

# **The Tribune**

## **Publication Society ByLaws:**

### **Book 1**

#### **Name, Structure, and Procedures**

Amended April 2, 2016

Amended March 21, 2020

Amended April 8, 2021

## **1. LEGAL INTERPRETATIONS**

These bylaws will govern the operation of The McGill Tribune.

## **2. OBJECTIVES**

2.1 The main objective of The McGill Tribune shall be to communicate in a fair and accurate manner news, events, and opinions deemed to be of interest to the McGill community. 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, gender, age, or mental or physical disability.

2.2 To provide an environment in which interested members of the TPS can learn about journalism.

## **3. PUBLISHING SCHEDULE**

3.1 The McGill Tribune shall be published at least 25 times during the regular academic session on a weekly basis or according to any other schedule as approved annually by the TPS Board of Directors.

3.1.1 The publishing schedule can be altered upon BoD's approval in cases of unforeseen changes to the academic calendar.

3.2 The Editor-in-Chief shall have the discretionary power to determine the total number of pages per issue, unless indicated otherwise in writing by the Board of Directors.

## **4. EDITORIAL APPOINTMENTS OF THE MCGILL TRIBUNE**

4.1 All appointments shall be made on an annual basis. Positions are held for a one-year term, starting May 1 and ending on April 30.

4.2 The Tribune Board of Directors shall appoint the Editor-in-Chief.

4.3 Applicants for Editor-in-Chief must have made a contribution to at least five issues of the Tribune in the previous calendar year.

4.3.1 A contribution is defined as an article appearing in news, opinion, features, student living, arts and entertainment, sci-tech or sports; or an illustration, photograph, or multimedia video and/or podcast published by the Tribune. Working on the layout of an issue, updating the Tribune website or the social media platforms will also be considered contributions.

4.3.2 The Board of Directors may otherwise establish its own rules of practice for appointing the Editor-in-Chief.

4.4 The incoming Editor-in-Chief shall appoint at least three managing editors, one creative director, and one business manager to the senior editorial board. They should be collectively known as the Senior Editorial Board.

4.4.1 The managing editors and the creative director shall have made a contribution to at least five issues of the Tribune in the previous calendar year.

4.5 The Senior Editorial Board shall appoint TPS members as section editors.

4.5.1 The recruitment process for section editors should consist of feedback from the incumbent Editorial Board and interviews, followed by deliberations within the Senior Editorial Board.

4.5.2 Outside of the annual recruitment process, the Senior Editorial members shall appoint any editors for vacant positions by a majority vote.

4.6 During the annual hiring process, the incoming Editor-in-Chief and business manager shall appoint between one and three assistant business managers.

4.7 The Editor-in-Chief shall be responsible for soliciting interest in vacant positions in the Tribune Editorial Board, and through any other appropriate means, at least two weeks before the application deadline.

## **5. EDITOR-IN-CHIEF**

5.1 The Editor in Chief shall:

5.1.1 Be the chief executive officer (CEO) of The McGill Tribune.

5.1.2 Oversee the budget and finances of the McGill Tribune and act as a signing officer.

5.1.3 Act as the chief spokesperson for the newspaper in any situation, respecting all policies set by the Editorial Board or TPS Board of Directors.

5.1.4 Determine the total page count of each issue.

5.1.5 Chair all meetings of the editorial board.

5.1.6 Be responsible for ensuring the McGill Tribune is published according to schedule.

5.1.7 Determine the number of articles, illustrations, photographs, and multimedia content for the section editors to assign for a given issue.

5.1.8 Ensure that the newspaper is run according to the TPS Constitution, Bylaws, and to policy established by the Tribune Board of Directors.

5.1.9 Bear final responsibility for all content published in The McGill Tribune. The Editor-in-Chief shall review and sign off on all content of the Tribune before it is published. No content can be published without the approval of the Editor-in-Chief.

5.2 The Editor-in-Chief may create and fill additional Editorial Board positions subject to approval of the TPS Board of Directors.

5.3 Subject to the approval of a simple majority of the Editorial Board, the Editor-in-Chief may also dismiss editors from the Editorial Board if they are not fulfilling their duties as outlined in the Bylaws.

5.3.1 The dismissal shall be subject to appeal to the TPS Board of Directors. On dismissal, the dismissed party must be notified of their right to appeal.

5.3.1.1 Upon receiving notice of an appeal, the Chairperson of the Board of Directors shall convene a meeting of the Board within two (2) weeks. Both the appellant and the Editor-in-Chief shall be allowed to present evidence and testimony to the Board. After hearing evidence from both sides, a two-thirds majority vote of the Board is necessary to reinstate the appellant.

5.3.1.2 The Editor-in-Chief must abstain from voting on any appellants' reinstatement.

5.4 The Editor-in-Chief may be dismissed in accordance with either of the following two provisions:

5.4.1 If two-thirds majority of an Editorial Board meeting duly called to impeach the Editor-in-Chief votes in favour of dismissal, the Editor-in-Chief shall be considered dismissed.

5.4.1.1 All Editorial Board members must be notified of the vote, and the minimum quorum for the Editorial Board should be fourteen (14).

5.4.1.2 The dismissal shall be subject to appeal to the TPS Board of Directors.

5.4.1.3 Upon receiving notice of an appeal, the Chairperson of the Board of Directors shall convene a meeting of the Board within two (2) weeks. Both the appellant and a member of the Editorial Board shall be allowed to present evidence and testimony to the Board. After hearing evidence from both sides, a two-thirds majority vote is necessary to reinstate the Editor-in-Chief.

5.4.2 Any member of the Board of Directors may call for a meeting of the Board to impeach the Editor-in-Chief.

5.4.2.1 If two-thirds majority of the Board of Directors votes in favour of dismissal at such a meeting, the Editor-in-Chief shall be considered suspended.

5.4.2.2 The Board shall inform the Editorial Board of its reasons for their action. After receiving the notice of dismissal, the Editorial Board shall then have two (2) weeks to meet and if two-thirds majority votes in favour of reinstatement, the Editor-in-Chief can be reinstated.

5.4.2.3 If the Editorial Board cannot reach the minimum required two-thirds majority or do not hold the vote within two (2) weeks after receiving the notice of dismissal, the Editor-in-Chief will be considered permanently dismissed.

5.4.3 Editorial Board votes regarding dismissal of the Editor-in-Chief shall be conducted by secret ballot in the presence of the Chairperson of the BoD.

5.4.4 The Editor-in-Chief may not take part in any vote regarding their dismissal of either the Editorial Board or the Board of Directors.

## **6. EDITORIAL POSITIONS**

### **6.1 Managing Editors**

6.1.1 There shall not be more than three (3) Managing Editors whose responsibility is to assist the Editor-in-Chief in whatever capacity the Editor-in-Chief requires.

6.1.2 These may include final text editing, and the supervision of editors and staff, for the sections assigned to them by the Editor in Chief.

6.1.3 The Managing Editors shall assume the duties of the Editor-in-Chief in the absence of the latter.

### **6.2 Creative Director**

6.2.1 There shall be no more than one (1) Creative Director, whose responsibility is to coordinate the layout of stories and accompanying photographs, and to oversee the creative direction of the visual design of the newspaper.

6.2.2 The Creative Director shall also be responsible for the management of online and multimedia content development.

6.2.3 The Creative Director shall oversee the Design, Multimedia, Photo, Web and Social Media section editors, or other responsibilities as assigned to them by the Editor in Chief.

### **6.3 Section Editors**

6.3.1 There shall be no more than three (3) editors of the News section, whose responsibility is to oversee the News section. They shall be responsible for story assignments, supervision of writers within the News section and the editing of finished stories for content, fact, and relevance.

6.3.2 There shall be no more than three (3) editors of the Opinion section, whose responsibility is to oversee the Opinion section, supervise columnists, solicit guest columns, compile a list of potential editorial topics, and edit finished stories for content, fact and relevance. The Opinion Editors will also lead the Editorial discussion, composing the weekly Editorial, reflecting the consensus opinion of the Editorial Board, if no other member of the Editorial Board chooses to do so.

6.3.3 There shall be no more than one (1) Features Editor whose responsibility is to oversee the Feature section. They shall be responsible for story assignments and

supervision of writers within the Features section, and to edit finished stories for content, fact, and relevance.

6.3.4 There shall be no more than two (2) Arts & Entertainment Editors whose responsibility is to oversee the Arts & Entertainment section. They shall be responsible for story assignments and supervision of writers within the Arts & Entertainment section, and to edit finished stories for content, fact, and relevance.

6.3.5 There shall be no more than two (2) Sports Editors whose responsibility is to oversee the Sports section. They shall be responsible for story assignments and supervision of writers within the Sports section, and to edit finished stories for content, fact, and relevance.

6.3.6 There shall be no more than one (2) Science and Technology editors whose responsibility is to oversee the Science and Technology section. The Science and Technology editor shall be responsible for story assignments and supervision of writers within the Science and Technology section, and for editing finished stories for content, fact, and relevance.

6.3.7 There shall be no more than one (2) Student Life Editors whose responsibility is to oversee the Student Life section. They shall be responsible for story assignments and supervision of writers within the Student Life section, and to edit finished stories for content, fact, and relevance.

6.3.8 There shall be no more than one (1) Copy Editor whose responsibility is to ensure the content and design of the newspaper conforms to the Tribune Style Guide. The Copy Editor will also update and maintain the Tribune Style Guide.

6.3.9 There shall be no more than three (2) Design Editors, whose responsibility is to assist each section editor in the layout of stories and accompanying photographs, and to provide a framework in which to teach interested staff about newspaper layout.

6.3.10 There shall be no more than one (2) Multimedia Editors whose responsibility is to oversee multimedia content, including but not limited to podcasts, photos, and videos. The Multimedia Editor shall be responsible for projects as well as the supervision of contributors within the section.

6.3.11 There shall be no more than two (2) Photo Editors whose responsibility is to oversee photography in the paper. They shall be responsible for photo assignments, the supervision of photographers, and editing photographs, in addition to providing a framework in which to teach interested staff about photojournalism.

6.3.12 There shall be no more than two (2) Web Editors whose responsibility is to oversee the web management and online presence of The McGill Tribune.

6.3.13 There shall be no more than one (1) Social Media Editor whose responsibility is to oversee the Tribune's presence on various social media platforms throughout the publishing weeks.

## **7. BUSINESS POSITIONS**

7.1 There shall be no more than one (1) Business Manager who shall be responsible for the administration and financial oversight of The McGill Tribune. This shall include supervising the management, solicitation, and layout of advertisements, and oversight of the accounting services. The Business Manager shall oversee a team of no more than two (2) Assistant Business Managers.

7.2 The Business Manager will act as a signing officer for the Society.

7.3 The Business Manager shall be responsible for developing the budgetary projections for the fiscal year; Business Manager should also be responsible for presenting the Actual Budget at an Annual General Meeting.

7.4 The Business Manager shall have no conflict of interest if they choose to contribute editorial content to the McGill Tribune. They are prohibited for contributing content in exchange for personal benefits, monetary or otherwise.

7.5 There shall be no more than two (2) Assistant Business Managers

7.5.1 Assistant Business Managers will complete the tasks as assigned to them by the Business Manager including but not limited to solicitation of advertisement.

7.5.2 The Assistant Business Managers shall have no conflict of interest if they choose to contribute editorial content to the McGill Tribune. They are prohibited from contributing content in exchange for personal benefits, monetary or otherwise.

7.5.3 Assistant Business Managers should be hired before the start of the summer break to organize and set up advertising for the start of the year during the summer.

## **8. STAFF WRITERS**

8.1 The Staff Writer position shall be available at the start of the year in order to ensure progress and to promote cohesiveness within the broader Tribune community.

8.1.1. The Staff Writer position is required to follow the Tribune Staff Writer Policy found in external documents.

8.1.2. Points 1 and 5 are mandatory and can be found in the Position Description and Responsibilities.

8.1.3. Points 2, 3 and 4 must be completed unless explicit permission is given by an Editor.

8.1.4. Staff Writers are entitled to the full Benefits stipulated by the Tribune Staff Writer Policy barring behaviour deemed detrimental to the Tribune by the Writer.

8.1.5 Staff Writers must be hired via an interview with, but not limited to, the EIC and a Managing Editor.

8.1.5.1 Staff Writer applicants will be required to submit a minimum of 2 non-academic samples.

8.1.6 Hiring practises must follow those stipulated by the Tribune Staff Writer Policy.

## **9. EDITORIAL BOARD**

9.1 The Editorial Board shall consist of the Editor-in-Chief and the editors listed in Bylaw 6, except for the Business Manager and Assistant Business Managers

9.2 The Editorial Board shall be collectively responsible for all editorials appearing in the Tribune.

9.3 The Editorial Board shall be the sole body to determine the content of the newspaper, except where specifically limited by the Tribune Constitution and Bylaws.

## **10. STIPENDS**

10.1 Stipends will be awarded to the Editor In Chief, all the other editors, the Business Manager, and the Assistant Business Managers.

10.2 Employees shall receive their stipends at the end of each semester, provided that the individual has adequately fulfilled the duties of their position.

10.3. At the beginning of their terms, employees shall sign contracts with the TPS stipulating job responsibilities and stipends. The stipends are subject to possible adjustment by the Board of Directors during situations of financial constraint. The Editor-in-Chief may at any time recommend that the Board of Directors increase stipends.

10.3.1 If an employee chooses to resign or is removed from their position, they shall be paid a portion of the stipend that corresponds to the days of service rendered since the beginning of the semester in which they are dismissed.



