the position.

12.4.1 Paid Tribune employees may not be Student Representatives.

13. REFERENDUM PROVISIONS

13.1 Any member of the TPS may propose a referendum question to the TPS CRO. The question must then be deemed admissible by the Board of Directors.

13.1.1 Within a week of receiving a valid petition for a referendum question, the CRO shall have determined whether the question is constitutional. The CRO shall report their decision in writing to the Board and to the member proposing the question.

13.2 Quorum for a campus-wide referendum is seven per cent of the TPS membership.

13.3 The following referendum questions shall be considered inadmissible:

13.3.1 Questions regarding the restriction or alteration of the right of an individual to participate in the newspaper or in the TPS.

13.3.2 Questions regarding the restriction or the setting of rules pertaining to what type of editorial content the staff of the Tribune may publish.

13.3.3 Questions regarding the recruitment or termination of TPS employees.

13.3.4 Questions regarding the TPS budget during the financial year in progress.

13.3.5 Questions allowing members to opt-out of the TPS, or otherwise eliminating or reducing its membership.

13.3.6 Questions reducing or eliminating fees.

13.4 Reaffirmation referendum questions shall be conducted when required by the university. A reaffirmation referenda question shall be composed and submitted by the TPS Board of Directors and must explicitly ask members whether they continue to support the fee, and provide and specify that a negative vote would result in the termination of the Tribune.

14. GRIEVANCES AND COMPLAINTS

14.1 Should a member of the TPS believe that the Editor-in-Chief, Editorial Board, TPS Board of Directors, or any Tribune Staff member has violated a provision of the TPS Bylaws or Constitution, the member will follow the process outlined in the *Reporting Resources and Appeals to Action* section within the Workplace Conduct Policy.

14.1.1 If the complaint is about issues of libel, copyright infringement, or other legal responsibilities of the publisher, the TPS Board of Directors shall consult with appropriate legal counsel before recommending or directing action.

14.1.2 The Editor-in-Chief shall write all letters of apology, corrections, clarifications, retractions, etc.