



Concordia University of Edmonton

# Students' Association

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## *THE BOLT NEWS*

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*CONCORDIA STUDENTS' ASSOCIATION*

*Concordia University of Edmonton*

*Edmonton, Alberta*

*February 2017*

*Policy: The Bolt News*

*Category: Operational*

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## **POLICY**

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

## **PERSON OR GROUP RESPONSIBLE**

The Vice President of Internal Affairs is the Chief Executive Officer (CEO) of The Bolt News. The Vice President of Marketing is the official liaison for CSA marketing and advertisement materials, and provides feedback to The Bolt News on layout and graphic design upon request. The Vice President of Finance is 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 with 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. Content:
  - 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:

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;

2.3. 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.

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.

## **Item II – Responsibilities of Editors**

1. General:

- 1.1. The Editors' tasks are divided into duties according to their positions;
- 1.2. Failure to perform assigned tasks can result in termination of the Editor from their position at the discretion to the Editor-in-Chief;
  - 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. 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. Hiring the Writers and Editors of The Bolt News, in conjunction with the CEO;
    - 2.1.1.1. The Editor-in-Chief is also responsible for the management of the employment of all Writers and Editors;
  - 2.1.2. The content in The Bolt News and on The Bolt News' website;
  - 2.1.3. Designing the front page, logos, and graphic designs for The Bolt News;

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- 2.1.4. Resolving internal disputes between Editors, Writers, and the public;
- 2.1.5. Printing the issues of The Bolt News
- 2.1.6. Establishing goals for the Editors and Writers of The Bolt News;
- 2.1.7. Generating advertising revenue;
- 2.1.8. Reporting pay to the CSA VP Finance.

3. Layout Editor:

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

- 3.1.1. Formatting for the print paper;
- 3.1.2. Creating the Fun and Games section of The Bolt News;
- 3.1.3. Managing the Thunder Athletics section of The Bolt News;
- 3.1.4. Creating the index page for The Bolt News;

3.2. The Layout Editor will have the assistance of the Editor-in-Chief and/or Story Editor when compiling the newspaper for publication.

4. Story Editor:

4.1. The Story Editor is responsible for editing the content of The Bolt News, including:

- 4.1.1. Editing all writing submissions for grammar and content;

- 4.1.2. All communication with Bolt Writers that does not fall under the purview of the Editor-in-Chief;
- 4.1.3. Planning and facilitating contests of The Bolt News;
- 4.1.4. Writing word content for advertisements;
- 4.1.5. Writing titles for articles.

5. Online Editor:

- 5.1. The Online Editor is responsible for managing all of the online content of The Bolt News, including:
  - 5.1.1. Website maintenance;
  - 5.1.2. Loading all content onto the website and relevant information onto other online platforms;
  - 5.1.3. Managing all social media content;
  - 5.1.4. Communication with VP Marketing of the CSA;
  - 5.1.5. Loading all material from all online writers onto [www.theboltnews.com](http://www.theboltnews.com).

### **Item III – Hiring Policies**

1. Editing Team:

- 1.1. All Bolt Editors can hold their positions for up to two consecutive terms;

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- 1.2. The Editor-in-Chief of The Bolt News is hired by a Hiring Committee that is assembled by the Executive Council of the Concordia Students' Association, which must consist of at least three (3) CSA Councillors;
  - 1.3. The Editing Team, consisting of the Layout Editor, Story Editor, and Online Editor is hired by the Editor-in-Chief in conjunction with the CEO;
  - 1.4. In the event of early dismissal or relinquishment of any of the other Editors, the Editor-in-Chief works with the CEO to advertise for the vacancy and fill the position;
  - 1.5. In the event of early dismissal or relinquishment of the Editor-in-Chief, the CEO advertises for the vacancy and assembles a Hiring Committee to find a replacement with the help of the remaining members of the Editing Team;
    - 1.5.1. The remaining Editors act together to fulfill the duties of the Editor-in-Chief in the interim until a replacement is found;
    - 1.5.2. The remaining Editors cannot be dismissed by the new Editor-in-Chief unless cause for dismissal is justified;
  - 1.6. All Editors must maintain a GPA of 2.0 to hold their position and must be enrolled in at least 3 classes a semester;
2. Writers:
- 2.1. Writers are hired by the Editor-in-Chief;
    - 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 online publication only;

- 2.2. All Writers must maintain a GPA of 2.0 to hold their position and must be enrolled in at least 3 classes 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.
4. Pay for Editors and Writers:
  - 4.1. Editors:
    - 4.1.1. Editors are each paid a salary of \$125/issue, only for the months of August through April;
    - 4.1.2. Salary is reported to the CEO, by the Editor-in-Chief, at the end of each month;
    - 4.1.3. Payments are only due for work completed;
    - 4.1.4. Editors are paid through CSA payroll;
  - 4.2. Writers:
    - 4.2.1. Writers are paid \$25/500-word submission, and \$50/700-word submission;
    - 4.2.2. Online Writers are paid \$25/500-word submission;



- 4.2.3. The Editor-in-Chief is responsible for reporting the Writers pay to the CSA VP Finance;
  - 4.2.3.1. Payments are only due for work completed;
  - 4.2.3.2. Writers are paid through honorarium;
- 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 if they will produce more than six issues a semester, if budgeting permits.
- 2. Release Schedule Regulation:
  - 2.1. The Bolt News is to be released on a consistent basis;

- 2.2. The release schedule is to be decided upon and finalized and submitted to the Budget Steering Committee when The Bolt News' budget is presented;
  - 2.3. 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 are subject to advertising fees;
    - 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 the first 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 purpose of termination;
2. The Editor-in-Chief is responsible for completing performance evaluations at the end of each semester for each of the Editors;
  - 2.1. These performance reviews are kept confidential and are shared only with the CEO of The Bolt News;
    - 2.1.1. If an Editor fails a performance review, the Editor-in-Chief comes up with a performance development plan and goals for the Editor.
3. The CEO is responsible for completing a performance review of the Editor-in-Chief by March 31 of each academic year.
  - 3.1. Performance reviews can be initiated if the CEO receives more than two (2) written complaints by the Editing Team.

## **Item VII – Training**

1. Incoming Editors:
  - 1.1. The incoming Editors are all hired by the Editor-in-Chief, in conjunction with the CEO;
  - 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 out-going 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 to hire a replacement for the empty position in regards to the Layout and Story Editor positions;
- 1.2. In the event that the Editor-in-Chief is terminated from their position, the CEO will assemble a Hiring Committee to find a replacement;
- 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.

### **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 out-going Editors will not be paid.

### **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

- 3.2. Each Editor is responsible for the management and upkeep of their positional manual.