



**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	Editorial Department	Page 4
Section 5	Staff Meetings	Page 5
Section 6	Editorial Board	Page 7
Section 7	Editorial Department Employees	Page 7
Section 8	Election of the Editor-in-Chief	Page 7
Section 9	Appointing of Editorial Board Positions	Page 11
Section 10	Letters Policy	Page 12
Section 11	Ownership Rights	Page 13
Section 12	Conflict of Interest Policy	Page 14
Section 13	Transition Reports	Page 15

Section 1: Interpretation

1.01. Definitions. Words and expressions used in both the Bylaws of The Fulcrum Publishing Society and this Constitution have the same meaning as in those Bylaws unless the context requires otherwise.

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

- (a) “Academic Year” means May 1 of a year until April 30 of the subsequent year.
- (b) “Board” means the Board of Directors of The Fulcrum Publishing Society.
- (c) “Business Department” means all persons responsible for overseeing the financial management of the Corporation, but excludes the Board of Directors of the Corporation.
- (d) “Bylaws” means all Bylaws of The Fulcrum Publishing Society from time to time in force and effect.
- (e) “Constitution” means this document.
- (f) “Corporation” means The Fulcrum Publishing Society.
- (g) “Editor-in-Chief” means the person or persons elected to the position of Editor-in-Chief pursuant to section 8. As noted in that section two persons may be elected as Co-Editors-in-Chief, in which case they share all the authorities, responsibilities and obligations outlined in this Constitution equally. A reference to “Editor-in-Chief” includes Co-Editors-in-Chief as the context requires.
- (h) “Editorial Board” means the Editor-in-Chief and section editors of the *Fulcrum* appointed by the Editor-in-Chief.
- (i) “Editorial Content” means all articles, editorials, writing, letters, statements, layouts, photos, graphics, visuals, videos, audio and aesthetics of the publication of the *Fulcrum*.
- (j) “Editorial Department” means the Editorial Board, and other employees, as well as volunteers, other contributors and freelancers responsible for overseeing aspects of producing Editorial Content, and all production of Editorial Content for the *Fulcrum*.
- (k) “Employees” means the Editorial Board and such other persons, other than those persons appointed to positions in the Business Department, employed by The Fulcrum Publishing Society.
- (l) “*Fulcrum*” means the University of Ottawa’s independent English-language news outlet, which is owned and published by The Fulcrum Publishing Society.
- (m) “Publishing Year” means May 1 of a year until April 30 of the subsequent year.

Section 2: Preamble

2.01. Objectives. Above all, the *Fulcrum* 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* remains independent of the University of Ottawa, the University of Ottawa Students' Union (UOSU), the Graduate Student Association (GSAÉD) and other University of Ottawa recognized student governments.

Section 3: Constitution

3.01. Purpose. This Constitution governs all policies and operating procedures of the Editorial Department of the Corporation.

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 may be amended by a resolution adopted by two-thirds ($\frac{2}{3}$) of the persons present at a duly constituted meeting of the staff pursuant to Section 5 of this Constitution provided that the proposed amendment was included in the notice of meeting.

3.03.01. An amendment to this Constitution is of no force and effect until it is approved by the Board.

3.03.02. In the event that an amendment is not approved by the Board, a special staff meeting will be held in accordance with section 5.01.04. Notwithstanding any other provision, the President of the Corporation will be entitled to attend the meeting and speak. If the staff adopt a resolution by a two-thirds ($\frac{2}{3}$) majority to maintain the amendment, the procedure outlined in section 3.05 will apply with any necessary modifications.

3.04 Amendment Procedures Continued. The Board may amend this Constitution by a resolution adopted by two-thirds ($\frac{2}{3}$) of the members present at a duly constituted meeting of the Board, provided that the proposed amendment was included in the notice of meeting of the Board.

3.04.01 Any amendment to this Constitution made by the Board is of no force and effect until it is approved by a meeting of the staff pursuant to section 3.03.

3.05 In the event that an amendment made by the Board is not approved at the meeting of staff referred to in article 3.04.01, the amendment will only come into force if it is approved a second time, with or without amendment, by a two-thirds (2/3) majority of the Board at a special meeting of the Board called for the sole purpose of reviewing the amendment. All members of the editorial staff will be invited to attend the meeting of the Board and will be entitled to speak prior to the Board voting on the matter a second time.

3.06. Accessibility. An electronic copy of the Constitution shall be made available on the official website of the Corporation.

Section 4: *Fulcrum* Editorial Department

4.01. Classifications. The *Fulcrum* Editorial Department consists of the following groups:

- (a) “Contributors”: In any Publishing Year, those individuals who submit material, other than a Letter as defined in section 11, to the Editorial Board that is published in the *Fulcrum*.
- (b) “Freelancers”: Any contributor who has had three contributions, other than a Letter as defined in section 11, published in a Publishing Year and has been appointed in writing as a member of staff by the Editor-in-Chief. A freelancer may be remunerated, on a per-contribution published basis, once the three-contribution threshold has been passed.
- (c) “Staff Members”: Employees of the *Fulcrum* (excluding those employed in the Business Department), and freelancers.

4.02. Expiration and Renewal of Staff Status. An Editorial Department Employee ceases to be a member of the Editorial Staff upon the expiration of their contract of employment. A freelancer ceases to be a member of the Editorial Staff at the end of the Publishing Year. Notwithstanding this, the Editor-in-Chief may, in writing, renew a former employee’s or freelancer’s staff status, up to the end of the Publishing Year for which they are Editor-in-Chief.

4.03. Voting Rights. All members of the *Fulcrum* staff may attend and vote at staff meetings throughout the Publishing Year.

4.04. Board of Directors and Staff Status. Members of the Board of Directors and persons employed in the Business Department may be appointed as staff members, however they shall not be compensated for their contributions and they may not vote on amendments to this Constitution as outlined in Sections 3.03 or 3.04.01.

4.05. Termination of Staff Status.

Where the Editor-in-Chief determine that a member of staff has

- a) Acted contrary to this Constitution or any Bylaws of the Corporation;
- b) Deliberately acted in a manner detrimental to the proper operation of the *Fulcrum*;
- c) Acted contrary to a staff vote taken at a duly constituted staff meeting;
- d) Continued to act in a manner considered inconsistent with their job description after being informed that there is a problem; or
- e) Consistently failed to have performed their duties satisfactorily despite having been counselled in this regard

they may, if the staff member is not an employee, advise the staff member in writing that their status as a staff member has been terminated.

4.05.01 If the staff member is an employee, the Editor-in-Chief will advise the Board of Directors of the reasons for termination in accordance with the Corporation's Policy Manual and the Board will determine whether to terminate the employee or not.

4.05.02 A staff member who is not an employee may appeal their termination to the Board of Directors. After hearing from the staff member and the Editor-in-Chief, the Board will determine whether to uphold or rescind the termination, with or without conditions.

4.05.03 A person whose status as a staff member has been terminated, may be reinstated by the current or subsequent Editor-in-Chief, unless the Board has upheld the termination under section 4.05.02, in which case the reinstatement is not effective until ratified by the Board.

4.06. Resignations. Any member may resign from the *Fulcrum* staff by submitting a letter to that effect to the Editor-in-Chief. An employee may resign in accordance with the provisions of their contract.

Section 5: Staff Meetings

5.01. Staff Meeting Call. Staff meetings shall be at the call of the Editor-in-Chief.

5.01.01. There shall be a minimum of one ordinary staff meeting in each of the fall (consisting of the months of September, October, November, and December) and winter (consisting of the months of January, February, March, and April) terms.

5.01.02. A special meeting of staff may be called by the Editor-in-Chief at any time and shall be called upon receipt of a request signed by the lesser of fifty percent (50%) or fifteen (15) staff members.

5.01.03 A special meeting of the staff is required in order to:

- a) amend this Constitution;

- b) elect an Editor-in-Chief; or
- c) recommend to the Board of Directors the impeachment of a member of the Editorial Board.

5.01.04. Notice of each meeting shall be given to each staff member by email, no later than one week prior to the meeting. The notice of meeting will indicate the time and place of the meeting as well as how a staff member may attend virtually. The notice of a special meeting shall indicate the purpose for which the special meeting has been called. No matter, other than that indicated in the notice of meeting, may be discussed at a special staff meeting.

5.02 Staff Meeting Chair. Staff meetings will be chaired by the Editor-in-Chief or a member of the Editorial Board acting as their delegate.

5.02.01. At a special meeting of the staff called to impeach the Editor-in-Chief, the staff members present shall select one of their members to chair the meeting.

5.02.02. Meetings shall be conducted in accordance with the latest edition of the abridged version of Robert's Rules of Order.

5.02.03. The quorum for an ordinary meeting of staff is one-third (1/3) of the members of the staff. The quorum for a special meeting of staff is fifty percent plus one (50%+1) of the members of staff.

5.03 Impeachment of an Editorial Board member. The Staff of the *Fulcrum* may, by a vote of two-thirds (2/3) of the staff members recommend the impeachment of a member of the Editorial Board to the Board of Directors of the Corporation.

5.03.01 The request for a special meeting to consider the impeachment of an Editorial Board member shall clearly set out the name(s) and title(s) of the member(s) and the reasons for the proposed impeachment.

5.03.02. If an Editor-in-Chief is the subject of the proposed impeachment, the Co-Editor-in-Chief—if there is one—will chair the special meeting. If both Editors-in-Chief are the subject of the proposed impeachment, the staff members present at the meeting shall elect another Editorial Board member to chair the meeting.

5.03.03 After determining that a quorum is present, the person chairing the meeting will read out the request for the special meeting. The subject of the proposed impeachment will then be entitled to respond to the proposed impeachment. The Chair will then ensure that each staff member attending the meeting—other than the subject of the proposed impeachment—has an

opportunity to speak either in favour of or against the proposed resolution. Speakers shall be selected randomly. Finally the subject of the proposed impeachment will be entitled to respond to the proposal.

5.03.04 No vote on the proposed impeachment will be held at the meeting.

5.03.05 At the close of the meeting, the Chair will announce a method of voting that will allow all staff members—and only staff members-- to vote anonymously within a period of no more than 48 hours.

5.03.06 If two-thirds (2/3) of the total number of staff members vote in favour of the proposed impeachment, the Chair will immediately advise the Board of Directors.

5.03.07 At any meeting of the Board of Directors to discuss the impeachment of an Editorial Board member, the Chair will provide the Board with a summary of the arguments in presented in favour of the impeachment and of the Editorial Board member's response. The Chair will not divulge whether they voted for or against the impeachment.

5.03.08 The decision of the Board will be final and binding.

5.03.09 An Editorial Board member may be the subject of an impeachment proposal more than once in a Publishing Year.

Section 6: Editorial Board

6.01. Composition. In consultation with the Board of Directors, and respecting the budget and policies approved by the Board, the Editor-in-Chief will appoint one or more persons as editors, writers, or multimedia creators with responsibilities for specific parts or aspects of the *Fulcrum* for the Publishing Year. The persons so appointed constitute the Editorial Board for that Publishing Year. A member of the Board of Directors may not be appointed to an editorial position.

6.02. Responsibilities. The Editor-in-Chief will determine the responsibilities for each editor and will establish a job description for each position.

6.03. Term. The term of office of members of the Editorial Board shall commence on the date their contract of employment begins and end on the last day of employment under the contract.

6.04. Authority. In collaboration with and under the direction of the Editor-in-Chief, the Editorial Board shall have authority over all original content (articles, photos, graphics, layout, video, etc.)

printed or published online in the *Fulcrum*. Except as provided by the Bylaws of the Corporation, the Board of Directors may not require the publication of any material.

6.05. Meetings. Editorial Board meetings will be held weekly at the call of the Editor-in-Chief. Members may participate in person or virtually.

6.07. Observers. The Editor-in-Chief may invite persons other than members of the Editorial Board, including a member of the Board of Directors or a staff member, to attend Editorial Board meetings as an observer. In addition, the Corporation's Executive Director (or equivalent position) is entitled to attend Editorial Board meetings. None of these persons is entitled to vote and only may participate in discussions with the consent of the Editor-in-Chief.

Section 7: Editorial Department Employees

7.01. Board of Director Approval of Hires. In consultation with the Board of Directors, and respecting the budget and policies approved by the Board, the Editor-in-Chief may appoint one or more persons as employees of the Corporation to be responsible for specific functions at the *Fulcrum* for the Publishing Year. A member of the Board of Directors may not be appointed to a position with remuneration.

7.02. Responsibilities. The Editor-in-Chief will determine the responsibilities for each employee and will establish a job description for each position.

Section 8: Election of the Editor-in-Chief

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

8.02 Election Oversight. Elections for the Editor-in-Chief position(s) shall be overseen by an Elections Committee composed of

- a) Three (3) members of the Editorial Board including the current Editor-in-Chief; and
- b) Two (2) Fulcrum freelancers,

none of whom may run for the position of Editor-in-Chief.

8.02.01 If a current Editor-in-Chief wishes to run for re-election, they may not serve on the Elections Committee.

8.03 Election Committee Chair. The Editor-in-Chief shall chair the Committee; if no member of the Committee is an Editor-in-Chief, the members of the Editorial Board on the Committee shall select one of their number as Chair.

8.04 Chair Responsibilities. The Chair is responsible for overseeing the Elections Committee and ensuring it fulfils 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.

8.05. Responsibilities of the Elections Committee. The Elections Committee will be responsible for overseeing all election rules and procedures outlined in this Constitution. The Committee will 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. Call for Candidates. The *Fulcrum* shall publish a call for applications for the Editor-in-Chief position(s) three (3) weeks prior to the special meeting of staff called to elect the Editor-in-Chief.

8.07. Candidate Eligibility.

- a) Candidates must be current staff members.
- b) The current Editor-in-Chief may seek re-election, however, there is a cumulative two-term limit for the position of Editor-in-Chief.
- c) Two persons may submit a joint candidacy for the positions of Co-Editors-in-Chief, however each person must qualify individually in order to be elected as an Editor-in-Chief.

8.08. Requirements of Call for Candidates Postings. All calls for applications must contain the following information:

- a) Eligibility requirements;
- b) Deadline for application, including the deadline for submitting a platform;
- c) Instructions on how to submit an application;
- d) The name, email address and telephone number for the chair of the Elections Committee;
- e) A copy of the job description of the current Editor-in-Chief;
- f) The date, time, and location/conference call link of the special meeting at which the staff members of the publication shall interview the applicants; and
- g) A list of staff members entitled to attend and vote at the special meeting to elect the Editor-in-Chief.

8.09. Platforms. All platforms for the Editor-in-Chief position shall be posted on the *Fulcrum*'s website at least three (3) business days prior to the special meeting of staff called to elect the Editor-in-Chief.

8.10. Knowledge and Editing Test. All candidates for the Editor-in-Chief position shall obtain a mark of at least 50 per cent (50%) on each of a knowledge and editing test prepared and marked

by the Elections Committee. The test must be taken no more than seven (7) days prior to the special staff meeting to elect the Editor-in-Chief.

8.10.1. The Elections Committee may, by a vote of two-thirds ($\frac{2}{3}$), one of which shall be a representative of the freelancers, determine that a person does not meet the minimum requirements for the position of Editor-in-Chief, in which case the person will not be invited to write the knowledge and editing tests.

8.10.2 The decision referred to in section 8.10.1 or the results of one or both of the tests may be appealed by the process outlined in Section 8.12.

8.11. Procedures. All elections for the Editor-in-Chief position shall proceed as follows:

- a) The Chair of the Elections Committee shall chair the special staff meeting.
- b) Prior to a vote being conducted, all staff members attending the special meeting shall have the opportunity to question any or all of the candidates about their experience or their platform.
- c) All votes shall be by secret ballot. The ballots will be counted by one or more members of the Elections Committee under the supervision of the Elections Committee Chair.
- d) If there is only one candidate for election to the Editor-in-Chief position, or if two candidates wish to be appointed as Co-Editors-In-Chief, the vote shall be in the form of a yes/no ballot.
 - i) If the candidate does not receive fifty per cent plus one ($50\% + 1$) of the votes cast on a yes-no ballot, the election shall be declared void and a new election will be called in accordance with these rules.
- e) If there are more than two candidates, voting shall be by ranked ballot. Staff members will indicate which candidate is their first, second and third choice. Once all the ballots have been counted, if no candidate receives fifty percent plus one ($50\% + 1$) of the votes cast, the candidate with the lowest number of votes will be eliminated and ballots cast in their favour will be allocated to the other candidates based on the second or third preference indicated on the ballot. This process will continue until a candidate receives fifty per cent plus one ($50\%+1$) of the votes cast.
- f) Staff members who are unable to attend the special meeting in person may provide their ballot in a sealed envelope to the Elections Committee Chair no later than twenty-four (24) hours prior to the special meeting. Alternatively, staff members may also vote electronically; the Elections Committee will ensure that members are able to submit their vote using an electronic means in a way that ensures that only staff members may vote and ensures the secrecy of their vote.
- g) The Election Committee Chair's vote will not be counted unless there is a tie between two candidates, in which case the Election Committee Chair's vote will be used to determine the successful candidate.

- h) All ballots will be destroyed once the name of the successful candidate has been announced.

8.12. Appealing the Election. Any staff member of the *Fulcrum* wishing to challenge the results of an Editor-in-Chief 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. The decision of the Elections Committee is final and binding.

8.13 No Successful Candidate. In the event that there is no successful candidate for the position of Editor-in-Chief, the Elections Committee will schedule a special staff meeting to elect an Editor-in-Chief no later than the weekend prior to the beginning of exams at the University of Ottawa and will relaunch the process above making any necessary adjustments to ensure a successful special meeting.

8.14 Interim Editor-in-Chief. If, despite section 8.13, no Editor-in-Chief has been elected prior to the commencement of a Publishing Year, the Board of Directors will be empowered to appoint an interim Editor-in-Chief who shall serve in that capacity until a permanent Editor-in-Chief is elected using the process above. This election shall take place no later than the week before the University of Ottawa Reading Week in October.

8.15 Vacant Editor-in-Chief. If, the position of Editor-in-Chief becomes vacant during the Publishing Year, the Editorial Board shall recommend the appointment of one of their number to the Board of Directors as interim Editor-in-Chief and shall constitute an Election Committee to oversee an election process as outlined above as soon as practical after the position has become vacant. An appointment pursuant to this section shall not be counted for the purpose of the term limit in section 8.02.(b).

Section 9: Appointing Editorial Board and other Editorial Positions

9.05. Advertising Editorial Positions. Editorial Board and other editorial positions 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 or other editorial 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) The email address and telephone number for the Editor-in-Chief;
- e) A copy of the job description.

9.07 Requirements of Applicants. All applicants are required to submit a platform, resumé, and writing/design/art samples in addition to such other elements as the Editor-in-Chief may require. 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 obtain a mark of at least fifty per cent plus one (50%+1) on each of a knowledge and editing test.

9.08.1. The Editor-in-Chief may determine that a person does not meet the minimum requirements for an editorial position, in which case the person will not be invited to write the knowledge and editing tests.

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.

9.12. Selection Procedure. Each qualified applicant for a position shall be interviewed, by a committee of three people, including the Editor-in-Chief . All candidates for a particular position will be asked the same questions.

9.12.01 The successful candidate for each position is the person who, in the opinion of the majority of the interview committee, is the best fit for the position based on the combination of test marks and the interview. If there is no successful candidate, the Editor-in-Chief may choose to relaunch the process or to leave the position vacant.

9.13. Board of Directors Ratification. All persons to be employed by the Corporation must be ratified by the Board of Directors.

9.14 Vacant Editorial Board Position. In the event that a position becomes vacant during the Publishing Year, the Editor-in-Chief will determine whether to fill the position or adjust responsibilities of the remaining employees. If the position is to be filled, the preceding process will be used with necessary adjustments.

Section 10: 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 need to reflect those of the *Fulcrum*'s Editor-in-Chief or 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 criticise 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 sent to the Editor-in-Chief and must include the author's full legal name. The Editor-in-Chief may agree to the use of a pseudonyms if they are of the view that the value of using a pseudonym outweighs the disadvantages.

11.03. 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 libellous

11.04. Right of Refusal. The Editor-in-Chief may decline to publish a piece without providing justification to the author, alternatively they may 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 debate may be truncated 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 University of Ottawa'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 impede the campaign of any candidate in the form of a Letter will be rejected.

Section 11: Ownership Rights

12.01. Reproduction of Submitted Materials. All material submitted to the *Fulcrum* becomes property of the Fulcrum Publishing Society and can only be reproduced with the permission of the Corporation..

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 current Editor-in-Chief for permission to re-acquire the rights to their work(s). While such a request can be declined, it will not be done so unreasonably.

Section 12: Editorial Conflict of Interest Policy

13.01. Guidelines. The following are guidelines set up to ensure the objectivity and credibility of the *Fulcrum*. Staff and editors are expected to follow them. Breaches of these guidelines could result in discipline of staff members, up to and including discharge, in accordance with the Corporation's policies and section 4.05 of this Constitution. Alleged breaches must be brought to the attention of the Editor-in-Chief. Any allegation that the Editor-in-Chief has breached these Guidelines must be brought to the attention of the President of the Board of Directors.

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 and Editorial Board members will not write articles about groups, teams, events, etc., in which they are involved. They may, however, cover issues that they encountered by writing editorials or opinion pieces, provided their involvement with the organisation in question is clearly indicated.
- c) The author of an article, editorial or opinion piece may not stand to gain or lose in a material or tangible way by its publication.
- d) Editors or the Editor-in-Chief shall assess the presence of a conflict of interest on a case-by-case basis.

13.03. Employees.

- a) Employees and members of the Editorial Board shall not hold positions on the University Senate or the Board of Governors.
- b) Employees of the *Fulcrum* shall not receive monetary compensation from the UOSU, GSAÉD, or the university administration for services rendered. However, compensation from the university for unrelated positions, contracts, or academic work that do not interfere with the integrity and editorial independence of their work at the *Fulcrum* is permitted.

13.04. Editorial Board

- 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 any other student association must be disclosed to the Editor-in-Chief who may, in their sole discretion, determine whether steps can be taken to mitigate any conflict and, if not, may require the member of the Editorial Board to resign their membership in the student association or their position on the Editorial Board.

13.05. Electoral Candidates. A person 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. An editor or employee running for one of the above positions must resign from their position with the *Fulcrum* prior to announcing their candidacy.

Section 13: 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. 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. An Editor-in-Chief who has been re-elected is not required to prepare a transition report for themselves.

Appendix

Staff Reimbursement Policy

The Editor-in-Chief, members of the Editorial Board and other employees of the *Fulcrum* are entitled to reimbursement of reasonable expenses in accordance with the following principles:

Generally all expenses must be pre-approved in order to be reimbursed. For members of the Editorial Board and other employees, pre-approval should be sought from the Editor-in-Chief. For the Editor-in-Chief, pre-approval should be sought from the President or Treasurer. In exceptional circumstances, approval can be granted after the fact by the Editor-in-Chief or the President or Treasurer.

Approved receipts must be submitted to the Executive Director along with a copy of the approval; the ED will process reimbursement through the payroll system. The Editor-in-Chief and the ED will consult to determine which budget component the reimbursement will be charged to.

Overtime Policy

Pursuant to their contracts, staff are entitled to be compensated for work in excess of the number hours specified in their contracts. Normally staff are not expected to work in excess of their weekly hours without having previously sought prior approval from the Editor-in-Chief or having been requested to do so by the Editor-in-Chief.

Subject to the *Employment Standards Act*, compensation can take one of two forms: time-off-in-lieu or payment, with the preference being time-off. If the Editor-in-Chief is of the view that time-off is not a viable alternative given the needs of the *Fulcrum*, they will advise the Executive Director as soon as possible, ideally, prior to the extra work being undertaken, to determine whether there is sufficient budgetary flexibility to allow for the event that the payment of overtime will exceed any amounts allocated in the budget, they will immediately advise the Treasurer and follow the latter's guidance/direction.

If any excess work triggers payment requirements under the *Employment Standards Act*, the Executive Director will immediately so advise the Editor-in-Chief and the Treasurer.

Contingency Hiring Policy

In the event that the an event of significant importance to the students of the University of Ottawa should occur at a time when there is insufficient staff for the *Fulcrum* to provide adequate coverage of the event, the Editor-in-Chief, in consultation with the Executive Director may hire no more than four persons who are former staff members of the *Fulcrum* for a maximum of fifteen hours per week and a maximum of four weeks at the minimum wage then applicable in Ontario. The Editor-in-Chief will advise the President and the Executive Director will advise the Treasure of this action. Persons hired under these conditions become staff members of the *Fulcrum* for the duration of their contracts, which cannot be extended beyond four weeks without the express approval of the Board.