

Tribune Publication Society Bylaws

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 McGill Tribune will not print content that is sexist, racist, libelous, homophobic, or otherwise discriminatory in nature.

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 weekly during the regular academic session or according to any other schedule as approved annually by the TPS Board of Directors.

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, or sports; or a cartoon or photograph appearing in the Tribune. Working on the layout of an issue, or updating the Tribune website, 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 two managing editors and one production manager, who each must have made a contribution to at least five issues of the Tribune in the previous calendar year. The Editor-in-Chief, managing editors and production manager shall be collectively known as the Senior Editorial Board.

4.5 The Editor-in-Chief shall appoint members of the TPS to fill section editor positions following consultations with the sitting editorial board.

4.6 The Editor-in-Chief shall be responsible for advertising the existence of vacant editorial positions in the Tribune, 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 administrative officer 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 story and photo assignments 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 pages of the Tribune before they are sent off for publication. No pages 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. The dismissal shall be subject to appeal to the TPS Board of Directors. On dismissal, the dismissed party must be notified of his or her right to appeal.

5.3.1 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 is necessary to reinstate the appellant.

5.3.1.1 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 Following a two-thirds majority vote in favor of dismissal at an Editorial Board meeting duly called to impeach the Editor-in-Chief, the Editor-in-Chief shall be considered dismissed. The minimum quorum for the Editorial Board vote shall be 14 editors, and all Editorial Board members must be notified of the vote. The TPS Chairperson must be present to oversee the vote. The dismissal shall be subject to appeal to the TPS Board of Directors.

5.4.1.2 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. Following a two-thirds majority vote in favor of dismissal at such a meeting, the Editor-in-Chief shall be considered suspended. The Board shall inform the Editorial Board of its reasons for their action. The Editorial Board shall then have two (2) weeks, after receiving the notice of dismissal, in order to meet and upon a two-thirds majority vote in favor of reinstatement, can reinstate the Editor-in-Chief. If the Editorial Board cannot reach the two-thirds majority minimum or do not hold the vote within two (2) weeks after receiving the notice of dismissal, the editor-in-chief will no longer be suspended and 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 CEO.

5.4.4 The Editor-in-Chief may not take part in a vote regarding his or her dismissal at either Editorial Board or the Board of Directors.

6. EDITORIAL POSITIONS

6.1 Managing Editors

6.1.1 There shall not be more than two (2) Managing Editors whose job shall be to assist the Editor-in-Chief in whatever capacity the Editor-in-Chief requires, which may include fiscal management, final text editing, and the supervision of editors and staff of the paper.

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

6.2 Production Manager

6.2.1 There shall be no more than one (1) Production Manager who shall be responsible for the production of The McGill Tribune. This shall include supervising the layout of advertisements as well as the general layout of the paper, and overseeing the design and photography section editors.

6.3 Section Editors

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

6.3.2 There shall be no more than one (1) editor of the Opinion section, whose job it shall be to oversee the Opinion section, supervise columnists, solicit guest columns, compile a list of potential editorial topics, and to edit finished stories for content, fact and relevance. The Opinion Editor will also compose 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 two (2) Features Editors whose job it shall be to oversee the Features and Student Living sections. They shall be responsible for story assignments and supervision of writers within the Features and Student Living sections, and to edit finished stories for content, fact, and relevance.

6.3.4 There shall be no more than two (2) Arts and Entertainment Editors whose job it shall be 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 job it shall be 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 two (2) Photo Editors whose job it shall be 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.

6.3.7 There shall be no more than one (1) Online Editor whose job it shall be to oversee the web edition of The McGill Tribune.

6.3.8 There shall be no more than three (3) Design Editors, whose job it shall be 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.

6.3.9 There shall be no more than one (1) Copy Editor whose job it shall be 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.

6.3.10 There shall be no more than one (1) Science and Technology editor whose job it shall be 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.

7. EDITORIAL BOARD

7.1 The Editorial Board shall consist of the Editor-in-Chief and the editors listed in Bylaw six.

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

7.3 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.

7.4 Stipends will be awarded to members of the Editorial Board.

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

7.4.2 At the beginning of their terms, editors shall sign contracts with the TPS stipulating their pay. Once fixed and approved by the Tribune Board of Directors, stipends may not be reduced during editors' terms in office. The Editor-in-Chief may at any time recommend that the Board of Directors increase stipends.

7.4.3 If an editor chooses to resign or is removed from his or her position, she shall be paid a portion of the stipend that corresponds to the days of service rendered since the beginning of the University semester in which he/she is dismissed.