

BYLAW 3

Employees of the Daily Publications Society

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1. The General Manager

- 1.1 A senior manager carries out the duties and the tasks of "General Manager" for the Daily Publications Society. The General Manager is responsible to the DPS Board of Directors.
- 1.2 Is responsible for the day to day operations of the Daily Publications Society
- 1.3 In conjunction with the Fiscal Manager, provides information (financial, legal, contractual) to the Board of Directors and to the Priorities and Planning Committee.
- 1.4 Attends meetings of the Board of Directors as a non-voting member and the Priorities and Planning Committee as an ex-officio voting member.
- 1.5 Administers the company with the Board of Directors in accordance with guidelines and directions of the Constitution and Bylaws of the society.
- 1.6 Is one of the signing officers of the company, if and only if the Fiscal Manager is not able to perform this duty.
- 1.7 Is responsible for seeking out and managing current and new advertising accounts for the Daily and Le Délit.
- 1.8 Acts in a supervisory role for the DPS Business Office by helping to coordinate the schedules and workloads of any and all other Business Office employees.

2. The Fiscal Manager

- 2.1 An accountant or the equivalent carries out the duties and tasks of "Fiscal Manager" for the Daily Publications Society. The Fiscal Manager is responsible to the DPS Board of Directors.
- 2.2 Is responsible for day-to-day DPS business including, but not limited to, bookkeeping, accounting, administration of payroll and group insurance, communication with the bank, communication with McGill University for student fees and agreements, communication with SSMU for payables, receivables and leases, communication with federal and provincial governments for taxes and communication with DPS lawyers and auditors.

- 2.3 Will act as signing officer for the DPS along with two (2) other student signing officers as laid out herein.
- 2.4 Attends meetings of the PnP committee and the Board of Directors as needed as a non-voting member.
- 2.5 Acts as the keeper of the DPS company seal (Bylaw 2.1.5).
- 2.6 Drafts the annual budget of the DPS, and fiscal updates, in conjunction with the General Manager and the PnP committee.

3. Hiring

- 3.1 Applicants for the positions of General Manager and Fiscal Manager are opened as the need arises by the Priorities and Planning Committee which interviews applicants for the position and presents final candidates to the Board of Directors for hiring approval.

4. Employees of the Daily Publications Society

- 4.1 Employees of the Daily Publications Society are responsible to the Senior Manager. Employment agreements are signed after three months probation. In the event of any problem or contradiction the Quebec Labour code prevails.
- 4.2 The employee positions are:
 - a) The General Manager as described in Article 1.
 - b) The Fiscal Manager as described in Article 2.
 - c) The Business Office Assistant (Half-time)
 - d) Advertising /Layout Designer
- 4.3 These may be changed as needed subject to the approval of the Board of Directors. Positions are opened and advertised as the need arises and applicants are interviewed by committee. •

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.