



BY STUDENTS, FOR STUDENTS.

Constitution and By-laws  
*The Mike* Publications

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## Section 1: Interpretation

1.1. The following definitions shall apply throughout this Constitution & By-Laws unless the context otherwise requires:.

- **“Executive Team”** means the Executive Team of *The Mike Publications*, including Editor-In-Chief, Managing Editor, Editor-at-Large, Senior Copy Editor, Design Manager, and Business Manager. Members of the Executive Team must be St. Michael’s College Students (must pay *The Mike* levy fees.)
- **“Masthead”** refers to all staff members of *The Mike Publications* staff, both elected and hired.
- **“Membership”** is a student at the University of Toronto.
- **“Voting Membership”** applies to any individual that is a member of the University of St. Michael’s College who has paid “*The Mike*” levy fees in one or more of the academic terms at the University of Toronto. Membership is only valid for the duration of the academic term in which the fees were paid.
- **“Signing Officers”** means any person who either:
  - a) holds signing authority over *The Mike Publications* Financial Accounts (Business Manager and Assistant Dean of Campus Life or Campus Life Coordinator)
  - b) holds signing authority over *The Mike Publications* Hiring and Contract Documents (Editor-in-Chief, Business Manager, Managing Editor)
- **“Publishing Year”** means May 1 to April 30
- **“Academic Year”** means September 1 to April 30
- **“*The Mike*”** or **“*The Mike Publications*”** means the official English-Language student newspaper of the University of St. Michael’s College in the University of Toronto, which is published and owned by *The Mike Publications*.
- **“Editorial Content”** means all articles, editorials, writing, letters, layout, photos, graphics, visuals, and aesthetics of the publication *The Mike Publications*.
- **“Constitution & By-Laws”** means the governing document(s) in which policies of *The Mike Publications* are set out.

## Section 2: Preamble

**2.2 Purpose.** This constitution shall serve to govern all policies and operating procedures of *The Mike Publications*.

**2.3 Amendment Procedures.** This Constitution shall be amended by a majority vote at a duly constituted meeting of the Executive Team.

**2.4 Distribution.** Prior to the first meeting of the Executive Team in any given publishing year, each member of the Executive Team must review a copy of this Constitution. A copy of this Constitution must be made available on *The Mike Publications'* SharePoint for masthead reference and a PDF copy must be made available on *The Mike Publications'* website and is to be reviewed every publishing year by the Executive Team.

**2.5 Review.** At the first meeting of the Executive Team in any given publishing year, the Constitution must be reviewed as a part of the agenda.

### **Section 3: Financial Governance**

**3.1 Oversight.** The day-to-day financial governance of *The Mike Publications* shall be overseen by the Business Manager. In all financial management, the Business Manager is responsible to the Editor-in-Chief and to the Executive Team itself.

**3.2 Signing Authorities.** The signing authorities of *The Mike Publications* shall be the:

- a. Business Manager;
- b. Assistant Dean, Campus Life, or, when absent,
- c. Campus Life Coordinator.

### **3.3 Requirements.**

- a. Two signing authorities are required to sign any cheques or negotiable instruments signed on behalf of *The Mike Publications*, one of these signing authorities must always be a member of the St. Michael's College Office of the Dean of Students (ADCL or CLC).
- b. A minimum of \$32,000 and 10% of revenue from levy fees must be retained and saved in the *The Mike Toronto-Dominion (TD)* bank account.
- c. A deficit cannot be run unless approved by the St. Michael's College financial authorities.

**3.4 Contracts.** Contracts, documents, or any instruments in writing requiring the signature of *The Mike Publications*, aside from cheques, must be signed by the Editor-in-Chief and must be reviewed and ratified by the Executive Team.

**3.5 Advertisements.** The Editor-in-Chief (or their designate) shall be responsible for ensuring that all advertisements that go to print correspond with a signed contract from the advertiser, signed by the Editor-in-Chief and Business Manager.

**3.6 Financial Review.** The Business Manager shall be tasked with reviewing the financial documents of *The Mike Publications* prior to each Executive Team meeting. In addition, they are responsible for:

- a) Reviewing Staff Salaries at the end of each semester to ensure that employees are receiving the correct honoraria;
- b) Reviewing all expenses and reimbursements that have been submitted by members of *The Mike* are processed within a 2-week period from submission.
- c) Review all invoices and payments to vendors that have been submitted are processed within a 2-week period from submission.

**3.7 Audit.** The audit shall be monitored by the Editor-in-Chief and Business Manager who will have the power to approve drafts, except the final draft which must be approved by a majority vote of the full Executive Team.

**3.8 New Spending.** Any substantial deviations, changes, or unplanned/new spending is subject to approval by the Editor-in-Chief and Business Manager and must be discussed with the Executive Team.

## **Section 4: Budgets**

**4.1 Annual Budget.** *The Mike* Publications shall create and approve a yearly budget by June 1 of each year.

**4.2 Approval.** On or before June 1 every year, the Business Manager and St. Michael's College financial authorities shall present to the Executive Team, for its approval, an operating budget for the year, at least 1 week prior to the Executive team meeting. Executive Team comments and recommendations shall be appended to the copy of the budget which is submitted to the Executive Team.

**4.3** The budget must be published by September 30<sup>th</sup> of each year on [www.readthemike.com](http://www.readthemike.com) and/or @readthemike on Instagram and/or a print issue of *The Mike*.

## **Section 5: Executive Team**

**5.1 Composition.** The Executive Team of *The Mike* shall consist of the Editor-In-Chief, Managing Editor, Editor-at-Large, Senior Copy Editor, Design Manager, and Business Manager.

**5.2 Responsibilities.** The specific titles, duties and full job descriptions for all Executive Team positions can be found in Appendix B of this Constitution.

**5.3 Term.** The Executive Team shall have authority over all original content (articles, photos, graphics, layout, etc.) printed in each issue of *The Mike*. The Editor-in-Chief has ultimate authority over the final material published.

**5.4** The Executive Team has authority over all financial decisions regarding *The Mike* Publications, with the support of the Office of the Dean of Students but must consult the Editor-in-Chief, Business Manager, and St. Michael's College financial authorities.

## **Section 6: Hired Employees**

**6.1** Non-elected employees of the *The Mike* Publications may be hired to work for The Mike Publications at the discretion of the Executive Team.

- a) Associate editor positions will always be elected.
- b) Copy editors will always be hired.

**6.2** All hired employees will report to the Editor-in-Chief (or their designate)

**6.3** Job descriptions for all Hired employees will be set out in Appendix C of this Constitution.

**6.4 Hiring Practice.** Throughout the hiring process, no decision may be made concerning an applicant based on race, sexual orientation, disability, age, marital status, political or religious affiliation, place of origin, socio-economic class, or gender. At all times, the committee must act in accordance with Provincial and Federal law and adhere to non-discriminatory hiring practices.

**6.5 Advertising.** Advertising must appear in as many issues of *The Mike* as are published during this period. All hiring advertisements must include:

- Title of the position being hired;
- Instructions on how to submit an application;
- Contact information for the Editor-in-Chief;
- A sampling of duties included in the job description; and
- A clear deadline by which the application must be received.

## **Section 7: Elected Employees**

**7.1 Election Practice.** Throughout the hiring process, no decision may be made concerning an applicant based on race, sexual orientation, disability, age, marital status, political or religious affiliation, place of origin, socio-economic class, or gender.

**7.2 Chief Returning Officer.** The Chief Returning Officer shall conduct the election and be hired by and responsible to the Executive Team who shall, subject to the approval of the Executive Team, make all preparations for the internal election and establish and publish rules relating to the conduct of the election, including nominations, campaigns, and other matters deemed relevant. The Chief Returning Officer will post on deadlines and election notices and reminders on Mike's Facebook, Instagram, and X (formerly

known as Twitter), and TikTok pages. The Chief Returning Officer will send email notifications and reminders about the application process through *The Mike's* general

mailing list.

**7.3 Applications.** The Chief Returning Officer must receive an electronic copy of an application by the due date for such a submission to be considered valid. Within 5 days of applications closing, Candidates will be invited to share their campaign materials, a brief bio/statement for the voting platform, and any other information requested by the CRO for circulation to the voter population.

**7.4 Notification.** Following the election of candidates, the Chief Returning Officer shall contact each candidate and notify them of the results of the election within 2 business days. 2 business days after candidates confirm acceptance of their positions, members will be notified via Instagram and [www.readthemike.com](http://www.readthemike.com), with the results to also appear in the next print issue (if applicable).

**7.5 Unsuccessful Candidates.** The Chief Returning Officer shall contact the unsuccessful candidates and inform them that their campaign was unsuccessful.

**7.6 Ratification.** The selected candidate shall be ratified at the next meeting of the Executive Team.

**7.7 Records.** All applications, questions, matrices, and other documentation used in the hiring process should be submitted stored confidentially on *The Mike* SharePoint site (accessible only by the CRO and executive team)

**7.8 Elected Employees.** All members of the Executive Team and the listed elected roles in Appendix B shall be elected according to the procedures outlined in the Constitution. All elected employees shall be ratified by the Executive Team.

**7.9 Elected Employee Intake.** After ratification, each elected employee must agree to the terms of employment outlined in their contract/job description, shared with them by the Editor-in-Chief. They shall receive a copy of the Constitution to review, along with their transition report and job description.

## **Section 8: Accountability**

**8.1 Objective.** The aim of this section is to set out procedures for managing employees who fail to meet the requirements of their job.

**8.2 Procedure.** Accountability procedures outlined in this section shall be undertaken as follows:

- The Editor-in-Chief (or another member of the Executive Team) determines whether an elected or hired employee has failed to meet the expectations outlined in their role.
- The Editor-in-Chief issues a warning email to the employee outlining indicating the lack of performance and suggesting steps to rectify the situation. This email will also note that failure to improve by a specified date may result in the revocation of CCR or honorarium payment.
- If the employee fails to improve following the warning by the specified date, the Editor-in-Chief will raise the issue with the Executive team to vote on dismissal.
- All dismissals require a simple majority vote by the Executive Team.

- In the event of a majority dismissal vote, the Editor-in-Chief will issue a formal dismissal via email to the employee and inform *The Mike* Staff Advisor.

**8.3 Reports.** The Editor-in-Chief must provide to the Executive Team a report describing any Accountability Procedures undertaken, at each Executive Team Meeting.

**8.4 Emergency Removal Procedures.** Under extreme circumstances such as assault, fraud, embezzlement, violation of the University Student Code of Conduct etc., the Executive Team shall have the authority to immediately terminate the employment of any employee. If the culprit is an Executive Team member, the other members of the executive team shall have the authority to immediately terminate the employment of the employee. If the culprit is Editor-in-Chief, the other members of the executive team and the Assistant Dean of Campus Life or Campus Life Coordinator shall have the authority to immediately terminate the employment of the employee.

## Section 9: Advertising

**9.1 Executive Team Review.** The Executive Team shall review and approve proposals for advertisements in *The Mike* and will determine fees on a case-by-case basis.

**9.2 Limits.** *The Mike Publications* will not publish any advertisement that is deemed to be racist, sexist, homophobic, or otherwise discriminatory; is considered to be libelous in congruence with the Canadian Libel and Slander Act, the determination of which will be made by the Editor-in-Chief; contravenes the laws of Canada or of the Province of Ontario; contains editorial content, or material which could be confused with editorial content unless the it is duly labelled on the front of the material as an advertisement.

**9.3 Refusal of Service.** *The Mike Publications* reserves the right to refuse service to any advertiser who does not adhere to the above stipulations. Furthermore, *The Mike Publications* reserves the right to nullify existing contracts with advertisers.

**9.4 Liability.** The publisher shall not be liable for errors in the advertisement unless those errors are caused directly by the publisher. The total cost of liability shall not exceed the cost of one unit of advertising. The publisher is not liable for damages arising out of errors in the advertisement beyond the amount paid for the actual space occupied by the advertisement in which the error occurred. There shall be no liability for any non-insertion of any advertisement.

## Section 10: Technology

**10.1 Storage.** After the publication of the final issue of each year, but prior to the expiry of their contract, the Design Manager shall copy the “production” files from their publishing year onto a folder in *The Mike*’s official SharePoint Site with the University of Toronto. Throughout the year each print issue shall be circulated to the Kelly Library Archives by the Editor-in-Chief or Delivery Manager.

**10.2 Backup Procedures.** In order to ensure the *The Mike Publications* has a backup of files and records available in an emergency, it will follow these procedures:

- a) *The Mike Publications* shall maintain a SharePoint site which will house all data,

production materials, contracts, and documents related to the paper.

- b) It will be the shared responsibility of the Managing Editor and Editor-at-Large to back up and log into the Website and all *The Mike* files at least twice every week (if applicable).

**10.3 Social Media Management.** *The Mike* Publications will have various dedicated social media pages maintained by the Social Media Manager(s). These pages may exist on social media platforms such as (but not limited to); Facebook, Instagram, Twitter/X, and TikTok. These pages will be used to advertise the release of issues, events sponsored by *The Mike* Publications, upload any relevant photos, and keep general contact with the St. Michael's College community. The responsibility of the Social Media Manager(s) extends to moderating the pages to ensure they fall in line with the values of *The Mike Publications*. The Executive Team may discontinue the use of any given social media posts/pages affiliated with *The Mike Publications* based on a majority vote.

- a) Social Media Managers report to the Website Manager.

## **Section 11: Executive Team Meetings**

**11.1 Documents Provided in Advance of Meetings.** The following documents shall be provided to all Executive Team members via email no later than 24 hours prior to each Executive Team meeting:

- a. The proposed agenda for the meeting, to be provided by the Editor-in-Chief;
- b. The budget year-to-date, and account balances of *The Mike Publications*, to be provided by the Business Manager.

**11.2 Meeting Minutes.** A member of the Executive Team shall take minutes of every Executive Team meeting that include:

- a) A notetaker shall be appointed at the beginning of the publishing year
- b) The names of the Executive Team members and guests who attended the meeting;
- c) The text of all motions before the Executive Team, including all related documentation necessary to give effect to an Executive Team motion that has been passed (such as a budget); and
- d) The results of the votes on all motions.
- e) These minutes are to be uploaded to the Executive Team SharePoint folder immediately following each meeting.

## **Section 12: Ownership Rights**

**12.1** All material submitted for publication to *The Mike* becomes property of *The Mike Publications* and can only be reproduced with the permission of its Editor-in-Chief.

## **Section 13: Conflict of Interest Policy**

**13.1** The following are guidelines set up to ensure the objectivity and credibility of *The Mike*. Staff and editors are expected to follow them. It should be noted that although no real enforcement is found in this policy; staff may vote to dismiss an editor if it appears

the breach of these guidelines will seriously impede the successful and professional performance of their job. All breaches of conflict-of-interest policy should be brought to the Executive Team.

a) A councilor of the St. Michael's College Student Union or any University of Toronto Student Union shall not be an elected or hired member of *The Mike* and cannot assume any duties related to the production of *The Mike*. However, SMCSU councilors are free to submit editorial pieces for consideration and review following the standard publication process. Disqualified councilor positions are:

- President
- Vice President
- VP Academics
- VP Arts
- VP Athletics
- VP Communications
- VP Community Life
- VP Equity
- VP Finance
- VP International Community Outreach
- VP Mental Health
- VP Spiritual Life
- VP Student Organizations

b) Contributors should not write articles about groups, teams, events, etc., that they are involved with, unless their relationship with the group is disclosed explicitly in the article.

## **Section 14: Code of Conduct**

### **Part 1: Introduction**

**14.1.1 Violations.** Violations shall be subject to the complaints process outlined in Part 3 of Section 14.

### **Part 2: Expectations**

**14.2.1 Expectations.** *The Mike Publications* expects all members to aid in the maintenance of a safe, professional, and smooth-running operation. All members shall:

- a) conduct themselves professionally and courteously while in *the Mike* Office or on newspaper business;
  - b) do their utmost to foster a welcoming, tolerant, comfortable, and professional environment at all times; and
  - c) decline to participate in any public behavior, discussions, or commentary disparaging to any fellow volunteer, or employee.
- d) Adhere at all times to the University of Toronto Student Code of Conduct

**14.2.2 Office and Equipment Usage.** Since *The Mike Publications'* office is shared by

many people, individuals should clean up after themselves and respect the personal space of others. Equipment and other property belonging to *The Mike* shall be treated with respect and care, and shall only be used for its intended purpose.

**14.2.3 Work Done for *The Mike*.** Contributors shall:

- a) Adhere to deadlines as assigned or delegated;
- b) Not accept assignments they do not intend to complete;
- c) Alert their editor should they doubt their completion of an assignment;
- d) Take great care to ensure the integrity of all quotes, attributions, and facts, bearing in mind that errors reflect not only on personal journalistic integrity, but also directly on the credibility of *The Mike*;
- e) Submit a source sheet to accompany their article.

**Part 3: Complaints**

**14.3.1 Complaints Process.** Complaints made under this Code of Conduct shall be handled in a manner that is consistent with the principle of fairness for all parties to the complaint, regardless of constituency, including the obligation to hear both sides, and to render decisions untainted by bias, to give reasons for any arising decision, and to allow for a course of appeal.

**14.3.2 Initial Complaint.** Complaints can be brought to the Editor-in-Chief via email, by anyone who has suffered, or (if not a sufferable offense) personally witnessed, a gross or recurrent failure to meet expectations.

**14.3.3 Complaints Procedure.** Following the receipt of a formal complaint, the Editor-in-Chief will investigate and follow the steps outlined in Section 8.

**Section 15: Institutional Memory**

**15.1 Archive**

**15.1.1 Due Diligence.** *The Mike* must exercise due diligence to ensure all materials and documents are uploaded and available on *The Mike* Sharepoint and [www.readthemike.com](http://www.readthemike.com).

**15.1.2 Back Ups.** All documents and information must be backed up in a secure online location, through the SharePoint for *The Mike*.

**15.1.3 Software Licenses.** Software licenses agreements and login information (such as Adobe etc.) must be kept in a secure location on the SharPpoint for *The Mike*.

**15.1.4 Back Up Duties.** It is the shared responsibility of the Managing Editor and the Editor-at-Large to ensure that backups occur according to this policy.

**15.2 Transition Reports**

All Executive Team members, and employees of *The Mike Publications* must submit a

transition report to the Executive Team by April 30, or the end of their term. Transition reports must include login information for all associated accounts, and an overview of the role. They may also include, but are not limited to, a weekly semi-detailed schedule, problems they encountered, time commitments to the job, general advice on editor-volunteer relations, tips on how to make their jobs easier, and things they wish that they had known when they started the job.

Transition meetings must occur between the previous members of the masthead and the current members of the masthead by the start of the academic year.

## **Appendix A: Executive Team Employees**

### **1. Editor-in-Chief**

- Liaisons with Faculty Administrators and Academic Advisor to ensure the direction and smooth production of the paper
- Acts as first point of contact/liaison between the paper and all external bodies/partners
- Works with the masthead to ensure that high quality, factual articles are produced on a timely basis
- Works with Website Manager to ensure the website/online content is kept up-to-date
- Works with Social Media and Design Manager to ensure that the paper, its content, job openings, and events are promoted via Instagram/Facebook/X/TikTok
- Works with Photo Editor to ensure the publication of quality photographs and photo features in both print and online editions of the paper as well as the management the paper's Instagram presence
- Works in direct partnership with the Managing Editor and Design Manager(s) to ensure that the paper is produced in a timely manner
- Works with Business Manager, Managing Editor, and College Bursar to ensure financial solvency to both the USMC student body and the Canada Revenue Agency
- Assists Section Editors with brainstorming ideas for the irrespective sections, delivering pitches, and directing writers
- Arranges bi-weekly/monthly meetings and/or social events for the paper
- Proofreads (along with the Managing Editor and Senior Copy Editor) the final copy of the paper before it is sent to the printers
- If the paper is in print, ensures layout and design are of good quality
- In charge of final submission to the Printing Company and keeping all work orders
- Works directly with the Managing Editor and Design Manager to plan and execute any side projects the paper intends to deliver (magazines, literary journals, etc.)
- Works directly with the Editorial Team and Social Media Managers to elicit/gauge USMC student reception of the paper, and encourage more USMC students to connect/involve with it
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

### **2. Business Manager**

- Helps ensure the paper's financial solvency
- Helps EIC and ME create suitable fall and winter semester budgets

- Helps EIC and ME keep the books organized
- Maintains a spreadsheet of the paper's expenses (with the assistance of EIC and ME)
- Works with EIC and ME in other matters concerning the paper's finances, expenses, and budgets
- Works with EIC in liaisons with USMC and other outside bodies concerning the paper's finances, expenses, and budgets
- Maintains records of all invoices and financial transactions in *The Mike's* administrative folders
- Helps arrange CRA materials for tax submission
- Experience with Microsoft Excel required
- Must possess good interpersonal and organizational skills

### **3. Managing Editor**

- Manages the day-to-day operations of the paper
- Ensures the smooth production of each issue/edition of the paper
- Acts as primary point of contact between EIC and Section Editors/Copy Editors
- Works directly with Section Editors and Copy Editors to ensure the production of high quality, factual articles on a timely basis
- Works directly with EIC and Social Media and Design Manager(s) to ensure that the paper's layout and design is optimal
- Works directly with EIC to brainstorm ideas for the paper with the masthead
- Second in command to EIC, must attend all meetings EIC is involved in (including those related to the paper's content, finances, development, etc.)
- Proofreads (along with the Editor-in-Chief and Senior Copy Editor) the final copy of the paper before it is sent to the printers
- Works (with EIC) to ensure the success of the paper's online profile
- Works directly with EIC to plan and execute any side projects the paper intends to deliver (magazines, literary journals, etc.)
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

### **4. Editor-at-Large**

- Works under the direct supervision of Managing Editor and Editor-in-Chief
- Assists Section Editors with brainstorming ideas for their respective sections, delivering pitches, and directing writers
- Works directly with Editor-in-Chief and Managing Editor to brainstorm ideas for the paper with the masthead
- Third in command to Editor-in-Chief and Managing Editor, must attend all meetings related to content and general internal affairs, including production
- Assists all sections as needed. This can include writing articles, editing content, finding contributors, guiding contributors, and developing pitches.
- Temporarily fulfills duties of section editor if an editor needs a temporary leave of absence. This will end once the editor returns.
- Assists Editor-in-Chief and Managing Editor with uploading articles to the website
- Previous experience with campus publications is an asset
- Must possess good interpersonal and organizational skills

## **5. Design Manager**

- Works under the direct supervision of Editor-in-Chief
- Manages the Design Team, including the Photo Editor, Illustration Editor, and Video Editor
- Must possess good interpersonal and organizational skills, as well as the ability to work under tight deadlines—especially during the busier times of the year
- Must be present on production days to create the layout of the newspaper alongside Editor-in-Chief, Managing Editor, Sr. Copy Editor, and Editor-at-Large
- Must submit final copy of the Issue to the EIC and ME for approval before submission
- Ensures all digital promotion materials are of good quality

## **6. Senior Copy Editor**

- Copy edits (fact checks, proofreads, etc.) every article published by the paper
- Manages Copy Editing Team
- Proofreads every online article and typeset the newspaper
- Works alongside the EIC and ME during production to ensure all articles are uploaded to the site and properly edited, and that all articles being sent to print are proof-read and factually accurate
- Must edit all 10-12 issues of the paper
- Abides by the paper's style sheet (which they create alongside the EIC)
- Deals with all issues of contention regard to copy editing
- Attends masthead meetings and production
- Experience copy editing/taking a copy editing course preferred
- Superior knowledge of grammar and spelling required
- Must possess good interpersonal and organizational skills, as well as the ability to work under tight deadlines—especially during the busier times of the year

## **Appendix B: General Elected Employees**

### **1. News Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as

for any side projects the paper endeavors in.

- Must develop pitches for a full 10-12 issues as well as assign article topics to writers
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

## **2. Opinion Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as for any side projects the paper endeavors in.
- Must develop pitches for a full 10-12 issues as well as assign article topics to writers
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

## **3. Features Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as for any side projects the paper endeavors in.

- Must develop pitches for a full 10-12 issues as well as assign article topics to writers
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

#### **4. Lifestyle Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as for any side projects the paper endeavors in.
- Must develop pitches for a full 10-12 issues as well as assign article topics to writers
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines.

#### **5. Arts Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as for any side projects the paper endeavors in.
- Must develop pitches for a full 10-12 issues as well as assign article topics to

writers

- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines.

## **6. Sports Editor**

- Recruits writers
- Sends out pitches/helps writers develop their own
- Guides writers, assists them in improving articles for their respective sections
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Participates in masthead meetings and is encouraged to learn about production
- Helps shape the paper's larger creative vision
- Works with Photo Editor to capture/procure relevant photographs for their articles
- Informs and consults EIC and ME of any issues that arise, especially those concerning the paper's editorial integrity
- Proofreads all articles for their respective section
- Must ensure that all articles meet the standards of the paper (ensure there are headings, deks, proper format etc.)
- Ensure that all articles follow with readership expectations
- Ensure writers submit articles according to the proper deadlines set out
- Develops new ideas and content for each regular issue of the paper, as well as for any side projects the paper endeavors in.
- Must develop pitches for a full 10-12 issues as well as assign article topics to writers
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines

## **7. Associate News Editor**

- Closely follows all stories that may be of interest to USMC students (from those that have to do with USMC itself, as well as its various student organizations, events, to those related to U of T as a whole, and in some cases, Toronto-at-large)
- Defers to the EIC and News Editor on any matters of contention
- Assists the News Editor in recruiting writers/reporters
- Decides what to cover, in tandem with the EIC and News Editor
- Helps News Editor send out pitches/stories to cover helps writers develop their own
- Helps News Editor guide writers, assists them in improving articles suitable for the News Section
- Helps ensure articles abide by the paper's journalistic standards
- Interviews people where necessary, and guides writers in interviewing people where necessary
- Holds occasional News Section meetings with the News Editor to check up on their progress, ideas, pitches
- Helps the paper to deliver the news as fairly and impartially as possible (takes into careful consideration questions of tone, bias, audience, and accuracy)
- Ensures the publication and accurate representation of factual, substantiated (properly sourced) information—statistics, quotations, etc.

- Helps proofread News articles
- Helps hold USMC and USMC groups accountable to USMC students
- Must possess good interpersonal and organizational skills, a strong ability to learn and adjust on the fly, and the capability to work under tight deadlines.

#### **8. Associate Opinion Editor**

- Helps Opinions Editor recruit writers, and sends out pitches/helps writers develop their own
- Defers to EIC and Opinions Editor on any matters of contention
- Guides writers in writing and editing longer form articles, profiles, and interviews
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Informs and consults EIC and Features Editor of any issues that arise, especially those concerning the paper's editorial integrity
- Develops new ideas and content for each regular bi-weekly issue of the paper
- Must possess good interpersonal and organizational skills, be involved in/connected to the USMC community, as well as have the ability to work under tight deadlines

#### **9. Associate Features Editor**

- Helps Features Editor recruit writers, and sends out pitches/helps writers develop their own
- Defers to EIC and Features Editor on any matters of contention
- Guides writers in writing and editing longer form articles, profiles, and interviews
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Informs and consults EIC and Features Editor of any issues that arise, especially those concerning the paper's editorial integrity
- Develops new ideas and content for each regular bi-weekly issue of the paper alongside the Features Editor
- Must possess good interpersonal and organizational skills, be involved in/connected to the USMC community, as well as have the ability to work under tight deadlines

#### **10. Associate Lifestyle Editor**

- Helps Lifestyle Editor recruit writers, and sends out pitches/helps writers develop their own
- Defers to EIC and Features Editor on any matters of contention
- Guides writers in writing and editing longer form articles, profiles, and interviews
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Informs and consults EIC and Features Editor of any issues that arise, especially those concerning the paper's editorial integrity
- Develops new ideas and content for each regular bi-weekly issue of the paper alongside the Features Editor
- Must possess good interpersonal and organizational skills, be involved

in/connected to the USMC community, as well as have the ability to work under tight deadlines

### **11. Associate Arts Editor**

- Helps Arts Editor recruit writers, and sends out pitches/helps writers develop their own
- Defers to EIC and Arts Editor on any matters of contention
- Guides writers in writing arts articles, profiles, and interviews
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Informs and consults EIC and Arts Editor of any issues that arise, especially those concerning the paper's editorial integrity
- Develops new ideas and content for each regular bi-weekly issue of the paper
- Must possess good interpersonal and organizational skills and have the ability to work under tight deadlines.

### **12. Associate Sports Editor**

- Helps Sports Editor recruit writers, and sends out pitches/helps writers develop their own
- Defers to EIC and Arts Editor on any matters of contention
- Guides writers in writing arts articles, profiles, and interviews
- Holds occasional section meetings with writers to check up on their progress, ideas, pitches
- Informs and consults EIC and Arts Editor of any issues that arise, especially those concerning the paper's editorial integrity
- Develops new ideas and content for each regular bi-weekly issue of the paper
- Must possess good interpersonal and organizational skills and can work under tight deadlines

## **Appendix C: Hired Employees**

### **a) Copy Editor**

- Reports to Senior Copy Editor
- Copy edits (fact checks, proofreads, etc.) every article published by the paper, under the supervision of Senior Copy Editor
- Abides by the paper's style sheet created by Senior Copy Editor
- Confers with Senior Copy Editor first on issues of contention regard to copy editing
- Attends masthead meetings and some (optional) production days
- Experience copy editing/taking a copy-editing course preferred
- Must copy edit all issues of the paper
- Superior knowledge of grammar and spelling required
- Must possess good interpersonal and organizational skills, as well as the ability to work under tight deadlines—especially during the busier times of the year

### **b) Photo Editor**

- Takes/collects and/or edits photos for long-form features—working in tandem Editors to do so

- Contributes a minimum of 5 original photo features per semester
- Takes/collects and/or edits photos for other articles when necessary
- Takes/collects and/or edits front-page cover photos when necessary
- Works to maintain the paper's Instagram presence
- Helps shape the paper's larger creative vision
- Must possess good interpersonal and organizational skills, and the ability to work under tight deadlines

**c) Illustration Editor**

- Creates original illustrations for the paper
- Contributes a minimum of 2 original illustrations per semester

**d) Video Editor**

- Takes/Collects/or edits videos for long and short form content in tandem with Editors
- Contribute a minimum of 2 original video productions per semester
- Responsible for drafting scripts, assisting with film projects, or coordinating film shoots in tandem with the Design Manager
- May work alongside photo editor to ensure articles have images and illustrations
- Helps shape the paper's larger creative vision
- Must possess good interpersonal and organizational skills, and the ability to work under tight deadlines

**e) Social Media Manager**

- Under direct supervision Of the Managing Online Editor, the Social Media Manager will:
- Maintain consistent online presence on *The Mike's* social media channels: Instagram, Facebook, and Twitter. Note: All Instagram posts are automatically linked to Facebook.
- Spearhead content ideas with the Editor-in-Chief (EIC) on a weekly/bi-weekly basis
- Develop a content schedule on a per-issue basis based on the Featured Articles List provided by the EIC
- Create engaging stories on Instagram to interact with our readers by reposting stories *The Mike* is tagged in, and creating interactive stories such as quizzes and polls
- Create promotional material (eg. posters) for *The Mike's* promotion on campus
- Respond to direct messages and comments on all platforms upon consulting with the EIC
- Promote any and all elections held by *The Mike* and frequently repost (once a month) that we are looking for writers
- Outreach to other accounts for reposting opportunities to expand our social media presence

**f) Chief Returning Officer (CRO)**

The Chief Returning Officer is responsible for administering all elections the paper holds and works under the direct supervision of the Editor-in-Chief. The

CRO must be a current University of Toronto student.

- Being familiar with UofT voting platform (Simply Voting) to run all newspaper elections
- Administering the paper's fall-by-election in September and Spring election in March
- Informing masthead candidates about *The Mike*'s election rules
- Staying in regular communication with and providing updates to the Editor-in-Chief, particularly during active elections

**g) Delivery Manager:**

The Delivery Manager distributes copies of the newspaper to stands across campus and works primarily with the Editor-in-Chief and Managing Editor. The Delivery Manager must be a current University of Toronto student and does not receive CCR recognition.

- Distributing the paper around the U of T campus
- Staying in regular communication with the Editor-in-Chief and Managing Editor
- Keeping track of the existing delivery spots, and finding new delivery locations that may boost readership
- Gauging print readership (by tracking the number of issues taken per location, etc.) and thinking of strategies to increase readership

## **Appendix D: Election By-Laws**

**EB. 1A** Elections shall be decided by secret ballot through UofT's voting platform.

**EB. 1B** Candidates may only run for a maximum of 3 positions per election cycle

**EB. 1D** Candidates running for an Executive position as defined above must attend a town hall on the date set prior to the election.

- a) If a candidate cannot attend for a valid reason, determined by the CRO, they must send a representative or provide a written statement to the CRO
- b) The townhall consist of a 2 minute opening and 10 minute question period

**EB. 2** Applications shall be received via email to *The Mike* CRO official email address or via a pre-circulated application form

- a) A reply email shall be issued to each candidate who files an application form indicating that the form has been received
- b) Application forms shall include all the dates concerning the election, including, but not limited to, the nomination/application period, campaigning period, voting period

**EB. 4** As soon as possible after the close of applications, the Chief Returning Officer shall post a list of candidates showing the name of each candidate on @readthemike on Instagram. The CRO shall ensure that copies of the election by-laws are made available on [www.readthemike.com](http://www.readthemike.com).

**EB. 5** In the event that the number of nominees for a particular office does not exceed the number of specified seats available for such office, applications shall reopen for an additional forty-eight hours (repeating as needed).

**EB. 6** Applicants may not spend, nor have spent on their behalf, more than \$50.00 for election materials. Goods or services received free shall be included at their full-market value. Each 8.5 x 11 sheet shall be assigned a value of \$0.25 per copy in the budgets of each respective candidate.

**EB. 7** Each candidate shall submit to the CRO a written statement of their campaign expenditures, including receipts, 24 hours before the polls open. If such a report is not submitted, the CRO is instructed to strike their name from the ballot.

**EB. 9** Candidates shall observe the regulations of appropriate authorities concerning the posting of signs. No sign shall be posted on any trees, doors, mirrors, windows, vending machines, and video games, nor glued to any surfaces. Pursuant to *The Mike's* policy, only white recyclable paper shall be used for campaign purposes. All signs violating the above by-law shall be removed by the CRO. Chalking is permitted, but is strictly forbidden from any walls, steps, or any area in the proximity of the Historic houses on Elmsley Place. All candidates must remove posted campaign material within 24 hours of the closing of the polls.

**EB. 10** A complete list of election results with the number of ballots for each candidate shall be posted on *The Mike's* website and social media pages and held within the *The Mike* office. They shall be made available to all students upon request. A list of the candidates elected, including the number of votes they received shall be posted on *The Mike* office door. The results of each election shall be kept on file in the *The Mike* office for a minimum of 4 years.

**EB. 11** In the case of a tie, a run-off election shall be held between the tying parties. Based on the results of this vote the winning candidates shall be declared elected.

- a) All rules above apply
- b) Expenditure set above does not reset, candidates may only spend a combined total of \$50.00 for both the general and runoff election
- c) All results will be released at the same time, if a run-off election occurs, there will be a silence period, meaning no results will be released until the conclusion of the run-off election
- d) The CRO will make a new simply voting for the run-off
- e) The run-off must be held within 7 days

**EB. 12** On the voting ballot, there shall be one option in addition to the names of the candidates for each position: "Abstain"

- a) If the "Abstain" option receives more votes than the candidate with the highest number of votes, the CRO shall declare that voters do not have confidence in the available candidates and will announce a byelection to fill that role

**EB. 13** All Election By-Laws shall apply to By-Elections as well.

**EB. 14** No Campaign Material may indicate or imply a Slate.

**EB. 15** Any Candidate who violates the regulations set forth in these By-Laws shall be given one written warning by the Chief returning officer. Upon a second infraction of the By-Laws, the Candidate shall be disqualified from the elections. An appeal of the Chief

Returning Officer's decision may be made to the Election Appeal Executive Team.

**EB. 16** Candidates are permitted to have Non-Arm's-Length Parties campaign on their behalf, but these Parties must abide by the Union's Electoral Bylaws. Failure to comply with any of these Bylaws will result in an infraction on behalf of the Candidate. Non-Arm's-Length Party means an individual or group that can be shown to have:

- a) publicly campaigned with a Candidate
- b) campaigned using a Candidate's approved physical materials
- c) performed Campaign-related tasks that are not Campaigning on behalf of the Candidate
- d) had their actions which are deemed in violation of the Electoral Bylaws publicly defended by the Candidate
  - i. This does not apply if the Candidate has publicly stated that they do not desire or condone the party performing such tasks. Part of that public statement must include but is not limited to a statement in the simply voting platform that condemns the violation done by the party

**EB. 17** No club at any of the three University of Toronto campuses is allowed to publicly endorse a candidate.

**EB. 18** Election Appeal Executive Team

The purpose of the Election Appeal Executive Team is to receive and make decisions on appeals filed by students concerning matter pertaining to an election for any office.

- a) Membership
  - i. The Executive Team shall consist of five (5) members
  - ii. No one concerned directly with the actual operation of the elections, including the Chief Returning Officer and all polling clerks, candidates and other officials is eligible for any of the seats on the Executive Team
  - iii. 2 members must be appointed by a simple majority vote of the Executive Team from among the members of the Executive Team
  - iv. 3 students not affiliated with *The Mike* shall be appointed by a majority vote of council from among the members of the council
  - v. In case of complaint or conflict of interest regarding the election lodged against any member of the Executive Team, the Executive Team can remove the member by a two- third (2/3) majority vote of *The Mike's* Executive Team of Director members present and voting. A substitute member would then be appointed by the remaining members of the Executive Team. *The Mike* Executive Team would only appoint substitute members in the event that all member of the Executive Team are found to have a conflict of interest
- b) Procedures
  - i. A student must file an appeal in writing with the CRO no later than three (3) days after the final results of the election have been announced
  - ii. The Executive Team shall meet in closed session within two 2 days of the appeal being filed and shall hand down its decision on any appeal within 3 days after receiving the appeal
  - iii. An appeal shall involve only alleged violations of the electoral procedures by those involved in the elections as candidates, agents of candidates, election officials or as officials of *The Mike*
  - iv. Before, during or after the decision of the Election Appeal Executive Team, no member of the Executive Team shall discuss publicly any aspect of an

- appeal
- v. The Executive Team shall interview those involved or cited in the appeal and any other parties as it deems necessary and shall have free access to obtain such documentation as it requires
  - vi. The decision of the Election Appeal Executive Team on any matter is final
  - vii. The Executive Team shall rule on any appeal(s) and shall recommend to *The Mike* Executive Team on any such action as it sees fit including invalidation of an election, disqualification of a candidate and may require that another election be held. The Executive Team shall rule on any complaints regarding the CRO or others that were working for the election
  - viii. The ratio decidendi (reasons for the ruling) of the Election Appeal Board will be disclosed in camera to *The Mike* staff

**EB. 19** Candidates will not be permitted to commence campaigning until the date determined by the CRO. The CRO shall post all rulings immediately outside the *The Mike*'s Office and on *The Mike*'s Website and shall also inform the Election Appeal Executive Team of the same. The CRO shall inform candidates via phone or e-mail of any decision that directly concerns them. Candidates shall not unfairly disrupt the campaigns of any other candidates. Candidates shall not use *The Mike*'s resources. In the event that a candidate fails to comply with Election By-Laws, the CRO reserves the right to reprimand or disqualify that candidate from the election at any time. Violations of Election By-Laws must be reported within forty-eight (48) hours from time of discovery.

**EB. 20** The CRO shall interpret and enforce the Election By-Laws. In the event that the CRO fails to comply with the Election By-Laws, *The Mike* reserves the right to withhold their honorarium.

**EB. 21** The CRO may hold an information session for candidates with mandatory attendance. Candidates will be permitted to send an authorized representative to this meeting, provided they sign and date a statement that the person has the authority to act on their behalf for this meeting. Failure to attend without legitimate reason may result in removal from the ballot.

**EB. 22** Candidates shall be permitted to use various internet resources including, but not limited to: Blogs, Social Networking websites (Facebook, Twitter, etc.). The CRO must be notified of the creation of these resources and must be allowed access into them during the election campaigning period.

Candidates shall not be permitted to update these resources after the campaigning period closes, but shall be allowed to keep them open.

**EB. 23** No harassment, no campaigning in *The Mike*, including but not limited in the newspaper, forums for communications for *The Mike* masthead

**EB. 24** All candidates must be in good academic standing, meaning they must not be on academic probation or suspended.

































