



Concordia University of Edmonton

Students' Association

THE BOLT NEWS POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

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Policy: The Bolt News Policy

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POLICY

This policy outlines the structure and policies of The Bolt News.

PERSON OR GROUP RESPONSIBLE

The Vice President of Academics is the Chief Executive Officer (CEO) of The Bolt News. The Vice President of Finance and executive director are responsible for overseeing the payment of editorial staff and contracted writers of The Bolt News.

EXPECTATIONS

Item I - Accountability

1. The Bolt is a publication that provides the student body with a public forum in accordance to the Mission of Concordia Students' Association. It is published by the Concordia Students' Association (CSA) and therefore is governed by the CSA's By-laws and Policies, with daily operations handled by the Editor-in-Chief in consultation with the CEO.
2. Contents:

- 2.1. Content includes articles, advertisements, pictures, or anything else printed within the pages of The Bolt News or on www.theboltnews.com;
- 2.2. The content within each issue of The Bolt News is at the discretion of the Editor-In-Chief and or the Bolt CEO:
 - 2.2.1. Any issues that arise from the content within The Bolt News are to be directed to the Editor-in-Chief. No disciplinary action will be taken against The Bolt News without first consulting the Editor-in-Chief;
 - 2.2.2. No disciplinary actions may be taken against any writer contracted by The Bolt News, as all content is at the discretion of the Editor-in-Chief;
 - 2.2.2.1. If the Editor-In-Chief position is vacant, the content within each issue is at the discretion of the active editors with consultation from the CEO VP Academic;
- 2.3. The opinions expressed by the articles, advertisements, pictures, and any other content is that of contractors of The Bolt News alone, and do not reflect the opinions or views of the Concordia Students' Association or any employee thereof,
3. Disciplinary Procedure:
 - 3.1. If an issue arises with the content of The Bolt News and cannot be solved by the Editor-in-Chief and the complainant, the Chief Executive Officer is involved;
 - 3.1.1. If the issue with the content is found to be offensive, insulting, irresponsible, etc. by the CEO, the Editor-in-Chief can face disciplinary actions up to and including termination as decided upon by a CSA Executive Council vote administered by the CEO VP Academic.
4. Task Completion:
 - 4.1. All Editors are responsible to complete their own tasks as outlined in policy.

Failure to do so can result in disciplinary actions up to and including termination.

4.1.1 Disciplinary action will be determined through a CSA Executive Council Vote administered by the CEO VP Academic.

4.2. Disciplinary action can be appealed within 14 days to the judicial board

Item II – Editors

1. General:

1.1. The Editors' tasks are divided into duties according to their positions;

1.2. Failure to perform assigned tasks must be reported to the CEO and can result in disciplinary actions up to and including termination of their position as determined through CSA Executive Council vote administered by the CEO VP Academic;

1.2.1. If the Editor-in-Chief is not performing their duties, the CEO of The Bolt News is brought in to rectify the situation;

1.3. Each Editor must have an article in at least one issue per semester;

1.4. Each Editor is responsible for the training of their replacement as outlined in Policy;

1.5. All Editors must perform at least one (1) Office Hour per week, which is to be posted on the office door of The Bolt News.

2. Training:

2.1. Training of incoming Editors should be fifteen (15) hours and should accomplish all of the points in the training manual;

- 2.2. Unless appropriate training is completed, the position cannot be fulfilled and payment cannot be issued.
 - 2.2.1. Training of The Editing team will be overseen and approved by the CEO
VP Academic;
 - 2.2.2. The incoming Editor-In-Chief is expected to have a basic understanding of all the editor roles and responsibilities.
3. Editor Manuals:
 - 3.1. Manuals will be stored in The Bolt News office and are to be used as a resource for all Editors. The manuals will contain detailed information on the tasks of each position within the bolt
 - 3.2. Each Editor is responsible for the management and upkeep of their positional manual.
4. The Editor-In-Chief:
 - 4.1. The Editor-In-Chief is solely responsible for the overall operations of The Bolt News, including:
 - 4.1.1. The Editor-in-Chief is also responsible for the management of the employment of all Writers and Editors;
 - 4.1.2. The content in The Bolt News and on The Bolt News' website;
 - 4.1.3. Designing the front page, logos, and graphic designs for The Bolt News, with the help of the Online Editor ;
 - 4.1.4. Resolving internal disputes between Editors, Writers, and the public;
 - 4.1.5. Printing the issues of The Bolt News
 - 4.1.6. Establishing goals for the Editors and Writers of The Bolt News in conjunction with the CEO;
 - 4.1.7. Generating advertising revenue;

4.1.8. Reporting pay to the CSA VP Academic, CSA VP Finance, and CSA Executive Director.

5. Editor Responsibilities:

5.1. The Editor is responsible for building The Bolt News using the provided design program(s), including:

5.1.1. Formatting for the print paper;

5.1.2. Creating the Fun and Games section of The Bolt News;

5.1.3. Managing the Thunder Athletics section of The Bolt News in conjunction with the CSA Athletics representative;

5.1.4. Creating the index page for The Bolt News;

5.2. Editors will have the assistance of the Editor-in-Chief and/or other Editors when compiling the newspaper for publication.

5.3. Editors are responsible for editing the content of The Bolt News, Including:

5.3.1. Editing all writing submissions for grammar and content;

5.3.2. All communication with Bolt Writers that does not fall under the purview of the Editor-in-Chief;

5.3.3. Planning and facilitating contests of The Bolt News;

5.3.4. Writing word content for advertisements;

5.3.5. Writing titles for articles.

6. Online Editor:

6.1. The Online Editor is responsible for managing all of the online content of The Bolt News, including:

6.1.1. Website maintenance;

6.1.2. Loading all content onto the website and relevant information onto other online platforms;

- 6.1.3. Managing all social media content;
- 6.1.4. Communication with the Marketing department of the CSA to promote The Bolt News and events that the CSA put on;
- 6.1.5. Loading all material from all online writers onto www.theboltnews.com.
 - 6.1.5.1. If any are available, organizing advertisements on the website in a manner that is acceptable by the advertised company;
 - 6.1.5.1.1. Advertisements must be in accordance with the CSA and Concordia University of Edmonton Policies and Bylaws.

Item III – Hiring Policies

- 1. Editing Team:
 - 1.1. The hiring of the Editor-In-Chief and The Bolt Editing Team will be done in accordance with the CSA Human Resource Policy;
 - 1.2. In the event of early dismissal or relinquishment of any of the other Editors, the Editor-in-Chief works with the CEO and CSA Marketing department to advertise the vacancy;
 - 1.2.1. The advertisement and hiring of the Editor position will be in accordance with the Human Resource Policy;
 - 1.3. In the event of early dismissal or relinquishment of the Editor-in-Chief, the CEO and CSA Marketing department advertise the vacancy;
 - 1.3.1. The advertisement and hiring of the Editor-In-Chief will be done in accordance with the CSA Human Resource Policy;

- 1.3.2. The remaining Editors act together to fulfill the duties of the Editor-in-Chief in the interim until a replacement is found;
 - 1.3.3. The remaining Editors cannot be dismissed by the new Editor-in-Chief unless cause for dismissal is justified;
 - 1.4. All Editors must maintain a GPA of 2.0 to hold their position and must be enrolled in at least 1 class a semester;
2. Writers:
 - 2.1. Writers are hired in accordance to the CSA Human Resource Policy;
 - 2.1.1. Writers are responsible for specific thematic sections and their content in The Bolt News;
 - 2.1.2. Online Writers are responsible for submitting up-to-date articles on current events for publication;
 - 2.2. All Writers must maintain a GPA of 2.0 to hold their position and must be enrolled in at least 1 class a semester.
3. Budgeting and Finance:
 - 3.1. All budgets are the responsibility of the Editor-in-Chief and must be approved by the CEO, to be taken to the Budget Steering Committee and General Council of the CSA for approval;
 - 3.2. Operating budgets for The Bolt News must be submitted by March 31 of each year, for the upcoming academic year.
 - 3.3. All revenue brought in from advertisements or from donations must be used for promoting The Bolt News with the approval of the CEO.
4. Pay for Editors and Writers:
 - 4.1. Editors:

- 4.1.1. The Editor-in-Chief is paid a salary of \$400/month, while all other Editors are each paid a salary of \$300/month, only for the months of August through April and this includes vacation payout;
 - 4.1.1.1. The outgoing Executive Council will select one editor to continue online operations over the summer months;
 - 4.1.1.1.1. The selected editor will continue to be paid during these months;
 - 4.1.1.1.2. Online operations include but are not limited to maintenance of The Bolt News website, article submission, and advertisements;
 - 4.1.1.1.3. There must be a minimum of three (3) articles per month during the summer;
- 4.1.2. Salary is reported to the CEO VP Academic, CSA VP Finance, and CSA Executive Director by the Editor-in-Chief, at the end of each month;
- 4.1.3. Payments are only due for work completed;
 - 4.1.3.1. It is the responsibility of the Editors to report work ethic that is deemed unsatisfactory or requiring review, to the Editor-In-Chief;
 - 4.1.3.1.1. If the Editor-In-Chief's work ethic is deemed unsatisfactory or requiring review by the fellow editors, it is their responsibility to report to the CEO;
- 4.1.4. Editors are paid through CSA payroll;
- 4.2. Writers:

- 4.2.1. Columnists are paid \$0.05/word submission, and Contributors \$0.03/word submission;
- 4.2.2. Columnists must submit articles 24 hours prior to the article deadline to remain eligible as columnists.
 - 4.2.2.1. A columnist is any writer who contributes an average of 500 words of content per issue to a minimum of 4 consecutive issues. Failure to provide articles for each publishing will result in loss of columnist status and reduction to contributor wage. A contributor is any writer who contributes a minimum of 250 words of content to the issues, but they are not required to write for each issue.
 - 4.2.2.2. Contributors who meet 500 words per issue for 4 consecutive issues with all submissions made 24 hours prior to the article deadline will be eligible to accept promotion to columnist position. Columnists who are reduced to contributor status will be eligible to reapply after full contribution to a minimum of 4 consecutive issues with early submission and articles meeting columnist requirements.
- 4.2.3. The Editor-in-Chief is responsible for reporting the Writers pay to the CSA VP Academic;
 - 4.2.3.1. Payments are only due for work completed;
 - 4.2.3.2. Writers are paid as independent contractors;
- 4.2.4. An anonymous writer may be approved by the CEO and Editor-in-Chief. Any anonymous Writers must complete and submit a form to the CEO and Editor-in-Chief stating their reasons to remain anonymous;

- 4.2.4.1. Approval for Writers to remain anonymous is subject to the authority of the CEO and the Editor-in-Chief;
- 4.2.4.2. The anonymity of the writer shall be kept in confidence of the Editing Team and the CEO;
- 4.2.4.3. The articles submitted shall be reviewed by the Story Editor and each submission must be approved by the Editor-in-Chief.

Item IV – General Policies

- 1. Number of Issues:
 - 1.1. There must be a minimum of six issues of The Bolt News per semester, at a frequency of a minimum of at least one/month. It is up to the Editing Team, with the approval of the CEO VP Academic as well as CSA VP Finance, if they will produce more than six issues a semester, if budgeting permits.
- 2. Release Schedule Regulation:
 - 2.1.1. The Bolt News is to be released on a consistent basis;
 - 2.1.2. The release schedule is to be decided upon and finalized and submitted to the Budget Steering Committee when The Bolt News' budget is presented;
 - 2.1.3. The first issue of the year is to be produced for Orientation Day in late August/early September.
- 3. Advertising Policies;

- 3.1. Ads provided by sources outside CSA Clubs and Unions must pay a advertising fee (which is decided between the source of revenue and the Editor in Chief and CEO);
- 3.2. Ads provided by the CSA or a CSA Club or Union takes precedence over outside sources and are posted in the publication with no charge to the CSA or the affiliated Club and/or Union.

Item V – Editor Meetings

1. General Information:
 - 1.1. Editing Team meetings are to be held regularly on bi-weekly basis according to the newspaper release schedule;
 - 1.2. If an Editor is unable to attend a scheduled meeting due to an emergency it is up to the discretion of the other Editors to either reschedule the meeting or hold it without the absent member;
 - 1.3. Attendance at the Editing Team meetings is mandatory.
2. The Editor-in-Chief must schedule bi-weekly meetings with the CEO of The Bolt News.

Item VI – Evaluation

1. Performance Review Guidelines:

- 1.1. At the end of every active semester the Editing Team will hold a meeting to evaluate the progress of The Bolt News and the current state of their contracts;
 - 1.1.1. This meeting is not used for the purpose of evaluating the Editing Team members;
 - 1.1.2. This meeting is not used for the purpose of termination;
2. Each Editor is responsible for completing Self and Peer evaluations;
 - 2.1. Evaluations will be completed at the midway point of the term in which they were hired;
 - 2.1.1. The Editor-In-Chief is responsible for collecting the evaluations and individually meeting with each editor about their evaluations;
 - 2.1.1.1. All evaluations will be confidential and are not permitted to be shared outside of the individual meetings;
3. The CEO VP Academic is responsible for completing a performance review of the Editor-in-Chief (with consultation of the writers and editors) at the midway point of each term in which they are hired;
 - 3.1. A performance review can be initiated if the CEO receives more than two (2) written complaints by the Editing Team.
 - 3.2. The CEO VP Academic will have an individual meeting with the Editor-In-Chief about their performance review;
 - 3.2.1. This review is confidential and is not permitted to be shared outside of this individual meeting.

Item VII – Training

1. Incoming Editors:
 - 1.1. The incoming Editors are all hired in accordance to the CSA Human Resource Policy;
 - 1.2. Incoming Editors begin their new terms mid-March each year;
 - 1.3. Incoming Editors will be responsible for shadowing their respective Editor and completing training manuals and tasks, as assigned by the outgoing Editor.

Item VIII – Event of Termination/Relinquishment

1. Replacements:
 - 1.1. In the event that an Editor is terminated from their position it is up to the Editor-in-Chief and CEO VP Academic to work alongside the CSA Marketing department to advertise the vacant position;
 - 1.1.1. The advertisement and hiring of the vacant position will be in accordance to the CSA Human Resource Policy;
 - 1.2. In the event that the Editor-in-Chief is terminated from their position, the CEO VP Academic will work alongside the CSA Marketing Department to advertise the vacant position;

- 1.2.1. The advertisement and hiring of the Editor-In-Chief will be in accordance to the CSA Human Resource Policy;
- 1.3. If replacements for terminated Editors cannot be found immediately, the rest of the editing tasks are distributed amongst the remaining Editors;
- 1.4. In the event of an Editor relinquishing their position on good terms they are responsible for training the incoming Editor as per policy;
- 1.5. If the Editor relinquishes their position under bad terms it is to be treated as termination.