



Concordia University of Edmonton

**Students' Association**

## THE BOLT NEWS POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2024-2025

**Policy: The Bolt News Policy**

**Category: Organizational Policies**

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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 Bolt News's Chief Executive Officer (CEO). The Vice President of Finance and Executive Director oversee the payment of Bolt staff and contracted writers.

## **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](http://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 arising from The Bolt News content will be directed to the Editor-in-Chief. No disciplinary action will be taken 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 CEO;
  - 2.3. The Bolt News is allowed to publish articles about the CSA permitted that journalism is being conducted. This includes interviewing related parties, quotes, and fact-checking;
3. Disciplinary Procedure:
  - 3.1. If an issue arises with the content of The Bolt News and cannot be resolved by the Editor-in-Chief and the complainant, the Chief Executive Officer is involved;
    - 3.1.1. Suppose the issue with the content is found to be offensive, insulting, irresponsible, etc., by the CEO. In that case, 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 staff are responsible for completing their tasks as outlined in the policy.

Failure to do so can result in disciplinary actions, including termination;

4.1.1 Disciplinary action will be determined through a CSA Executive Council  
Vote

administered by the VP of Academics;

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

## **Item II – Staff**

1. General:

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

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

1.2. The Editor-in-Chief must have an article in at least one issue per semester;

- 1.3. All staff must work at least two (2) office hours per week, which will be posted on The Bolt News's office door;
2. The Editor-In-Chief:
  - 2.1. The Editor-In-Chief is solely responsible for the overall operations of The Bolt News, including:
    - 2.1.1. The Editor-in-Chief is responsible for the management of all Writers and the Multimedia Content Manager;
    - 2.1.2. Creating the publication schedule for the duration of their contract;
    - 2.1.3. The content in The Bolt News and on The Bolt News' website;
      - 2.1.3.1. Editing all writing submissions for grammar, style, and content;
      - 2.1.3.2. Writing titles for articles;
      - 2.1.3.3. Managing the Thunder Athletics section of The Bolt News in conjunction with the CSA Athletics representative;
      - 2.1.3.4. Creating the Fun and Games section of The Bolt News;
    - 2.1.4. Filming and conducting podcasts following the Bolt News Policy;
    - 2.1.5. Resolving disputes between Writers and the public;
    - 2.1.6. Establishing goals for the Bolt News in conjunction with the CEO;
      - 2.1.6.1. Goals will be for the entire Bolt News, including Writers and employees;
    - 2.1.7. Planning and facilitating contests of The Bolt News;
    - 2.1.8. Reporting the writers' pay to the CEO;

3. Multimedia Content Manager:
  - 3.1. The Multimedia Content Manager will report to the Editor-in-Chief;
  - 3.2. The Multimedia Content Manager is responsible for managing all of the media content of The Bolt News, including:
    - 3.2.1. Formatting for the print publications;
    - 3.2.2. Creating the index page for The Bolt News;
    - 3.2.3. Printing the issues of The Bolt News;
    - 3.2.4. Maintaining The Bolt News website;
    - 3.2.5. Loading all content onto the website and relevant information onto other online platforms;
    - 3.2.6. Designing the front page, logos, and graphic designs for The Bolt News in consultation with the Editor-in-Chief;
    - 3.2.7. Managing all social media content;
    - 3.2.8. Editing podcasts in consultation with the Editor-in-Chief;
    - 3.2.9. Communication with the Marketing department of the CSA to promote The Bolt News and events that the CSA put on;
    - 3.2.10. Loading all material from all online writers onto [www.theboltnews.com](http://www.theboltnews.com).
    - 3.2.11. Generating advertising revenue;
      - 3.2.11.1. If any are available, organize advertisements on the website in a manner that is acceptable to the advertised company;

Advertisements must follow the CSA and Concordia University of Edmonton Policies and Bylaws.

### **Item III – Hiring Policies**

1. Staffing:
  - 1.1. The hiring of the Editor-In-Chief and Multimedia Content Manager will be done following the CSA Human Resource Policy;
  - 1.2. In the event of early dismissal or relinquishment of the Editor-in-Chief or Multimedia Content Manager, the CEO and CSA Marketing department advertise the vacancy;
    - 1.2.1. The advertisement and hiring of the vacant position will be following the Human Resource Policy;
    - 1.2.2. The remaining staff and CEO are to fulfill the vacancy in the interim until a replacement is found;
  - 1.3. If the employee is a student, they 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 following 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 1 of each year for the upcoming academic year;
  - 3.3. All revenue from advertisements or donations must be used to promote The Bolt News with the CEO's approval;
4. Pay for employees and Writers:
  - 4.1. Employees:
    - 4.1.1. The Editor-in-Chief is paid \$17.50/hour with a minimum of six (6) work hours per week and a maximum of ten (10) work hours per week;
    - 4.1.2. The Multimedia Content Manager is paid \$16.00/hour with six (6) work hours per week;

- 4.1.3. Timesheets are reported to the CEO, CSA VP Finance, and CSA Executive Director at the end of each month;
- 4.1.4. Payments are only due for work completed;
  - 4.1.4.1. It is the responsibility of the employees to report work ethic that is deemed unsatisfactory or requiring review to the CEO;
- 4.1.5. Employees are paid through the CSA payroll;
- 4.2. Writers:
  - 4.2.1. Writers are paid \$0.06/word submission;
    - 4.2.1.1. Writers can submit either a column that is less than 250 words or an article that is between 450 and 500 words;
  - 4.2.2. Writers must submit their work by the submission deadline to remain eligible for the edition;
    - 4.2.2.1. Submissions are subject to editing by the Editor-in-Chief without the writer being consulted of changes;
  - 4.2.3. The Editor-in-Chief is responsible for reporting the Writer's pay to the CEO;
    - 4.2.3.1. Payments are only due for work published;
      - 4.2.3.1.1. The Editor-in-Chief determines publication and is not guaranteed;
    - 4.2.3.2. Writers are paid as independent contractors;

4.2.4. The CEO and Editor-in-Chief may approve an anonymous writer.

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 the confidence of the Editing Team and the CEO;

4.2.4.3. The Editor-in-Chief shall review and approve each submission;

4.2.4.3.1. Submissions will be cross-referenced with artificial intelligence (AI) detection resources. If AI is detected, disciplinary action will be determined following the CSA Human Resources Policy;

## **Item IV – General Policies**

1. Number of Issues:

1.1. There must be a minimum of six (6) issues of The Bolt News per semester, at a frequency of at least one per month. If budgeting permits, the

Editor-in-Chief can produce more than six (6) issues a semester with the approval of the CEO and CSA VP Finance;

2. Podcasts:

2.1. There must be a minimum of four (4) podcasts per semester, each with different guests. If budgeting permits, the Editor-in-Chief can produce more than four (4) podcasts per semester with the approval of the CEO and CSA VP Finance;

3. Release Schedule Regulation:

3.1.1. The Bolt News publication and podcasts to be released consistently;

3.1.2. The release schedule is to be decided upon, finalized, and submitted to the Budget Steering Committee when The Bolt News' budget is presented;

3.1.2.1. A release schedule can be similar to this:

 BOLT Issue Schedule ;

3.1.3. The year's first issue will be produced for Orientation Day in late August/early September;

4. Contests:

4.1. All contests must stay within the budgetary limits approved for the year;

4.2. Conduct a contest or giveaway that corresponds with each publication release;

4.3. Contests must be at no monetary expense to students;

5. Advertising Policies:

- 5.1. Ads provided by sources outside CSA Clubs and Unions must pay an advertising fee (which is decided between the source of revenue and the Editor in Chief and CEO);
  - 5.2. Ads provided by the CSA or a CSA Club or Union take precedence over outside sources and are posted in the publication with no charge to the CSA or the affiliated Club or Union;
6. Intellectual Property:
- 6.1. All property developed or submitted to the Bolt News while under contract becomes the property of the Bolt News and remains so after contract expiration;

## **Item V – Staff Meetings**

### **1. General**

#### **Information:**


- 1.1. Bolt staff meetings are to be held regularly on a bi-weekly basis or as required according to the newspaper release schedule;
- 1.2. If an employee is unable to attend a scheduled meeting due to an emergency, it is up to the discretion of the CEO to either reschedule the meeting or hold it without the absent member;
- 1.3. Attendance at the Bolt staff meetings is mandatory;

## Item VI – Evaluation

1. Performance Review Guidelines:
  - 1.1. At the end of every active semester, the CEO 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 to assess the staff members;
    - 1.1.2. This meeting is not used for the purpose of termination;
2. Each employee 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 CEO is responsible for collecting the evaluations and individually meeting with each employee 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 is responsible for completing a performance review of the Editor-in-Chief (with consultation of the writers and Multimedia Content Manager) 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 writers and Multimedia Content Manager;

- 3.2. The CEO will have an individual meeting with the Editor-In-Chief about their performance review;
  - 3.2.1. This review is confidential and cannot be shared outside of this individual meeting;
4. The CEO is responsible for completing a performance review of the Multimedia Content Manager (with consultation of the Editor-in-Chief) at the midway point of each term in which they are hired;
  - 4.1. A performance review can be initiated if the CEO receives more than two (2) written complaints by the writers and Editor-in-Chief;
  - 4.2. The CEO will have an individual meeting with the Multimedia Content Manager about their performance review;
    - 4.2.1. This review is confidential and cannot be shared outside of this individual meeting;

## **Item VII – Training**

1. Training:
  - 1.1. Training of incoming employees will cover all of the points in the training manual;
    - 1.1.1.  The Bolt News Training Guide 2024-2025 ;
  - 1.2. The position can only be fulfilled if appropriate training is completed. Payment cannot be issued until completion;

- 1.2.1. Employee training will be overseen and approved by the CEO;
- 1.2.2. The incoming employees are expected to have a basic understanding of the roles and responsibilities of the position;

## **Item VIII – Event of Termination/Relinquishment**

1. Replacements:
  - 1.1. If an employee is terminated from their position, it is up to the CEO 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 following the CSA Human Resource Policy;
  - 1.2. If replacements for terminated employees cannot be found immediately, the rest of the editing tasks are distributed amongst the remaining employees and CEO;
  - 1.3. If the employee relinquishes their position under bad terms, it will be treated as a termination;