

**By-laws of The Link Publication Society
As Amended December 13, 2020**

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 (winter 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*.

Letter: A signed text sent to *The Link* which is meant for publication in the letters to the editor section and meets the publication requirements for letters.

Masthead: Those members who hold editorial positions in the publication.

Member in good standing: A member whose *Link* student levy has been paid in full.

Online publishing week: The period from Monday to Sunday during fall and winter semesters and excluding Reading Weeks.

Online Issue: An online issue is defined as seven (7) days of reporting and production within an online publishing week.

Summer online issue 1: From the beginning of the second week of April to May 31. Contribution(s) made during this period are counted as a fall term contribution.

Summer online issue 2: From June 1 to August 31. Contribution(s) made during this period are counted as a fall term contribution.

Print Issue: Is defined as a print publication

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 subject to the student levy. Students enrolled in the Concordia University one year Journalism Diploma Program may elect to join the Society and be subject to the fees and rules as set out in the Resolution 2012-01.

Article Three. Only members in good standing shall have the right to vote and/or run for office during the Annual General Meeting (hereinafter referred to as A.G.M.), a special general meeting or in referenda.

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

Article Five. *The Link* shall be the student publication for the members of Concordia University accessible for free to all.

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 publish 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* reserves the right to publish no more than one letter from the same member of the Society once per online publishing week.

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) The board shall be comprised of nine (9) members as follows
 - ii) Two (2) 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. Open positions may be filled during the year through a by-election.
 - iii) One (1) member at large of the Society, none of whom shall hold an executive position within another university group, elected at the A.G.A. of the Society.
 - iv) Two (2) members of the community who have been members of the Staff within the last three (3) years, elected at the A.G.A. by the Society.
 - v) Two (2) non-voting members who are Link alumni, recommended by the Editor-in-Chief and ratified by the voting members of the Board, who shall serve as ex-officio directors.
 - vi) 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.
 - vii) The Editor-in-Chief of *The Link*, who shall be a non-voting member of the Board.
 - viii) Interested candidates must submit a letter of intent to the secretary of the Board seven (7) days prior to the elections. The secretary of the Board will advertise and publish the names of the interested candidates prior to the elections.
 - ix) Following the conclusion of every meeting of the Board, at the request of the Editor-in-Chief, the President or Vice-President of the Board communicates with Masthead to discuss the occurrences of the meeting and to field any questions or concerns that Masthead may have, while also adhering to the restrictions set out by the non-disclosure agreement.

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 A.G.A. 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. In the event of a tie, the measure is not ratified.
- ii) Elect a chairperson from among themselves, at the first Board meeting after the A.G.A. The term of office of the chairperson ends after the following A.G.A.
- 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 A.G.A. 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) 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

Society Staff

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

Article Two. Anyone who has contributed three (3) hours of production work to an online issue or who has had an article, video, photo or graphic published in an online issue, shall be deemed to have made one contribution to that online issue. Individuals cannot be deemed to have made more than one contribution to any given issue published online.

i. Anyone who has contributed three (3) hours of production work to a print issue or who has had an article, photo or graphic published in a print issue, shall be deemed to have made one contribution to that print issue. Individuals cannot be deemed to have made more than one contribution to any given print issue.

Individuals cannot be credited with more than one contribution in one week. This is true even when an individual contributes to an online issue and a print issue the same week.

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

Article Four. 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) publishing weeks starting in September for the fall term or January for the winter term. To maintain staff status, four (4) new contributions must be made within this time.

An individual may maintain their staff status as long as they are a member of the society.

Article Five. 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 Six.

i) The Staff shall meet at least eighteen (18) times per year. Minutes must be taken and attendance sheet with names of all current staff, which will be prepared in advance by the Managing Editor, will be kept in the Business Manager's office for archival purposes. The attendance sheet must be signed by all staff in attendance.

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 themselves.

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 no less than three (3) weeks before the last issue of the volume.
- ii) Elected editors shall hold their positions unless they resign or are impeached until the end of the current volume. 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 they deem 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 advertised and published by *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 by-law 5, article 2; and those who can 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
- e) Every week, the list of eligible voters will be updated and published. A final notice of the elections with the name of candidates and eligible voters will be advertised and published one (1) day before 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 positions 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 to *The Link* related to the position, posted by the same date. *For those applying for the positions of photo, graphic, video editor, they must -also-submit at least two examples of work within the medium of the position. The individual applying for Creative Director must submit at least two sample layouts and one other visual form.*

iii) Candidates for Editor-in-Chief must submit at least eight (8) samples of work from at least three (3) different sections of *The Link*.

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 member signs their 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 subject 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 their delegate who will act as Chief Electoral Officer. The Chief Electoral 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 By-law Six Article Eight. 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 shall 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 shall 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 By-law six 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 60 minutes, 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 fifty (50) per cent of Staff members.

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

Article Thirteen. 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 Fourteen. 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

Publication Requirements

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

Article Two. The Society shall publish at least twenty-five (25) online issues of *The Link* during each publishing year starting June 1 and ending May 31.

Two (2) additional online issues shall be published: one will be completed by the beginning of June; a second shall be completed by the last week of August.

- i) An online issue is defined as seven (7) days of reporting and production within an online publishing week.

The Link shall decide the number and the publishing dates for print issues.

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

BY-LAW EIGHT

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 to 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, 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 on the 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. The use of The Link Publication Society or *The Link* names for the purpose of solicitations, financial endeavor, fundraising, etc. must be explicitly approved by the Board of directors prior to any action.

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 *The Link's* Code of Ethics.

Article Two. 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 Three. 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 Four. No Editorial Board member can be part of the Board of Directors or Editorial Board of another student-run media outlet.

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 A.G.A. of the Society.

BY-LAW TWELVE

Annual General Meeting

Article One. An Annual General Meeting (A.G.M.) shall be held after *The Link's* general 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 Meeting shall be open to all members of the Society.

Article Three. The place, time and agenda of the Annual General Meeting shall be published and advertised by *The Link* twenty-one (21) calendar days preceding the Meeting.

Article Four. The Annual General Meeting 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 Meeting 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 Meeting according to By- Law Four, Article One.

- i) A call for candidates for the board shall be advertised and published in *The Link* twenty-one (21) calendar days before this deadline.
- ii) Candidates for the board must present letters of intent at least seven (7) days in advance of the meeting to the secretary of the board.
- iii) A list of submitted candidates shall be advertised and published by *The Link* prior to the meeting.

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

Article Eight. Quorum for the Annual General Meeting shall be twenty (20) members.

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

BY-LAW THIRTEEN

Special General Meeting

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 Meeting called by the Board of Directors is thirty (30) people.

Article Three. Quorum for a Special General Meeting called by a two-thirds vote of at least half the Staff or by petition is two-and-one-half (2.5) per cent of the members in good standing of the Society.

BY-LAW FOURTEEN

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) A 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.