

# **The Argus Constitution**

Updated February 2012

## **1.0 Name and Organization**

- 1.1 The name of the organization shall be The Argus.
- 1.2 The Argus shall be governed by this document, The Argus Constitution.
- 1.3 The headquarters of the Argus shall be located at Lakehead University in Thunder Bay, Ontario, Canada.
- 1.4 The Argus constitution shall be posted in a visible and accessible location in the Argus office.
- 1.5 The Argus shall print articles, letters and editorials that do not violate the libel laws of Canada and are in accordance with the standards and ethics of the Canadian University Press (CUP).
- 1.6 The Argus shall follow the editorial policy set forth in the Constitution.
- 1.7 The Argus shall abide by the policies of Lakehead University and the Lakehead University Student Union (LUSU), in conjunction with the by-laws of this constitution.

## **2.0 Purpose**

- 2.1 The Argus shall provide information pertinent to the students of Lakehead University, as well as the residents of Thunder Bay. The Argus shall also report on the acts and deeds of the Lakehead University Student Union.
  - 2.1.1 The Argus shall print sections including, but not limited to News, Arts & Culture, Sports, and Editorials.
- 2.2 The Argus shall print a minimum of 22 issues per school year, and shall endeavor to publish weekly.
- 2.3 The Argus shall maintain and market a website including, but not limited to, content from each week's publication.

## **3.0 Mastheads**

- 3.1 The Masthead on the front page shall include but not be limited to:
  - 3.1.1 The name of the paper, The Argus, in a typeface deemed suitable by the Layout & Design Editor in conjunction with the Argus Executive.
  - 3.1.2 The current volume and issue number.
  - 3.1.3 The publication date of the current issue.
  - 3.1.4 The Argus website address.
- 3.2 The Interior Masthead shall include but not be limited to:
  - 3.2.1 A complete listing of the Argus executive and staff members.
  - 3.2.2 Contact information for the Argus office.

3.2.3 A summary of information regarding submissions and membership.

3.2.4 The Argus statement of principles as outlined in the editorial policies.

#### **4.0 Contributing Students**

4.1 Students who are not members of the Argus but wish to contribute to the Argus by writing, taking photos, or submitting illustrations and/or graphics for a section other than Opinions, Letters to the Editor, or any small section (that include, but are not limited to “Flowers and Fishheads” and “QLU”) shall be known as Contributing Students.

4.2 Contributing Students wishing to submit contributions must submit three samples of work to the editors of the section or sections to which they would like to contribute, or directly to the Editor-in-Chief.

4.2.1 Writing samples must be at least 400 words and must be about a non-fiction topic. School essays are acceptable.

4.2.2 Photo and illustration samples shall be submitted to the Photos & Graphics Editor or the Editor-in-Chief.

4.3 The Section Editor in consultation with the Editor-in-Chief shall review the work samples submitted and shall make the determination to invite the Student to participate in the next Story Meeting so that they may receive an assignment.

4.4 Contributing Students must adhere to the strict guidelines set forth by the Executive and the Constitution as to the standards and quality of work submitted, as well as all deadlines. Failure to meet these standards shall result in a Student being denied the opportunity to contribute for a period that shall be determined by the Executive.

4.5 Should a student submit a completed work (either photograph or article) without having received an assignment prior to the submission, and the work is accepted for publication, the student may be invited to participate in Story Meetings in order to receive further assignments. The student is then exempt from submitting samples of work.

#### **5.0 Membership**

5.1 Membership to the Argus is open to all students of Lakehead University with the exception of:

5.1.1 Members of the LUSU executive

5.1.2 Members of the LUSU Board of Directors, excluding ex-officio members

5.1.3 LUSU employees, except for OWSP workers, and employees of The Study and The Outpost.

5.1.4 Students sitting on any LUSU committee

5.1.5 Student Senators and At-Large Students on the Lakehead University Senate

5.1.6 Student sitting on the Lakehead University Board of Governors.

- 5.1.7 Students sitting on any Lakehead University Alumni Association or affiliated committee or board.
- 5.2 Members of the Argus shall review and abide by the Argus Constitution.
  - 5.2.1 The Editor-in-Chief shall provide a copy of the Constitution, as well as any supplementary documentation, including the Code of Conduct and Code of Ethics, to each Student upon admission to Membership.
- 5.3 All members of the Argus shall abide by the Code of Ethics when representing the Argus.
- 5.4 All members of the Argus shall abide by the Argus Code of Conduct.
- 5.5 **Application for Membership**
  - 5.5.1 A student wishing to become a member of the Argus must have fulfilled one (1) of the following prerequisites:
    - 5.5.1.1 The submission and subsequent publication of at least three (3) unpaid articles totaling 1,500 combined printed words.
      - 5.5.1.1.1 Articles submitted for the Opinions section may not be counted.
      - 5.5.1.1.2 Published letters to the editor may not be counted.
    - 5.5.1.2 The submission and subsequent publication of at least three (3) photographs.
    - 5.5.1.3 The submission and subsequent publication of at least three (3) illustrations, graphics, and/or comics.
    - 5.5.1.4 The contribution of at least ten (10) hours of volunteer work during the publication year, as certified by the Editor-in-Chief.
      - 5.5.1.4.1 Authorized volunteer work includes tasks devoted to assisting in the production of the paper, including, but not limited to: editing, layout and design, marketing, office work, and events.
  - 5.5.2 A student meeting the requirements outlined above shall submit a written letter to the Editor-in-Chief asking to be admitted to the Argus as a member. The letter shall outline the student's contributions to the Argus and the student's future plans for his or her involvement in the Argus.
  - 5.5.3 The Editor-in-Chief shall forward any letter requesting membership to the Argus Executive within one week of receipt. The Executive shall consider the petition during the next official Meeting.
  - 5.5.4 The Argus Executive shall appoint the student as a Member if the majority of the Executive accepts the student's petition.
    - 5.5.4.1 The Argus Executive must consider a student's future contribution to the newspaper as a major factor in accepting the student's request for Membership.

- 5.5.4.2 The Argus Executive must consider a student's overall quality of contributions to the newspaper as a major factor in accepting the student's request for Membership.
- 5.6 All members are entitled to be paid for each published contribution submitted, including retroactively for contributions submitted before a student's membership has been ratified. The amount of payment shall be determined according to the policy set forth by the Editor-in-Chief and the Business Manager (***Operational Policy 1 – Member Honourarium***).
- 5.6.1 The policy shall be ratified by a majority of the Executive.
- 5.7 Member status shall extend until the end of the academic year, or until a Member is dismissed from Membership.
- 5.7.1 Following the end of the academic year, the status of the member expires. Former members wishing to renew their membership must petition for membership as outlined above.
- 5.8 **Censuring Members**
- 5.8.1 A censure may be issued by the Editor-in-Chief or by a member of the Executive or the Editorial Staff for violations of responsibilities to the Argus, violations of the Argus Constitution, performing any action that represents the Argus in bad faith, or for violations of operational policies set out by the Executive.
- 5.8.2 A verbal censure must be designated as an "official warning" during the conversation, but does not carry with it any additional consequences.
- 5.8.2.1 The censure shall be recorded in writing and submitted to the Editor-in-Chief for filing.
- 5.8.3 A written censure must be delivered to the member's University e-mail account, the member's Argus e-mail account, or directly to the member in hard-copy form.
- 5.8.3.1 The first written censure shall constitute a reduction in the member's next honourarium payment by 30%.
- 5.8.3.2 The second written censure shall constitute a reduction in the member's next honourarium payment by 60%.
- 5.8.3.3 The third (and any subsequent) written censure shall suspend the member's membership rights, and the member shall be referred to the Argus Executive for removal.
- 5.9 **Suspension and Removal of Members**
- 5.9.1 A member's membership rights may be suspended by a majority vote of the Executive.
- 5.9.1.1 The length of the suspension shall be determined by the Executive, but shall be no longer than three months.
- 5.9.1.2 Members who are suspended are barred from contributing, may not attend meetings unless explicitly invited to the meeting by the Chair, and may not

officially represent the Argus in any capacity.

5.9.1.3 Suspended members shall continue to receive any honourarium owed to them.

5.9.1.4 Suspended members may be reinstated by a majority vote of the Executive.

5.9.2 A member may be dismissed from the Membership by a two-thirds (2/3) vote of the Executive.

5.9.2.1 A member's rights may not be removed without having received at least three (3) official written censures.

5.9.2.2 A member is entitled to present his or her case against removal before the Executive is to vote upon that member's removal.

5.9.2.3 A member whose rights are removed is barred from contributing, may not attend meetings unless explicitly invited to the meeting by the Chair, and may not officially represent the Argus in any capacity.

5.9.2.4 The vote to remove a member shall take place by secret ballot.

5.9.2.5 A member whose rights are removed subsequently forfeits any honourarium owed to the Member, and shall not be eligible to receive any additional honourarium.

5.9.2.6 A member may be eligible to re-apply for membership after a six-month period. The member must begin the petition process from the beginning.

## 5.10 **Member Responsibilities**

5.10.1 Members shall contribute to the Argus on a regular basis by way of one of the following:

5.10.1.1 Writing and/or reporting for a specific section of the Argus.

5.10.1.2 Taking photographs or providing graphics as requested (or upon a member's own volition) for the Argus.

5.10.1.3 Performing authorized volunteer work for the Argus.

5.10.2 A Member shall report to the Section Editor to which a Member contributes to in any particular week, or to the Editor-in-Chief if performing volunteer work.

5.10.3 "Regular Basis" shall be defined as at least one published contribution every calendar month in which there are at least two scheduled publications, unless otherwise exempted by the Editor-in-Chief or the majority of the Executive.

## 5.11 **Resignation of Status**

5.11.1 A Member may resign Argus Membership at any time for any reason.

5.11.1.1 Resignations must be received by the Editor-in-Chief, and shall be submitted to the Executive for notification.

- 5.11.2 A Member that has resigned Membership shall be entitled to receive a final honourarium payment bearing the amount the Member is owed.
  - 5.11.2.1 The honourarium shall be adjusted taking into account any censures the Member has received.
- 5.11.3 A Member resigning Membership immediately revokes the rights and privileges granted to Members.

## **6.0 Contributions by Non-Students**

- 6.1 Contributions may be made to the Argus by non-students, so long as they are not prioritized over the contributions of Lakehead University students and Argus members.
  - 6.1.1 Publication of material by non-students shall be made at the discretion of the Editor-in-Chief.
  - 6.1.2 The Editor-in-Chief may publish a non-student contribution if it is considered of better quality than a student contribution that would go in its place.

## **7.0 Amendments**

- 7.1 Amendments to the Argus constitution may be proposed by any Executive Member or Editorial Staff Member. Amendments must be submitted to the Executive, and a meeting shall be called within one (1) week of receipt. Any amendment to the constitution must satisfy the following conditions:
  - 7.1.1 The Amendment must be approved by two thirds (2/3) of the Executive and the Editorial Staff in a Joint Meeting held for such a purpose.
    - 7.1.1.1 The Meeting for such a purpose shall be an Emergency Meeting, held as a Joint Meeting, and shall be announced to all Executive and Editorial Staff members 48 hours prior to such a Meeting.
  - 7.1.2 The constitution shall be brought to the Editorial Review Board for ratification.
    - 7.1.2.1 Should the Editorial Review Board not be available (due to dissolution at the end of the academic year, or prior to its establishment at the start of the academic year), the Argus Executive may bring the changes to the LUSU Constitutional Development and Review Committee, or place the changes on-hold until the Editorial Review Board has been called together.
- 7.2 The Executive and Editorial Staff shall review the Argus constitution annually.
  - 7.2.1 The meeting scheduled solely for this purpose shall be titled “Annual Constitutional Review Meeting,” and shall take place no earlier than February 1<sup>st</sup> in the academic year, but shall take place no later than March 15<sup>th</sup> in the same academic year. The meeting shall also be held before the Yearly Elections.
  - 7.2.2 The meeting shall be chaired by the LUSU Chairperson. If the LUSU Chairperson is not able to chair the meeting, the Editor-in-Chief shall be chair.

- 7.2.3 The meeting shall be governed by Robert's Rules of Order.
- 7.2.4 The format of the meeting shall consist of:
  - 7.2.4.1 Call to order and the establishment of quorum
  - 7.2.4.2 Adopting of the agenda
  - 7.2.4.3 Motion to enter Quasi-Committee of the Whole
  - 7.2.4.4 Full reading of the Constitution
  - 7.2.4.5 Amendments to the Constitution
  - 7.2.4.6 Motion to exit Quasi-Committee of the Whole
  - 7.2.4.7 Ratification of the Constitution with Approved Amendments
  - 7.2.4.8 Adjournment

## **8.0 Editorial Staff**

- 8.1 All members of the Editorial Staff must be Lakehead University students whom are considered in Good Standing with the Lakehead University Student Union.
- 8.2 Members of the Editorial Staff may not concurrently be:
  - 8.2.1 Members of the LUSU Executive
  - 8.2.2 Members of the LUSU Board of Directors (excluding ex-officio members of the Board of Directors)
  - 8.2.3 LUSU Employees
  - 8.2.4 Students sitting on any LUSU committee
  - 8.2.5 Students sitting on the Lakehead University Board of Governors
  - 8.2.6 Student Senators and Students-At-Large of the Lakehead University Senate
  - 8.2.7 Students sitting on any Lakehead University or Lakehead University Alumni Association (or affiliated) committee or board.
- 8.3 The Editorial Staff shall consist of the following positions:
  - 8.3.1 News Editor
  - 8.3.2 Arts & Culture Editor
  - 8.3.3 Sports Editor



- 8.3.4 Orillia Bureau Chief
- 8.3.5 Staff Writer
- 8.3.6 Photo & Graphics Editor
- 8.3.7 Circulation Manager
- 8.3.8 Circulator
- 8.3.9 Copy Editor

8.4 All Editorial Staff positions shall be paid positions, whose salaries are determined based upon the current academic year's budget, and whose salary levels shall be prepared by the Business Manager in conjunction with the Editor-in-Chief and ratified by two-thirds (2/3) of the Executive. (***Operational Policy 2 – Editorial Staff Salary***)

8.5 Members of the Editorial Staff shall:

- 8.5.1 Be accountable to the Executive
- 8.5.2 Organize extracurricular activities for the Argus that may include, but are not limited to, fundraising, recruitment drives, and staff socials.
- 8.5.3 Review and abide by the Argus Constitution, the Argus Code of Conduct, and the Argus Code of Ethics.
- 8.5.4 Be subject to the Editorial Staff dismissal policy.
- 8.5.5 Each hold one vote at all Meetings that have been designated as Joint Meetings.
- 8.5.6 Be responsible for training incoming Editorial Staff according to ***Operational Policy 3 – Editorial Staff Training***.
- 8.5.7 Be subject to the performance expectations related to their position, and shall receive warnings or censures for failing to meet expectations as outlined by the Editor-in-Chief or by the majority of the Executive.

8.6 **Censure of Editorial Staff**

- 8.6.1 Any member of the Editorial Staff may be censured for violating the duties of the position, for violating the Argus Constitution, for performing any action that represents the Argus in Bad Faith, or for violating operational policies that have been passed by the Executive.
- 8.6.2 An Editorial Staff Member may be censured by any member of the Executive.
  - 8.6.2.1 The Editorial Staff, as a whole, may compel the Executive to censure a member of the Editorial Staff by submitting written notice to the Executive, which shall have been signed by two-thirds (2/3) of the Editorial Staff.
- 8.6.3 All censures shall be submitted in writing to the Editorial Staff Member being censured by the Editor-in-Chief. A copy of the censure must be placed in the Editorial Staff Member's

file.

8.6.3.1 Written notice shall be submitted to the Editorial Staff Member's Argus e-mail account, and optionally in hard-copy form submitted directly to the Editorial Staff Member in-person, or to the Editorial Staff Member's University e-mail account.

8.6.4 The consequences of a censure shall be:

8.6.4.1 For the first censure, the recipient shall be informed that this is their first and only warning before subjected to additional action.

8.6.4.2 For the second censure, the recipient shall have his or her salary reduced by 20% for one paycheque.

8.6.4.3 For the third censure, the recipient shall have his or her salary reduced by 40% for one paycheque.

8.6.4.4 For the fourth and any subsequent censure, the recipient shall have his or her salary reduced by 50% for one paycheque. Dismissal proceedings against the Editorial Staff Member shall follow.

8.6.5 Any amount subtracted from an Editorial Staff Member's paycheque shall be transferred to the Honourarium budget line.

**8.6.6 Dismissal of Editorial Staff Members**

8.6.6.1 An Editorial Staff Member may be dismissed after at least four (4) censures have been received by the Editorial Staff Member, or after the Editorial Staff Member has received at least two (2) censures and the dismissal is approved by a two-thirds (2/3) vote of the Executive.

8.6.6.2 A special Dismissal Hearing shall be called by the Executive. The Hearing shall take place no later than two (2) weeks after a Dismissal has been triggered.

8.6.6.2.1 Should the Hearing's scheduled time conflict with school vacation time or exams, the meeting shall be rescheduled to the first week where there is no such conflict.

8.6.6.3 The Editorial Staff Member being dismissed shall receive notice at least one (1) week prior to the Hearing.

8.6.6.4 The Editorial Staff Member being dismissed shall be allowed the opportunity to raise a defense at the Hearing, and to call Witnesses for that purpose.

8.6.6.4.1 The number of Witnesses to be called shall be no more than five.

8.6.6.5 Should the Editorial Staff Member be dismissed, the Executive shall immediately begin the process of filling the vacancy.

8.6.6.6 Upon successful dismissal, the Executive shall determine whether or not the Editorial Staff Member being dismissed shall be entitled to keep Membership at the Argus. The Executive may vote to revoke Membership as a final decision.

8.6.6.7 Upon successful dismissal, the Editorial Staff Member shall cease to hold the Editorial Staff Member's position.

**8.6.7 Resignation from the Editorial Staff**

8.6.7.1 Any Member of the Editorial Staff shall be entitled to resign from the Editorial Staff at any time for any reason.

8.6.7.2 Letters of resignation must be submitted to the Editor-in-Chief, who shall then inform the Executive.

8.6.7.3 After a letter of resignation has been presented to the Executive, the Executive shall immediately begin the process of filling the vacancy.

**8.6.8 Vacancies on the Editorial Staff**

8.6.8.1 Unexpected vacancies on the Editorial Staff, because of Dismissal or Resignation, or through an unfilled position after a duly executed Election, shall be filled by temporary appointment.

8.6.8.1.1 Any temporary appointments shall be approved by two-thirds (2/3) of the Executive.

8.6.8.1.2 A By-Election shall be called within one (1) week of such a temporary appointment being made in order to fill the vacancy permanently.

8.6.8.1.3 Appointees to the Editorial Staff must meet the requirements of holding a position on the Editorial Staff.

8.6.8.2 Unfilled positions after a yearly Election shall be appointed and filled until a by-election to fill the position can be called. Such a by-election shall be called no later than the second issue of the academic year.

8.6.8.3 Unfilled positions after a duly executed By-Election shall cause a second By-Election to take place. Should a second By-Election take place and still leave the position(s) unfilled, the Executive shall be empowered to permanently appoint a Student to the position by a two-thirds (2/3) majority vote.

8.7 The term of office for members of the Editorial Staff shall be May 1<sup>st</sup> of one academic year to April 30<sup>th</sup> of the following academic year.

**9.0 Executive**

9.1 All members of the Argus Executive must be Lakehead University Students whom also meet the prerequisites of being a member of the Editorial Staff.

9.2 The Argus Executive shall consist of the following positions:

9.2.1 Editor-in-Chief

9.2.2 Business Manager

- 9.2.3 Layout & Design Editor
- 9.2.4 Two (2) members of the Editorial Staff, who shall be appointed by the following process:
  - 9.2.4.1 The first Meeting of the Executive shall be a Joint Meeting called for this purpose.
  - 9.2.4.2 The Chair shall open the floor to nominations to Editorial Staff Members who wish to serve on the Executive.
    - 9.2.4.2.1 Editorial Staff Members may nominate themselves to serve on the Executive.
  - 9.2.4.3 All Nominees may be questioned by any Executive or Editorial Staff member present as to their vision and dedication to the Executive.
  - 9.2.4.4 Voting shall be done by secret ballot.
  - 9.2.4.5 Each voting member shall write the names of two Nominees onto the ballot.
  - 9.2.4.6 The majority of voting members shall appoint those who are nominated.
  - 9.2.4.7 The two Members of the Editorial Staff who are appointed thus, shall, for all intents and purposes, thereafter be known as Members of the Executive, with all the rights and privileges of the same.
  - 9.2.4.8 These Executive Members may also be known as “Executive Members who are also Representatives of the Editorial Staff”
- 9.3 All Argus Executive positions shall be paid positions, whose salaries are determined based upon the current academic year’s budget, and whose salary levels shall be prepared by the Business Manager in conjunction with the Editor-in-Chief and ratified by two-thirds (2/3) of the Executive. (***Operational Policy 4 – Executive Salary***)
- 9.4 Argus Executive shall:
  - 9.4.1 Be accountable to the Editorial Review Board
  - 9.4.2 Make decisions at weekly Meetings about day-to-day operations of the Argus
  - 9.4.3 Organize extracurricular activities for the Argus that may include, but are not limited to, fundraising, recruitment drives and staff socials.
  - 9.4.4 Review and abide by the Argus Constitution, the Argus Code of Conduct, and the Argus Code of Ethics.
  - 9.4.5 Be subject to the dismissal policy outlined in this section
  - 9.4.6 Each hold one vote at all Meetings.

- 9.4.7 Be responsible for training incoming Executives according to ***Operational Policy 5 – Executive Staff Training***.
- 9.4.8 Maintain open communication with the LUSU President and General Manager.
- 9.4.9 Be subject to the performance expectations related to their respective position, and shall receive warnings or censures for failing to meet expectations as outlined by the Editor-in-Chief or by the majority of the Executive.

## 9.5 Censure of Executives

- 9.5.1 Any member of the Executive may be censured for violating the duties of the Executive’s position, for violating the Argus Constitution, for performing any action that represents the Argus in Bad Faith, or for violating operational policies that have been passed by the Executive.
- 9.5.2 An Executive Member may be censured by the Editor-in-Chief.
  - 9.5.2.1 The Executive may compel the Editor-in-Chief to censure another member of the Executive by two-thirds (2/3) vote of the Executive. This vote shall take place in-camera.
  - 9.5.2.2 The Executive may censure the Editor-in-Chief with a two-thirds (2/3) majority vote. This vote shall take place in-camera.
  - 9.5.2.3 The Editorial Staff may, as a whole, compel the Executive to censure any of the Members of the Executive by submitting notice to that effect to the Executive, which shall have been signed by two-thirds (2/3) of the Editorial Staff.
- 9.5.3 All censures shall be submitted in writing to the Executive Member being censured by the Editor-in-Chief or, in the case of the Editor-in-Chief being censured, by a designated agent as agreed to by the Executive. A copy of the censure must be placed in the Executive Member’s file.
  - 9.5.3.1 Written notice shall be submitted to the Executive Member’s Argus e-mail account, and optionally in hard-copy form submitted directly to the Executive Member in-person, or to the Executive Member’s University e-mail account.
- 9.5.4 The consequences of a censure shall be:
  - 9.5.4.1 For the first censure, the recipient shall be informed that this is their first and only warning before being subjected to additional action.
  - 9.5.4.2 For the second censure, the recipient shall have his or her salary reduced by 20% for one paycheque.
  - 9.5.4.3 For the third censure, the recipient shall have his or her salary reduced by 40% for one paycheque.
  - 9.5.4.4 For the fourth and any subsequent censure, the recipient shall have his or her salary reduced by 50% for one paycheque. Impeachment proceedings against the

Executive Member shall follow.

**9.6 Impeachment of Executives**

- 9.6.1 An Executive Member shall be impeached after at least four (4) censures have been received by the Executive Member, or after the Executive Member has received at least two (2) censures and the proceedings are approved by a two-thirds (2/3) vote of the Executive.
- 9.6.2 A special Impeachment Hearing shall be called by the Executive. The Hearing shall take place no later than two (2) weeks after an Impeachment has been triggered.
  - 9.6.2.1 Should the Hearing's scheduled time conflict with school vacation time or exams, the meeting shall be rescheduled to the first week where there is no such conflict.
- 9.6.3 The Executive Member being impeached shall receive notice at least one (1) week prior to the Hearing.
- 9.6.4 The Executive Member being impeached shall be allowed the opportunity to raise a defense at the Hearing, and to call Witnesses for that purpose.
  - 9.6.4.1 The number of Witnesses to be called shall be no more than five.
- 9.6.5 Successful Impeachment shall require the approval of two-thirds (2/3) of the Executive.
- 9.6.6 Should the Executive Member be impeached, the Executive shall immediately begin the process of filling the vacancy.
- 9.6.7 Upon successful Impeachment, the Executive shall determine whether or not the Executive Member being impeached shall be entitled to keep Membership at the Argus. The Executive may vote to revoke Membership as a final decision after successful Impeachment.
- 9.6.8 Upon successful impeachment, the Executive Member shall cease to hold the Executive Member's position.

**9.7 Resignation from the Executive**

- 9.7.1 A Member of the Executive shall be entitled to resign from the Executive at any time for any reason.
- 9.7.2 Letters of resignation must be submitted to the Editor-in-Chief, who shall then notify the Executive immediately.
- 9.7.3 After a letter of resignation has been presented to the Executive, the Executive shall immediately begin the process of filling the vacancy.

**9.8 Resignation of Executive Members who are also Representatives of the Editorial Staff**

- 9.8.1 Any Executive Member who is also a Representative of the Editorial Staff may resign his or her position on the Executive and resume his or her role on the Editorial Staff at any time.

- 9.8.2 The remaining Members of the Executive shall be entitled to censure the Editorial Staff Member who is resigning if it is deemed that exigent circumstances did not prompt the resignation.

## 9.9 Vacancies on the Executive

- 9.9.1 Vacancies on the Executive by Representatives of the Editorial Staff shall be filled at the next Meeting of the Executive. New Executive Members shall be appointed by a two-thirds (2/3) vote of the Executive.

- 9.9.2 Unexpected vacancies on the Executive (by Executive Members whom are not Representatives of the Editorial Staff), such as because of Impeachment or Resignation, or through an unfilled position after a duly executed Election, shall be filled by temporary appointment.

- 9.9.2.1.1 Any temporary appointments shall be approved by two-thirds (2/3) of the Executive.

- 9.9.2.1.2 A By-Election shall be called within one (1) week of such a temporary appointment being made in order to fill the vacancy permanently.

- 9.9.2.1.3 Appointees to the Executive must meet the requirements of holding a position on the Executive.

- 9.9.2.2 Unfilled positions after a yearly Election shall be appointed and filled until a by-election to fill the position can be called. Such a by-election shall be called no later than the second issue of the academic year.

- 9.9.2.3 Unfilled positions after a duly executed By-Election shall cause a second By-Election to take place. Should a second By-Election take place and still leave the position(s) unfilled, the Executive shall be empowered to permanently appoint a Student to the position by a two-thirds (2/3) majority vote.

- 9.10 The term of office for members of the Executive shall be May 1<sup>st</sup> of one academic year, to April 30<sup>th</sup> of the following academic year.

## 10.0 Editor-in-Chief

- 10.1 The Editor-in-Chief shall be the chief executive of The Argus and shall make the final decision on all matters relating to the operation, staffing, finances, content, and publication of the newspaper, unless otherwise stated in this Constitution.

- 10.1.1 On a case-by-case basis, the actions of the Editor-in-Chief may be reversed or modified based on a resolution duly passed by a two-thirds (2/3) majority of the Executive at any Official Meeting.

- 10.2 The Editor-in-Chief is responsible for editing the Argus for spelling, grammar and content; however, the Editor-in-Chief shall not compromise the integrity of the article, writer or its editor in so doing.

- 10.3 The Editor in Chief shall be responsible for, but not limited to:

- 10.3.1 The content and style of the Opinions and Editorials sections.

- 10.3.2 Ensuring that the Argus constitution is upheld.
- 10.3.3 Ensuring that the Editorial Policy of the Argus is upheld.
  - 10.3.3.1 This may include deeming articles inappropriate for printing.
    - 10.3.3.1.1 The Editor-in-Chief shall notify the author and the editor of the section in which the article was to be published, that the article is not being printed.
- 10.3.4 Representing the Argus at all LUSU Board of Directors meetings, or appointing a delegate from the Members, Editorial Staff, or the Executive to represent the Argus.
- 10.3.5 Overseeing the section editors' contributor contact and member lists to ensure they are kept current on a weekly basis.
- 10.3.6 Mediating disagreements between members of the Argus Executive, Editorial Staff, and Members.
- 10.3.7 Informing Argus Members, Editorial Staff, and the Executive of events that directly affect the Argus
- 10.3.8 Reassigning or performing the duties of any absent Executive
  - 10.3.8.1 In said event, the Editor in Chief shall not be paid additional, unless deemed necessary by a two thirds (2/3) majority vote of the executive
- 10.3.9 Withholding pay from any Executive or Editorial Staff member who does not complete any of the work assigned to his or her position for any particular issue.
  - 10.3.9.1 Any pay that is withheld from an Executive or Editorial Staff member shall be transferred to the Honourarium budget line.
- 10.3.10 Assisting in the training and recruitment of new members.
- 10.3.11 Organizing Elections and By-Elections.
- 10.3.12 Maintaining an external contact list in conjunction with the Business Manager and Circulation Manager, which is accessible to all Executive Members and Editorial Staff Members.
- 10.3.13 Training the Executive to perform the Editor-in-Chief's duties in the event of the Editor-in-Chief's absence.
- 10.3.14 Personally upholding the guidelines outlined in the Code of Conduct.
- 10.3.15 Ensuring that published material adheres to the Argus Code of Ethics.
- 10.3.16 Preparing a budget for the following year in conjunction with the Business Manager.
- 10.3.17 Determining page count in conjunction with the Layout & Design Editor.



- 10.3.18 Setting a production schedule for the Editorial Staff in conjunction with the Layout & Design Editor.
- 10.3.19 Maintaining an up-to-date key list at the Security office and the LUSU General Manager.
- 10.3.20 Directing or accepting concerns or complaints regarding the operations of the Argus.
- 10.3.21 Creating meeting agendas.
- 10.3.22 Endeavoring to hold weekly meetings with the LUSU President.

## **11.0 Business Manager**

- 11.1 Reports directly to the Editor-in-Chief and consults with the Layout & Design Editor.
- 11.2 The Business Manager shall be responsible for, but not limited to:
  - 11.2.1 Determining ad rates and producing a rate card for the up coming year, in conjunction with the Editor-in-Chief.
  - 11.2.2 Drafting and maintaining an expense and income account, and providing reports for the consideration of the Argus Executive on a monthly basis
  - 11.2.3 Reporting at Production Meetings the ad sale revenue for the particular issue for which the Meeting is taking place.
  - 11.2.4 Coordinating the placement of advertisements, in conjunction with the Layout & Design Editor
  - 11.2.5 Coordinating the production of advertisements, in conjunction with the Photo & Graphics Editor
  - 11.2.6 Coordinating and supervising the sale of advertisement in conjunction with advertising representatives
  - 11.2.7 Ensuring that the advertisements submitted to the Layout & Design Editor are in compliance with the production schedule
  - 11.2.8 Ensuring accuracy of all advertisements
  - 11.2.9 Submitting appropriate documentation for advertisements and contracts to the LUSU Finance Officer for weekly billing and retaining copies for Argus files
    - 11.2.9.1 Business Manager files for the Argus shall be available to all Executive Members, and to Editorial Staff Members on request, which is to be approved by the Editor-in-Chief.
  - 11.2.10 Ensuring that all advertising conforms to the Argus Constitution (specifically the advertising policy), the LUSU Constitution, the Student Code of Conduct, and the University Harassment Policy
  - 11.2.11 Remaining informed about the states of all Accounts Receivable

- 11.2.12 Obtaining and managing local and Campus Plus ads
  - 11.2.13 Preparing a budget for the following year in conjunction with the Editor in Chief
  - 11.2.14 Maintaining an ad boycott list to be reviewed annually. The LUSU Executive shall be kept updated with changes to the list.
  - 11.2.15 Holding a minimum of three (3) office hours per week.
- 11.3 In addition to weekly salary, the Business Manager shall be paid a commission based on a percentage of local ad sales.
- 11.3.1 Commission rates shall be determined by the Editor in Chief and subject to review and ratification by two thirds (2/3) of the Argus Executive.
  - 11.3.2 Commission is earned by the Business Manager upon recognition of revenue on a weekly basis. The Business Manager cannot earn all commission from a long-term contract upon receipt of pre-payment from advertisers.
  - 11.3.3 The Business Manager shall be presented with a list of revenue goals set forth by the Editor-in-Chief and approved by the majority of the Executive, at the start of every calendar month. Two distinct revenue goals shall be determined:
    - 11.3.3.1 Floor Goal, which shall be the minimum amount of revenue that is expected to be generated in any calendar month. Should this Floor Goal not be met, the Business Manager may receive an official censure at the discretion of the Editor-in-Chief.
    - 11.3.3.2 Bonus Goal, after which the Business Manager shall be entitled to a bonus to be paid at the end of the calendar month as approved by two-thirds (2/3) of the Executive.
    - 11.3.3.3 Revenue is to be defined as the total amount of income generated from both LUSU and local advertising sales (but not Campus Plus sales), in-kind advertising notwithstanding.

## **12.0 Layout & Design Editor**

- 12.1 Reports directly to the Editor-in-Chief.
- 12.2 The Layout & Design Editor shall be responsible for, but not limited to:
  - 12.2.1 Design and layout of the Argus, in conjunction with the Editor in Chief and, if deemed appropriate, in consultation with the section editors.
  - 12.2.2 Setting a production schedule for the Editorial staff in conjunction with the Editor-in-Chief
  - 12.2.3 Placement of advertisements in conjunction with the Business Manager
  - 12.2.4 Assisting in the recruitment of volunteer production staff.

12.2.5 Ensuring that backup archives are safely stored on the computer network.

12.2.6 Holding a minimum of three (3) office hours per week.

### **13.0 News Editor**

13.1 Reports directly to the Editor-in-Chief.

13.2 The News Editor shall be responsible for, but not limited to:

13.2.1 Maintaining a news section that consists of at least 4,000 publishable words per issue, unless otherwise arranged with the Editor-in-Chief. The News Editor shall not be required to contribute more than 2,000 words to the section.

13.2.2 The News Editor is required to submit an article containing at least 500 (five hundred) words for every issue of The Argus.

13.2.3 The entirety of the News section, including wire articles

13.2.4 Ensuring news events of concern and interest to the students are covered

13.2.5 Coordinating the activities of News staff

13.2.6 Editing stories for style, content, and accuracy of facts following the editorial policy as stated in the Argus Constitution, and by using the Argus style guide

13.2.7 Recruiting and training News staff in writing and interviewing skills

13.2.8 Maintaining a contributor list with up-to-date contact information throughout the academic year

13.2.9 Establishing a minimum word count at the start of the year in conjunction with the Editor-in-Chief and the Layout & Design Editor

13.2.10 Ensuring that all submissions to the News section are saved and recorded on a content sheet according to the Editor-in-Chief's specifications, in consultation with the Layout & Design Editor

13.2.11 All news contributions and relevant outside contacts.

13.2.12 Holding a minimum of three (3) office hours per week.

13.2.13 Photo and graphics requests submitted to the Photo & Graphics Editor.

### **14.0 Arts & Culture Editor**

14.1 Reports directly to the Editor-in-Chief.

14.2 The Arts & Culture (A&C) Editor shall be responsible for, but not limited to:

- 14.2.1 Writing A&C stories, consisting of at least 2,000 publishable words per issue, unless otherwise arranged with the Editor-in-Chief.
- 14.2.2 The Arts & Culture Editor is required to submit an article containing at least 300 (three hundred) words for every issue of The Argus.
- 14.2.3 The entirety of the A&C section, including wire articles
- 14.2.4 Ensuring A&C events of concern and interest to the students are covered
- 14.2.5 Coordinating the activities of A&C contributors
- 14.2.6 Editing A&C stories for style, content, and accuracy following editorial policy as stated in the Argus constitution, and by using the Argus style guide
- 14.2.7 Recruiting and training A&C contributors in writing and interviewing skills
- 14.2.8 Maintaining a contributor list with up-to-date contact information throughout the academic year.
- 14.2.9 Establishing a minimum word count at the start of the year in conjunction with the Editor-in-Chief and the Layout & Design Editor.
- 14.2.10 Ensuring that all submissions to the A&C section are saved and recorded on a content sheet according to the Editor-in-Chief's specifications, in consultation with the Layout & Design Editor
- 14.2.11 A&C contributions, promotional materials received, and relevant outside contacts
- 14.2.12 Holding a minimum of three (3) office hours per week
- 14.2.13 Photo and graphics requests submitted to the Photo & Graphics Editor.

## **15.0 Sports Editor**

- 15.1 Reports directly to the Editor-in-Chief.
- 15.2 The Sports Editor shall be responsible for, but not limited to:
  - 15.2.1 Writing of pertinent sports stories, consisting of at least 2,000 publishable words per issue, unless otherwise arranged with the Editor-in-Chief.
  - 15.2.2 The Sports Editor is required to submit an article containing at least 300 (three hundred) words for every issue of The Argus.
  - 15.2.3 The entirety of the Sports section, including wire articles
  - 15.2.4 Ensuring sports events of concern and interest to the students are covered
  - 15.2.5 Coordinating the activities of Sports contributors

- 15.2.6 Editing stories for style, content and accuracy following editorial policy as stated in the Argus constitution, and by using the Argus style guide
- 15.2.7 Recruiting and training Sports contributors in writing and interviewing skills
- 15.2.8 Maintaining a contributor list with up-to-date contacts throughout the academic year.
- 15.2.9 Establishing a minimum word count at the start of the year in conjunction with the Editor-in-Chief and the Layout & Design Editor
- 15.2.10 Ensuring that all submissions to the sports section are saved and recorded on a content sheet according to the specifications of the Editor-in-Chief, in consultation with the Layout & Design Editor
- 15.2.11 Sports contributions and relevant outside contacts
- 15.2.12 Holding a minimum of three (3) office hours per week
- 15.2.13 Photo and graphics requests submitted to the Photo & Graphics Editor.
- 15.2.14 The Sports Editor shall be responsible for attending and reporting on any sporting event of interest to the Lakehead community, or to assign an appropriate Argus Member to do so, as determined during the Story Meeting leading up to the event in question.

## **16.0 Staff Writer**

- 16.1 Staff Writers shall be supervised directly by the Editor-in-Chief but shall report to the editor of the section to which they are contributing an article in any particular issue of The Argus. If Staff Writers are contributing to more than one section, they shall report to all editors to whom they are contributing.
- 16.2 There shall be two (2) Staff Writer positions for each academic year and both shall have identical salaries.
- 16.3 The Staff Writer shall be responsible for, but not limited to:
  - 16.3.1 Writing pertinent stories for any section or section(s), in coordination with the Editor of such section(s), consisting of at least 1,500 publishable words per issue, unless otherwise arranged with the Editor-in-Chief.
    - 16.3.1.1 The Staff Writer shall, for each issue of The Argus, write 750 publishable words for the news section, unless otherwise arranged with the News Editor.
  - 16.3.2 Holding a minimum of three (3) office hours per week
  - 16.3.3 The content of any supplementary sections or features of the paper, such as “Flowers & Fishheads,” election-related spreads, and any other supplementary sections as designated by the Editor-in-Chief.
  - 16.3.4 Photo and graphics requests submitted to the Photo & Graphics Editor.

## **17.0 Photo & Graphics Editor**

- 17.1 Reports directly to the Editor-in-Chief.
- 17.2 The Photo and Graphics Editor shall be responsible for, but not limited to:
  - 17.2.1 Providing at least five (5) publishable photos for each issue, unless otherwise arranged by the Editor-in-Chief.
  - 17.2.2 Photo and graphics for the Argus in conjunction with requests by Editorial Staff Members
    - 17.2.2.1 Requests may be fulfilled by using freely-licensable content from the Internet (for example, Creative Commons) if appropriate.
  - 17.2.3 Ensuring the content of all graphics and illustrations adheres to the Argus Constitution
  - 17.2.4 Becoming familiar and efficient with the graphics program and equipment available in the Argus office
  - 17.2.5 Converting all photos to the appropriate format for production
  - 17.2.6 Coordinating photographers with help of the section editors
  - 17.2.7 Recruiting and training new graphics personnel and technicians where necessary
  - 17.2.8 Maintaining a contributor list with up-to-date contact information throughout the academic year
  - 17.2.9 Responsible for training writers and contributors, as needed, in basic camera usage and skills, as directed by the Editor-in-Chief.
  - 17.2.10 Maintaining a graphics and photo bank for the Argus
  - 17.2.11 Holding a minimum of three (3) office hours per week
  - 17.2.12 Coordinating the design of advertisements, in conjunction with the Business Manager.

## **18.0 Circulation Manager**

- 18.1 Reports to the Business Manager in direct consultation with the Editor-in-Chief.
- 18.2 The Circulation Manager shall be responsible for but not limited to:
  - 18.2.1 Weekly pickup of newspapers from shipping & receiving, and distribution of printed papers throughout the city of Thunder Bay.
  - 18.2.2 Creating and maintaining the circulation list, which shall be a list of all names, addresses, phone numbers, and contact names of all city-wide drop-off points, as well as the locations of on-campus drop-off points.
  - 18.2.3 Adjusting distribution amounts at each location in accordance with supply and demand.

- 18.2.4 Removal and recycling of left-over papers.
- 18.2.5 Coordinating with businesses throughout the city in order to establish new locations to place the paper.
- 18.2.6 If there is no Circulator, the Circulation Manager shall be responsible for performing the job of the Circulator.

## **19.0 Circulator**

- 19.1 Reports directly to the Circulation Manager.
- 19.2 The Circulator shall be responsible for, but not limited to:
  - 19.2.1 Distribution of printed papers throughout the Lakehead University campus.
  - 19.2.2 Coordinating with the Circulation Manager for a list of drop-off locations.
  - 19.2.3 Reporting to the Circulation Manager the number of old papers left over, and new papers dropped off at each location.
  - 19.2.4 Removal and recycling of left-over papers.

## **20.0 Orillia Bureau Chief**

- 20.1 Reports directly to the Editor-in-Chief.
- 20.2 The Orillia Bureau Chief shall be a registered student at the Lakehead University Orillia campus.
- 20.3 The Orillia Bureau Chief shall be responsible for, but not limited to:
  - 20.3.1 The contents of the Orillia section, consisting of at least 3,000 publishable words per issue divided into three sections: Orillia News, Orillia columns and editorials, and Orillia Arts & Culture.
  - 20.3.2 Ensuring that events of concern and interest to Orillia students are covered.
  - 20.3.3 Serve as the primary point-of-contact to all Orillia contributors and members.
  - 20.3.4 Promote The Argus at Orillia, and endeavor to recruit contributors to write and/or photograph for the newspaper.
  - 20.3.5 Write a weekly editorial for inclusion in the Orillia column and editorials section.
  - 20.3.6 Preparing all content submitted for publication in the Orillia section to the Editor-in-Chief, along with corresponding content sheets according to the Editor-in-Chief's specifications.

## **21.0 Copy Editor**

- 21.1 Reports directly to the Editor-in-Chief.
- 21.2 The Copy Editor shall be responsible for, but not limited to:
  - 21.2.1 Editing all articles for spelling, grammar, questionable content, presentation, and style.
    - 21.2.1.1 The Copy Editor shall not compromise the integrity of the article's writer or its editor in so doing
  - 21.2.2 Fact-checking stories to ensure accuracy of information
  - 21.2.3 Paying particular attention to the editorial policy as stated in the Argus Constitution.
  - 21.2.4 Creating captions for all photos to be printed, as well as corresponding attribution
  - 21.2.5 Holding a minimum of three (3) office hours per week.

## **22.0 Meetings of the Executive**

- 22.1 There shall be five types of Meetings defined: Story Meetings, Production Meetings, Emergency Meetings, Dismissal Hearings, and Impeachment Hearings
- 22.2 All Meetings shall be chaired by the Editor-in-Chief unless the Editor-in-Chief is in conflict.
  - 22.2.1 The chair shall have a voice and a vote, unless the chair is not a Member of the Executive, or unless otherwise specified in any subsection.
  - 22.2.2 Should the Editor-in-Chief be in conflict or not be available to chair a Meeting, the Business Manager shall chair the Meeting. Should the Business Manager not be available to chair the Meeting, the Layout & Design Editor shall chair the Meeting. Should the Layout & Design Editor not be able to chair the Meeting, the Meeting shall be rescheduled until such time that the criteria outlined in this section can be met.
- 22.3 All Meetings shall be governed by Robert's Rules of Order.
- 22.4 Quorum for all meetings shall be two-thirds (2/3) of the Argus Executive, or if considered a Joint Meeting, two-thirds (2/3) of the total of the Executive and Editorial Staff.
- 22.5 Minutes shall be taken at each Meeting by the Office Assistant. If the Office Assistant is not available, a member of the Executive shall be appointed to the task of taking minutes. These minutes shall be saved on the Argus computer network and shall be archived for a period of seven (7) years.
  - 22.5.1 Minutes shall be made available for viewing, on request by any Student of Lakehead University.



## 22.6 Story Meetings

- 22.6.1 Story Meetings shall take place weekly at a regular date and time, as advertised to the Executive and Editorial Staff at least 48 hours prior to any meeting.
  - 22.6.1.1 The regular date and time for Story Meetings shall be established by a majority vote of the Executive.
  - 22.6.1.2 Story meetings shall not take place during a week where there is no paper scheduled for publication.
  - 22.6.1.3 Should the Story Meeting need to be rescheduled due to exigent circumstances, notice to the Executive and Editorial Staff must be given 48 hours prior to when the meeting is to take place.
- 22.6.2 All Executive and Editorial Staff members shall be required to attend a Story Meeting with the exception of the Circulation Manager, Circulator, and the Copy Editor.
  - 22.6.2.1 Staff members based in Orillia shall endeavor to attend by Skype or any other form of video conferencing (for example, the LUSU board room equipment).
- 22.6.3 Story Meetings may be chaired by a member of the Executive appointed by the Editor-in-Chief if the Editor-in-Chief is not able to attend.
- 22.6.4 The format for Story Meetings shall consist of:
  - 22.6.4.1 Call-to-order and the establishment of quorum
  - 22.6.4.2 Entering Quasi-Committee of the Whole
  - 22.6.4.3 Acceptance of Regrets
  - 22.6.4.4 Production report from previous issue
  - 22.6.4.5 Story pitch and photo/graphics requests for each section.
  - 22.6.4.6 Front-page stories for next issue
  - 22.6.4.7 Exiting Quasi-Committee of the Whole
  - 22.6.4.8 New Business.
  - 22.6.4.9 Adjournment.
- 22.6.5 All Story Meetings shall be open to Argus Members and those Students who have received an invitation to attend and wish to contribute to the paper for the particular issue for which the meeting is being held.
  - 22.6.5.1 The Chair shall have the option of inviting additional individuals to attend.
  - 22.6.5.2 The LUSU President shall have a standing invitation to all Story Meetings.

## 22.7 Production Meetings

22.7.1 Production Meetings shall take place weekly at a regular date and time, as advertised to the Executive and Editorial Staff at least 48 hours prior to any meeting.

22.7.1.1 The regular date and time for Production Meetings shall be established by a majority vote of the Executive.

22.7.1.2 Production Meetings shall not take place during a week where there is no paper scheduled for publication.

22.7.1.3 Should the Production Meeting need to be rescheduled due to exigent circumstances, notice to the Executive and the Editorial Staff must be given 48 hours prior to when the meeting is to take place.

22.7.2 All Executive and Editorial Staff members shall be required to attend a Production Meeting.

22.7.3 Production Meetings may be chaired by an Executive appointed by the Editor-in-Chief if the Editor-in-Chief is not able to attend.

22.7.4 The format for Production Meetings shall consist of:

22.7.4.1 Call-to-order and establishment of quorum

22.7.4.2 Entering Quasi-Committee of the Whole

22.7.4.3 Acceptance of Regrets.

22.7.4.4 Approval of previous Story and Production Meeting's Minutes.

22.7.4.5 Official weekly reports of each Executive and Editorial Staff member

22.7.4.5.1 Acceptance of reports.

22.7.4.6 Issue critique

22.7.4.7 Other items for discussion

22.7.4.8 Exiting Quasi-Committee of the Whole

22.7.4.9 New Business

22.7.4.10 Adjournment

22.7.5 All Production Meetings shall be open to Argus Members and to those students that have contributed to the paper for the particular issue for which the meeting is being held.

22.7.5.1 The Chair shall have the option of inviting additional individuals to attend.

**22.8 Emergency Meetings**

- 22.8.1 Notice of an Emergency Meeting shall be given to all Executive Members at least 24 hours before such a meeting is to take place.
- 22.8.2 Emergency Meetings shall be closed to all but those invited by any member of the Executive.
- 22.8.3 The format for an Emergency Meeting shall be:
  - 22.8.3.1 Call-to-order and the establishment of quorum
  - 22.8.3.2 Acceptance of Regrets.
  - 22.8.3.3 Approval of the Agenda
  - 22.8.3.4 New Business.
  - 22.8.3.5 Adjournment.

**22.9 Dismissal Hearings**

- 22.9.1 Notice of a Dismissal Hearing shall be given to all parties involved at least one (1) week prior to when such a meeting shall be take place.
- 22.9.2 The LUSU Chief Justice shall chair the meeting. If there is no Chief Justice, the LUSU Board Chair shall chair the meeting.
- 22.9.3 The LUSU Chief Returning Officer shall be present at the Hearing to distribute, collect, and count ballots.
- 22.9.4 Voting at the Hearing shall be done by Secret Ballot.
- 22.9.5 Successful dismissal shall require the approval of two-thirds (2/3) of the Executive.
- 22.9.6 The format for an Dismissal Hearing shall be:
  - 22.9.6.1 Call-to-order and establishment of quorum
  - 22.9.6.2 Motion to go in-camera
  - 22.9.6.3 Acceptance of Regrets.
  - 22.9.6.4 Approval of the Agenda.
  - 22.9.6.5 Presentation of the Dismissal Case.
  - 22.9.6.6 Statement by the Editorial Staff Member Being Dismissed and Corresponding Witnesses.
  - 22.9.6.7 Voting on the Dismissal Case.

22.9.6.8 Additional Motions Concerning the Editorial Staff Member being Dismissed.

22.9.6.9 Motion to Release to the Public the Results of the Final Decision.

22.9.6.10 Adjournment.

22.9.7 The entirety of the meeting shall take place in-camera.

## 22.10 **Impeachment Hearings**

22.10.1 Notice of an Impeachment Hearing shall be given to all parties involved at least one (1) week prior to when such a meeting shall take place.

22.10.2 The LUSU Chief Justice shall chair the meeting. If there is no Chief Justice, the LUSU Board Chair shall chair the meeting.

22.10.3 The LUSU Chief Returning Officer shall be present at the Hearing to distribute, collect, and count ballots.

22.10.4 Voting at the Hearing shall be done by secret ballot.

22.10.5 The Executive Member being impeached shall not be allowed to vote.

22.10.6 The format for an Impeachment Hearing shall be:

22.10.6.1 Call-to-order and establishment of quorum.

22.10.6.2 Motion to go in-camera.

22.10.6.3 Acceptance of Regrets.

22.10.6.4 Approval of the Agenda.

22.10.6.5 Presentation of the Impeachment Case.

22.10.6.6 Statement by the Executive Member Being Impeached and Corresponding Witnesses.

22.10.6.7 Voting on the Impeachment Case.

22.10.6.8 Additional Motions Concerning the Executive Member Being Impeached.

22.10.6.9 Motion to Release to the Public the Results of the Final Decision.

22.10.6.10 Adjournment.

22.10.7 The entirety of the Meeting shall take place in-camera.

## 22.11 **Absences or Lateness from Meetings**

22.11.1 Any Executive or Editorial Staff member being more than five (5) minutes late from a Meeting, or being absent from a Meeting, must submit a Regret to the Chair prior to the

Meeting being called to order.

22.11.2 All Regrets received prior to the start of the meeting shall be accepted by majority vote of the Executive.

22.11.2.1 Should the Executive vote to reject the Regret, the Executive Member or Editorial Staff Member who had submitted the Regret shall be open to censure.

22.11.2.2 Regrets shall only be rejected due to an Executive or Editorial Staff member consistently issuing Regrets to the Executive without just cause.

22.11.3 If an Executive or Editorial Staff member is not able to submit a Regret in time due to exigent circumstances, the Executive or Editorial Staff member may submit a Regret at the next Meeting and, if the Regret is accepted by the majority of the Executive, shall not acquire additional consequences.

22.11.4 Should an Executive or Editorial Staff member not submit a Regret, or a Regret be rejected by the Executive, the Executive or Editorial Staff member shall be censured by the Editor-in-Chief at the next Meeting.

22.11.4.1 If the Editor-in-Chief is the one who shall be receiving the censure, the Executive shall appoint, by majority vote, an agent to serve the Editor-in-Chief with the censure.

## 22.12 **In-Camera Sessions**

22.12.1 A motion to enter in-camera may be made by any Executive Member. The motion shall be approved by majority vote of the Executive.

22.12.2 In-camera sessions are closed to all but the Executive and those invited to participate. Invitations must be extended in the initial motion to enter an in-camera session.

22.12.2.1 The Executive shall be empowered to exclude other members of the Executive by a two-thirds (2/3) vote of the Executive.

22.12.3 The proceedings that take place during in-camera sessions are to be kept strictly confidential. All participants of in-camera proceedings must have signed an Argus Confidentiality Agreement. If a participant did not sign an Argus Confidentiality Agreement, that person must not be allowed to attend an in-camera session.

22.12.4 Any breach of confidentiality shall be immediately reported to the Editor-in-Chief and the Executive. The Editor-in-Chief, or a designated Agent as appointed by the Executive, shall immediately notify LUSU that the Argus Confidentiality Agreement has been violated.

22.12.4.1 A member of the Executive or Editorial Staff who has breached the Confidentiality Agreement shall, upon the presentation of suitable evidence to the affirmative, be immediately censured or dismissed from the Executive or Editorial Staff, as decided by a majority vote of the Executive.

22.12.5 A member of the Executive shall be appointed to act as Secretary for the duration of the in-camera session.

22.12.6 Minutes of any in-camera session shall be kept in a secure storage location inaccessible to any member who is not authorized to gain access to the minutes.

## **23.0 Staff**

23.1 The following positions shall be considered staff positions:

23.1.1 Advertising Representative(s)

23.1.2 Staff Illustrator

23.1.3 Office Assistant

23.1.4 Webmaster

23.2 Students holding Staff positions shall be considered Argus Members, and must meet the requirements of Membership to be eligible for the position.

23.2.1 Current Executive Members and Editorial Staff Members are not eligible.

23.3 Advertising Representative(s)

23.3.1 Report directly to the Business Manager.

23.3.2 The Advertising Representatives shall be responsible for, but not limited to:

23.3.2.1 Selling advertisement to appear in the Argus

23.3.2.2 Ensuring that all contracts are filled out appropriately

23.3.2.3 Maintaining an up-to-date list of contacts

23.3.3 Advertising Representatives shall be paid solely on a percentage commission based on advertisements sold and remitted.

23.3.4 Compensation of Advertising Representatives shall be determined on an individual basis by the Business Manager, and approved by two-thirds (2/3) of the Executive.

23.3.5 Advertising Representatives shall be appointed by the Business Manager in consultation with the Editor-in-Chief, and approved by the majority of the Executive.

23.3.6 The Advertising Representative position shall be optional, based on annual budgetary constraints.

23.4 Staff Illustrator

23.4.1 Reports directly to the Photo and Graphics Editor.

23.4.2 The Staff Illustrator shall be responsible for, but not limited to:

23.4.2.1 Providing illustrations for various sections of the paper, such as editorials, covers, columns and news stories, when appropriate.

- 23.4.3 The Staff Illustrator position shall be optional, based on annual budgetary constraints.
- 23.4.4 The Staff Illustrator shall be reimbursed based upon a decision by the Executive from the Honourarium.
- 23.4.5 The Staff Illustrator shall be appointed by the Photo and Graphics Editor, in consultation with the Editor-in-Chief, and approved by the majority of the Executive.

#### 23.5 Office Assistant

- 23.5.1 Reports directly to the Editor-in-Chief.
- 23.5.2 The Office Assistant shall be responsible for but not limited to:
  - 23.5.2.1 Assisting the staff in maintaining an organized and efficient office
  - 23.5.2.2 Mailing out copies of the paper as requested by any member of the Executive.
  - 23.5.2.3 Recording minutes at Story and Production meetings.
  - 23.5.2.4 Performing additional clerical tasks as directed by the Editor-in-Chief.
- 23.5.3 The Office Assistant position shall be optional, based on annual budgetary constraints.
- 23.5.4 The position, when applicable, shall be funded through the Ontario Work Study Program.
- 23.5.5 The Office Assistant may, for additional pay, also perform the duties of the Webmaster. Approval of performing this role shall be up to a majority vote by the Executive.

#### 23.6 Webmaster

- 23.6.1 Reports directly to the Editor-in-Chief.
- 23.6.2 The Webmaster shall be responsible for, but not limited to:
  - 23.6.2.1 Keeping the Argus Website up-to-date.
    - 23.6.2.1.1 All articles shall be syndicated on the Website and shall be published, at the latest, by 10pm the day the physical newspaper is circulated throughout the campus.
    - 23.6.2.1.2 All videos published shall be placed on the Website.
    - 23.6.2.1.3 All articles to be published, as designated by the Editor-in-Chief, shall be placed on the Website.
  - 23.6.2.2 Moderating the comments on the Website and the Argus video page so that they do not violate the Comment Policy (***Operation Policy 6 – Website Comment Policy***).
  - 23.6.2.3 Ensuring that all articles meet the Website Style Standards as set forth by the Editor-in-Chief.

- 23.6.2.4 Performing any Website-related tasks as set forth by the Editor-in-Chief.
- 23.6.2.5 Uploading articles and photos to the CUP wire, as directed by the Editor-in-Chief.
- 23.6.3 The Webmaster may, upon the authorization of the Editor-in-Chief, assist in administering the Argus Office computer network.
- 23.6.4 The Webmaster shall receive a weekly salary as outlined by two-thirds (2/3) majority vote of The Argus Executive.
- 23.6.5 The Webmaster position may be held by an Argus Member or a current member of the Editorial Staff.
  - 23.6.5.1 Any existing pay the Webmaster may be receiving (such as honourarium by virtue of membership, or salary by virtue of being an Editorial Staff member) shall be supplemented by the salary of the Webmaster.
  - 23.6.5.2 Executive members (but only those who are also not Representatives of the Editorial Staff) shall not be entitled to receive the salary of the Webmaster.
- 23.7 Staff positions shall be censured and dismissed according the Censure and Dismissal policies of Argus Members.

## **24.0 Editorial Policy**

- 24.1 The Argus Constitution shall be used as a basis for all Argus editorial policies. The following editorial policy is to guide the Editor-in-Chief and the Executive in editorial decisions to be made in regard to the content of the Argus. These policies are as follows:
  - 24.1.1 Except for any regular scheduled issue, the Argus will not be published without the permission of two thirds (2/3) of the Argus executive.
  - 24.1.2 The Argus shall be concerned with printing factual information only. Any information that is known to be inaccurate or whose source is suspect or questionable shall not be published. The Argus shall not print anything that is in violation of the Libel and Slander Acts.
  - 24.1.3 Any news stories, editorials, graphics, comics, or photos in the Argus that defames, libels, or otherwise harms the integrity of a person, and cannot be proved truthful, shall not be published in the Argus.
  - 24.1.4 Stories that may cause a conflict of interest with a writer shall be reviewed prior to acceptance, and should be discussed before assignment. Editors who are aware of a conflict of interest shall not assign the conflicting article to the writer in question. Exception shall be made in the case of Feature articles and opinion pieces at the discretion of the Editor in Chief. Opinions, commentaries, or fiction will be clearly labeled and identified as such.
  - 24.1.5 The Editor in Chief may edit any "Letters to the Editor" for content, grammar, and/or length, without changing the spirit of the letter. Any letters that are defamatory or in any way do not follow the provisions stated in the Editorial Policies shall not be printed.



- 24.1.6 The Argus shall endeavor not print any material that is racist, homophobic, or sexist, except within the acceptable standards of journalism such that newsworthy events are covered; nor shall the Argus print any other kind of hate literature. This will also apply to advertisements and postings within that Argus office environment.
- 24.1.7 Any materials deemed questionable by the Argus Executive may be brought by the Editor-in-Chief to the Canadian University Press attorney for a professional review, or the Argus staff may contact the CUP National office for advice.
- 24.1.8 The Argus shall be bound to make public, either via the newspaper or the website, any letter of opinion that does not exceed the word limitations, as set by the Editor-in-Chief, granted that the letter abides by the Argus constitution and originates from a student e-mail account provided by the University, at the purview of the Editor-in-Chief.
  - 24.1.8.1 Any submitted letter shall include the full name of the author, but may be withheld from publication upon the author's request.
- 24.1.9 The Argus shall not print any material that does not adhere to the Argus' Code of Ethics.

## **25.0 Advertising Policies**

- 25.1 It will be recognized that advertisements are an important and necessary aspect of the newspaper yet they shall not influence the editorial content of the paper.
- 25.2 Advertisements appearing in the Argus shall:
  - 25.2.1 Adhere to the editorial policies of the Argus, such that they will not be racist, homophobic, sexist or represent any kind of hate literature
  - 25.2.2 Adhere to the laws surrounding advertising, including regulations of the liquor control act
  - 25.2.3 Not be provided by an advertiser currently on the advertising boycott list
  - 25.2.4 Continue the tradition of granting priority advertising for the Outpost and the Study over competing establishments.
    - 25.2.4.1 Priority advertising shall mean any remaining advertising space in a particular issue.
- 25.3 An advertising boycott list shall be maintained by the Business Manager, in consultation with the Editor-in-Chief and the LUSU General Manager.
  - 25.3.1 Advertisers may appear on the boycott list for reasons including, but not limited to: failure to pay for previous advertising, advertisements contravening the Argus advertising policies.
  - 25.3.2 The advertising boycott list shall be reviewed at the beginning of each publishing year and may be amended throughout the publishing year.
- 25.4 A violation of the Argus advertising policy shall result in one of the following actions:
  - 25.4.1 If the Business Manager presents an advertisement for print that violates the advertising policies, the Editor-in-Chief shall issue an official censure to the Business Manager.

25.4.2 If an advertisement appears in the paper that is deemed to violate the advertising policies, the following actions must be taken:

25.4.2.1 A written complaint must be delivered to the Editor-in-Chief and any one member of the Argus Editorial Review Board

25.4.2.2 The Argus Editorial Review Board shall: Issue a verbal warning to the Editor-in-Chief after the first offence; issue a written warning to the Editor in Chief after the second offence; issue a fine, to the amount of ten percent (10%) of the Editor-in-Chief's weekly salary for the third and any subsequent violation.

25.4.2.2.1 The Business Manager shall report the paycheque cut to the LUSU Accounts Officer.

## 26.0 Deadline Policy

26.1 Deadlines shall be set by the Editor-in-Chief in close consultation with the Layout & Design Editor.

26.1.1 Missing a deadline entails the following:

26.1.1.1 Argus Members failing to submit complete articles to Editorial Staff Members on time, or failing to meet the minimum word count set forth at the Story Meeting associated with an issue.

26.1.1.2 Editorial Staff Members failing to meet minimum word count.

26.1.1.3 Photo & Graphics requests and Copy Editing incomplete.

26.1.1.4 Production of the newspaper incomplete by the Editor-in-Chief and the Layout & Design Editor by the printing deadline.

26.2 Failure to meet deadlines or word counts shall result in an official Censure of the Member(s), Editorial Staff Member(s), or Executive(s) involved.

26.3 Deadlines may be extended on a case-by-case basis upon consultation and agreement of the Editor-in-Chief, as well as the Layout & Design Editor.

26.4 The publishing deadline shall be extended at the purview of the Editor-in-Chief, but shall require a report to be given to the Editorial Review Board. Should the Editorial Review Board not accept the Editor-in-Chief's justification, the Editor-in-Chief shall receive an official censure.

26.5 The Deadlines Policy shall be known as ***Operational Policy 7 – Deadlines***.

## **Elections and By-Elections: Nominations, Timeline, Organization**

### **26.6 Yearly Elections**

- 26.6.1 The Argus shall call an Election to fill positions in the Executive and Editorial Staff for the following academic year no later than the third to last scheduled issue of the Argus.
- 26.6.2 The Election shall be called and organized by the Editor-in-Chief, or by an Agent duly appointed by a majority vote of the Executive (hereinafter referred to as “Organizer”).
  - 26.6.2.1 By calling the Election, all Executive and Editorial Staff positions shall be advertised in the Argus, on the Website, and in the LUSU office. A mass e-mail may be sent to all students at the approval of the Editor-in-Chief and the LUSU President.
    - 26.6.2.1.1 The Election shall be advertised in at least two issues of the Argus.
  - 26.6.2.2 The ten-day Nomination process shall begin on the day the first advertisement for the Election is published in the Argus.
- 26.6.3 Any Student of Lakehead University may run for an Executive or Editorial Staff position if, as of the day they are to take office, they meet all the requirements of the position as set forth previously in this Constitution in section 8.2.
- 26.6.4 A Student meeting the prerequisites to run for an Executive or Editorial Staff position must:
  - 26.6.4.1 Submit ten (10) student signatures on a form that clearly states the Student in question is being nominated for a position on the Argus Executive or Editorial Staff (the position(s) desired by the Student must be clearly indicated).
    - 26.6.4.1.1 Student signatures may not be current members of the Argus in any capacity (Executive Member, Editorial Staff Member, or Argus Member), the Editorial Review Board, the LUSU Executive, or the LUSU Board of Directors.
  - 26.6.4.2 Submit a resume, as well as references (where applicable).
  - 26.6.4.3 Submissions are due to the Organizer or to the LUSU Office ten (10) business days after the first day the election is first advertised in the Argus. The submissions must be presented by 4:00pm. The Executive may extend the deadline of the Elections by a majority vote of the Executive, but may not be allowed to extend the deadline past twenty (20) business days.
- 26.6.5 During the Nomination period, the Argus shall be required to hold at least two one-hour scheduled Q&A sessions during which Candidates may ask questions about the Argus, the position(s) for which they are applying, or about the Constitution. The Q&A session times shall be published in the Argus as part of the initial announcement for the Elections.
  - 26.6.5.1 At least one staff member who is knowledgeable and is able to correctly answer the majority of Candidates’ questions about the Argus must be available during the scheduled Q&A sessions.

- 26.6.6 After the Nomination period closes, the Organizer shall, no later than three (3) days after the close of Nominations, establish a schedule for the hiring of the Executive, and notify all Candidates to that position as to the date and time of their interview.
- 26.6.7 No later than three (3) days after the hiring of the Executive, the incoming Executive shall establish a schedule for the hiring of the Editorial Staff positions, and notify all Candidates to those positions as to the dates and times of their interview.
- 26.6.8 After the Elections have been completed, the incoming Argus Executive and Editorial Staff shall take office on May 1<sup>st</sup>.

**26.7 The Hiring of the Executive**

26.7.1 The Executive shall be hired by the Executive Hiring Committee.

26.7.1.1 The members of such a committee shall consist of:

26.7.1.1.1 All members of the Executive, who are not also Representatives of the Editorial Staff, who are not running for a position on the Executive.

26.7.1.1.2 All members of the Editorial Staff, including those whom are also Members of the Executive, who are not running for a position on the Executive.

26.7.1.2 The Committee shall be chaired by the Editor-in-Chief, if the Editor-in-Chief is not running for a position on the Executive, or by a representative duly chosen by the majority of the Committee to serve as Chair.

26.7.2 The Chair of the Committee shall coordinate with Candidates and the rest of the Committee, and shall establish a time to hold the Hiring Interview.

26.7.3 The quorum for the Hiring Committee shall be two-thirds (2/3) of all Committee Members.

26.7.4 The format of the Hiring Interview shall be:

26.7.4.1 Call-to-order and the establishment of quorum.

26.7.4.2 A statement by the Chair as to the procedure of the Hiring.

26.7.4.3 Motion to go in-camera, with all those running for an Executive position to be excluded.

26.7.4.4 Hiring of the Editor-in-Chief.

26.7.4.5 Hiring of the Business Manager.

26.7.4.6 Hiring of the Layout & Design Editor.

26.7.4.7 Motion to confirm and release the names of those hired.

26.7.4.8 Motion to exit in-camera.

26.7.4.9 Adjournment.

26.7.5 Candidates shall be interviewed separately.

26.7.6 The Committee shall, during the interview with a Candidate, sufficiently question the Candidate's commitment, experience, and plans-of-action for the corresponding positions on the Executive.

26.7.7 Once all Candidates have been sufficiently interviewed, the Committee shall vote on who shall become the members of the Executive.

26.7.7.1 The vote shall take place by secret ballot. The Chair may also cast a vote.

26.7.7.2 The LUSU Chief Returning Officer shall be present to distribute, collect, and count ballots.

26.7.7.3 In the event that a Candidate did not receive a majority of votes, the Candidate with the least amount of votes is removed from consideration, and the votes are recast. This process is repeated until there are only two candidates left.

26.7.7.3.1 If there is a tie for last place, the Committee Chair shall choose the Candidate (amongst those tied for last place) to remove from consideration.

26.7.7.4 If no Candidate receives a majority of the votes, then the position shall be considered vacant.

26.7.8 All candidates who are to become Members of the Executive shall be notified of their election within twenty-four (24) hours by the Chair.

## 26.8 **The Hiring of the Editorial Staff**

26.8.1 The Executive, or in the case of a Yearly Election, the Incoming Executive, shall form a Hiring Committee that shall hire the Editorial Staff.

26.8.2 The Hiring Committee shall consist of:

26.8.2.1 The Executive, in the case of a By-Election.

26.8.2.2 The Incoming Executive, in the case of a Yearly Election, and:

26.8.2.2.1 The outgoing Executive, who shall have no vote.

26.8.2.2.2 Two Editorial Staff Members, by majority vote of the Incoming Executive, whom are not running for a position on the Editorial Staff, to serve as part of the Committee.

26.8.2.2.3 If no two Editorial Staff Members are able to serve on the Hiring Committee due to refusal to do so, or because Editorial Staff Members qualify to do so, the Incoming Executive shall appoint two Argus Members, by majority vote, whom are not running for a position to serve on the Editorial Staff.

26.8.2.2.4 If no two Editorial Staff Members are able to serve on the Hiring Committee, due to refusal to do so, or because no Editorial Staff Members qualify to do so, the Incoming Executive shall request the Editorial Review Board to send two Delegates, whom are not running for a position to serve on the Editorial Staff, to serve on the Hiring Committee.

26.8.2.2.4.1 The LUSU President shall not be eligible to serve on the Hiring Committee.

26.8.2.3 In the case of a Yearly Election, the Outgoing Executive, the members of whom shall have no vote. No member of the Outgoing Executive who is running for a position on the Editorial Staff shall be allowed to sit on the Hiring Committee.

26.8.3 The committee shall be formed prior to the date the Interviews are being conducted.

26.8.4 The quorum for the Hiring Committee shall be two-thirds (2/3) of all members.

26.8.5 The Hiring Committee shall be chaired by the Editor-in-Chief (or, in the case of Yearly Elections, the Incoming Editor-in-Chief), who shall be able to cast a vote.

26.8.6 The Interviews shall be conducted at their corresponding date(s) and time(s), as established by the Organizer after the Nomination period.

26.8.7 Each Candidate shall be interviewed separately.

26.8.8 Each Candidate shall be questioned by the Hiring Committee as to the Candidate's qualifications, dedication, and plans-of-action for the position to which the Candidate has applied.

26.8.9 Once all Candidates for a particular position have been interviewed, the Hiring Committee shall vote on who shall be hired for the position.

26.8.9.1 Voting is to be done by secret ballot.

26.8.9.2 The LUSU Chief Returning Officer shall be present to distribute, collect, and count ballots.

26.8.9.3 In the event that a Candidate does not receive a majority of votes, the Candidate with the least amount of votes is removed from consideration, and the votes are recast. This process is repeated until there are only two candidates left.

26.8.9.3.1 If there is a tie for last place, the Chair shall be able to choose the Candidate (from amongst those tied for last place) that is to be removed from consideration.

26.8.9.4 If no Candidate receives a majority of the votes, then the position shall be considered vacant.

26.8.10 The Candidate who has been chosen shall be notified within twenty-four (24) hours after the Hiring Committee has adjourned. Results of the Elections shall be submitted to all Candidates within five (5) days of the conclusion of the Hiring.

- 26.8.11 If at the end of the Election any Editorial Staff position remains vacant due to lack of eligible applicants, the Hiring Committee shall be empowered to nominate one of the Candidates to the vacant position, provided that the Candidate being nominated was unsuccessful in securing the position that the Candidate originally sought.
- 26.8.12 If after the Committee nominates Candidates to vacant positions, there still remain positions that are vacant, the Executive shall fill the vacancy as outlined in ***Vacancies on the Editorial Staff***.

## 26.9 **By-Elections**

- 26.9.1 By-Elections shall be organized in the same way as Yearly Elections, with the exceptions that are defined here.
- 26.9.2 If an Executive position is not vacant, the Hiring Committee for that purpose is not formed.
- 26.9.3 If an Editorial Staff position is not vacant, the Hiring Committee for that purpose is not formed.
- 26.9.4 If the By-Election does not directly follow an incomplete Yearly Election (for example, due to some positions remaining open), incoming members of the Executive and/or the Editorial Staff take office immediately.

## 26.10 **Complaints Regarding the Election Process**

- 26.10.1 Should any complaints about the election proceedings occur, or the actions of a Candidate come under scrutiny, the complainants must submit a written statement to the Organizer of the Election or By-Election and to the LUSU Chief Returning Officer.
- 26.10.2 Written complaints must be received in writing no later than one week after the incident took place.
- 26.10.3 Complaints regarding hiring during the election of the Executive or Editorial Staff, the complaint shall be referred to the Editorial Review Board, who shall investigate the complaint and make a binding decision.

## 27.0 **Code of Conduct**

- 27.1 This includes but is not restricted to:
  - 27.1.1 Harassment of any kind towards Argus Executive, Staff, Members, Volunteers, Contacts, Advertisers and/or Students-at-large.
  - 27.1.2 Blatant personal exploitation of the Argus.
  - 27.1.3 Abuse of privileges.
  - 27.1.4 Unacceptable behavior while representing the Argus.
  - 27.1.5 Bringing controlled substances into the Argus office.

27.1.6 In the event of the above actions, the Executive or Editorial Staff member in question shall be immediately censured by the Editor-in-Chief, and the impeachment process shall begin.

27.1.6.1 If the Executive Member in question is the Editor-in-Chief, then the censure shall be issued by an Agent appointed by majority vote of the Executive.

## **28.0 Budget**

28.1 The Editor-in-Chief and the Business Manager, in consultation with the LUSU General Manager, shall determine the budget for the following year.

28.2 The proposal shall be submitted for ratification to the Executive two weeks prior to the deadline set by the LUSU VP Finance.

28.3 This budget shall include, but not be limited to the following:

28.3.1 A complete budget proposal

28.3.2 Commission rates

28.3.3 The prospective number of issues as well as prospective number of pages

28.3.4 Ad rates.

28.4 The Editor-in-Chief shall then submit to the LUSU VP Finance the proposal, as well as other supplementary items, before the deadline set by the LUSU VP Finance.

## **29.0 Expenditures**

29.1 Expenditures are those costs garnered during the regular production of the newspaper.

29.2 Any expenditure, including printing costs, staff honorariums and telephone costs shall be verified by the Editor-in-Chief and the Business Manager.

29.3 Where possible, reimbursements shall not be verified by the individual to whom the reimbursement will be given.

## **30.0 Keys**

30.1 The Executive shall receive personal copies of keys to the Argus Office, to which they are solely responsible.

30.1.1 Other keys that the Executive shall receive are keys to the supply closet, and all filing cabinets to which keys exist.

30.2 Any member of the Executive may propose to the Executive the names of members of the Editorial Staff who shall also be entitled to receive a personal key.

30.2.1 The list may be approved by majority vote of the Executive.



- 30.3 Personal keys shall be returned to the Editor-in-Chief by April 30<sup>th</sup>. The Editor-in-Chief shall return all personal copies of keys to the LUSU General Manager by May 1<sup>st</sup>.
- 30.4 Each member of the Editorial Staff shall be placed on the key list for the office door at Security and at the LUSU office.
  - 30.4.1 Additions to the key list to those individuals whom are Members must pass a two thirds (2/3) majority vote of the Executive.
- 30.5 If a personal or security copy of a key is lost, the Executive Member, Editorial Staff Member, or Argus Member losing the key may receive an official censure.

### **31.0 Editorial Review Board**

- 31.1 The Argus Editorial Review Board shall advise on the general presentation of the Lakehead University Student Newspaper, the Argus. This board shall make recommendations as necessary to ensure the quality of the Argus, and to provide for the overall satisfaction of the Lakehead University student body with the Argus. It is the goal of the Argus Editorial Board to contribute to ensuring that the Argus is a legitimate student publication that is both socially and financially sound.
- 31.2 The Editorial Review Board shall be empowered to make judgements on complaints brought before it.
- 31.3 The Editorial Review Board shall be empowered to censure any Member of the Argus, Member of the Editorial Staff, or Member of the Executive with a two-thirds (2/3) majority vote.
  - 31.3.1 The person receiving the censure must have violated the Argus Constitution, have performed any action that represented the Argus in Bad Faith, or for violations of operational policies that have been passed by the Executive.
- 31.4 The Editorial Review Board shall consist of:
  - 31.4.1 The Argus Editor-in-Chief, sitting as Chairperson, who shall receive no vote.
  - 31.4.2 The LUSU President, sitting as Chairperson in absence of the Editor-in-Chief (or during a instances where the Editor-in-Chief may be in conflict with a decision of the Board), who shall receive no vote.
  - 31.4.3 One (1) member of the Editorial Staff who is not a member of the Executive.
  - 31.4.4 Two (2) students at large, to be selected according to the criteria outlined in this section.
  - 31.4.5 One (1) Member of the Argus, as selected by majority of the Argus Executive.
  - 31.4.6 One (1) member of the LUSU Board of Directors.
- 31.5 Quorum shall be two-thirds (2/3) of the members, including the chairperson.
- 31.6 The Editorial Review Board shall be formed by the end of the fourth (4<sup>th</sup>) issue published in the academic year, and dissolve on March 31<sup>st</sup>.
- 31.7 The Editorial Review Board shall meet once per month excluding December and April.

- 31.7.1 Notices for meetings shall be sent out to all Board members at least five (5) days in advance by the Chair.
- 31.8 Meetings shall be conducted under Robert's Rules of Order.
- 31.9 Format for Meetings shall include:
  - 31.9.1 Call-to-order and the establishment of quorum.
  - 31.9.2 Acceptance of Regrets.
  - 31.9.3 Approval of the Minutes.
  - 31.9.4 Approval of the Agenda.
  - 31.9.5 Editor-in-Chief's Report.
  - 31.9.6 Motion to enter Quasi-Committee of the Whole
  - 31.9.7 Items for discussion and decision.
  - 31.9.8 Motion to exit Quasi-Committee of the Whole
  - 31.9.9 New Business.
  - 31.9.10 Adjournment.
- 31.10 Copies of the Agendas and Minutes shall be available in the Argus and LUSU Office.
- 31.11 The Editor-in-Chief's report shall consist of: A review of all issues published since the last meeting, a report of any outstanding complaints that have been made to the Argus, a report of all disciplinary actions that have been taken against Argus staff, and any other information that the Editor-in-Chief finds appropriate to provide to the Editorial Review Board.
- 31.12 Emergency Meetings may be called at the purview of at least one-third (1/3) of Editorial Review Board members, or at the discretion of the Chair.
  - 31.12.1 Notices of Emergency Meetings must be made to all Board members at least 24 hours before the Board is to meet.
- 31.13 **Absences from the Editorial Review Board**
  - 31.13.1 All Members of the Board shall submit a Regret to the Chair if they are not able to attend a Meeting, or if they will be late to a Meeting. All Regrets must be received before a meeting is called to order.
  - 31.13.2 If a Board Member does not submit a Regret, that Member is deemed to have been Absent without Excuse.
  - 31.13.3 After two (and any subsequent) Unexcused Absences:
    - 31.13.3.1 If the Member is the Editor-in-Chief, the Board shall report to the Argus Executive the Editor-in-Chief's absentee status, and the Argus Executive shall

issue an official Censure to the Editor-in-Chief.

31.13.3.2 If the Member is a Student-At-Large, the Student is removed from the Board.

31.13.3.3 If the Member is a Member of the Board of Directors, the Editor-in-Chief shall file a report with the LUSU Board Chair requesting that the LUSU Board appoint a new Member to the Editorial Review Board.

31.13.3.4 If the Member is a Member of the Argus Executive or the Argus Editorial Staff, the Editor-in-Chief shall issue the member an official Censure.

31.13.3.5 If the Member is the LUSU President, the Editor-in-Chief shall file a report with the LUSU Board Chairperson requesting that the LUSU Board take appropriate action to ensure the LUSU President exercises his or her responsibility to the Editorial Review Board.

#### 31.14 **Appointment of the Students-At-Large**

31.14.1 The position for the Students-At-Large shall be advertised in the Argus for at least one week prior to their appointment to the Board.

31.14.2 Interested Candidates must submit letters expressing their interest to either the Editor-in-Chief or the LUSU President.

31.14.3 For a student to be eligible to hold the position of Student-At-Large on the Board, the Student must:

31.14.3.1 Not be a member of the LUSU Executive, the LUSU Board of Directors, an employee of LUSU, a Student sitting on the Lakehead University Board of Governors, a Student or Member-At-Large on the Lakehead University Senate.

31.14.3.2 Not be sitting on any LUSU standing committee.

31.14.3.3 Not be a member of any club, centre, union, or official student group on which they hold an executive position (including, but not limited to, president, vice president, or member of the board).

31.14.3.4 Not be a member of any Lakehead University committee.

31.14.3.5 Not be a Member of the Argus, the Argus Executive, or the Argus Editorial Staff.

31.14.3.5.1 Should a Student become a member of the Argus while serving on the Editorial Review Board, that member shall immediately cease to be a Member of the Editorial Review Board.

31.14.3.6 Not be a current candidate in any LUSU election.

31.14.3.6.1 Should a Student become a candidate in a LUSU election while serving on the Editorial Review Board, that member shall immediately cease to be a Member of the Editorial Review Board upon the date that the member's application to run in an election

has been submitted to the Chief Returning Officer.

31.14.4 Both the Editor-in-Chief and LUSU President must mutually agree on all Students who shall sit as Students-At-Large on the Editorial Review Board. Both the Editor-in-Chief and LUSU President shall be entitled to disqualify any Student from consideration, provided that the Student is considered to be in-conflict with the duties (or expected duties) of the Editorial Review Board.

31.14.4.1 The Students appointed to the Editorial Review Board to serve as Students-At-Large shall be done by unanimous vote of both the Editor-in-Chief and the LUSU President.

31.14.5 Failure by both the Editor-in-Chief and the LUSU President to appoint, in a timely fashion, Students-At-Large shall result in an immediate investigation by the LUSU Judicial Review Committee as to the cause of a delay. The Judicial Review Committee shall then make a binding recommendation as to the action(s) that must be taken by both the LUSU President and the Editor-in-Chief.

31.15 Vacant seats on the Board by Argus delegates shall be filled in a timely manner as ensured by the Editor-in-Chief.

31.15.1 Failure of the Editor-in-Chief to perform due-diligence to fill vacant seats on the Board shall result in an official censure against the Editor-in-Chief.

## **32.0 Appeals Process for Punitive Actions**

32.1 For the purposes of appeals, the issuer of the punitive action shall be known as the Issuer; the receiver of the punitive action shall be known as the Receiver.

32.2 Both the Issuer and the Receiver may appeal any decision regarding the punitive action, and each person or body reviewing the appeal shall be empowered to uphold or overturn the punitive action.

32.2.1 An Issuer may appeal a decision made by a person or body reviewing the punitive action that resulted in it being overturned, and where the Issuer feels that the punitive action should stand.

32.3 The LUSU Judicial Review Committee shall be considered the final body that shall decide an appeal. Any rulings by the Judicial Review Committee shall be final.

### **32.4 Appeals by Argus Members**

32.4.1 Argus Members may appeal punitive action taken against them through the following chain:

32.4.1.1 The Editor-in-Chief, who shall decide the result of the appeal unilaterally.

32.4.1.2 The Argus Executive, who shall decide the result of the appeal by a two-thirds (2/3) majority vote.

32.4.1.3 The Editorial Review Board, who shall decide the result of the appeal by two-thirds (2/3) majority vote.

32.4.1.4 The LUSU Judicial Review Committee

**32.5 Appeals by Members of the Editorial Staff**

32.5.1 Members of the Editorial Staff may appeal punitive action taken against them through the following chain:

32.5.1.1 The Argus Executive, who shall decide the result of the appeal by a two-thirds (2/3) majority vote.

32.5.1.2 The Editorial Review Board, who shall decide the result of the appeal by two-thirds (2/3) majority vote.

32.5.1.3 The LUSU Judicial Review Committee

**32.6 Appeals by Members of the Executive**

32.6.1 Members of the Executive may appeal punitive action taken against them through the following chain:

32.6.1.1 The Editorial Review Board, who shall decide the result of the appeal by two-thirds (2/3) majority vote.

32.6.1.2 The LUSU Judicial Review Committee

**33.0 Complaints Brought to the Argus Regarding Content**

33.1 Should any student at Lakehead, employee of Lakehead University, or member/employee of LUSU wish to submit a complaint regarding the content in a printed issue of the Argus or the content on the Argus website, the complainant must file a written report within fifteen days of the publication or posting of said content.

33.2 The complaint shall be submitted to the Argus Editor-in-Chief (or to the LUSU President, who shall forward the complaint to the Editor-in-Chief) for review. The Editor-in-Chief shall then make a decision regarding the complaint and take appropriate action.

33.3 Should the individual making the complaint object to the Editor-in-Chief's action regarding the complaint, the individual may appeal the decision to the Editorial Review Board.

33.3.1 The Editor-in-Chief shall notify the Editorial Review Board within two (2) days of a request for appeal.

33.3.2 The Editorial Review Board shall call an Emergency Meeting to review the complaint within one (1) week.

33.4 The Editorial Review Board shall make a decision as to the complaint and recommend to the Argus Executive what corrective action they shall take, if any. The Chair shall notify the complainant as to the result of the appeal.

33.4.1 The Argus Executive shall be compelled to follow through with the Board's recommendation.

- 33.5 Should the individual making the complaint request an additional appeal, the LUSU Judicial Review Committee shall review the complaint within one (1) week of submission and make recommendations to the Argus Executive as to what corrective action they shall take, if any. The Editor-in-Chief shall notify the complainant as to the result of the appeal.
- 33.5.1 The Argus Executive shall be compelled to follow through with the Judicial Review Committee's Recommendation.
- 33.6 The complaint shall not be appealed further. The Judicial Review Committee's judgement is final.

#### **34.0 Argus E-Mail Accounts**

- 34.1 The Editor-in-Chief shall authorize the creation of an *@theargus.ca* e-mail address for any Member of the Argus, member of the Editorial Staff, or member of the Executive that is in good standing.
- 34.1.1 It shall be the Editor-in-Chief's purview on whether or not to authorize the creation of an e-mail account for a Member of the Argus.
- 34.2 The e-mail address shall be revoked upon that person's resignation or dismissal.
- 34.2.1 If a member of the Executive or a member of the Editorial Staff is re-elected to the Executive or Editorial Staff for the following academic year, the e-mail address shall be kept in-place for that person.
- 34.3 E-Mail accounts shall be governed by ***Operational Policy 8 – Argus E-Mail Accounts***.
- 34.4 All members of the Executive, Editorial Staff, or the Argus shall check their e-mail accounts on a daily basis, unless otherwise arranged with the Editor-in-Chief.

#### **35.0 Computer Security**

- 35.1 The Editor-in-Chief shall arrange for all computers at the Argus to be safe and secure, clean and free from viruses or other malware.
- 35.2 The Editor-in-Chief shall arrange for the maintenance of the in-office Argus Server that stores all long-term digital archives and manages network security.
- 35.3 Each Argus Member, Executive Member, and Editorial Staff Member shall have a personal user account in order to access the computer network. Passwords for accounts shall be kept safe and secure, and not distributed to anyone except the account's owner.
- 35.3.1 The Editor-in-Chief may deny the creation of a user account to an Argus Member.
- 35.4 Each Argus Member, Executive Member, and Editorial Staff Member is responsible for the security of his or her account. Workstations shall not be left logged-in and unattended, and shall not be used by anyone other than the account holder logged in at that time.
- 35.5 Access of files to which an Argus Member, Executive Member, or Editorial Staff Member is not authorized is considered a serious violation and shall result in an immediate censure and the

beginning of impeachment proceedings (or, in the case of Members, the removal process).

35.6 Violations to this security policy shall result in:

35.6.1 For the first incident, a verbal written warning.

35.6.2 For any subsequent incidents, an official censure.

35.7 Computer accounts shall be disabled upon an Argus Member's removal, resignation, or status expiration; or upon an Editorial Staff Member's or Executive Member's successful impeachment, resignation, or completion of term.

35.8 Computer security shall be governed by ***Operational Policy 9 – Computer Security***

### **36.0 Press Passes**

36.1 Press passes shall be designed by a committee consisting of the Editor-in-Chief, Photos & Graphics Editor, and Layout & Design Editor.

36.2 Press passes shall be issued to all Argus Members, Executive Members, and Editorial Staff Members in good standing.

36.3 Press passes shall be used only in the line of official Argus duties.

36.3.1 Misuse of Press passes shall result in an official Censure and possible revocation of the press pass by majority vote of the Executive.

36.4 Press passes shall be returned to the Editor-in-Chief upon the expiration or resignation of a Member's status, upon the Removal or Suspension of a Member, upon the impeachment or resignation of a Member of the Executive or a Member of the Editorial Staff, or upon the successful completion of the term of a Member of the Executive or a Member of the Editorial Staff.

36.5 Press passes shall be governed by ***Operational Policy 10 – Press Passes***

### **37.0 Equipment Policy**

37.1 In order to maintain security of Argus equipment, which includes, but is not limited to: voice recorders, cameras, and laptops, the Editor-in-Chief shall present the Executive a comprehensive Equipment Policy before the end of the first week of publication.

37.2 The policy, or any amendments to a policy already in force, shall be ratified by a majority of the Executive.

37.3 Violations of the equipment policy shall result, on the first offense, in a verbal warning. For subsequent offenses, violations shall result in an official censure.

37.4 Serious violations of the equipment policy, which includes but is not limited to: lost or stolen equipment, negligent operation of equipment, or negligent handling of equipment shall result in an official censure and, if deemed necessary by the majority of the Executive, an impeachment or dismissal hearing.

37.5 Equipment policy shall be governed by ***Operational Policy 11 – Equipment Policy***.

### **38.0 The Argus Executive Succession List**

- 38.1 Should the Editor-in-Chief be incapacitated, be temporarily unable to perform the obligations of the office, or cannot be reached for an extended period of time when a decision of major importance is pending, the following list of Executive Members and Editorial Staff Members shall be authorized to perform all the functions of the Editor-in-Chief.
- 38.2 When referring to this list, it shall be read from the very top to the very bottom. Every position that is selected must be as incapacitated or as unavailable as the Editor-in-Chief before moving to the next position on the list.
- 38.3 In the event that the entire list is exhausted, the LUSU President shall make decisions on behalf of the Editor-in-Chief.
- 38.4 The list shall be, in order:
  - 38.4.1 Editor-in-Chief
  - 38.4.2 Deputy to the Editor-in-Chief (if the position exists)
  - 38.4.3 Business Manager
  - 38.4.4 Layout & Design Editor
  - 38.4.5 Arts and Culture Editor
  - 38.4.6 Sports Editor
  - 38.4.7 Photo & Graphics Editor
  - 38.4.8 Orillia Bureau Chief
  - 38.4.9 Circulation Manager
  - 38.4.10 Copy Editor
  - 38.4.11 Staff Writer (in order of seniority)
  - 38.4.12 Circulator

### **39.0 Deputy to the Editor-in-Chief**

- 39.1 If the Editor-in-Chief so chooses, he or she may appoint a Deputy.
- 39.2 Any Executive Member is eligible to be appointed as Deputy.
- 39.3 The Deputy shall be empowered to act on behalf of the Editor-in-Chief when the Editor-in-Chief is not available to make decisions for an extended period of time.
  - 39.3.1 The Deputy shall act with the full power of the position, including sitting on committees in place of the Editor-in-Chief.



- 39.4 The Editor-in-Chief shall submit a nominee for Deputy to the Executive for approval. A two-thirds (2/3) majority is required to ratify the nominee.
- 39.5 The Deputy shall not take the full-time place of the Editor-in-Chief for a period totaling longer than five (5) days.
  - 39.5.1 If, at the end of five (5) days, the Deputy is still acting in the stead of the Editor-in-Chief, the Executive must make a determination to allow for the Deputy to continue acting in the Editor-in-Chief's place.
  - 39.5.2 Should the Executive allow the Deputy to continue acting in the Editor-in-Chief's place, the Executive must renew the decision every two (2) days.
- 39.6 Should the Deputy act in the place of the Editor-in-Chief for a period totaling more than five (5) days, and the Executive has rejected the Deputy's authority to continue in that capacity, the Deputy shall be immediately removed from the position of Deputy Editor-in-Chief.
- 39.7 The Editor-in-Chief may choose not to appoint a Deputy, leaving the position vacant.

#### **40.0 Section Editors' Meetings**

- 40.1 Editorial Staff may call meetings to be attended by those that report directly to the Editorial Staff Member calling the meeting, and any Argus Members that have pledged to submit articles to the Editorial Staff Member's section in a particular issue.
- 40.2 Meetings shall be held as though they are Committee Meetings according to Robert's Rules of Order.
- 40.3 Section Editors' Meetings shall be called with at least forty-eight (48) hours notice to those who are to attend.
- 40.4 The Section Editor shall chair the meeting.
- 40.5 Those invited to attend shall be obligated to do so, or must submit a Regret to the Chair prior to the start of the meeting.
  - 40.5.1 Those who do not submit a Regret may be censured at the discretion of the Chair or, if the Chair does not have the authority to censure the individual (for example, if they are also Editorial Staff or a member of the Executive), then the Chair shall forward the request for a censure to the Executive.

#### **41.0 Operational Policies**

- 41.1 There shall be fifteen (15) Operational Policies.
- 41.2 The Operational Policies shall be:
  - 41.2.1 Operational Policy 1 – Member Honourarium
    - 41.2.1.1 Changes are to be ratified by the majority of the Executive.

- 41.2.2 Operational Policy 2 – Editorial Staff Salary
  - 41.2.2.1 Changes are to be ratified by two-thirds (2/3) of the Executive.
- 41.2.3 Operational Policy 3 – Editorial Staff Training
  - 41.2.3.1 Changes are to be ratified by the majority of the Executive.
- 41.2.4 Operational Policy 4 – Executive Salary
  - 41.2.4.1 Changes are to be ratified by two-thirds (2/3) of the Executive.
- 41.2.5 Operational Policy 5 – Executive Staff Training
  - 41.2.5.1 Changes are to be ratified by the majority of the Executive.
- 41.2.6 Operational Policy 6 – Website Comment Policy
  - 41.2.6.1 Changes are to be ratified by the majority of the Executive.
- 41.2.7 Operational Policy 7 – Deadlines
  - 41.2.7.1 Changes are to be ratified by the majority of the Executive.
- 41.2.8 Operational Policy 8 – Argus E-Mail Accounts
  - 41.2.8.1 Changes are to be ratified by the majority of the Executive.
- 41.2.9 Operational Policy 9 – Computer Security
  - 41.2.9.1 Changes are to be ratified by the majority of the Executive.
- 41.2.10 Operational Policy 10 – Press Passes
  - 41.2.10.1 Changes are to be ratified by the majority of the Executive.
- 41.2.11 Operational Policy 11 – Equipment Policy
  - 41.2.11.1 Changes are to be ratified by the majority of the Executive.
- 41.2.12 Operational Policy 12 – Office Policy
  - 41.2.12.1 Changes are to be ratified by the majority of the Executive.
- 41.2.13 Operational Policy 13 – Style Guide
  - 41.2.13.1 Changes are to be ratified by the majority of the Executive.
- 41.2.14 Operational Policy 14 – Canadian University Press Conference Attendance Selection Policy
  - 41.2.14.1 Changes are to be ratified by the majority of the Executive.

41.2.15 Operational Policy 15 – Information and Records Archival Policy

41.2.15.1 Changes are to be ratified by the majority of the Executive, in consultation with the LUSU Executive Committee.