

Tribune Publication Society Constitution

Amended October 11, 2014

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 to April of each year (hereinafter the "Academic Session").

3. MEMBERSHIP

3.1 Membership in the TPS shall include all registered undergraduate students attending McGill University, excepting:

- a.) Students governed by the Macdonald College Students' Society
- b.) Students registered only in the Centre for Continuing Education.

4. FEES

Each undergraduate member shall contribute the amount of three (\$3.00) dollars each semester during each Academic Session.

Each graduate member shall contribute the amount of seventy-five (\$0.75) cents 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 the McGill Tribune;

5.1.1 Administrative aspects include the annual selection of the Editor-in-Chief, the approval of the budget and any expenses incurred during the publication of the Tribune, the resolution of complaints about content, 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.

5.1.3 The Board of Directors has jurisdiction over the hiring and firing of all TPS employees who are not appointed under the provisions of Bylaw 4 governing editors of the Tribune.

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 Production Manager;

5.2.2 A Tribune contributor, selected by the Editorial Board in a majority decision;

5.2.2.1 Contributors do not include paid editors of the Tribune;

5.2.2.2 Contributors must have submitted at least three published pieces or photos to the Tribune in the preceding year.

5.2.2.3 The Editor-in-Chief shall solicit interest for this position in the first two weeks of September. A decision shall be reached in 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 A representative from the Editorial Board, selected by the Editorial Board in a majority decision;

5.2.3.1 The Editor-in-Chief shall solicit interest for this position in the first two weeks of September. A decision shall be reached in 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 cannot hold the position of managing editor.

5.2.4 Four Students-at-large will be selected by secret ballot at an TPS Editorial Board Meeting in the first two weeks of September. A decision shall be reached by the third week of September by the Editorial Board.

5.2.4.1 One student must be a member of the PGSS of McGill University.

5.3 A Chairperson shall be selected from among 12.2 by the editorial board in a secret ballot vote.

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 over 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 Anyone who is not a member of the TPS shall be ineligible to sit on the Board of Directors.

5.6 Any person who is an editor for the McGill Daily, who is a director for the Daily Publications Society, or who is an executive of the Students' Society of McGill University 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 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 Editorial Board or the SSMU Executive for the following year may not be present during the editor-in-chief appointment process.

5.11 The Board shall have the power to reject advertisements submitted for publication in the Tribune, and to set policy regarding what type of advertisements will be prohibited from appearing in the Tribune.

5.12 Attendance at Board meetings is mandatory for all TPS Board of Directors' members. If a director cannot attend a meeting he/she is required to notify the TPS Chairperson, and give him/her or another member of the Board a written proxy. No director may hold more than one proxy. Should a director fail to attend two meetings without providing notification accepted by the Chairperson, that member will be replaced at the next Board of Directors' meeting. The remaining Board members, by majority vote, will appoint a replacement.

6. ANNUAL GENERAL MEETINGS

6.1 Each year, during the winter semester, the Board of Directors shall convene an 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 Quorum for an AGM the TPS Chief Electoral Officer and five (5) members of the Board of Directors, one of which must be the Tribune editor-in-chief.

7. SPECIAL GENERAL MEETINGS

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 The Board of Directors shall choose a Judicial Board, made up of four McGill University law students. The Board of Directors may choose the SSMU Judicial Board.

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

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

8.4 The Judicial Board shall only rule on matters that have previously been considered by the TPS Board of Directors. 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.

8.5 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 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 in order 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 if a simple majority of both the Board of Directors vote in favour of an amendment.

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.

10. ETHICS

10.1 For matters of ethics, writers and editors shall adhere to the Society for Professional Journalists' Code of Ethics. Copies of the Code of Ethics shall be provided to all editors and posted in the Tribune office.

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

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

11. CHIEF ELECTORAL OFFICER

11.1 The TPS Board of Directors shall select a Chief Electoral Officer. The CEO 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 choose the SSMU CEO to act on its behalf.

11.3 The Board of Directors may appoint Deputy Returning Officers to assist the CEO, when necessary. The TPS may choose the SSMU DROs to act on its behalf.

11.4 The Board of Directors may choose to remunerate the CEO and the DROs.

12. STUDENT REPRESENTATIVES TO THE TPS BOARD OF DIRECTORS

12.1 Student Representatives to the TPS Board of Directors must be undergraduate students enrolled for the semester(s) during which they will serve on the board.

12.1.1 One Student Representative must not be an undergraduate student and must be a member of the PGSS.

12.2 Applicants for the position must submit a 300-word letter of intent and a completed nomination form to the TPS Chairperson a minimum of two days prior to an AGM.

12.2.1 Nomination forms will be prepared and verified by the TPS CEO. Nomination forms must include the name, faculty, and student ID number of the applicant, as well as the name, faculty, and signature of 20 TPS members.

12.3 Ballot boxes will be placed at the AGM. Ballots with the names of all applicants for the student representative position will be given to all TPS members at the AGM. Ballots will be counted under the supervision of the CEO, and scrutiners from the candidates, if available. The four candidates with the most votes will be declared the winners.

12.4 A student representative may be dismissed in accordance with article 5.12 of the Constitution.

12.5 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.

12.6 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.

12.7 A student representative may not be a paid editor of the Tribune.

13. REFERENDUM PROVISIONS

13.1 Any member of the TPS may propose a referendum question to the TPS CEO. In order for a referendum question to be deemed admissible, the member shall gather the signed support of at least 500 members of the TPS.

13.1.1 Within two days of receiving a valid petition for a referendum question the CEO shall have determined whether the question is constitutional. The CEO shall report his/her 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:

- a.) Questions regarding the restriction or alteration of the right of an individual to participate in the newspaper or in the TPS.
- b.) Questions regarding the restriction or the setting of rules pertaining to what type of editorial content the staff of the Tribune may publish.
- c.) Questions regarding the hiring or release of TPS employees.

- d.) Questions regarding the TPS budget during the financial year in progress.
- e.) Questions allowing members to opt-out of the TPS, or otherwise eliminating or reducing its membership.
- f.) 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.

13.4.1 Bylaws for conducting referenda are delineated in TPS Bylaw Book 2.

14. GRIEVANCES AND COMPLAINTS

14.1 Should a member of the TPS believe that the Editor-in-Chief or Editorial Board has violated a provision of the TPS Bylaws or Constitution, the member will follow the process outlined in this section for resolving the grievance.

14.1.1 The complainant must direct the complaint to a member of the Tribune Board of Directors.

14.1.2 The director who receives the complaint must then direct it, anonymously if requested, to the Board of Directors. The complainant is welcome to attend the relevant Board of Directors meeting to detail the reasons for his/her complaint.

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

14.1.4 Upon hearing the complaint, the Board of Directors may choose to vote on a corrective action, including but not limited to the issuing of a letter of apology from the Editor-in-Chief, or the printing of a correction, clarification, apology or retraction in the Tribune.

14.1.4.1 Corrective action need not be taken on all complaints.

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

14.1.6 If the complainant is not satisfied with the response from the Board of Directors, she shall have the option of taking the matter to the Tribune Judicial Board.

15 ADMINISTRATION

15.1 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.

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

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

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

15.1.4. 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.

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

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

15.2 A committee devoted to the outreach and development of journalism on campus must be established by the Board by the first scheduled Board of Directors Meeting of the academic year.

15.2.1 A budget for the reader outreach and advertising for the Tribune must be determined by the Board of Directors within the first semester of the academic year.

15.3 Advertising Managers shall be hired to manage and obtain advertising revenue externally.

15.3.1 Advertising 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.

15.3.2 Advertising managers are required to perform the tasks indicated in the Advertising Manager Contract, see external documents.