

By-laws of the Link Publication Society
As amended by the Society April 8, 2011

BY-LAW ONE

Definitions

Academic year:	The period between June 1 and May 31 of the following year.
Academic terms:	The period between June 1 and December 31 (fall term) or the period between January 1 and May 31 (spring term) of a publishing year.
Concordia:	Concordia University.
Concordia community:	The students, faculty, administration, staff, alumni and any other people related to Concordia University.
Editorial positions:	Executive positions that pertain to the regular operations of the Link. They include: Editor-in-Chief, Managing Editor, Current Affairs Editor, Opinions Editor, Culture Editor, Lifestyle Editor, Creative Director, Graphics Editor, Photo Editor, Copy Editor, Community Editor, Coordinating Editor, News Editor, Assistant News Editor, Fringe Arts Editor and Sports Editor.
Letter:	A signed text sent to the paper which is meant for publication in the letters to the editor section and meets the paper's publication requirements for letters.
Masthead:	Those members who hold editorial positions in the paper.
Member in good standing:	A-member whose Link student levy has been paid in full.
Publishing year:	The period from June 1 to May 31 of the following year.
Society:	The Link Publication Society
University group:	Any formal organization or body run by Concordia students.

BY-LAW TWO

The Organization

Article One. The name of the organization shall be the Link Publication Society, hereinafter referred to as the Society.

Article Two. All undergraduate students of Concordia University shall be considered to be members of the Society and shall be subjected to the student levy.

Article Three. Only members in good standing shall have the right to vote and/or run for office during the annual general assembly, a special general assembly or in referenda.

Article Four. The name of the newspaper produced by the Society shall be the Link.

Article Five. The Link shall be the student newspaper for the members of Concordia University.

Article Six. These by-laws shall be the body of rules governing the operation of the Society.

BY-LAW THREE

Statement of Purposes and Principles.

The activities of the Society shall include, but not be limited to, the following:

Article One. The Link shall collect, write and edit news from the campus of Concordia University and news of a local, regional, national or international nature of interest to the student body.

Article Two. The Link shall provide a forum of student opinion by publishing all signed legible letters under the length of four hundred (400) words submitted by any member of the Society, provided it does not conflict with By-Law Three Articles Four, Five, Six and Seven. Letters over that length may be edited for length.

Article Three. The Link shall print editorials and opinions about the university situation and about other areas of interest to the Concordia community.

Article Four. The choice of all content published by the Society shall be made subject to the Canadian laws on libel, copyright and hate literature.

Article Five. The choice of material to be published shall always be subject to recall by the Staff of the Link.

Article Six. The Society shall not promote or publish any material that discriminates on the basis of gender, race, age, ethnic or religious origin, sexual orientation or physical or mental disability.

Article Seven. The Link shall be required to publish at most one letter per issue from each member of the society.

Article Eight. The Link shall operate in accordance with the CUP Statement of Principles and Code of Ethics.

BY-LAW FOUR

Board of Directors

Article One. The Society shall be governed by a board of directors known as the Link Publication Society Board of Directors, hereinafter referred to as the Board, which shall be constituted as follows:

- i) Three (3) members of the Staff, none of whom shall hold an editorial position within the Link, elected at a regular staff meeting that takes place before the A.G.A. Unfilled position may be filled during the year by a by-election.
- ii) Two (2) members at large of the Society, none of whom shall hold an executive position within another university group, elected at the annual general assembly of the Society.
- iii) Two (2) members of the community who have been members of the Staff within the last three (3) years, elected at the annual general assembly by the Society.
- iv) One (1) non-voting member from the local media or legal profession, recommended by the Editor-in-chief and ratified by the voting members of the Board, who shall serve as ex-officio director.
- v) The Business Manager of the Link, who shall be a non-voting member of the Board and who shall also serve as ex-officio director.
- vi) The Editor-in-chief of the Link, who shall be a non-voting member of the Board.

Article Two. Term

- i) The term of office for all voting members of the Board will commence with their election and terminate at the subsequent annual general meeting of the Society.

- ii) Replacement of the Board members will require by-elections to be held by the relevant bodies, pertaining to the constituency of the Board member(s) as outlined above.

Article Three. The purpose of the Board shall be to ensure the proper fiscal management of the budget of the Society and to ensure that the by-laws of the Society are honoured. The Board shall not have control over the editorial content of the Link, except where the content violates an article of the Society by-laws.

Article Four. The Board shall have the power to:

- i) Impeach or take any other disciplinary measures against any member of the Staff, provided that such an action be ratified by a majority vote of the Staff at a Staff meeting. Such meetings shall have a fifty (50) per cent quorum and be advertised at least seven (7) days in advance.
- ii) Elect a chairperson from among themselves, at the first board meeting after the general assembly. The term of office of the chairperson ends at the following general assembly.
- iii) Elect from among themselves a secretary to keep the minutes of the meetings.
- iv) Upon resignation, removal or termination of the term of office of the chairperson, appoint an acting chairperson from among the members of the Board in office until such time as a new chairperson is duly elected.
- v) Approve and amend the budget of the Society for the publishing year.
- vi) Receive the financial statement of the Business Manager and oversee the preparation of the audit.
- vii) Submit an annual report to the annual general assembly of the Society, within the terms of the reference outlined above.
- viii) Notwithstanding By-law Fifteen, Article two, the Board shall have the sole authority to propose the amount of any fee levies.
- ix) Approve, or appoint committees to approve, the hiring of all permanent paid employees.

Article Five. Meetings of the Board:

- i) Meetings shall fall into two categories:
 - a) regular meetings of the Board;
 - b) special meetings of the Board.
- ii) There shall be at least three (3) regular meetings of the Board during each academic year. Board members shall be notified at least one week in advance of the meeting.
- iii) Special meetings of the Board may be called at any time by the chairperson of the Board or by three (3) Board members. Twenty-four (24) hours of advance notice must be given to the Board members.
- iv) Quorum for any meeting of the Board shall be a simple majority of voting members.
- v) Members of the Board absent from two (2) regular meetings who cannot justify their absence to the satisfaction of the Board shall cease to be a member of the Board.
- vi) The latest version of Robert's Rules of Order shall govern the conduct of all Board meetings, except when these rules contravene these by-laws.

BY-LAW FIVE

The Link Society Staff

Article One. Staff membership shall be open to all members of the Society.

Article Two. A member of the Society attains Staff membership status for an academic term by making a recognized contribution to four (4) issues of the Link during that term.

Article Three. Anyone who has contributed three (3) hours work to an issue or who has had an article, photo or graphic published in an issue, shall be deemed to have made one contribution to that issue.

Individuals cannot be deemed to have made more than one contribution to any given issue

Article Four. Notwithstanding By-Law Five Articles Two and Three, contributions that meet external or academic requirements may not be considered as contributions for staff membership.

Article Five. All members of the staff at the end of the previous publishing term shall be said to have the same status for the first six (6) issues of the ensuing publishing term. The fall term is from June 1st to December 31st and winter term from January 1st to May 31st.

Article Six. All contributors to each issue shall have their names published as contributors in that issue of the Link. Corrections to the contributors list shall be published the following issue.

Article Seven:

- i) The staff shall meet at least eighteen (18) times per year. Quorum for staff meetings shall be at least twenty-five (25) per cent of the staff of the Link. Minutes must be taken for archives and to ensure quorum.
- ii) Meetings shall be conducted according to Robert's Rules of Order. The chair of each meeting shall be elected by the staff who are present and the chair shall, in turn, appoint a secretary other than him/herself.

BY-LAW SIX

Editorial Positions of the Link

Article One. The editorial positions of the Link shall be elected by the staff and shall not be subjected to ratification by any outside body.

To be a member of staff for voting purposes, an individual must be a staff member at the time of the vote.

Article Two.

- i) The regular election of editorial positions for the following publishing year shall be held in March. The publishing year begins at the beginning of the Fall academic term.
- ii) Elected editors shall hold their positions unless they resign or are impeached until one week after the following regular election. Editors wishing to continue in their positions must be re-elected during the regular election.
- iii) By-elections may be called by the Editor-in-Chief at any time during the publishing year if a position is vacant and s/he deems that there is a need to fill the position. Such elections shall accept candidates for all vacant editorial positions and be subject to the same rules and procedures as regular elections. However, by-elections shall have a quorum requirement of 1/3 of staff.

Article Three. Notice of elections shall be published in The Link twenty-one (21) calendar days prior to the date of elections. The following information shall appear in the Notice:

- a) date, time and place of the elections;
- b) A list of eligible voters; individuals who are staff members pursuant to bylaw 5, article 2; and those who will attain staff status at the time of the election;
- c) list of positions to be filled and procedure to be followed by candidates wishing to run for elections;
- d) date and time of deadline to submit a position paper

The notice shall be republished in the three (3) issues preceding the election.

The publication and posting requirements set out in this article shall be the responsibility of the Editor-in-Chief.

Article Four. Only members of staff shall be eligible to seek election for editorial position of the Link. Only staff members can submit a position paper which is required to run in the election.

i) Staff members must submit a position paper not exceeding one single page to be posted in the Link's office at least seven (7) calendar days prior to elections by four (4) o'clock p.m., unless otherwise mentioned in the notice of election. This position paper will explain the candidate's reasons for running, goals and any relevant experience for the position.

ii) Staff members must also submit a portfolio of work containing at least three (3) contributions related to the position must also be posted by the same date.

iii) Candidates for editor-in-chief must submit at least eight (8) samples of work from at least three (3) different sections.

Article Five. Each candidate for editorial positions shall require the nomination of another member of the staff. A candidate is considered nominated when another staff signs his or her position paper. Candidates must be nominated prior to posting.

For the purposes of By-Law Six articles 4 and 5, an individual must be a staff member, as defined by By-Law 5 article 2, seven (7) calendar days before the election.

Article Six. All candidates shall be subjected to staff screening:

i) The questions for each screening shall be drawn up at a staff meeting immediately following the nomination posting and before the election.

A committee of staff members will draft questions *for the candidates*.

Candidates cannot contribute to the drafting of the questions for the position for which they are running and they should leave the meeting while the questions are being discussed.

ii) The same questions shall be asked to all candidates running for the same positions.

iii) During the screening of a candidate, all other candidates for that same position shall leave the room where the elections are being held.

Article Seven. The voting procedure shall be supervised by the president of the Link's board of directors, or his/her delegate who will act as Chief Electoral Officer. The Chief Election Officer shall not be a staff member. It is the Chief Electoral Officer's responsibility to supervise the elections and explain the election process immediately before voting, including the reading of Article Eight (8) of By-Law Six (6). All votes under by-law 6 shall be conducted by secret ballot.

Article Eight.

i) In the event that there are only two candidates running for a position, the winning candidate must receive a simple majority of votes. Voters shall have the option either to vote for at most one candidate or

an option for "none of the above." If there is a simple majority of votes for "none of the above," no candidates will be elected. Spoiled ballots shall not be counted and be discarded secretly.

ii) If there are three (3) or more candidates for a position and none receives a majority of the vote, balloting shall continue, with the candidate with the least number of votes being dropped from the ballot after each round until only two (2) candidates remain. Spoiled ballots shall not be counted and be discarded secretly.

iii) Whenever there is a tie, each candidate must give a one-minute speech followed by a five-minute question and answer period with staff members. During the question and answer period, candidates are subject to the same rules outlined in Bylaw 6 Article 6.3. Voters shall have the option either to vote for at most one candidate or an option for "none of the above." If there is a majority of votes for "none of the above," no candidates will be elected and the position will be filled at the next by-election.

iv) In the event of another tie, the current masthead (if in by-election) or new masthead (if in general election) will enter into seclusion to vote on who will fill the position. The deciding masthead must elect a candidate by reaching a simple majority within 60 minutes immediately following the second tied balloting between the two (2) candidates.

v) If the deciding masthead cannot reach a decision within the hour, the position remains open until a following election.

Article Nine.

Editorial positions can be filled with at most one person. Editors may hold at most one editorial position at a time.

Article Ten. Quorum for elections shall be one-half of Staff members.

Article Eleven. Advanced ballot shall be accepted only upon presentation to the Chief Electoral Officer of a signed and sealed envelope containing the ballots before the election is called to order. Advance ballots will only be accepted for the first round of elections. In the event of a tie breaker, advanced ballots will not be counted. Proxy voting will be not accepted.

Article Twelve. The term for all editorial positions shall begin three (3) issues after the masthead election and continue two (2) issues after the annual general elections in March.

Article Thirteen. Members of the Editorial Board must be members of the Staff throughout their term of office.

Article Fourteen. The Editorial Board may, by majority vote, appoint a member of the Staff to a vacant editorial position on an interim basis for up to three weeks, after which an election must be held. This person shall have all the privileges and responsibilities of a member of the Editorial Board.

Article Fifteen. Resignations of Editorial Board members must be submitted in writing at least two (2) weeks in advance to the chair of the Board of Directors.

BY-LAW SEVEN

Finances

Article One. The Editor-in-chief, Business Manager and one of the other editors of the Link shall be the signing officers. The signatures of any two signing officers shall be sufficient for all purposes of the Society, including banking.

Article Two. The Business Manager shall be responsible for the submission of the budget of the Society and all other pertinent financial statements of the Board.

Article Three. The budget shall include estimates of the cost of publishing the Link, the operations of the offices, the payment of staff and cost of membership on external organizations. The budget shall also include estimates of revenue gained through student levies and advertising.

Article Four. The draft budget shall be prepared by the Business manager and be approved by the Board prior to September 30 of each publishing year.

Article Five.

- i) Prior to January 15 of each publishing year, the Business Manager shall be responsible for the preparation of a balance sheet, revenue statement, and statement of expenditures, and accounts receivable and payable for the period ending December 31, and its presentation to the Board.
- ii) Prior to April 15 of each publishing year, the Business Manager shall be responsible for the presentation of a similar set of statements for the period ending last day of February and its presentation to the Board.

Article Six. All permanent paid positions shall be duly advertised prior to the hiring of any person or persons to these positions.

Article Seven. Any profit existing at the end of the publishing year shall be considered assets for the following publishing year.

Article Eight. No expenses may be incurred which exceed the accumulated surplus of the organization.

Article Nine. In the case where the financial future of the paper is in jeopardy and an agreement as to ad placement cannot be resolved between Board of Directors and Masthead a committee will be struck containing members of both masthead and Board of Directors. This committee will be charged with finding an equitable solution that addresses the financial needs of the paper. The committee will present their solution to Board of Directors to be ratified.

BY-LAW EIGHT

Publication Requirements.

Article One. The Society shall publish at least thirty (30) issues of the Link during each publishing year.

Article Two. The Society may publish any other publications that it deems desirable and necessary.

BY-LAW NINE

Relations with the Concordia Student Union

Article One. The Society shall be the sole determiner of its editorial policy, within the bounds of government laws and CUP's Statement of Principles.

Article Two. The Link shall decide its own publishing dates and copy deadlines.

Article Three. Notwithstanding By-Law Four Article One, no elected representative or paid staff member of the Concordia Student Union, Graduate Students' Association, or any faculty student association may be a member of the Society's Board of Directors or Editorial Board.

Article Four. No member of the Board of Directors or Editorial Board may run as a candidate for an elected position of the Concordia Student Union, Graduate Students' Association, or any faculty student association.

Article Five. Any member of the Board of Directors or Editorial Board found in violation of this by-law is deemed to have resigned from their position.

BY-LAW TEN

Dismissal and Impeachment of Staff

Article One:

- i) Any staff member may have their staff member status revoked for the remainder of the publishing term by a two-thirds vote of staff members at a staff meeting.
- ii) Any staff member holding an editorial position may be removed from their editorial position by a two-thirds vote of staff members at a staff meeting.
- iii) Such meetings shall have a fifty (50) per cent quorum and be advertised at least seven (7) days in advance.

Article Two. Staff members may have their status revoked only on the grounds of:

- i) Acting in contempt of, or contrary to, a known staff vote taken at a duly constituted staff meeting.
- ii) Acting in contempt of, or contrary to, any by-law of the Society.
- iii) Acting in a manner detrimental to the proper operation of the Society.

BY-LAW ELEVEN

Amendments to the Constitution

Article One. The by-laws may be amended only by the Board voting in favor of such amendments, provided that any such amendments be ratified at the next annual general assembly of the Society.

BY-LAW TWELVE

Annual General Assembly

Article One. An Annual General Assembly shall be held after the Link elections and prior to the last issue of the Link in a publishing year or before the third week of April, whichever comes first.

Article Two. The Annual General Assembly shall be open to all members of the Society.

Article Three. The place, time and agenda of the Annual General Assembly shall be advertised in the Link in two (2) issues preceding the Assembly.

Article Four. The Annual General Assembly shall be presented an internal audit of the previous year's operations of the Society and a financial statement of the operations up to the end of February of the

current year.

Article Five. The Annual General Assembly shall be given a report from the Board on the operations of the Society during the current year.

Article Six. Members of the Board shall be elected during the Annual General Assembly according to By-Law Four, Article One.

- i) A call for candidates for the board shall be published in the Link in at least two issues before this deadline
- ii) Candidates for the board must present letters of intent at least seven days in advance of the meeting to the secretary of the board.
- iii) A list of submitted candidates shall be published in the Link prior to the assembly.

Article Seven. The Annual General Assembly shall be conducted according to Robert's Rules of Order.

Article Eight. Quorum for the Annual General Assembly shall be thirty (30) members.

Article Nine. The Chair of the Board of Directors shall serve as or appoint a chair for general assemblies.

BY-LAW FOURTEEN

Special General Assembly

Article One. Special General Assemblies may be called by:

- i) The Board of Directors of the Society.
- ii) A two-thirds vote of at least half the Staff
- iii) The presentation of a petition of at least one hundred (100) members in good standing of the Society to the chairperson of the Board.

Article Two. Quorum for a Special General Assembly is two-and-one-half (2.5) per cent of the members in good standing of the Society except for the filling of a vacancy on the Board as provided for in By-law Four which shall require quorum of thirty (30).

BY-LAW FIFTEEN

Referenda

Article One. The student levy shall be determined by referendum.

Article Two. The Board may choose to call referenda on the fee levy.

- i) Referenda may also be called by a petition of at least five hundred (500) members in good standing presented to the Board.
- ii) The chief Returning Officer shall be hired by the Board.
- iii) Quorum for referenda shall be two-and-one-half (2.5) per cent of the members in good standing.

Addendum: Masthead Job Descriptions

The Editor-in-Chief shall:

1. Be responsible for the production of *The Link* newspaper and website.
2. Oversee administrative operations of *The Link*.
3. Edit all copies.
4. Work with the Layout Manager to design pages when necessary.
5. Fulfill the duties of managing editor if the position is vacant and until a qualified replacement can be found.
6. Work with the Managing Editor and layout manager on the paper's design.
7. Coordinate at least one special issue annually.
8. Serve as coordinator of any special issue if another coordinator cannot be found.
9. Update the Editor-in-Chief handbook monthly.
10. Be responsible for all residual editorial responsibilities.
11. Along with the Student Press Liaison, act as a liaison between *The Link* and the Canadian University Press.
12. Hold a minimum of nine regular office hours each week outside of meetings and production schedules.
13. Attend and serve as chair for masthead, staff, special issue and any other editorial meetings. Ensure minutes are taken at each meeting and archived.

The Managing Editor shall:

1. Meet with Editor-in-Chief regularly and keep up-to-date on tasks and issues.
2. Fulfill the duties of any vacant editorial position until a replacement can be found.
3. Oversee production of *The Link*.
4. Create, implement and enforce the production schedule.
5. Make the dummy every week.
6. Act as the liaison between *The Link* and the printer.
7. Ensure section editors add new contributors to the listserve on a weekly basis.
8. Maintain a database of active contributors and their contact info.
9. Organize a minimum of one social event/recruitment party per semester, with respect to the budget allocated.
10. Recruit new contributors by addressing relevant academic departments, local groups, creating house ads, etc.
11. Coordinate *The Link's* workshop and speaker series with other section editors.
12. Liaise with local groups to co-organize media-related events (i.e. Media Democracy Day); work with special issue coordinators to advertise and foster collaboration on special issues (i.e. inviting a women's group or centre to participate in the Women's issue)
13. Update the Managing Editor handbook monthly.
14. Coordinate at least one special issue annually.
15. Hold a minimum of three regular office hours each week outside of meetings and production schedule.
16. Attend all masthead, staff and special issue meetings.

The News Editor shall:

1. Gather, assign and edit stories for the news section each issue.
2. Recruit and train writers.
3. Keep in touch with writers to ensure copy is submitted and revised by deadline.
4. Provide photo and graphic assignments to the Photo or Graphics Editor. Keep in touch to ensure that said content is submitted by deadline.
5. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes for all stories.
6. Collect and assemble a weekly calendar of relevant upcoming events for print and web.
7. Provide the layout manager with a breakdown of weekly content and oversee production of the news section.
8. Ensure content is prepared for the website before weekly publication.
9. Maintain and update the styleguide in consultation with the Copy Editor.
10. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
11. Update the news editor handbook monthly.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop per semester, and work with the managing editor to ensure it is advertised.
14. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
15. Attend all masthead, staff and special issue meetings.

The Features Editor shall:

1. Gather, assign and edit stories for the features section each issue.
2. Recruit and train writers.
3. Keep in touch with writers to ensure that copy is submitted and revised by deadline.
4. Provide photo and graphic assignments to the Photo or Graphics Editor. Keep in touch to ensure said content is submitted by deadline.
5. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes for all stories.
6. Provide the Layout Manager with a breakdown of the weekly content and oversee production of the section.
7. Ensure content is prepared for the website before weekly publication.
8. Maintain and update the styleguide in consultation with the copy editor.
9. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
10. Update the Features Editor handbook monthly.
11. Coordinate at least one special issue annually.
12. Hold a minimum of one workshop per semester and work with the Managing Editor to ensure it is advertised.
13. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
14. Attend all masthead, staff and special issue meetings.

The Fringe Arts Editor shall:

1. Gather, assign and edit stories for the fringe arts section each issue.
2. Recruit and train writers.
3. Keep in touch with writers to ensure that copy is submitted and revised by deadline.
4. Provide photo and graphic assignments to the Photo or Graphics Editor. Keep in touch to ensure said content is submitted by deadline.
5. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes for all stories.
6. Collect and assemble a weekly calendar of relevant upcoming events for print and web.
7. Provide the Layout Manager with a breakdown of the weekly content and oversee production of the section.
8. Ensure content is prepared for the website before weekly publication.
9. Maintain and update the styleguide in consultation with the copy editor.
10. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
11. Update the Fringe Arts Editor handbook monthly.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop per semester and work with the managing editor to ensure it is advertised.
14. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
15. Attend all masthead, staff and special issue meetings.

The Literary Arts Editor shall:

1. Gather, assign and edit stories for the literary arts section each issue.
2. Recruit and train writers.
3. Keep in touch with writers to ensure copy is submitted and revised by deadline.
4. Provide photo and graphic assignments to the photo and graphics editors. Keep in touch to ensure said content is submitted by deadline.
5. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes, for all stories.
6. Provide the layout manager with a breakdown of the weekly content and oversee production of the section.
7. Collect and assemble a weekly calendar of relevant upcoming events for print and web.
8. Ensure content is prepared for the website before weekly publication.
9. Maintain and update the styleguide in consultation with the copy editor.
10. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
11. Update the Lit Editor handbook monthly.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop per semester, and work with the managing editor to ensure it is advertised.
14. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
15. Attend all masthead, staff and special issue meetings.

The Sports Editor shall:

1. Gather, assign and edit stories for the sports section each issue.
2. Recruit and train writers.
3. Keep in touch with writers to ensure copy is submitted and revised by deadline.
4. Provide photo and graphic assignments to the photo and graphics editors. Keep in touch to ensure said content is submitted by deadline.
5. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes for all stories.
6. Collect and assemble a weekly calendar of relevant upcoming events for print and web.
7. Provide the layout manager with a breakdown of the weekly content and oversee production of the section.
8. Ensure content is prepared for the website before weekly publication.
9. Maintain and update the styleguide in consultation with the Copy Editor.
10. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
11. Update the sports editor handbook monthly.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop per semester and work with the managing editor to ensure it is advertised.
14. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
15. Attend all masthead, staff and special issue meetings.

The Opinions Editor shall:

1. Gather, assign and edit opinion articles and other special content for the opinions section for each issue.
2. Collect, print, archive, edit and publish letters to the editor.
3. Call or meet authors of letters to the editor to verify identity weekly.
4. Recruit and train writers.
5. Keep in touch with writers to ensure copy is submitted and revised by deadline.
6. Provide photo and graphic assignments to the photo and graphics editors.
Keep in touch to ensure said content is submitted by deadline.
7. Provide appropriate headlines, subheads, breakers, cutlines and pull-quotes for all stories.
8. Ensure content is prepared for the website before weekly publication.
9. Maintain and update the styleguide in consultation with the copy editor.
10. Ensure the section listserve and *The Link*'s contributors list are updated weekly.
11. Update the Opinions Editor handbook monthly.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop per semester and work with the managing editor to ensure it is advertised.
14. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
15. Attend all masthead, staff and special issue meetings.

The Student Press Liaison shall:

1. Act as an assistant to the other section editors.
2. When necessary, edit CUP stories for length and local interest.
3. Gather and organize newspapers received by mail; clip out stories by writers of *The Link* from member CUP papers received.
4. Create a weekly compendium of both CUP and pertinent non-CUP stories for masthead and *The Link* website with input from Online Editor. This should be done by monitoring regional campus publications within and outside of CUP; keep masthead up-to-date on relevant stories; identify appropriate stories from these newspapers for possible publication in *The Link*.
5. Update the SPL handbook monthly.
6. Coordinate at least one special issue annually.
7. Hold a minimum of three office hours each week outside of meetings and production schedules.
8. Attend all masthead, staff and special issue meetings.

The Copy Editor shall:

1. Correct, as much as possible, every story slated to run in *The Link* for errors in spelling, punctuation and grammar, as per the "*The Link's* Official Styleguide."
2. In consultation with section editor, edit for tone, content, or structure unless absolutely necessary, and refer content or structural changes to section editors.
3. Recruit and train copy editors.
Ensure those doing copy edits are familiar with the Styleguide.
4. Submit all copy-edited work by deadline.
5. Update "*The Link's* Official Styleguide".
6. Update the Copy Editor handbook monthly.
7. Coordinate at least one special issue annually.
8. Hold a minimum of one workshop per semester and work with the managing editor to ensure it is advertised.
9. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
10. Attend all masthead, staff and special issue meetings.

The Photo Editor shall:

1. Request and receive photography requests from editors and liaise with editors/writers for clarification when necessary.
2. Assign photography to staff photographers whenever possible; shoot assignments when no other photographer is available.
3. Submit all photos, with credits, names and caption information by deadline.
4. Receive and edit all assignments for print web.
5. Archive all photos after the publication of each issue.
6. Recruit and train photographers.
7. Be responsible for maintenance of *The Link's* photo equipment.
8. Ensure the section listserve and *The Link's* contributors list are updated weekly.
9. Update the photo editor handbook monthly.
10. Coordinate at least one special issue annually.
11. Hold a training workshop each semester and work with the Managing Editor to ensure it is advertised.
12. Hold a minimum of three office hours each week outside of meetings and production schedules.
13. Attend all masthead, staff and special issue meetings.

The Graphics Editor shall:

1. Request and receive graphics assignments from section editors; liaise with section editors/writers for clarification when necessary.
2. Hand assignments out to staff graphic artists whenever possible.
3. Create graphics when no other contributor is available.
4. Submit all graphics, with credits, by deadline.
5. Recruit and train graphic artists.
6. Archive hard copy of all graphics after publication of each issue.
7. Ensure the section listserve and *The Link's* contributors list are updated weekly.
8. Update the Graphics Editor handbook monthly.
9. Coordinate at least one special issue annually.
10. Hold a training workshop each semester and work with the managing editor to ensure it is advertised.
11. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
12. Attend all masthead, staff and special issue meetings.

The Layout Manager shall:

1. Layout as many pages as possible.
2. Maintain and develop *The Link's* production styleguide and resources.
3. Work with section editors and photo and graphics editor every week to create a mock-up of each section of the paper.
4. Recruit and train contributors interested in layout.
5. Work with the Webmaster on the layout of web content.
6. Assist and train section editors in layout.
7. Update the Layout Manager handbook monthly.
8. Coordinate at least one special issue annually.
9. Hold a training workshop each semester and work with the Managing Editor to ensure it is advertised.
10. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
11. Attend all masthead, staff and special issue meetings.

The Online Editor shall:

1. Continually monitor online community publications and notify appropriate section editors of relevant stories.
2. Write breaking stories throughout the week with input from News Editor and Editor-in-Chief, and/or other section editors, and upload immediately to both *The Link* website and CUP wire.
3. Ensure all web copy edits are completed on the eve of publishing date. Make sure headlines are appropriate to engage a national audience when necessary.
4. Ensure all copy is uploaded to CUP wire by 2 p.m. of publication day.
5. Upload new and existing content, as well as create original content to upload, to The Link's social networking sites and any other new media that are a part of The Link's online presence.
6. Make suggestions about *The Link's* web presence to masthead and encourage masthead to contribute to these new media devices.
7. Monitor online discussions for inappropriate comments and bring any to the attention of the Editor-in-Chief.
8. Update the Online Editor handbook monthly.
9. Hold a minimum of one workshop per semester and work with the Managing Editor to ensure it is advertised.
10. Hold a minimum of three office hours each week outside of meetings and production schedules.
11. Attend all masthead, staff and special issue meetings.