

BYLAW 1

Name, Object, Structure and Procedures of the Daily Publications Society

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1. Name

- 1.1 The name of the newspapers published by the Daily Publications Society shall be "The McGill Daily" in English, and "Le Délit" in French (The Daily/Le Délit).

2. Object

- 2.1 To publish and distribute The McGill Daily in English and Le Délit in French [Daily/Le Délit]. To give students a constructive, critical, written forum for the exchange of ideas. To recognize that all events have political, social and economic implications. To recognize and change the uneven distribution of power based on gender, age, social class, race, sexuality, and ability.
- 2.2 The Editorial Board Committee of each publication year will issue and publish the statement of principles (SOP) for the paper.

3. Staff

- 3.1 Anyone may contribute to The McGill Daily and Le Délit by writing, photography, office/newspaper management, and/or layout. They will be called contributors. Contributors can only become voting staff by the conditions outlined below.
- 3.2 Voting staff must be members of the Daily Publications Society (DPS). Staff for The McGill Daily gain voting rights only after contributing at least six (6) articles, or six (6) photos, or six (6) production nights, or twelve (12) hours of other duties related to the operation of the newspaper, or a combination thereof. For Le Délit, staff will gain voting rights only after contributing at least three (3) articles, or three (3) photos, or three (3) production nights or six (6) hours of other duties related to the operation of the newspaper or a combination thereof. If a staff member's contribution is disputed, it shall be resolved at a general staff meeting.
- 3.3 Voting staff members who miss three (3) consecutive general staff meetings lose their vote. The voting staff may reinstate that

person by a majority vote at a general staff meeting.

4. General Meetings of the Staff

- 4.1 General staff meetings shall be held at least once every two (2) weeks during the publishing year. Meetings shall be at a time and place determined at a previous meeting, or by the Priorities and Planning Committee or by the Editorial Board (described below).
- 4.2 General meetings of the staff shall be conducted by Robert's Rules and/ or The McGill Daily/Le Délit Procedures and Policy Manual [The Manual]
- 4.3 The coordinating editor and/or the Editorial Board and/or the Priorities and Planning Committee will draft an agenda for each meeting. The agenda will be posted before the meeting, and will be voted on at the meeting, according to The Manual.
- 4.4 The Chairperson of the general staff meeting shall be selected from voting staff
- 4.5 Quorum for The McGill Daily and for Le Délit is (fifty) 50% of the Editorial Board plus 1(one). Voting staff of one paper cannot vote at the meeting of the other.
- 4.6 Any member of the Daily Publications Society may be recognized to address the general meetings of the staff except when the meeting is voted into an in camera session
- 4.7 Minutes are not public, but shall be recorded, maintained in good order by the Staff Secretary. Copies must be available to the General Manager and the Board of Directors.
- 4.8 The McGill Daily and Le Délit have separate advertising policies

5. Standing Committees of The Daily

- 5.1 The Editorial Board Committee is a standing committee of The Daily/Le Délit and is elected by methods outlined in The Daily/Le Délit Procedures and Policy Manual. The members of the Editorial Board will receive yearly honoraria. The voting staff may modify the Editorial Board as needed subject to the

approval of the Board of Directors. The Editorial Board Committee consists of:

(for The McGill Daily, totalling 16 honoraria units)

- a) Coordinating Editor;
- b) Coordinating News Editor;
- c) three (3) News Editors;
- d) Coordinating Culture Editor;
- e) two (2) Culture Editors;
- f) Features Editor;
- g) two (2) Production & Design Editor;
- h) Copy Editor (half position);
- i) Web Edition Editor (half position);
- j) Mind&Body Editor (half position);
- k) Commentary Editor;
- l) Photo Editor;
- m) Graphics Editor;
- n) Science and Technology Editor (half position)

(for Le Délit, totalling 8 honoraria units)

- o) redacteur-en-chef
- p) chef de section nouvelles
- q) chef de section culture
- r) two (2) secrétaires de redaction
- s) coordonnateur de la production
- t) coordonnateur visuel
- u) coordonnateur de la correction

5.1.2 The Editorial Board shall meet at least once every two weeks during the publishing year at a time and place agreeable to this Board. Minutes of the meetings are available to staff, Priorities and Planning Committee and the Board of Directors for consultation.

5.1.3 The coordinating editor shall chair meetings of the Editorial Board

5.1.4 Quorum shall be 50 percent plus one.

5.1.5 Editorial Board responsibilities include:

- a) To organize and operate editorial departments of the newspaper;
- b) To assign stories, approve and edit copy, assemble photography and artwork and layout the newspaper;
- c) To ensure clear delegation of duties;
- d) To recruit, train, and coordinate Daily contributors;
- e) To review and assess relations with other newspaper/press organizations;
- f) To mediate staff member grievances;

g) To publish commentary on issues of the day and sign the commentary;

h) To respond to questions raised by the student body

5.1.6 The Editorial Board may create committees to research matters affecting the operation or content of the paper. These committee minutes/reports must be kept in good order and submitted to the Editorial Board and/or Board of Directors.

5.1.7 Responsibilities and duties of the individual editors are outlined in the Procedure and Policy Manual of The Daily/Le Délit.

5.1.8 The Editorial Board members receive a yearly honoraria divided over the 8-month publishing period. The honoraria are approved of as part of the annual budget by the Board of Directors.

5.2 The Priorities and Planning Committee (P&P) of the Daily Publications Society is a standing committee of the Board of Directors and is elected by procedures outlined in the Procedures and Policy Manual of The Daily/Le Délit.

5.2.1 The Priorities and Planning Committee shall be composed of five voting members:

- a) The coordinating editor - The McGill Daily
- b) The coordinating editor - Le Délit
- c) Senior manager of the Business Office – ex officio
- d) The McGill Daily's editorial board representative to the Board of Directors
- e) One other Director from the Board of Directors (elected by the board from members at large).

f) Plus other business office staff in a consultative, non-voting capacity.

5.2.2 Members of this committee may, but do not have to be Board of Director members.

5.2.3 The positions are held for a one-year term starting May 1 (one) and ending April 30 (thirty).

5.2.4 The committee shall meet at least once every two weeks during the publishing year and as often as necessary during the summer, at a time and place agreeable to its members. Where Priorities and Planning for any reason fails to meet regularly the responsibilities and powers of this committee shall be assumed by the General Manager in conjunction with the Board of Directors and its procedures.

5.2.5 The coordinating editors of the Daily and Le Délit and the General Manager shall draft

the agenda for PnP meetings. The General Manager will chair the meetings.

5.2.6 Quorum shall be 3 voting members present.

5.2.7 Responsibilities of the Priorities and Planning Committee (PnP) are:

- a) With the General Manager, to see to the day to day operation of the institutional, financial and legal affairs of the DPS.
- b) To be entrusted with the power to make purchases of up to \$4999 in certain situations without the immediate permission of the Board of Directors, but any purchase over \$1000 must be made in consultation with the General Manager and reported to the Board of Directors at the next Board meeting.
- c) With the Fiscal Manager, to draft and propose an annual budget and publishing schedule for the newspaper to the Board of Directors
- d) To assist the General Manager in the administration of the affairs of the DPS in keeping with the direction set by DPS constitution.
- e) With the General Manager, to recommend to the Board of Directors the hiring and/or release of employees.
- f) With the Chairperson of the Board of Directors and the CRO, and the assistance of the General Manager coordinate election/referendum campaigns, procedures.

5.2.8 The Priorities and Planning committee may create committees for research into areas affecting day to day operations of the paper.

5.2.9 Committee reports/minutes must be kept in good order and submitted to the Priorities and Planning Committee and/or Board of Directors. Changes recommended by these committees must be approved by the Board of Directors before any actions can be taken.

6. Elections of Voting Staff to the Editorial Board Committee, Priorities and Planning Committee and the Board of Directors

6.1 The voting staff shall elect from the staff, an Editorial Board Committee, a Priorities and Planning Committee, and Staff Representatives to the Board of Directors.

6.2 The Editorial Board Committee of each year shall set a date, time and place for these elections. These must be held no later than March 30 (thirty) of each year. There shall be a 2-week notice period.

6.3 The elected editors to the Editorial Board Committee, and the elected staff representatives to the Board of Directors, shall be elected for a one-year term. They assume their positions at the start of the publishing and financial year. The positions terminate with the end of the publishing and financial year, or until they resign or are recalled

6.4 Quorum for these elections is 11 voting staff including 5 editorial board members. The vote will carry by simple majority.

6.5 Positions vacated by resignation or recall must be filled by appointment at a staff meeting by a simple majority of voting staff present, not later than 2 weeks from the resignation or recall date.

6.6 Priorities and Planning Committee representatives are elected for terms outlined in Bylaw 1 section 5.2.c.

6.7 Recall requires a majority of voting staff at a general meeting with a quorum of 50% of the voting staff. For recall see the Policy and Procedures Manual.

6.8 Election Rules are contained in the Policy and Procedures Manual of The Daily/Le Délit.

7. Organizations

7.1 The Editorial Board Committee may recommend joining organizations that benefit the newspaper. The organizations and their respective fees must be approved by the Board of Directors. •

Ce document est disponible en français.

The English text takes precedence over the French text, and the present version prevails in the case of major differences between either versions.