

CONSTITUTION OF THE FULCRUM PUBLISHING SOCIETY

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Preamble

The *Fulcrum* above all will strive to achieve the following objectives:

- To promote the interests and welfare of the students of the University of Ottawa through editorial stance by reporting accurately, fairly, and honestly on timely issues and events which concern students, with particular emphasis on issues and events from the University of Ottawa campus;
- To cover issues and angles not present in the mainstream media from its perspective as a member of the alternative press;
- To serve as an education device and as a forum for differing points of view and world scopes; and
- To do all such things for the attainment of the above-noted objects in such a manner that is in the interests of University of Ottawa students.

The *Fulcrum* recognizes that they are not solely a “corporation”, but rather they are a “society” that will always act in manner that puts the welfare of University of Ottawa students first.

The *Fulcrum* remains politically and financially independent of the Student Federation of the University of Ottawa (SFUO), the Graduate Student Association (GSAÉD), the university administration, and other University of Ottawa student governments.

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Section 1: Interpretation

1.01. The following definitions shall apply throughout this Constitution unless the context otherwise requires:

- (a) “Board” means the Board of Directors of the Corporation.
- (b) “By-laws” means this by-law and all other by-laws and special by-laws of the Corporation from time to time in force and effect.
- (c) “Meeting of Members” means an annual or general or special general meeting of members.
- (d) “Publishing Year” means May 1 to April 30
- (e) “Academic Year” means May 1 to April 30
- (f) “Fulcrum” means the University of Ottawa’s English-Language Newspaper, which is published and owned by the Corporation.
- (g) “Editorial Content” means all articles, editorials, writing, letters, layout, photos, graphics, visuals, and aesthetics of the publication the Fulcrum.
- (h) “Editorial Board” means the directors of the editorial content.
- (i) “Employees” means section editors, editor-in-chief, unelected editorial positions, business positions, and any other individual on the Corporate payroll.
- (j) “Editorial Department” encompasses the editorial board, all employees and volunteers responsible for overseeing aspects of producing editorial content, and all production of editorial content for the *Fulcrum*.
- (k) “Business Department” encompasses all employees and volunteers responsible for overseeing the financial management of the Corporation, but excludes the Board of Directors of the Corporation.
- (l) “Constitution” means the governing document in which governing policies of the Editorial Department are set out.
- (m) “Policy Manual” means the governing document in which the governing policies of the Business Department and of the Corporation as a whole are set out.

Section 2: Constitution

2.01 This constitution shall serve to govern all policies and operating procedure of the editorial department of the *Fulcrum*.

2.02 If any of the provisions contained in this Constitution are inconsistent with those contained in the By-laws and/or Policy Manual of the Corporation, the provisions contained in the By-laws and/or Policy Manual of the Corporation shall trump.

2.03 This Constitution shall be amended by a majority vote at a duly constituted meeting of the staff pursuant to Section C of this Constitution. The Constitution amendment must be approved by the Board. Any amendments made by the Board must be approved by a majority vote at a duly constituted meeting of the staff.

2.04 A full copy of the Constitution must be made available to any member of the Corporation who requests it within 24 hours of the request. An electronic copy of the Constitution must also be made available on the official website of the Corporation.

2.05 At the first staff meeting, pursuant to section C of the Corporation, in which there is at least one voting staff member in attendance who is not an employee of the corporation, the Constitution will be reviewed.

Section 3: Contributors and Staff Status

3.01 A contributor with staff status is any person who has assisted in the production of the Fulcrum, through both contribution to a minimum of three (3) publications since the beginning of the publishing year in question, and who has attended three (3) staff meetings in the same period. Unsolicited material, such as letters to the editor and classifieds, do not constitute a contribution. Any person who achieves staff status in the first semester of a publishing year, must attend one (1) staff meeting during the second semester in order to maintain their staff status for the remainder of the publishing year.

3.02 Any person, who has made three contributions to the Fulcrum but who has been unable to attend three (3) staff meetings, may become a voting staff member of the Fulcrum by submitting a request for membership, outlining the reasons said person is unable to attend meetings. Approval of the request is subject to ratification by a simple majority vote at a duly constituted staff meeting.

3.03 Any person may be granted staff status at any time by a simple majority vote at a duly constituted staff meeting.

3.04 The editorial board members of the Fulcrum shall be given full voting rights as staff members throughout the duration of their term.

3.05 Members of the board of directors may obtain their individual staff status pursuant to C1.1 and C1.2 of this bylaw; or once they have contributed to the business department of the Fulcrum Publishing Society three (3) times, attended three (3) Board meetings, and have attended three (3) staff meetings. All Board members are restricted from exercising their staff voting rights on Constitution amendments as outlined in C1.4 of the Constitution.

3.06 Contributors who have achieved staff status have the ability to vote in the Editorial Board elections, govern themselves with a constitution, impeach elected Editorial Board members, and give directives to the Editorial Board with regards to the editorial content of the Fulcrum. The staff of the Fulcrum, when assembled at a duly constituted meeting of the staff, shall constitute the final authority in all matters concerning the editorial department.

3.07 The staff shall govern their own meetings and matters by written procedures established by them. In dispute between any procedure(s) established and those of the Bylaws and/or Constitution (including but not limited to a definition of a word), the Bylaws and/or Constitution shall trump.

3.08 The written procedures established by the staff shall include amendment formula(s) to modify such procedures in a democratic fashion and shall not specifically include any procedure which discriminates against any individual

based on race, religion, gender, sexual orientation, age and/or any other grounds recognized by Ontario or Federal discrimination legislation.

3.09 If a dispute arises between staff regarding the interpretation of their procedures, the regular contributors may ask the Board to make a ruling on the interpretation of the provision. The Board's ruling can be asked to be final or advisory. The Board can remove or alter a procedure and/or add comments to clarify a procedure. The Board has no authority in any circumstance to enter a dispute over the staff procedures unilaterally. However, the Board may alter the staff's procedures if such procedures are determined by the Board's legal counsel to be in violation of Ontario and/or federal law.

3.10 Any staff member of the Fulcrum who is not also an employee of the Corporation or a member of the Board may be suspended or have their status revoked in respect to the Fulcrum and/or ordered from the offices of the Fulcrum for the balance of the academic year by a 2/3 majority vote at any duly constituted meeting. Such action is subject to nullification in a subsequent vote at any duly constituted staff meeting. Such a vote requires a simple majority. Grounds for such disciplinary action shall include:

- a) Acting contrary to a staff vote taken at a duly-constituted staff meeting;
- b) Acting contrary to this constitution or any bylaws of the FPS;
- c) Acting in a manner deliberately detrimental to the proper operation of the FPS;
- d) Continuing to act in a manner considered inconsistent with their job description after being informed that there is a problem;
- e) Any staff member or contributor who continues with racist, sexist, homophobic or harassing behavior, after being informed of the inappropriateness of that behavior by any staff member may be subject to impeachment and/or removal from the office. It is recommended that the staffing committee be used to assist in solving problems.

3.11 Any member may resign from the Fulcrum staff, thereby losing all privileges associated with membership, by submitting a letter to that effect to the Editor-in-Chief. Resignation will also negate contributor status.

3.12 The staff shall appoint from their numbers an Ombudsman who can receive complaints and concerns of the staff regarding the Fulcrum, as a workplace. These complaints may include, but are not limited to, concerns with safety, issues with other staff members, or a problem with an Editorial Board member. The Ombudsman shall take the staff's concerns to the Editor-in-Chief. In the case that the Editor-in-Chief is involved in the complaint, the Ombudsman shall take the concern to the President of the Corporation.

Section 4: Staff Meetings

4.01 Staff meetings shall be called a minimum of every two (2) publishing weeks, with one (1) week's notice given in the newspaper. Any change in location or time must appear in the newspaper at least one (1) week in advance.

4.02 Staff meetings will be chaired, by the Editor-in-Chief or the Production Manager or they may delegate this duty to a member of the editorial board. When needed, staff meetings will be chaired in accordance with an abridged version of Robert's Rules of Order, which is to be determined by the Editor-in-Chief. A staff meeting shall achieve quorum when 1/3 of the number of eligible voting staff contributors are present, except in the case of meetings dealing with amending the Constitution, elections, or impeaching Editorial Board members. These meetings shall require the presence 50% + 1 of eligible voting members, and shall be advertised as special meetings at least a week in advance of their date.

4.03 While the Editor-in-Chief is responsible for calling staff meetings at least every two (2) publishing weeks, the staff may also call a meeting by presenting a petition containing fifty percent (50 percent) or fifteen (15) member signatures (which ever is least) to the Editorial Board.

Section 5: Editorial Board

5.01 Composition. The Editorial Board of the Fulcrum shall consist of a minimum number of three (3) positions. The members' specific duties and titles shall be set out in Appendix A of this Constitution.

5.02 Responsibilities. The full job descriptions for all editorial board positions can be found in Appendix A of this Constitution.

5.03 Term. The new Editorial Board shall come into office on May 1 following their election, for a term of office of twelve (12) months. No individual Editorial Board member may hold the same elected position for more than two (2) years.

5.04 The Editorial Board shall have authority over all original content (articles, photos, graphics, layout, etc.) printed in the Fulcrum. The Board of Directors may only force the publication of material as provided for in the By-laws of the Corporation.

5.05 The Board of Directors has authority over all financial decisions regarding the corporation, but must consult the Editorial Board as provided for in the By-laws of the corporation.

Section 6: Editorial Department Employees

6.01 Non-elected employees of the Corporation may be hired to work for the Editorial Department at the discretion of the Editorial Board, following approval by the Board of Directors at any duly constituted Board meeting, and the approval of a Constitution amendment wherein the job description for the position is approved by a majority vote of staff members at a duly constituted staff meeting.

6.02 All Editorial Department employees will be hired according to the procedures laid out in the By-laws and Policy Manual of the Corporation.

6.03 Job descriptions for all Editorial Department employees will be set out in Appendix A of this Constitution.

Section 7: Editorial Board Elections

7.01 Qualifications. All Candidates for the Editorial Board must have their staff status pursuant to Section C of this Constitution.

7.02 Call for Candidates. The Fulcrum shall publish a call for applications for all elected Editorial Board positions in three successive issues prior to the election of each position annually.

7.03 Requirements of Call. Each call for applications to elected Editorial Board positions shall be at least one quarter (1/4) of a page and shall contain the following information:

- a) positions available and eligibility requirements
- b) deadline for application
- c) the date, time and location of the meeting at which the staff members of the newspaper shall interview the applicants
- d) a list of voting staff members according to criteria outlined in Section C of this Constitution.

7.04 Timeline. Elections for the Editor-in Chief position shall be held at a staff meeting during the first week of March. Elections for Production Manager position shall be held at a staff meeting during the second week of March. Elections for all other Editorial Board positions shall be held at a staff meeting prior to the end of March.

7.05 Platforms. All platforms for elected Editorial Board positions shall be posted publicly in the Fulcrum offices at least three (3) business days prior to the election.

7.06 Editing test All candidates for editorial board positions must take an editing test drafted and marked by the current section editor, and approved by the current editor-in-chief. The test must be taken within the seven days prior to the candidate's election date.

The test may contain only general knowledge questions pertinent to the job and a copy-editing component (or art direction / production where applicable). In the event the current editor is running for re-election, the editor-in-chief shall be responsible for drafting and marking of the test. If the editor-in-chief is running for re-election, the executive editor shall draft and mark the test, with approval from the production manager.

The results of the test will be announced prior to the election. Any candidate that

fails to obtain a score of 50 per cent on the copy-editing (or art direction / production) test will be forced to withdraw his/her candidacy.

The results of the test may be appealed by the process outlined in section 7.12 of this document.

7.07 Elections Committee. The staff contributors shall meet at least one week prior to the election of the Editor-in-Chief to elect a five-member Elections Committee. The Elections Committee will be responsible for establishing and enforcing all elections rules and procedures not outlined within the Constitution. The committee will prepare position-specific questions for all candidates seeking election to the Editorial Board.

7.08 Composition of Elections Committee. The elections committee will be composed of:

- a) The Editor-in-Chief
- b) Two (2) members of the current Editorial Board
- c) Two (2) Fulcrum staff members, as defined in Section C of this Constitution

7.09 Should any member of the elections committee be a candidate in the Editorial Board elections, another member of the Fulcrum staff not presenting themselves as a candidate will be elected to take their place on the committee.

7.10 Chair. Once all positions on the Elections Committee have been filled, the committee will elect from its numbers, one of the five committee members to act as Chair. The Chair will be responsible for overseeing the Elections Committee and ensuring it fulfills all responsibilities provided for in this Constitution. During the Editorial Board elections, the Chair's vote will only be counted in case of a tie.

7.11 Procedures. All elections for the Editorial Board positions shall be performed following these guidelines:

- a) All elections for the Editorial Board positions shall be by secret ballot.
- b) If only one person runs for election to an Editorial Board position, the vote shall be in the form of a yes-no ballot.
- c) If a candidate does not receive 50% +1 of the votes cast on a yes-no ballot, the nominations shall be reopened.

d) Staff members may vote in Fulcrum Editorial Board elections by special ballot sealed in an envelope given to the Elections Committee Chair.

e) All ties shall be broken by the vote of the Elections Committee Chair. For each elected position, the Chair shall seal their vote in an envelope with her order of preference marked on the ballot. The envelope containing the Chair's vote shall only be opened in the case of a tie, whereupon the Chair's vote will be used to determine the winner.

f) The Elections Committee will count the returns, including all special ballots, and destroy the ballots after the election is over. If approved by a majority staff vote, the screening committee will release the vote toll before destroying the ballots.

g) If one person is the winning candidate for more than one position, then her name shall be removed from the ballot of her choice and another vote shall be taken on that ballot.

7.12 Appealing an Election. Whichever alternative of the following that the applicant elects to pursue does not preclude their right to have their concern dealt with through other means.

a) Any staff contributor of the Fulcrum wishing to challenge the results of an Editorial Board election may do so by submitting a written appeal to the Chair of the Elections Committee within one week of the end of the elections process. The Elections Committee will rule on the appeal by majority vote within one week of receiving the written appeal.

b) Any staff contributor wishing to appeal a ruling of the Elections Committee may make a presentation to the Board who has a duty to call the Investigative Committee if the requirements are met under the by-laws of the corporation. This appeal must be made within one week of the end of the elections process.

c) At any time, any staff member as defined in section C of this Constitution or thirty-five (35) members of the Corporation, may appeal an election to the staff ombudsperson pursuant to the by-laws of the corporation. The ombudsperson has a duty to investigate all complaints in conjunction with the elections committee. The ombudsperson has the power to call the investigative committee to look into the matter if the ombudsman deems it necessary. If the investigative committee is not called by the ombudsperson, then within 3 (three) days of receiving the complaint, the ombudsperson will prepare a report that will be made public to the staff. If the report contains any names of individuals, then the report will first be provided to the Board, who will determine the legality

of making the report public. After the Board receives the report from the Ombudsman, the Board may call the Investigative Committee if the requirements are met under the by-laws. This appeal must be made within one week of the end of the elections process.

Section 8: Editorial Board Impeachment Procedures

8.01 Staff Members. The staff members of the Fulcrum, as defined in Section C of this Constitution, have the right to impeach any members of the Editorial Board through a two-thirds (2/3) majority vote of staff at a staff meeting which has been advertised as an impeachment meeting in the preceding edition of the Fulcrum. The vote to impeach may be nullified by a subsequent vote by the staff, requiring only a simple majority.

8.02 Limitations. No decisions on impeachment may take place until full staff requirements, as defined in C of this Constitution, can be met by at least one person.

Section 9: Provisional Editorial Board Elections

9.01 Editor-in-Chief. In the event that no nominations for the position of Editor-in-Chief are received by the deadline the following procedure will be followed:

- a) A call for applications shall be run in the Fulcrum for an additional two (2) weeks, after which another election shall be called.
- b) In the event that this second election does not result in the election of an Editor-in-Chief or in the event that the elected person resigns before the beginning of the publishing year, the staff shall select an elected member of the Editorial Board to the position of interim Editor-in-Chief for the summer and the beginning of the year.
- c) Remuneration for these duties shall be determined by the Board
- d) A call for applications for the position of Editor-in-Chief shall be issued in September and elections will subsequently be held, in accordance with Section 7 of this Constitution.

9.02 Editorial Board. In the event that an Editorial Board position other than the Editor-in-Chief is not filled by the commencement of the publishing year, the following procedure shall be followed:

- a) The Editor-in-Chief shall, at their discretion, appoint an interim editor, subject to staff contributor ratification at a duly constituted staff meeting, while continuing to call for applications.
- b) The Editor-in-Chief shall take the responsibilities of that position upon themselves, receiving no remuneration, while calling for applications.

9.03 Vacant Seat. In the event of the impeachment, resignation, or dismissal of a Fulcrum Editorial Board or paid staff member during the publishing year the Editor-in-Chief shall take the responsibilities of that position upon themselves, receiving no remuneration, while calling for applications.

Section 10: Letters Policy

10.01 Letters must be typewritten, submitted on disk or e-mailed to the Editor-in-Chief by Sunday at 1 p.m. prior to the publication date, and must include the author's proper name, program and year of study, and telephone number. (Pseudonyms may be considered after consultation with the Editor-in-Chief and should only be used in the most extreme of circumstance.)

10.02 The *Fulcrum* will exercise discretion in printing letters that are deemed racist, homophobic or sexist.

10.03 Typed letters under 500 words must be published unless they are deemed to violate the policies of the *Fulcrum*.

10.04 Letters must be clearly marked for publication.

10.05 The Editor-in-Chief has the right to edit all Letters to the Editor for content violating standing policies of the *Fulcrum* and for length. The Editor-in-Chief will not even consider hate literature or libelous material.

10.06 Priority will be given to new voices and discussions. Endless debates will not be tolerated and the Editor-in-Chief reserves the right to truncate debate at any time.

10.07 No letters from current *Fulcrum* staff will be printed.

10.08 During the campaign period for the U of O's Senate and board of governors, as well as Student Federation of the University of Ottawa, Board of Administration, Graduate Students' Association, and federated body elections, letters regarding the platforms of candidates in all races will not be run in the *Fulcrum* letters section. An attempt to further or slander the campaign of any candidate in the letters section will be determined by the Editor-in-Chief.

10.09 All letters submitted for publication must be verified by the Editor-in-Chief to ensure that they meet the above noted standards.

Section 11: Ownership Rights

11.01 All material submitted for publication to the *Fulcrum* becomes property of the *Fulcrum* and can only be reproduced with the permission of its editor-in-chief.

Section 12: Conflict of Interest Policy

12.01 The following are guidelines set up to try and ensure the objectivity and credibility of the *Fulcrum*. 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 impeach 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 should be brought to staff.

12.02 Volunteers, Employees, Editorial Board

- a) A member of the SFUO and GSAÉD executives shall not be a contributing member of the *Fulcrum* and cannot assume any duties related to the production of the *Fulcrum*.
- b) Contributors should not write articles about groups, teams, events, etc. that they are involved with. This does not include editorials or opinion pieces. They may however cover issues that they may encounter by working with these groups.
- c) A conflict of interest also exists if the contributor stands to gain or lose in a material or tangible way by the publication of the article in question.
- d) Section editors or editors shall assess the presence of a conflict of interest on a case-by-case basis.

12.03 Employees, Editorial Board

- a) Employees and members of the Editorial Board shall not hold positions on the University Senate or the Board of Governors.
- b) Employees and the Editorial Board shall not receive monetary compensation from the SFUO, GSAÉD, or the university administration for services rendered. This applies only during the publishing year and does not apply to salaries received from the Pivik.

12.04 Editorial Board and Board of Directors

- a) Members of the Editorial Board shall not be on the executive of any student associations nor shall they be a representative on the Board of

Administration.

12.05 Anyone running for a position on the Student Federation executive, Board of Administration, the University of Ottawa Senate or Board of Governors shall not contribute to the editorial production of the *Fulcrum* in any way. Any editors or employees running for one of the above positions must resign their position with the *Fulcrum*.

Section 13: Transition Reports:

13.01 All editors will compose a transition report before the end of their term in April to provide to their successive editors (unless they are incumbent). Transition reports may 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.

13.02 Along with the transition report must be a detailed job description, which is to be attached to the incoming editor's contract. The job description can, but does not have to be, an amended version of the previous year's, and must be approved by the outgoing Editor-in-Chief and President of the Board prior to the contract being signed by the incoming editor. Incumbent editors must also provide the job description prior to re-signing their contract.

13.03 The management staff of the *Fulcrum* reserves the right to withhold the final pay cheque of any editorial board member who has not submitted a transition report or returned any property belonging to, or in the charge of the Fulcrum Publishing Society until these requirements are met.

Appendix A: Job Descriptions

Editor-in-Chief

- Ensure the regular publication of *the Fulcrum*
- Implement the bylaws of this constitution, and implement any resolutions passed at staff meetings and all other staff directives
- Determine number of issues published and set circulation in consultation with the Production Manager.
- Read all content (i.e. editorial, advertising, inserts, letters, graphics, photos and articles) of the newspaper to ensure it conforms to *the Fulcrum*'s constitution, policies and the laws of Ontario and Canada and reject all material that does not conform.
- Be responsible for the editorial/comments/letters/voice pages
- Be responsible for the overall editing of the paper
- Conduct staff elections in March for the following year's editorial board
- Advertise for all non-elected, paid staff in consultation with the Production Manager
- Ensure the formation of the hiring committee for paid positions, and if needed complete the hiring in consultation with the Production Manager and President
- Maintain relations between the *Fulcrum* and outside organizations such as the Student Federation of the University of Ottawa, *La Rotonde*, CHUO-FM, Zoom Productions, CUP, *The Charlatan*, the university administration, etc.
- Act as the contact person for all external inquiries concerning the newspaper that do not fall within the bounds of other editorial or staff positions
- Attend all staff, editorial board and board of director meetings
- Help with the general upkeep of the office, including, but not limited to, filing and general cleaning
- Field and resolve reader complaints whenever the section editor in question is unavailable or requests that the Editor-in-Chief deal with it, particularly when threats of libel suits may be in question
- Dealing with all legal problems that may arise with respect to the *Fulcrum* and representing the *Fulcrum* in court, should the need arise
- Mediate disputes between staff members and dealing with staff member complaints and/or refer complaints to the mediation committee in consultation with the Production Manager
- Oversee and coordinate the mediation committee in consultation with the Production Manager
- Ensure editorial board staff evaluations are conducted at least once per semester in consultation with the Production Manager
- Serve as a chairperson for the Editorial Board
- Hold a minimum of six (6) office hours during production and six (6) office hours during the rest of the week. These hours must be during regular business hours
- Supervise a two week transition period following editorial board elections
- Assume duties of a section editor should s/he resign or is no longer able to work for the *Fulcrum*, or may appoint an interim editor until another editor is hired or elected
- Select a printer for the publishing year in consultation with the Production Manager
- Continue long term planning and conduct a directional meeting at least once per

publishing year with the Production Manager

- Offer training to anyone interested in running for the position in end of year elections
- Provide adequate training to new Editor-in-Chief elect
- Write an end of term transition report
- Help ensure section editor's deadlines are met
- Along with the Production Manager maintaining the ad to copy ratios established by the budget of the paper

Production Manager

- Design the look of the paper [i.e. the flag, styles]
- Set the production schedule of the paper in consultation with the Editor-in-Chief
- Coordinate the production of the paper
- Ensure section editor's deadlines are met
- Dummy the weekly layout of the paper in consultation with the Editor-in-Chief and the section editors
- Along with the Editor-in-Chief maintaining the ad to copy ratios established by the budget of the paper
- Be responsible for production training and coordination of interested volunteers and staff
- Be ultimately responsible for the layout of the paper, in consultation with section editors and the Art Director
- Participate on the hiring committee for paid positions
- Spend at least six (6) hours during production and at least six (6) hours outside of the production schedule in the office during regular business hours
- Conduct a weekly meeting with production volunteers
- Coordinate the office hours and section meetings
- Clean and maintain all machines in the office; including but not limited to the answering machine, computers, laser printers, fax machine, and scanners.
- Help with the general upkeep of the office; including, but not limited to filing and general cleaning
- Regularly attend staff and editorial meetings
- Write the weekly instructions for the printers
- Stock and order all supplies for the production of the paper or inform the President of what needs to be restocked and ordered
- Set up the physical layout of the paper in consultation with the editorial board
- Archiving computer files (Pagemaker and Word) and ads on a regular basis
- Maintain regular contact with and convey the concerns of the editorial board to the *Fulcrum* webmaster
- Be responsible for the coordination of all *Fulcrum* covers in consultation with the Art Director
- Offer training to anyone running for the position in end of year elections
- Provide adequate training to the incoming Production Manager elect
- Write an end of term transition report
- Prepare the financial forms (Appendix A and Appendix B) required by Campus Plus and Canadian University Press

- Advertise for all non-elected, paid staff in consultation with the Editor-in-Chief
- Ensure the formation of the hiring committee for paid positions, and if needed complete the hiring her/himself in consultation with the Editor-in-Chief
- Mediate disputes between staff members and dealing with staff member complaints and/or refer complaints to the mediation committee in consultation with the Editor-in-Chief
- Oversee and coordinate the mediation committee in consultation with the Editor-in-Chief
- Ensure editorial board staff evaluations are conducted at least once per semester in consultation with the Editor-in-Chief
- Select a printer for the publishing year in consultation with the Editor-in-Chief
- Continue long term planning and conduct a directional meeting at least once per publishing year with the Editor-in-Chief
- Maintain a list of distribution spots, including which spots have stands, and what size of stand
- Relocate stands after determining locations to obtain maximum pick-up
- Maintain distribution equipment (dolly, stands, loading dock area)
- Maintain signs on stands
- Order new stands if necessary

Section Editors (including, but is not limited to: News, Arts and Culture, Sports, Features and Online Editors)

- Solicitation of contributors to a particular section
- Be responsible for content of a particular section
- Assign articles to contributors
- Assign graphic and/or photographic assignments to the Art Director
- Ensure production deadlines are met
- Edit contents, structure, and style of all submitted copy for that section
- Educate (through seminars, workshops, guest speakers, one-on-one training, etc.) all interested staff in all aspects of the section
- Coordinate the layout of their section, in conjunction with the Production Manager and/or Art Director
- Ensure there is enough copy or visuals to fill the pages assigned by the Production Manager
- Regularly attend staff, volunteer and editorial board meetings unless excused by the Editor-in-Chief
- Encourage contributors to attend meetings
- Hold at least three (3) office hours per publishing week, outside of production duties – office hours must be scheduled during regular business hours
- Conduct a regularly scheduled meeting with volunteers for content feedback and new story ideas
- Help with the general upkeep of the office, including but not limited to cleaning and filing
- Offer training to anyone running for position in end of year elections
- Provide adequate training to the incoming Section Editor elect
- Write an end of term transition report

Art Director

- Solicit contributors for the graphic/photographic content of the newspaper
- Delegate or execute all assignments such as graphics, editorial graphics, cartoons, illustrations and photos
- Educate (i.e. through seminars, workshops, guest speakers, one-on-one training, etc.) all interested volunteers in all aspects of the graphic/photographic content of the newspaper
- Be responsible for scanning all photos and graphics
- Be responsible for layout and scanning of all comics to be placed in the newspaper in consultation with the Production Manager
- Be responsible for the coordination of the cover, in conjunction with the Production Manager
- Hold at least three (3) office hours per publishing week, outside of production duties – office hours must be scheduled during regular business hours
- Regularly attend volunteer and editorial board meetings unless excused by the Editor-in-Chief
- Encourage contributors to attend staff meetings
- Help with the general upkeep of the office, including but not limited to cleaning and filing
- Offer training to anyone running for the position in end of year elections
- Provide adequate training to the new Art Director elect
- Write an end of term transition report

Executive Editor

- Responsible for editing all solicited copy for grammar, spelling, *Fulcrum* style, typos, etc., as well as to ensure that it conforms to *the Fulcrum's* constitution and policies
- Re-examines the style guide once a year, during the summer months in conjunction with Copy Editor
- Oversees and solicits volunteer fact-checkers and proofreaders during production
- Trains editorial board members and volunteers if there is interest
- Hold at least three (3) office hours per publishing week, outside of production duties – office hours must be scheduled during regular business hours
- Responsible for the opinion section
- Regularly attend volunteer and editorial board meetings unless excused by the Editor-in-Chief
- Encourage contributors to attend staff meetings
- Help with the general upkeep of the office, including but not limited to cleaning and filing
- Offer training to anyone running for the position in end of year elections
- Provide adequate training to the new Executive Editor elect
- Write an end of term transition report

Staff

Staff Photographer/Illustrator

- Responsible for the execution of all photo assignments as required by the editorial board
- Responsible for maintaining the digital camera
- Responsible for ensuring all production deadlines assigned to them by the Art Director are met
- Responsible for the coordination of the cover at the request of the Art Director
- Must educate all interested volunteers upon the request of the Art Director
- Must have at least two hours available on each of Sunday, Monday and Tuesday for last-minute assignments
- Must attend editorial board meetings upon request
- Must attend all staff meetings
- May only be excused from any of their duties by the Editor-in-Chief

Staff Writer

- Must write at least 1000 words per issue
- Is responsible for ensuring all production deadlines assigned to the staff writer by the editorial board are met
- Must educate all interested volunteers upon the request of the Editor-in-Chief
- Must have at least two hours available on each of Monday and Tuesday for last-minute assignments
- Must attend editorial board meetings upon request
- Must attend all staff meetings
- May only be excused from any of their duties by the Editor-in-Chief

Associate News Editor

- Must attend all staff meetings and news meetings
- Must write a minimum of two news stories per week as assigned by the news editor
- Must be available to assist the news editor on production days
- Must be able to take last minute stories for the news section
- Is responsible for ensuring all production deadlines assigned to the associate news editor are met
- May only be excused from any of their duties by the Editor-in-Chief or the news editor
- Must educate all interested volunteers upon the request of the Editor-in-Chief

Volunteer and Visibility Coordinator

- Must attend editorial board meetings upon request

- Must attend all staff meetings
- May only be excused from any of their duties by the Editor-in-Chief
- Must prepare an aggressive recruitment drive in September and January to recruit a targeted number of new volunteers (classroom visits, maintenance of information table in the University Centre, leafleting campus, postering)
- Will evaluate the need for volunteers in each section, in conjunction with the section editors.
- Conducts recruitment and placement of volunteers
- Maintains a volunteer binder of completed forms and e-mails of interest
- Maintains an electronic database of volunteer contact information
- Helps ensure volunteers feel welcome and acts as a resource for them
- Organizes 3-5 events during the school year
- Proposals and expenses must run through the BOD
- Coordinate weekly or monthly advertising campaigns for newsstands (posters on/near stands, handbills, buttons, Fulcrum merchandise, sponsoring events, attending events etc.) to ensure that every student knows what the Fulcrum is

Copy Editor

- Must educate all interested volunteers upon the request of the Editor-in-Chief
- Must attend editorial board meetings upon request
- Must attend all staff meetings
- May only be excused from any of their duties by the Editor-in-Chief
- Responsible for editing all solicited copy for grammar, spelling, *Fulcrum* style, typos, etc.
- Re-examines the style guide once a year in consultation with the executive editor and the Editor-in-Chief
- Trains editorial board members if there is interest
- Copy edits other Fulcrum documents as requested.

Off-Campus Distribution Coordinator

- Responsible for retrieving *the Fulcrum* from the loading dock and delivering *the Fulcrum* to all off-campus drop-points in the Ottawa-Carleton region as decided by the off-campus distributor in conjunction with the Production Manager and to maintain a spreadsheet of information indicating the rate of pick-up for each location and for each issue. This information is to be relayed to the Production Manager on a monthly basis.
- Responsible for finding transportation to perform the duties required of the position
- Will field complaints or requests from distribution spots and report them to the Production Manager
- Any distribution stands kept off-campus are to be maintained and/or replaced by the off-campus distributor throughout the publishing year

- The work is to be completed on Wednesdays of the week of publication of the *Fulcrum*. In the event that the *Fulcrum* is not available for distribution on time, the off-campus distributor will distribute the paper in a timely manner
- Must attend editorial board meetings upon request
- Must attend staff meetings upon request
- May only be excused from any of their duties by the Editor-in-Chief

On-Campus Distribution Coordinator

- Generally responsible for delivering *the Fulcrum* to all on-campus drop-points at the University of Ottawa as decided by the on-campus distributor in conjunction with the Production Manager and to maintain a spreadsheet of information indicating the rate of pick-up for each location and for each issue. This information is to be relayed to the Production Manager on a weekly basis.
- Any distribution stands kept on-campus are to maintained and/or replaced by on-campus distributor throughout the publishing year
- The work is to be completed on Wednesdays of the week of publication of the *Fulcrum*. In the event that the *Fulcrum* is not available for distribution on time, the on-campus distributor will distribute the paper in a timely manner
- Must attend editorial board meetings upon request
- Must attend staff meetings upon request
- May only be excused from any of their duties by the Editor-in-Chief

Illustrator

- Create a graphic for the editorial cartoon
- Provides at least one major graphic every week