

## Part 1 – Definitions

(1) Definitions set out by the Cascade Journalism Society

(a) “directors” means the directors of the society for the time being;

(b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;

(c) “society” means the Cascade Journalism Society;

(d) “employee” means a person hired and paid by the society; excluding work-study staff, honorarium paid staff and commissioned staff;

(e) “alumni” shall refer to ex-editors, who may no longer be students and had not been forcibly removed from position.

(f) “newspaper” means The Cascade or successor.

(g) “SUS” means the UFV Student Union Society

(h) “CIVL” means UFV Campus and Community Radio Society

(i) “CUP” means the Canadian University Press

(j) “CJS” means the Cascade Journalism Society

(k) “Editorial content” means:

- i. All articles, editorials, writing, letters, layout, photos, graphics, visuals, aesthetics;
- ii. Editorial policies;
- iii. Section page allocation

(l) “Publishing year” means from January 1<sup>st</sup> to December 31<sup>st</sup> of the same year inclusive.

## Part 5 – Directors

22. The Board of Directors shall be composed of no less than five voting positions, and no more than ~~eight~~ **nine** voting positions.

23. The Board of Directors shall reserve the following positions:

(a) Five Student Reps, who are members of the society in good standing and do not hold a paid position at the Cascade nor have an executive position at the UFV SUS.

(i) The number of student representative positions open to UFV SUS and ~~CIVL Radio~~ **CIVL** board reps shall be limited to one each.

(b) One CJS Alumni Rep, who has held a staff position at the Cascade, or a director of the society.

(c) One Staff/Faculty Representative, who currently holds a position at UFV.

(d) One Community Rep, who resides in the Fraser Valley.

(e) The current Editor-in-Chief (ex-officio and non-voting).

(d) The current Managing Editor (ex-officio and non-voting).

**(e) The current Executive Director of Business Development & Engagement (ex-officio).**

## Part 7 – Powers and Duties of Directors

41. The Board of directors are responsible for:

- (a) Ensuring the society achieves the aims of the constitution
- (b) Managing the financial affairs of the society, in accordance with the bylaws and policies of the society, and the BC Society Act. Such responsibilities include, but are not limited to:

- i. Preparing an annual budget for the beginning of each fiscal year;
- ii. Ensure adequate accounting records are kept and are available to members, upon request;
- iii. Ensure a financial review of the previous fiscal year is conducted annually;
- iv. Review and approve expenses not specified in the annual budget;
- v. Monitor the finances of the society on a regular basis.
- vi. Make available quarterly financial reports
- vii. Ensure adequate insurance is provided for the society

- (c) Managing the legal affairs of the society, in accordance with the bylaws and policies of the society, and the BC society Act. Such responsibilities include, but are not limited to:

- i. Submitting society documents to the BC Registrar of Societies in a timely manner;

- (d) Creating and amending operational policies of the society.

- (e) Ensuring that the incoming Editor-in-Chief is hired in accordance with part nine of the bylaws of the society.

- (f) Hiring, reviewing, and, if necessary, firing the Managing Editor and the Advertising Manager **Executive Director of Business Development & Engagement.**

- ~~(g) Set the Publication Schedule of the Cascade Newspaper for each publishing year.~~

~~(h) Authorizing the advertising rates and policies of the Cascade Newspaper.~~

(i) Hearing any complaints made against the paper if they have they not been resolved by the management of the paper.

## Part 10 – Editor-in-Chief

51. The Editor-in-Chief shall have the following powers and duties:

- (a) Maintain a presence in the office;
- (b) Ultimately be responsible to contributors for the editorial content of the Cascade Newspaper.
- (c) Serve as public representative of the Cascade Newspaper;
- (d) Review and sign off on all pages of the Cascade before they are sent out for publication. No pages can be published without the approval of the Editor-in-Chief. The Board may force something to be published if it falls under the appropriate exceptions located in bylaw 44;
- (e) Respond to any complaints and accusations leveled at The Cascade in a prompt fashion. If the Society is threatened financially or legally by anyone, the Editor-in-Chief must bring it to the President's attention immediately;
- (f) When no policy is in place and a decision is needed for anything regarding editorial content, the Editor-in-Chief may use her best judgment to deal with the situation. The Editor-in-Chief must then make a report at the next regular editorial meeting explaining the action;
- (g) Assume responsibilities of the managing editor in the absence of the managing editor;
- (h) Take responsibility with the managing editor to ensure the office of the Cascade is staffed in the Fall and Winter Semester, Monday-Fridays, during business hours;
- (i) Inform contributors and writers of deadlines, and assist section editors in enforcing them;
- (j) Ensure staff members are informed about meetings and other Newspaper-related events;

(k) Sit on the Editor-in-Chief selection committee unless he or she is re-applying for the position;

(l) Submit ~~quarterly~~ **monthly** reports and an end of term transition report to the Board

(m) Any other powers and duties prescribed by the Bylaws, Policy Manual, and/or Constitution.

## Part 11 – Hiring and Firing of the Editor-in-Chief

52. The Editor-in-Chief of the Cascade shall be selected by the Editor-in-Chief Selection

Committee before ~~December~~ April 1 for the ~~following~~ current publishing year.

(a) The Editor-in-Chief Selection Committee shall be composed of the following Committee

Members:

(i) The outgoing Editor-in-Chief, who shall serve as Chair, and may vote only in the event of a tie. If the outgoing Editor-in-Chief cannot sit on the committee for whatever reason, the position shall be filled by a member of the Editorial Board.

(ii) One chosen from the Volunteer Staff, who is not a paid staff member, chosen by the Board of Directors

(iii) Two (2) chosen from the section editors, selected by the Editorial Board from accepted nominations at an Editorial Board meeting.

(iv) Two (2) student representatives from the Board of Directors, selected at a regular meeting.

(v) The Managing Editor and Executive Director of Business Development & Engagement

(vi) One chosen from UFV Faculty or staff selected by the board of directors, from accepted nominations at a board of directors at a regular meeting.

(b) Should any positions on the hiring committee remain vacant the board may create ad hoc criteria for any required positions

(i) this criteria will ensure the committee is as impartial as reasonably possible.

## Part 12 – The Editorial Cascade Board

58. (a) The ~~Editorial~~ Cascade board shall be struck at the start of each publishing year and be composed of the following members;

- (i) The Editor-in-chief (chair)
- (ii) Managing Editor
- (iii) All Section Editors
- (iv) Copy Editor
- (v) ~~Production Manager~~ Production and Design Editor
- (vi) Webmaster
- (vii) Art Director
- (viii) Multimedia Editor
- (ix) Executive Director of Business Development & Engagement

(b) ~~Any new editorial positions are automatically included in the composition of the editorial board.~~ Any new additions to the composition of The Cascade board will be done through approval of the directors.

59. The Managing Editor shall take minutes of all meetings of the editorial board. If the Managing Editor is not present, the editorial board may choose another member to take minutes.

60. Quorum for an editorial board meeting shall be set at ~~five~~ 50 per cent plus one.



### Part 13- Powers and Duties of ~~the Editorial~~ The Cascade Board

63. The ~~editorial board~~ Cascade board is responsible for making policies and decisions that affect the editorial content of the Cascade.

64. If there is disagreement between a section editor and the Editor-in-Chief over whether a submission is suitable for publishing ~~the editorial~~ The Cascade board may rule on the matter. If the material in question is potentially libellous, the matter must be deferred to the board of directors.

65. The ~~editorial~~ Cascade board is responsible for the layout and style of the Cascade. Any major changes to layout can only be made with a two-thirds approval of ~~the editorial~~ The Cascade board.

66. The ~~editorial~~ Cascade board may defer to the CJS board of directors for any matter that cannot be settled by ~~the editorial~~ The Cascade board.

67. The ~~editorial~~ Cascade board must uphold the Canadian University Press Code of Ethics.

### Part 14 – ~~Editorial~~ The Cascade Board Limitations

68. The ~~Editorial~~ Cascade board cannot infringe on the powers and responsibilities of the Editor-in-Chief as laid out in bylaw 51.

69. The ~~Editorial~~ Cascade board cannot infringe on the powers and responsibilities of the CJS Board of directors.

## Part 18 – Bylaws

84. ~~Policy~~ **Bylaw** changes may be enacted by a fifty-plus-one majority vote by the members of the society.

## Part 19 – Code of Ethics

86. No paid member of the Cascade staff shall be a member of the UFV Student Union Society Executive, or a member of the UFV Board of Governors (BOG), or University Senate **unless permitted by the CJS board**. They may, however, provide input and submit their ideas and concerns in person or in writing to any such committee.