



**EDITORIAL CONSTITUTION OF THE FULCRUM  
PUBLISHING SOCIETY**

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## Index

Section 1	Interpretation	Page 2
Section 2	Preamble	Page 2
Section 3	Constitution	Page 3
Section 4	Contributors and Staff Status	Page 3
Section 5	Staff Meetings	Page 5
Section 6	Editorial Board	Page 6
Section 7	Editorial Department Employees	Page 6
Section 8	Election of the Editor-in-Chief	Page 7
Section 9	Hiring of Editorial Board Positions	Page 10
Section 10	Provisional Editorial Board Elections	Page 13
Section 11	Letters Policy	Page 14
Section 12	Ownership Rights	Page 15
Section 13	Conflict of Interest Policy	Page 15
Section 14	Transition Reports	Page 16
Appendix A	Job Descriptions - Editorial Employees	Page 17

## **Section 1: Interpretation**

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

- (a) “Board” means the Board of Directors of the Corporation.
- (b) “Bylaws” 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 of each year.
- (e) “Academic Year” means May 1 to April 30.
- (f) “Fulcrum” means the University of Ottawa’s independent English-language news outlet, which is published and owned by the Corporation.
- (g) “Editorial Content” means all articles, editorials, writing, letters, statements, layouts, photos, graphics, visuals, videos, audio and aesthetics of the publication of the Fulcrum.
- (h) “Editorial Board” means the directors of the Editorial Content.
- (i) “Employees” means section editors, Editor-in-Chief, and unelected editorial positions 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 only 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: Preamble**

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

- To promote the interests and welfare of the University of Ottawa community 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 always 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 diverse 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 the University of Ottawa community.

The Fulcrum recognizes that it is not solely a “Corporation,” but rather a “society” that will always act in a manner that puts the welfare of the University of Ottawa community first.

The Fulcrum remains politically and financially independent of the University of Ottawa Students’ Union (UOSU), the Graduate Student Association (GSAÉD), the University of Ottawa administration, and other University of Ottawa recognized student governments.

## **Section 3: Constitution**

3.01. Purpose. This Constitution shall serve to govern all policies and operating procedures of the Editorial Department of the Fulcrum.

3.02. Authority. If any of the provisions contained in this Constitution are inconsistent with those contained in the Bylaws and/or Policy Manual of the Corporation, the provisions contained in the Bylaws and/or Policy Manual of the Corporation shall prevail.

3.03. Amendment Procedures. This Constitution shall be amended by a two-thirds ( $\frac{2}{3}$ ) vote at a duly constituted meeting of the staff pursuant to Section 3 of this Constitution. The Constitution’s 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.

3.04. Accessibility. A full digital 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.

3.05. Review. At the first staff meeting, pursuant to Section 4 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 4: Contributors and Staff Status**

4.01. Staff Status Requirements. A contributor with staff status is any person who has assisted in the production of the Fulcrum, through a minimum of three (3) publications since the beginning of the Publishing Year in question. Unsolicited material, such as letters to the editor and classifieds, do not constitute a contribution.

4.02. Staff Status Vote. Any person may be granted staff status at any time by a simple majority vote at a duly constituted staff meeting.

4.03. Voting Rights. The Editorial Board members of the Fulcrum shall be given full voting rights as staff members throughout the duration of their term.

4.04. Board of Directors and Staff Status. Members of the Board of Directors may obtain their individual staff status pursuant to 4.01 of this constitution. All Board members are restricted from exercising their staff voting rights on constitutional amendments as outlined in Section 3.05 of the Constitution.

4.05. Staff Status Responsibilities. Contributors who have achieved staff status have the ability to partake in the Elections Committee of the Editor-in-Chief position and/or Hiring Committee of Editorial Board positions, apply for Editorial Board positions, govern themselves with a Constitution, 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.

4.06 Disputes. The staff shall govern their own meetings and matters by written procedures established by them. In a 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 prevail.

4.07 Dispute Procedures. 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.

4.08. Disputes and the Board of Directors. 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.

4.09. Revocation of Staff Status. Any staff member of the Fulcrum who is not 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;

Any staff member or contributor who continues with racist, sexist, homophobic behaviour, or any form of harassment, after being informed of the inappropriateness of that behaviour by any staff member may be subject to impeachment and/or removal from the office. It is recommended that the Human Resources Committee be used to assist in solving problems.

4.10. Resignations. 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.

## **Section 5: Staff Meetings**

5.01. Staff Meeting Call. Staff meetings shall be called a minimum of every two (2) publishing weeks, with one (1) week's notice given on the Fulcrum's social media platforms. Any change in location or time must appear on the Fulcrum's social media platforms at least one (1) week in advance. Staff meetings can be held via teleconference if it is deemed unnecessary by the Editor-in-Chief to have in-person attendance.

5.02. Staff Meeting Chair. Staff meetings will be chaired by the Editor-in-Chief 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 one-third ( $\frac{1}{3}$ ) 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 of fifty per cent plus one ( $50\% + 1$ ) of eligible voting members, and shall be advertised as special meetings at least one (1) week in advance of their date.

5.03. Requirements for Calling a Staff Meeting. 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 per cent (50%) or fifteen (15) member signatures (whichever is least) to the Editorial Board.

## **Section 6: Editorial Board**

6.01. Composition. The Editorial Board of the Fulcrum shall consist of a minimum number of four (4) positions. The members' specific duties and titles shall be set out in Appendix A of this Constitution.

6.02. Responsibilities. The full job descriptions for all Editorial Board positions can be found in Appendix A of this Constitution.

6.03. Term. The new Editorial Board shall come into office on May 1, following their election or hiring, for a term of office of twelve (12) months.

6.04. Authority. The Editorial Board shall have authority over all original content (articles, photos, graphics, layout, video, etc.) printed or published online in the Fulcrum. The Board of Directors may only force the publication of material as provided for in the Bylaws of the Corporation.

6.05. Meetings. Editorial Board meetings will be held weekly. They can be held in person or via teleconference if it is deemed necessary by the Editor-in-Chief.

6.06. Board of Directors. The Board of Directors has authority over all financial decisions regarding the Corporation, but must consult the Editorial Board as provided for in the Bylaws of the Corporation.

6.07. Board of Directors Presence at Editorial Board Meetings. Members of the Board of Directors are prohibited from attending Editorial Board meetings unless invited by the Editor-in-Chief. The Executive Director may attend meetings but may be asked to step out when the Editorial Board discusses important editorial matters.

## **Section 7: Editorial Department Employees**

7.01. Board of Director Approval of Hirees. 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.

7.02. Hiring Procedures. All Editorial Department employees will be hired according to the procedures laid out in the Bylaws and Policy Manual of the Corporation.

7.03. Job Descriptions. Job descriptions for all Editorial Department employees are set out in Appendix A of this Constitution.

## **Section 8: Election of the Editor-in-Chief**

8.01. Call for Candidates. The Fulcrum shall publish a call for applications for the Editor-in-Chief position three (3) weeks prior to the debate and subsequent election of the Editor-in-Chief.

### 8.02. Candidate Eligibility.

- a) To be eligible candidates must be current Editorial Board members. In the event that no current staff members present themselves, other candidates may be considered.
- b) The current Editor-in-Chief may seek re-election, however, there is a two-term limit for the position of Editor-in-Chief.

8.03. Requirements of Call for Candidates Postings. All call for applications must contain the following information:

- a) Eligibility requirements;
- b) Deadline for application;
- c) Stipulations on how to submit an application;
- d) Contact info for the chair of the Elections Committee;
- e) A sampling of duties included in the job description;



- f) The date, time, and location/conference call link of the meeting at which the staff members of the publication shall interview the applicants; and
- g) A list of voting staff members according to criteria outlined in Section 4 of this Constitution.

8.04. Timeline. Elections for the Editor-in-Chief position shall be held at a staff meeting during the first week of March.

8.05. Responsibilities of the Elections Committee. A five-member Elections Committee of staff and contributors will be created by the current Editor-in-Chief for the Editor-in-Chief election. The Elections Committee will be responsible for establishing and enforcing all election rules and procedures outlined within the Constitution. The committee will work in consultation with the current Editor-in-Chief to create and mark editing and knowledge tests, as well as approve all test scores; prepare position-specific questions for all candidates seeking election; and will be responsible for ensuring the questions asked by staff during elections are both appropriately and adequately answered.

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

- a) The current Editor-in-Chief;
- b) Two (2) members of the current Editorial Board; and
- c) Two (2) Fulcrum staff members, as defined in Section 4 of this Constitution.

8.07. Chair of the Elections Committee. The Editor-in-Chief of the Fulcrum will serve as the chair of the Elections Committee. In the event the current Editor-in-Chief is running for re-election, the Managing Editor will serve as the Chair. If the Managing Editor is also vying for the Editor-in-Chief position, the Editorial employee with the most experience shall be appointed Chair of the committee. The Chair will be responsible for overseeing the Elections Committee and ensuring it fulfills all responsibilities provided for in this Constitution. During the Editor-in-Chief elections, the Chair's vote will be the tie-breaker vote in case of a tie.

8.08. Formation of the Elections Committee.

- a) Those interested in running for the Elections Committee will communicate their desire to the chair of the Elections Committee.
- b) The chair of the Elections Committee will appoint the members of the Election Committee.
- c) The Editorial Board must approve election committee members at a duly scheduled staff meeting.
- d) No member of the Elections Committee may have a significant personal relationship with an applicant for a paid position that might put that person in a conflict of interest.

8.09. Platforms. All platforms for the Editor-in-Chief position shall be posted publicly at the Fulcrum offices and on the Fulcrum's social media platforms at least three (3) business days prior to the election.

8.10. Knowledge and Editing Test. All candidates for the Editor-in-Chief position must take a knowledge and editing test drafted and marked by the current chair of the Elections Committee in conjunction with the committee members, and both the tests and scores must be approved by the Elections Committee before the candidate may proceed in the elections process. The test must be taken within seven (7) days prior to the election.

The results of the test will be announced prior to the election. Any candidate that fails to obtain a score of fifty per cent (50%) on either test will be forced to withdraw their candidacy.

The results of the test may be appealed by the process outlined in Section 8.11 of this Constitution.

8.11. Procedures. All elections for the Editor-in-Chief position shall be performed following these guidelines:

- a) All elections for the Editor-in-Chief position shall be by secret ballot.
- b) If only one person runs for election to the Editor-in-Chief position, the vote shall be in the form of a yes-no ballot. The ballot will be prepared, and distributed, by the Chair of the Elections Committee to all staff members as defined by Section 4 of this Constitution.
- c) If a candidate does not receive fifty per cent plus one (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 if they cannot be physically present during elections. Staff members may also vote electronically. In order to do so, the Elections Committee will create a "password," given only to the staff member voting via email, and this, along with the member's vote, must be included in an email sent to all members of the Elections Committee for the vote to be considered valid.
- 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 their 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.

8.12. Appealing the 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 (1) week of the end of the elections process. The Elections Committee will rule on the appeal by majority vote within one (1) 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 Investigation Committee if the requirements are met under the Bylaws of the Corporation. This appeal must be made within one (1) week of the end of the elections process.
- c) At any time, any staff member as defined in Section 4 of this Constitution or thirty-five (35) members of the Corporation, may appeal an election to the Ombudsperson pursuant to the Bylaws of the Corporation. The Ombudsperson has a duty to investigate all complaints in conjunction with the Elections Committee.

## **Section 9: Hiring of Editorial Board Positions**

9.01. Responsibilities of the Hiring Committee. The Hiring Committee will be responsible for the hiring of all editorial board members. The Committee will work in conjunction with the current section editors to create and mark editing and knowledge tests, as well as approve all test scores and prepare position-specific questions for all candidates seeking positions on the Editorial Board.

9.02. Composition of the Hiring Committee. The Hiring Committee will consist of the current Editor-in-Chief, the incoming Editor-in-Chief, and the incoming and current Executive Directors.

9.03. Outgoing Editor-in-Chief/Executive Director Applying for an Editorial Board Position. If the current Editor-in-Chief or Executive Director is applying for an Editorial Board position, they will be replaced on the Hiring Committee by an outgoing Editorial Board member. If no outgoing Editorial Board member can be appointed, they will be replaced by the President of the Board.

9.04. Conflict of Interests. No member of the Hiring Committee may have a significant personal relationship with an applicant for a paid position, which might put that person in a conflict of interest.

9.05. Advertisement of Editorial Positions. The hiring of Editorial Board members will be advertised by the current Editor-in-Chief for a minimum of ten (10) days.

9.06. Call for Applicants. Each call for applications for Editorial Board positions shall contain the following information:

- a) Positions available and eligibility requirements;
- b) Deadline for application;
- c) Stipulations on how to submit an application;
- d) Contact info for the chair of the Hiring Committee;
- e) A sampling of duties included in the job description;

9.07 Requirements of Applicants. All applicants are required to submit a platform, resume, and writing/design/art samples. Applicants may apply for multiple positions.

9.08. Knowledge and Editing Tests. All applicants that meet the requirements outlined in Section 9.07 will be required to both write and pass a knowledge and editing test. The Hiring Committee can if it deems necessary add a written test to the application process for a position.

9.09. Test Standards. The Hiring Committee is responsible for setting consistent standards for testing across positions. The Hiring Committee must approve all tests before they are given. They must also approve all test scores.

9.10. Content of the Tests. The editing test may contain only general knowledge questions pertinent to the job and a copy-editing component (or art direction/production where applicable). The knowledge test may contain only general knowledge pertinent to the job.

9.11. Test Failure. An applicant that fails (ie. cannot obtain a score higher than 50 per cent) in either the knowledge or editing test will be automatically dismissed as a candidate for the position being hired.

9.12. Hiring Procedure. The Hiring Committee shall conduct interviews with each qualified applicant pursuant to Sections 9.07 and 9.08 upon creating a set list of questions that will be asked of every applicant for the position being hired.

9.13. Confidentiality. All proceedings of the Hiring Committee will be kept confidential, and any notes will be sealed.

9.14. Hiring Criteria. The Hiring Committee will be responsible for determining a set of criteria by which they will assess the applicants for the position being hired. These criteria must be equally applied to all applicants.

9.15. Hiring Decisions. Of the applicants, the Hiring Committee will select, by majority decision, those most qualified for the Editorial Board positions in the following publishing year.

9.16. Failure to Find a Qualified Candidate. If no applicants are deemed acceptable for a given position, the Hiring Committee will repeat the process until the position is filled.

9.17. Recommendations. If an applicant for one (1) paid position is especially qualified for another position, the Hiring Committee may recommend that the applicant be offered the other position.

9.18. Board of Directors Assistance. The Hiring Committee shall have the option of consulting the Board of Directors for assistance during the hiring process.

9.19. Board of Directors Ratification. All Editorial Board members selected by the Hiring Committee must be ratified by the Board at the following Board of Directors meeting. Any candidate that does not meet this requirement will not be hired, and the Hiring Committee will repeat the process until the position is filled.

9.20. Emergency Hiring Procedure. An emergency hiring procedure is defined as the hiring of an Editorial Board position following the untimely resignation or termination of an Editorial Board member.

9.21. Composition of the Emergency Hiring Committee. An Emergency Hiring Committee shall be struck from the current Editor-in-Chief, Managing Editor, and Executive Director.

9.22. Timeliness. The hiring of the Editorial Board position shall happen as soon as possible, or within a period of time deemed acceptable by the Emergency Hiring Committee.

9.23. Advertisement of the Position. If the Editorial Board position is vacant during the publication of the Fulcrum, and if there is sufficient time to do so, the vacant staff position will be advertised on the Fulcrum's website and social media platforms for a period of ten (10) days.

9.24. Appointment. If no candidate meets the qualifications of the vacant position, the hiring committee can by a unanimous vote offer the position to a person (staff or non-staff) they deem qualified for the position, provided that person submits all required application materials. If the

hiring committee does not reach a consensus, the position will remain vacant until a qualified candidate applies and is hired.

## **Section 10: Provisional Editorial Board Elections**

10.01. Procedure if There Are No Nominations for the Editor-in-Chief Position. 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 a hired 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 8 of this Constitution.

10.02 Vacant Seat. In the event of a resignation, or dismissal of a Fulcrum Editorial Board or paid staff member during the Publishing Year, the Editor-in-Chief shall assume the responsibilities of the vacant position, receiving no additional remuneration unless voted on by the Board, and call for applications for the vacant position.

10.03 Resignation of the Editor-in-Chief. In the event the Editor-in-Chief resigns, a special election shall be called by the Managing Editor to elect a new Editor-in-Chief.

- a) This election must take place within twenty-one (21) days of the previous Editor-in-Chief's resignation. Elections procedures outlined in Section 8 shall be followed to elect the new Editor-in-Chief.
- b) The Managing Editor will take on the duties of the Editor-in-Chief in the interim. In the event both the Editor-in-Chief and Managing Editor resign, the most senior member of the current Editorial Board shall occupy the role of Editor-in-Chief for the period between the resignation and election of a new Editor-in-Chief.
- c) The new Editor-in-Chief will occupy the role until the end of the publishing year. The period of time between their election and the end of the publishing year will not count towards their two-term limit.

## **Section 11: Letters**

11.01. Purpose of Letters. A Letter is an opinion piece sent to the Fulcrum by a member of the University of Ottawa community. The opinions shared in a Letter do not reflect those of the Fulcrum's Editorial Board. The objective of a Letter is for the University of Ottawa community members to voice their opinion on an issue that is pertinent to the University community as a whole. Letters may criticize the Fulcrum, its Editorial Board, student governments, the University's administration and other important actors in the University of Ottawa community.

11.02. Requirements. Letters must be emailed to the Editor-in-Chief and must include the author's full legal name. Pseudonyms may be considered after consultation with the Editorial Board and should only be used in the most extreme of circumstances.

11.03. Editorial Board Discretion. All letters must be verified by the Editorial Board to ensure the content meets the standards set in this Constitution. All letters must be approved by a majority vote of the Editorial Board before it is published on the Fulcrum's website and other platforms.

A letter shall not be published if it:

- a) Is deemed abusive, hateful, homophobic, discriminatory, malicious, aggressive, threatening, violent, sexist, harassing, inflammatory, indecent, tortious, defamatory, knowingly false, misleading, deceptive, vulgar, obscene, offensive, sexually explicit, profane, or otherwise objectionable.
- b) Fails to meet the preamble of this Constitution
- c) Is libelous

11.04. Right to Refusal. The Editorial Board reserves the right to refuse to publish a piece without providing justification to the author.

11.05. Editing. The Editor-in-Chief and Opinions Editor reserve the right to edit all Letters for content violating standing policies of the Fulcrum and for length.

11.06. Priority. Priority will be given to new voices and discussions. Endless debates will not be tolerated and the Editorial Board reserves the right to truncate debate at any time.

11.07. Letters from the Current Staff. No Letters from current Fulcrum staff will be published.

11.08. Campaign Period. During the campaign period for the U of O's Senate and Board of Governors, as well as University of Ottawa Students' Union, Board of Administration, Graduate Students' Association, and federated body elections, Letters regarding the platforms of any

candidates running for election will not be published. An attempt to further or slander the campaign of any candidate in the form of a Letters will be rejected by the Editor-in-Chief.

## **Section 12: Ownership Rights**

12.01. Reproduction of Submitted Materials. All material submitted to the Fulcrum becomes property of the Fulcrum and can only be reproduced with the permission of its Editor-in-Chief.

12.02. Unpublished Materials. The Fulcrum retains ownership rights over all unpublished materials sent for publication.

12.03. Release of Ownership Rights. Authors of unpublished work(s) may ask the Editor-in-Chief for permission to re-acquire the rights to their work(s). The Editor-in-Chief reserves the right to decline the author's request.

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

13.01. Guidelines. 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 Editor-in-Chief.

### 13.02. Volunteers, Employees, Editorial Board.

- a) Executives of the UOSU and GSAÉD shall not be contributors or staff members of the Fulcrum and cannot assume any duties related to the production of the Fulcrum.
- b) Contributors, staff and Editorial Board members will not write articles about groups, teams, events, etc., in which they are involved. This does not include editorials or opinion pieces. They may, however, cover issues that they encountered by working with these groups.
- c) A conflict of interest also exists if the author stands to gain or lose in a material or tangible way by the publication of the article in question.
- d) Section editors or the Editor-in-Chief shall assess the presence of a conflict of interest on a case-by-case basis.

### 13.03. 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 UOSU, GSAÉD, or the university administration for services rendered. This restriction applies only for the duration of their term and excludes Pivik.

#### 13.04. Editorial Board and Board of Directors.

- a) Members of the Editorial Board shall not sit on the Board of Directors of the UOSU or GSAED, nor on the Executive Committees of Recognized Student Governments.
- b) Membership in a student association must be disclosed to the Editor-in-Chief and the severity of a conflict of interest shall be assessed at the discretion of the Editor-in-Chief.

13.05. Electoral Candidates. Anyone running for a position on the UOSU or GSAED executive or Board of Directors, 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 from their position with the Fulcrum.

### **Section 14: Transition Reports**

14.01. Contents. All editors will compose a transition report before the end of their term in April to provide to their successor (unless they are incumbent). Transition reports may include, but are not limited to, a weekly semi-detailed schedule, problems encountered, time commitments to the job, general advice on editor–volunteer relations, tips on how to make their jobs easier, and advice they wish that they had received at the start of their term.

14.02. Job Description. The transition report and a detailed job description must be attached to the incoming editor’s contract. The job description 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 be provided their job description prior to signing their contract.

14.03 Withholding Pay. The management staff of the Corporation reserves the right to withhold the final pay of any Editorial Board member who has not submitted a transition report or returned any property belonging to the Fulcrum Publishing Society until these requirements are met.

### **Appendix A: Job Descriptions - Editorial Employees**

### **Editor-in-Chief**

- Ensure the regular publication of the Fulcrum
- Implement the policies of this Constitution, and implement any resolutions passed at staff meetings and all other staff directives
- Determine the number of PDF/print issues published and set circulation in consultation with the Managing Editor
- Determine, in conjunction with the Managing Editor, the Fulcrum's copy chain, including but not limited to choosing which staff positions (located in Appendix A) will be hired and what format pages are being edited in
- Read all content (i.e. editorial, advertising, inserts, letters, graphics, photos, articles, and video) to ensure it conforms to the Fulcrum's constitution, policies and the laws of Ontario and Canada and rejects all material that does not conform.
- Responsible for the editorials
- Be responsible for the overall editing of the paper
- Work with the Social Media Manager to develop and implement a social media strategy for promoting the Fulcrum online
- Conduct elections in March for the following year's Editor-in-Chief position
- Advertise for all hired Editorial Board and non-elected, paid staff positions.
- Ensure the formation of the hiring committee for paid staff positions, and if needed complete the hiring.
- Act as the contact person for all external inquiries concerning the Fulcrum 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 deal with staff member complaints and/or refer complaints to the Mediation Committee in consultation with the Executive Director.
- Oversee and coordinate the Mediation Committee in consultation with the Executive Director.
- Ensure Editorial Board staff evaluations are conducted at least once per semester.
- 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. Should the need arise, these hours can be held remotely.
- Supervise a two-week transition period following the hiring of Editorial Board positions
- Assume duties of a section editor should they resign or are no longer able to work for the Fulcrum, or may appoint an interim editor until a permanent editor is hired.
- Devise and implement recruiting strategies for new contributors throughout their term.
- Evaluate the need for contributors in each section, in conjunction with the section editors.
- Maintain a database of contributors' contact information as well as their contributions.
- Create/update a contributors list.
- Track and maintain a list of contributors with staff status.
- Help to ensure contributors feel welcome and act as a resource and face of the paper for them.
- Organize social events in conjunction with the Executive Director.
- Develop internal and external strategies to increase the visibility of the Fulcrum on campus.
- Actively attempt to promote the publication on campus throughout their term.
- Strategize how to increase overall readership during their term.
- Coordinate activities geared towards employee appreciation in conjunction with the Executive Director.
- Offer training to anyone running for the position for the upcoming Publishing Year.
- Sit on the Elections Committee for the incoming Editor-in-Chief
- Sit on the Hiring Committee for the incoming Editorial Board positions.
- Provide adequate training to the incoming Editor-in-Chief.
- Write an end-of-term transition report.
- Help ensure section editor's deadlines are met.
- Help produce the Fulcrum's PDF/Print edition with the Managing Editor and Multimedia Director.

### **Managing Editor**

- Work with the Editor-in-Chief to handle human resources and other in-house issues.
- Edit content, structure, and style of all submitted content pieces.
- Set the production schedule of the paper in consultation with the Editor-in-Chief.
- Ensure section editor's deadlines are met.
- Regularly attend staff, volunteer and editorial meetings.
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Sit on the Hiring Committee for the incoming Managing Editor.
- Helps to ensure Editorial Board staff evaluations are conducted at least once per semester.

- Help create the list of Fulcrum freelancers and hold meetings to give contributors Fulcrum freelance status.
- Strategize how to increase overall readership during publishing year and increase volunteer initiatives
- Helps the Editor-in-Chief with editorial decisions and managing the editorial staff.
- Hold at least four (4) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online should the need arise.
- Write an end-of-term transition report.

### **Multimedia Director**

- Solicit contributors for the graphic/photographic/videographic content of the Fulcrum.
- Delegate or execute all assignments such as graphics, editorial graphics, cartoons, illustrations and photos for both the PDF and online content of the Fulcrum.
- Design the look of the PDF/Print editions [i.e. the flag, styles]
- Work with the videographer to ensure visual consistency/aesthetics in projects.
- Responsible for editing all photos and graphics.
- Upload all visuals to WordPress.
- Responsible for the coordination of the cover, in conjunction with the Editor-in-Chief and the Managing Editor.
- Hold at least two (2) 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 applying for the position for the upcoming Publishing Year.
- Write an end of term transition report

### **News Editor**

- Solicits contributors to the news section.
- Responsible for uploading all content to WordPress each week.
- Writes stories that are in the public interest of the University of Ottawa community.
- Edits all news content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of six to eight news stories per week with the help of staff writers, contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.
- Responsible for uploading all news content to WordPress each week.

- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, contributor and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online should the need arise.
- Provide insight and shadowing opportunities to anyone applying for the position for the upcoming Publishing Year.
- Write an end of term transition report

### **Features Editor**

- Is responsible for Tomatoes, and regular weekly features between 1,200-2,000 words.
- Solicits contributors to the features section.
- Responsible for uploading all content to WordPress each week.
- Writes feature stories that are pertinent to the U of O community.
- Edits all feature content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of one feature story per week with the help of contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.
- Responsible for uploading all feature content to WordPress each week.
- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, volunteer and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online, should the need arise.
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end of term transition report

### **Arts & Culture Editor**

- Is responsible for the Fulcrum's arts and culture coverage.

- Solicits contributors to the Arts & Culture section.
- Responsible for uploading all content to WordPress each week.
- Writes arts & culture stories about events, issues and shows from in and around Ottawa.
- Edits all arts & culture content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of four (4) to five (5) arts & culture stories per week with the help of contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online if the need arises.
- Responsible for uploading all arts & culture content to WordPress each week.
- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, volunteer and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end-of-term transition report.

### **Sports Editor**

- Is responsible for the Fulcrum's sports coverage.
- Solicits contributors to the sports section.
- Responsible for uploading all content to WordPress each week.
- Writes stories related to athletics on the University of Ottawa campus.
- Edits all feature content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of four (4) to five (5) sports stories per week with the help of contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online, should the need arise.
- Responsible for uploading all sports content to WordPress each week.
- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, volunteer and Editorial Board meetings unless excused

- by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end-of-term transition report.

### **Science & Tech Editor**

- Is responsible for the Fulcrum's science & tech coverage.
- Solicits contributors to the Science & Tech section.
- Responsible for uploading all content to WordPress each week.
- Writes science & tech stories about research at the University of Ottawa and scientific issues
- Edits all science & Tech content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of two (2) to three (3) science and tech stories per week with the help of contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online if the need arises.
- Responsible for uploading all sports content to WordPress each week.
- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, volunteer and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end-of-term transition report.

### **Opinions Editor**

- Is responsible for the Fulcrum's opinion section and Dear Di
- Solicits op-eds from contributors.
- Responsible for uploading all content to WordPress each week.
- Writes opinions on a wide variety of topics with U of O links.
- Edits all opinion pieces content for structure, spelling, grammar, style and fact-checking.
- Produces a minimum of two (2) to three (3) science and tech stories per week with the help of contributors and freelancers, ensuring weekly production deadlines are met.
- Coordinates graphic and/or photography assignments with the Multimedia Director.

- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online, should the need arise.
- Responsible for uploading all sports content to WordPress each week.
- Responsible for working with the Editor-in-Chief, Videographer, and the Social Media Manager to develop an online strategy that integrates the editor's section with the website, including but not limited to social media use, video content, live-tweeting, podcasting, and alternative forms of storytelling.
- Regularly attend staff, volunteer and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end-of-term transition report.

### **Social Media Manager**

- Promotes all published content for the Fulcrum.
- Manages and schedules social media posts and content on all Fulcrum social media platforms, including but not limited to Twitter, Facebook, and Instagram.
- Works with the Editorial Board to promote early releases.
- Promotes social media contests and interacts with followers in a respectful and prompt manner.
- Actively keeps up with social media trends and changes to increase follower count on social media platforms.
- Creates and meets goals in collaboration with Editor-in-Chief.
- Work with other section editors to assist them in posting content online when required, as well as assist them in carrying out any online projects they want to undertake (including but not limited to live-tweeting, multimedia projects, podcasting, video, and changes to their sections online).
- Create and implement branding strategies, with the goal of making the Fulcrum website the first place students turn for information.
- Work with the Videographer and section editors to ensure all videos are promoted on YouTube, Fulcrum website, and all social media platforms.
- Work with section editors to develop a social media strategy for promoting the Fulcrum online.
- Ensure visual consistency of content on social media.
- Ensure production deadlines are met.
- Edit contents, structure, and style of all submitted copy for social media (e.g. tweets/Facebook posts) when necessary.



- Regularly attend staff, volunteer and Editorial Board meetings unless excused by the Editor-in-Chief.
- Encourage contributors to attend meetings.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online should the need arise.
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end of term transition report

### **Videographer**

- Work with the Editorial Board to brainstorm video ideas.
- Actively seek out ideas for videos each production week.
- Create 1-2 videos a week.
- Work with Editor-in-Chief, Multimedia Director, and section editors to ensure stylistic continuity, visual aesthetics, and copy is accurate.
- Work with the Social Media Manager to ensure videos are promoted and shared on all social media platforms, and embedded on the Fulcrum website.
- Must attend all staff meetings and production days unless excused by Editor-in-Chief.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online should the need arise.
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end of term transition report

### **Staff Writer**

- Must write two (2) to three (3) stories per week as assigned by the different section editors.
- Must write at least two (2) stories for the news section a week.
- Must be able to take last-minute stories for the news section.
- Must educate all interested volunteers upon the request of the Editor-in-Chief.
- Must attend Editorial Board meetings.
- Must attend all staff meetings and news meetings
- May only be excused from any of their duties by the Editor-in-Chief or Managing Editor.
- Reads headlines

### **Podcast Producer**

- Is responsible for hosting and producing the Fulcrum Radio Show.
- Works with the Social Media Manager, Multimedia Director and Editor-in-Chief to create a promotion strategy for the podcast on social media.

- Works with the Multimedia Director to create the most engaging audio experience for listeners.
- Responsible for fielding contributors for the Fulcrum Radio Show.
- Works with the Editor-in-Chief to determine a publishing schedule for the Fulcrum Radio Show.
- Hold at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours. These can be held online should the need arise.
- Offer training to anyone applying for the position for the upcoming Publishing Year.
- Write an end of term transition report