

# INNIS HERALD BYLAWS

Updated March 2024

Innis Herald Bylaws

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## **SECTION 1 – NAME**

1. The official name of this recognized University of Toronto student organization is “The Innis Herald”.

## **SECTION 2 – MANDATE**

1. The Innis Herald is the student-run newspaper of Innis College. It serves as a means of communication between College groups and the student body. The Herald mandate is to keep Innis Students informed about all aspects of academic and student life within the College and throughout the University community. The paper ranges from publishing informative news pieces to more open ended editorials and thought pieces. The Innis Herald enjoys complete editorial autonomy.

## **SECTION 3 – MEMBERSHIP**

1. Membership to the group is open to all University of Toronto students. All U of T students are permitted to run, nominate, and vote in elections and by-law amendments.
2. The group is open to individuals who do not belong to the U of T community. However, such individuals shall not hold the aforementioned rights.
3. All members must register with the Managing Editor by submitting their full name and valid email address.

## **SECTION 4 – EXECUTIVE COMMITTEE AND RESPONSIBILITIES**

1. The Executive Committee shall be comprised of seven (7) elected officers:
  - (a) Editor-in-Chief
    - (i) There may be two (2) Editors-in-Chief if the Executive so decides
  - (b) Managing Editor
  - (c) Creative Director
  - (d) Communications Director
  - (e) Layout Editor
  - (f) Senior Copy Editor
  - (g) Podcast Director
2. The Editor-in-Chief shall:
  - (a) Oversee the operations, management and success of the group
  - (b) Hold signing officer authority along with the Managing Editor for finance purposes
  - (c) Preside over Executive and general meetings
  - (d) Oversee other Executives as well as ensure the transition of office to the

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- (e) Ensure the responsibilities of the editorial board are being carried out efficiently
- (f) Designate the focus of each issue as well as facilitate pitches and content direction
- (g) Oversee collaboration opportunities with outside parties (ie. student organizations, faculty, etc.)

3. The Managing Editor shall:

- (a) Assume duties of the Editor-in-Chief in their absence
- (b) Oversee the various members and ensure the proper function of the newspaper
- (c) Ensure that all the activities of the newspaper meet regulations and policies of the University of Toronto
- (d) Operate external and internal communications with administration, outside organizations, etc.
- (e) Facilitate relationship with printers
- (f) Manage and operate the budget of the newspaper
- (g) Hold Signing officer authority with the Editor-in-Chief for financial purposes
- (h) Work with the Editor-in-Chief regarding content direction
- (i) Work with the Editor-in-Chief to organize at least one Innis Herald Social event (Speakeasy / Jazz Night) before the election period of every year.

4. The Creative Director shall:

- (a) Oversee the creative direction of the newspaper
- (b) Oversee all members of the creative team
- (c) Ensure the paper is formatted by printing date
- (d) Oversee all content, both online and in print
- (e) Communicate with contributors by email in a timely manner to share updates, pitch lists, editing timelines, and submission confirmations.

5. The Communications Director shall:

- (a) Oversee and facilitate the Innis Herald website
- (b) Post all articles with all necessary pictures and credits in a timely manner
- (c) Manage the overall aesthetic and direction of the website
- (d) Manage the online team
- (e) Putting out monthly newsletters and communications
- (f) Design promotional materials for marketing purposes
- (g) Managing the Social Media platforms of the Innis Herald and acting as the liaison between the masthead and the Herald's audience

6. The Layout Editor shall:

- (a) Format and bring together the design of each issue
- (b) Oversee Photographers, Videographers, Illustrators and the entirety of the graphics team
- (c) Ensure the paper is formatted by printing date
- (d) Manage and train all members of the layout team

7. Podcast Director:

- (a) Oversees the production of the Innis Herald podcast
- (b) manages a team of hosts and editors
- (c) Works with the Online Editor in the digital publication of the episodes
- (d) Works with the EIC, and creative director to come up with a list of episodes and ideas
- (e) Produce an episode schedule and plan along with the EIC
- (f) Manage the use of the Podcast Equipment
- (g) Maintain a relationship with CIUT-FM to have access to their studio for in-person recordings
- (h) Coordinate with Layout and Communications to advertise the podcast, both in the newspaper and on social media platforms.

8. The Executive may appoint the following positions, which will not hold Executive decision-making authority:

- (a) Podcast Producers
- (b) Junior Editors for various positions
- (c) Graphics Coordinators
- (d) Other logistical positions

## **SECTION 5 – BUDGET**

1. The Managing Editor shall keep records of all income and expenses. They shall present the group's financial health at the Annual General Meeting.
2. The group's Executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or the charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on campus part of a commercial organization, will not provide services and good at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **SECTION 6 – MEETINGS**

1. Executive Meetings:
  - (a) The Executive Committee shall meet at least monthly where dates and

times shall be determined by the Editor-in-Chief. The number of meetings may increase closer to the release of an issue.

2. Annual General Meeting (AGM):
  - (a) The Executive Committee will announce the date of the AGM two (2) weeks prior to holding the meeting.
  - (b) The quorum for the AGM shall be ten (10) general members
  - (c) The meeting is intended to go over the group's annual activity plan and financial health, as well as, vote on bylaw amendments, if any.

## **SECTION 7 – ELECTIONS**

1. The Executive shall appoint a Chief Returning Officer (CRO) for Election purposes. The CRO shall be unbiased in the process and results of the Election, and shall be required to disclose any and all conflicts of interest in the Election.
2. The CRO shall select an election period with a minimum of two (2) weeks' notice. The Election must run within the frame of the last two (2) weeks of February and the first two (2) weeks of March.

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3. (a) The CRO shall accept nominations for candidacy of Executive positions only from registered U of T students, who have been a part of the group for at least one month prior to the nomination period.  
(b) Students only contributing (to a print issue, a podcast episode, or by any other means) AFTER the start of the nomination period should not be eligible for a masthead executive role in that academic year.
4. The CRO shall open and manage a form or paper ballot election process, ensuring the votes are anonymous.
5. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the Election to the Executive Committee and general members.
6. Registered U of T students may not vote by proxy. Non-U of T members may not nominate, vote or run in the Election.
7. The term of Executive positions shall be from May 1 to April 30.
8. (a) Anyone running for the executive role of Editor-in-Chief of The Innis Herald must have served on the masthead before the nomination period. This can be in any executive or appointed role and does not have to be in the same year as the election.

(b) If the nomination period has passed and no one eligible is running for the role of Editor-in-Chief, the executive is allowed to bypass the requirement in section 7, point 8(a).

## **SECTION 8 – TERMINATION CLAUSE**

1. Any member of the newspaper who:

(a) commits an act negatively affecting the journalistic ethics of the newspaper, including but not limited to non-disclosure of a significant or continuing conflict of interest, plagiarism and/or libel,

(b) is non-responsive or unable to fulfill their duties (in accordance with the by-laws and in a timely manner) for the time of any one print issue

may be given notice of infraction by the Editor-in-Chief.

2. A special meeting of the Executive shall be held in order to address the infraction, at which the member in question will have the opportunity to defend their actions. A two thirds (2/3) supermajority vote in favour of removal is required for dismissal.

3. Executive members are subject to the same termination process and, as determined by the vote, may lose their Executive position along with their membership to the group. If the Editor-in-Chief commits an infraction, the Managing Editor shall assume the responsibilities of the removal process.

## **SECTION 9 – AMENDMENTS**

1. Any registered U of T student may propose and vote on bylaw amendments at the Annual General Meeting.

2. The Executive shall have the right to amend the bylaws, in order to remain structure and function of the newspaper. All amendments by the Executive will be submitted to the following AGM. Executive amendments will come into effect at the end of the motion vote, but can be overturned by the general membership at an AGM.

3. The Executive Committee shall formally adopt the new bylaws and submit the revised bylaws to the respective University offices.