

Canadian University Press/ Presse Universitaire Canadienne Policy & Procedure Manual

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PART I: DEFINING PRINCIPLES

1. Mission

A. The Canadian University Press is committed to uniting, strengthening and supporting the Canadian student press.

2. Canadian University Press Statement of Principles

A. We, the members of Canadian University Press, affirm that the student press in Canada has a vital social role. As a cooperative, we propose the following as the basis of that role, which will be expressed in a wide variety of editorial policies.

B. Common Principles

i. We believe that the mission of the student press is to seek out and publish the truth without fear or favour, hold a loyalty to students and the broader public, be rigorous in the discipline of verification and serve as an independent watchdog on institutions, governments, corporations and other powerful interests.

ii. We believe student publications exist as an essential component of the student communities they come from and that they should be accessible to those communities.

iii. In addition, we believe the student press should maintain a critical perspective, and keep in mind the needs and concerns of non-students.

iv. We believe student papers can be valuable and constructive within their communities,

by providing information and analysis, and by giving a forum to individuals and groups that have little or no access to other media.

v. We also believe the student press should work towards environmental responsibility. We believe the student press should acknowledge its privileged position in being relatively free from commercial and managerial controls. It should strive to protect and enhance that position by defending its editorial autonomy and giving its staff the power to democratically determine the paper's advertising and financial policies. Because of its relative freedom, the student press can examine issues neglected by other media. Our mandate is to cover issues, which affect students. However, we believe that no subject need fall outside the grasp of the student press, and that we best serve our purposes when we help widen the boundaries of debate on educational and social issues.

vi. Thus, we intend to defend freedom of expression, and make possible an atmosphere of critical inquiry and imaginative thought. As it recognizes the potential dangers of the concentration of corporate media ownership, CUP recognizes its responsibility to work towards and promote an atmosphere of media diversity.

vii. In pursuit of these ideals, we shall employ educative, investigative and active methods. We also will try to recognize our own limitations, and to maintain a sense of humour and humility.

C. Freedoms and Responsibilities

i. We believe our ideals can only be achieved under conditions of freedom and autonomy for the people working in the student press.

ii. Therefore, we believe student publications should be free to determine and uphold their own editorial policies, including advertising policies, regardless of pressure from student governments, school administrations, police, any level of government, corporations or any others.

iii. We believe student publications should be free from the implicit editorial control that results from financial control of the publication by student governments or administrators.

iv. Because of its relative freedom and privilege, we believe that one of the roles of the student press should be to give a voice to those communities which have been marginalized or denied power in Canadian society.

v. We believe student publications should receive in full and without delay any student levies collected on their behalf by administrations, or budgets approved by students, their governments, or their administrators. These funds should not be discontinued, withheld, or decreased by any means or under any circumstances other than those specified in the publication's constitution or in agreements between the publication and the financial body concerned.

vi. We believe it is in the interest of all students and all educational institutions to provide space and facilities for the use of student publications without financial penalties or

conditions on editorial policy.

vii. We believe the power to control content, structure and policy should rest with the staff of the publication. Therefore, each publication should have a written constitution, and should strive to include at least the following provisions:

- 1) That the publication defines the qualifications for voting staff members, which should be open to, but not necessarily limited to, all students;
- 2) That the staff alone democratically determines the editorial policy of the publication, as set out in a Statement of Principles or similar document in the publication's constitution;
- 3) That no body except the staff has exclusive power to determine the internal structure of the publication;
- 4) That the publication guarantees regular, publicized staff meetings with an established quorum and democratic procedures;
- 5) That no body except the staff has exclusive power to establish due process to evaluate any charges that one or more of its members have acted irresponsibly, including, but not limited to, elections, impeachments and censuring of editors, coordinators, or other staff positions.
- 6) That the publication will attempt to remove barriers (both subtle and overt) to participation of marginalized groups.
- 7) That the publication will strive to provide a working environment free of harassment or other forms of hateful action, and will have mechanisms in place to redress such incidents when they occur;
- 8) That the publication will provide a forum for the free exchange of information, ideas and opinions among all students but not to the exclusion of others;
- 9) That the staff or its representatives reserve the power to prohibit publication of material that contravenes Canadian libel or hate literature, or other material it reasonably believes has no place in its publication;
- 10) That notwithstanding the above, the staff or its representatives shall have the power to publish any material they judge appropriate;
- 11) That the staff of the publication declares its own principles in the text of the constitution as democratically determined by the staff and will be open to continual re-evaluation and revision;
- 12) That the staff has the power to join and participate in any organization it deems fit, and to withdraw from any organization it believes is no longer of benefit to the publication.

D. The Role of Canadian University Press

i. We believe Canadian University Press can unite, strengthen and support the Canadian student press.

ii. To avoid any undue advantage to any paper or group of appears which, because of

size, location or financial situation, might otherwise dominate the organization, the Canadian University Press operates as a co-operative. As such, we can engage in dialogue, undertake projects and take positions that are in the shared interests of member publications.

iii. We therefore believe it is our responsibility to ensure the Canadian University Press remains a co-operative and to ensure its procedures and ideas evolve to suit the collective needs of all members while answering the concerns of each.

iv. As a co-operative, it is also our responsibility to develop and promote these principles. Together, we have the responsibility to set membership criteria based upon these principles, and we should continually attempt to help each other fulfil them, taking into account the realities of student publishing.

v. We affirm that the Statement of Principles is a living document, and only continual criticism, refinement, reevaluation and renewal can ensure it remains so.

3. Canadian University Press Code of Ethics

We, the members of Canadian University Press, recognize that student journalists can only be effective in their aims if their publications are credible and respected.

We also acknowledge that rigid regulations and laws cannot always anticipate the exigencies of a situation. There may be times when the public good overrides other considerations.

In general, however, we affirm the following guidelines as a minimal level of responsibility and ethical behaviour that every student journalist and publication should strive for:

A. Bias and Honesty

i. Journalists' perspectives are determined by their positions within society, and will be necessarily biased. They must therefore recognize the political implications of their work, and attempt to treat their subjects fairly despite their biases.

ii. Journalists will make every possible effort to avoid reporting on external organizations in which they are significantly involved. To further this goal, they should strive to disclose all potential and actual conflicts of interest to other members of the staff. However, in the event that the journalist has no option but to report on such an organization, they will prominently disclose the conflict to readers within or alongside the printed article.

iii. However, membership in a disadvantaged ethnic, racial, gender, sexual, class or otherwise identifiable social group shall never be construed as a conflict of interest, even when reporting on issues directly affecting the group in question.

iv. Bias or prejudice against members of a marginalized group should have no place in the editorial policy of any publication. An ethical publication will seek instead to publish material which helps dispense such prejudices in its readership.

v. Publishing material intended to promote hatred or violence against any group or person is unethical, unless for the purpose of reporting on an incident of relevance to the person or community. In the latter case, journalists should be cautious about whether they are unintentionally giving a forum to hateful material without adequately countering its effects.

vi. Papers will pay the costs incurred in the gathering and publishing of news, and shall not pay individuals or organizations for exclusive rights to any news story. Staff will not accept free gifts of any sort and will only accept free material or privileges for coverage on the understanding that the paper is under no obligation to the individuals or groups involved.

B. Fairness and Accuracy

i. Journalists should realize fully their personal responsibility for all material submitted for publication. They should not falsify information or documents, nor distort or misrepresent facts, whether purposefully or through neglect.

ii. So-called news communications or press releases from private and government sources should never be published without substantiation of their claims nor without seeking the opinions of people who may be affected by the issue or events in question.

iii. In addition, journalists should not plagiarize material from other writers or other media nor should they take facts from other sources without corroboration.

iv. Journalists should strive to seek out all points of view that they deem relevant to the issue at hand. They should especially seek out those whose views have been neglected by the mainstream press, or in previous coverage of the issue, and those who may stand to suffer by the effects of that event or decision under consideration.

v. However, they should also give due consideration to opposing viewpoints, allowing such interests to represent themselves accurately and to best advantage in each news story.

vi. Journalists should not report unsubstantiated opinions as fact, condemn persons or groups by innuendo or hearsay, or distort meaning by over or under-emphasis, or by placing facts or quotations out of context, or by using headlines not warranted by the text.

vii. Journalists should have the freedom and the responsibility to protect the anonymity of sources to whom they have given such assurances.

viii. Journalists should not use unattributed quotations. All information should be confirmed and corroborated from more than one source.

ix. Journalists should normally identify themselves and their journalistic affiliations before conducting an interview.

x. The publication should rectify in print, at the first available opportunity, all culpable mistakes, recognizing its responsibility for everything published. These corrections should be in a position of prominence comparable to the one in which the original error appeared.

xi. Photos should not be altered in such a way that events are falsified, unless the falsehood of the photo is clear from its context. Stereotypes should not be perpetuated through photography and photographers should be sensitive to the distortions and abuses their images may promote.

xii. Graphic material might not be strictly accurate, but artistic licence should not be used as an excuse to misrepresent an issue or make false information credible. Similar cautions should be observed in publishing satirical or fictional material.

xiii. Publications should maintain opinion and letters sections, and strive to publish as many such pieces as space allows while reserving the right to refuse to publish pieces that compromise the editorial integrity of the publication. An open dialogue with readers should be encouraged.

C. Privacy and Legal Responsibility

i. Journalists should consistently respect the dignity, privacy, freedoms, and well-being of the people encountered while gathering and presenting information.

ii. Any conflicts arising between an individual's privacy and the community's need to know about the conduct of vital matters should be judged by the staff of the publication.

iii. Journalists should bear in mind the permanent effect that damaging information may have on an individual's life. However, they should also take into account the systemic and pervasive inequalities that privacy rights afford to some people over others.

iv. Journalists should be cautious about the publication of information that may enable or assist individuals, police, government agencies or others to harass or persecute an individual or group, even if such information is not damaging in and of itself. Such cases should be judged in much the same manner as privacy issues.

v. Journalists should be wary of sensationalizing violations of people's dignity or privacy. Publications will refrain from publishing, without consent, the names of the victims of crimes which carry a social stigma.

vi. Publications should not publish information damaging to an individual's or group's interests or reputation without giving them a chance to reply.

vii. Journalists should also be familiar with the laws of libel and contempt of court which exist in Canada.

4. Statement of Direction

i. Canadian University Press recognizes that hierarchies based upon power and privilege

exist in Canada and the important role the post-secondary system plays in influencing the social order. This role is reflected in the policies regarding accessibility to post secondary education and the resulting composition of the student body, in the content of the information we receive, and is evidenced by the future positions we are expected to occupy within the economic and social order.

ii. Canadian University Press should strive to provide students with the information and analysis of the nature and role of post-secondary education within the Canadian economic and social system, relate financial policies against post-secondary education and other social services to the general economic situation in Canada, and assist students in making informed decisions regarding these policies.

iii. Further, CUP should report on and critically evaluate the role played by existing student organizations in responding to these situations and encourage change in leadership and/or structure of these organizations where they fail to recognize their responsibility to encourage students to act.

iv. Because of Canadian University Press' relatively unique freedoms in comparison to other news sources, it should also strive to address those stories and topics, even outside the immediate scope of student relevance, which are neglected by other media. Canadian University Press, as a supporter of social justice and equality, should strive to inform Canadian students of any hierarchical system found to be based upon power and privilege, or to be oppressive to women, lesbians, gay men, bisexuals, transgendered, queer, the differently abled, First Nations' peoples, racial and ethnic minorities or other minorities or marginalized peoples.

5. No Religious Affiliation

A. Although members are permitted to express religious inclinations so long as they do not contravene the Statement of Principles, CUP will not associate itself with any particular religion or religious group.

PART II: CUP AND ITS MEMBERSHIP

1. Contact With CUP and its Members

A. Every member paper shall ensure that the following duties are performed

i. The national office is informed every year by September 21 of , the paper's deadlines, mailing addresses, phone numbers, email addresses, and editors' names and positions.

ii. At the end of every year, adequate information about CUP is provided to incoming staff members.

iii. Information distributed by CUP is read and staff are kept aware of developments within CUP.

iv. Efforts are made to communicate with other CUP members and with student media outlets both in and outside of Canada

v. A delegate from each member paper is elected or appointed by September 30. The delegate

will contact their regional representative to inform them of their selection. That delegate will be expected to attend national and regional membership meetings and participate in conference calls or other communications with the president or director of their region on a regular basis. CUP staff will communicate a list of expectations for the position by August 30 of each year.

2. Members-only Resources

A. Member newspapers may distribute CUP's members-only resources among the staff and volunteers at their paper. Member newspapers may not distribute CUP's members-only resources to any newspaper or other group outside of CUP membership. Members only resources include:

- i. Minutes and reports from membership meetings or board of directors
- ii. CUP's operational budget
- iii. CUP's annual welcome package for members
- iv. CUP's resource guide to writing and working in the campus press
- v. And other documents as directed by CUP's board of directors.

3. Public Resources

A. In the interest of transparency CUP shall publish the following resources on the public section of our website for the benefit of members, other campus papers, and the general public.

- i. CUP's by-laws, policies, membership fee structure, commission guides, and other documents as directed by CUP's board of directors.
- ii. Resources and documents related to pursuing independence, autonomy and referenda

4. Identification in Member Papers

A. All member papers shall include the name of their city or town, and name of their institution, as well as address and telephone numbers in their masthead.

B. All member papers shall recognize their membership in Canadian University Press within the masthead of any and all printed or digital publications.

5. Privileges and Responsibilities of Membership

A. Responsibilities

- i. All member papers shall either pay their membership fees promptly and in full, or shall follow the proper procedure for fee deferral as enumerated in the CUP policy manual.
- ii. Every member paper shall submit to the National Executive any story published by the member of national or regional significance.
- iii. Every member paper shall send print copies of all of its issues to National Office.

B. Rights

- i. Member papers may reprint material from CUP's print and online copy services, provided that reprinted material is properly credited. The attribution "CUP", "Canadian University Press", "PUC" or "Presse Universitaire Canadienne" must be run with every story edited by a designee of Canadian University Press on behalf of CUP.
- ii. All members in good standing are entitled one vote on each resolution at a Plenary

session or referendum.

iii. All members in good standing are entitled to proffer candidates for staff positions and for the Board of Directors.

PART III: FINANCES

1. Membership Fees

A. Membership fees are two per cent of papers' operating budgets for papers with a budget of \$40,000 or less and 2.5 per cent for papers with a budget more than \$40,000 to a maximum of \$2,500.

B. Membership Fee Billing Procedure

i. The National Office should attempt to notify members of their fees owing by September 1, with second notice issued on September 15.

C. Membership Fee Review Procedure

i. All members who wish to have their fees reduced or deferred must deliver a written request to the President or the Chair of the Board of Directors no later than the due date on their invoice received. Requests are to be reviewed by the Board within two (2) weeks of receipt of the request. The Board can review deferral requests by email (or telephone conference if necessary).

ii. Members who have experienced substantial drops in percentages of advertising sales or dire loss of revenue, have been involved in lawsuits, student union or administration troubles, or any other extenuating circumstances should be considered for deferral or reduction.

iii. In the event that the Board determines that a fee deferral is warranted, it may be granted for up to three (3) months past the due date of the invoice.

iv. In the event that the Board determines a fee reduction is warranted, they may reduce a member's membership dues up to 50%.

v. The President should notify the member in writing regarding the status of the deferral or reduction request within three (3) business days of the Board's decision.

D. New Member Discount

i. A new member of CUP shall be granted a reduction of up to 50% of their fees for the first year of membership in CUP.

ii. In some circumstances, the Board of Directors may grant additional discounts or incentives to new members at their discretion.

iii. The new member discount is not available to papers who have held CUP membership within three (3) calendar years of their application to become new members.

2. Budgeting

A. A Budget subcommittee shall be struck to prepare a draft budget for the Board's consideration at the November Board Meeting and for the Services and Financial Commission at the National Conference to work off of.

B. This committee shall be composed of the National Executive, Treasurer, and one additional member of the Board of Directors (ideally the President).

C. This subcommittee shall create a preliminary draft budget using previous years budgets as guides and incorporating changes as suggested by the Board at Summer School. It is the Treasurer's responsibility to coordinate this subcommittee.viewable without publishing rights to non-members.

B. An RSS feed of all CUP member websites, organized by topic and regions, shall be regularly updated by the National Executive and sent to CUP members with instructions on how to use an RSS reader. All CUP member papers may reprint content from CUP member websites as long as (CUP) is included with the placeline and the original creator and paper it was first published in is in the byline.

2. Copyright

A. Work uploaded to the wire and/or any content management system (CMS) provided by CUP remains property of the respective member as per each paper's copyright policies.

PART V: JHM AWARDS

1. The Johnnies

(John H. McDonald Awards for Excellence in Student Journalism)

A. The awards shall be open to any individual who is a student or recent graduate (within one year) from a post-secondary institution in Canada.

B. Announcements and Deadlines

i. The call to announce the opening of nominations for the awards must take place in the first week of September

ii. Deadline for the awards will happen within a week on either side of October 31

iii. At the very least, the JHM coordinator must send out reminders at the end of September, early October, and a few days before the deadline.

iv. Calls for nominations shall be announced at all fall regional conferences by any available CUP staff

C. Categories for Awards

i. Categories may be added to each year, providing the JHM coordinator is able to fundraise enough money to provide prizes for new categories.

ii. Mandatory categories include:

- 1) News writing
- 2) Arts writing
- 3) Features writing
- 4) Sports writing
- 5) Design/layout
- 6) Photography

7) Multimedia

iii. Non-mandatory categories include:

- 1) Humour
- 2) Illustration or graphic
- 3) Solutions-oriented journalism
- 4) Investigative journalism
- 5) Opinions writing

iv. Each year at the national conference the JHM coordinator will consult with the membership to consider additional categories.

D. Eligibility

i. Entries must have been published first in a student newspaper between the dates of October 15 of the previous year and October 31 of the current year. (an allowance of two weeks on either side of these dates will be allowable).

ii. Individuals may nominate their own work or that of other individuals. All nominees and nominators must have been affiliated with an eligible student publication at the time the work was originally published.

iii. An individual may only be nominated in any particular category once. If they are nominated more than once either by themselves or others, the JHM Coordinator will have the authority to disqualify all but one entry. Priority on the entry allowed to remain will be given to entries submitted by the nominee themselves, and to the first nomination submitted.

iv. Entries submitted by multiple authors or as a group will be considered individual entries and not count as multiple submissions in the same category.

v. To qualify, the entrant must not have received direct funding from anyone other than the employer of the creator of the entry or the newspaper in which the entry first appeared.

vi. A story may comprise a main story and one closely related sidebar.

vii. An entrant is any individual or group of up to five individuals who submit(s) an entry and who is/are identified on the entry ballot.

viii. The same entry will not be accepted in more than one category.

ix. If an entry does not comply with the restrictions of the intended category, the JHM Coordinator, in their sole discretion, amend the entry to bring it into compliance or disqualify said entry.

x. No entry may be submitted more than one time.

xi. The JHM Coordinator and National Executive are not eligible for JHM Awards as their role in establishing awards criteria and selecting judges amounts to a conflict interest.

E. Disqualifications

- i. If any of the eligibility requirements are not met, a submission will be disqualified from the JHM Awards.
- ii. The JHM coordinator must notify the entrant and the National Executive when a submission is disqualified and provide a brief description for the cause of disqualification.
- iii. After the period of submissions is closed, the JHM coordinator will prepare a report about submissions that were disqualified and submit the report to the National Executive no later than Nov. 20. The report must include:
 - a. The total number of submissions disqualified
 - b. The reason why each submission was disqualified
- iv. The National Executive will verify the legitimacy of the disqualifications and ask for approval from the President or the chair of the CUP Board
- v. The report will not be distributed publicly, however it will be available upon request to anyone who submitted work to the JHM Awards that year
- vi. If the grounds for disqualification do not meet the approval of the National Executive or president or chair, the JHM coordinator will be subject to CUP's progressive discipline policy and every effort will be made to put wrongly-disqualified submissions back in the running

F. Judging

- i. Each award will have a panel of three judges from the journalism community. In the case of a tie, the prize money will be split evenly between the winning entries. Judges will provide the winners and finalists to JHM Coordinator by December 31, so that a shortlist can be published well in advance of the awards.
- ii. Each qualifying entry will be considered in competition with all others duly entered in the same category by a panel of three judges selected by the JHM Coordinator.
- iii. In evaluating the merit of an entry, judges shall consider:
 - 1) the criteria for the respective categories;
 - 2) professional journalistic ethics and commonly accepted standards; and
 - 3) The judges will recommend to the JHM Coordinator whether any entry in the category merits the granting of an award in that category.
- iv. All judges' decisions are final.
- v. In the event that the JHM Coordinator believes an award at any time compromises the integrity of the JHM Student Journalism Awards program, the JHM Coordinator may at any time revoke any award upon consultation with the CUP Board of Directors.

G. Entry Fee

- i. All entrants to the JHM Awards are subject to a \$25 dollar entry fee per submission to a maximum of \$125 per paper.
- ii. Entry fees for all JHM Awards are waived for individuals at CUP member papers.
- iii. The JHM Coordinator will consult with the National Executive to arrange for invoicing and payment for award entries.

PART VI: PARTNERSHIPS

1. Partnership Policy

A. What is a partnership?

- i. A partnership is a mutually beneficial arrangement between Canadian University Press (herein referred to as CUP) or one of its member papers and an external organization. These organizations include journalism organizations and foundations, large or small businesses, post-secondary institutions, government departments, or community agencies.

B. Purpose of the partnership

- i. The purpose of such partnerships is to support the on-going development of student journalism. However, the nature of a partnership dictates that all parties involved receive equal attention and benefit. Thus, CUP recognizes that the desires of the external party will also be considered when entering a partnership with CUP.

C. Examples of Partnerships

- i. Partnerships can involve monetary funding for the education of student journalists, but may also include non-fiduciary commitments. These commitments may include, but are not limited to: mentorships, internships, apprenticeships, guest lecturers, cooperative education supervisors, objects of job shadowing, tutors, directors of research projects, material donations, access to facilities, etc.

D. Commitment to the Partnership

- i. Endeavors of this magnitude might require a significant amount of commitment from all parties involved. However, it is at the discretion of the parties involved in said partnership to decide at the onset of the depth of their association.
- ii. Ownership of the partnership is shared equally by both CUP and the organization that it has partnered with. Thus, equal effort should arise from all parties involved, so as to avoid disproportionate weight in duties, efforts and benefits.
- iii. Partnerships can vary in degree, kind, and length. All parties involved in partnerships may decide, by promptly notifying other parties involved, to seize, modify or intensify the relationship at anytime. The latter two should be pursued with the cooperation of all affected parties, while the

former does not require unanimous consent — it is recommended. Multilateralism is integral in ensuring the smooth formation, revision, and, if necessary, disassembly of partnerships.

iv. Some partnerships are formalized by written agreements; others are informal and based upon trust. Whatever the extent of the partnership, it is essential that all partners agree to the goals and objectives and how the arrangement will come to fruition.

- 1) Any informal agreement must be documented and presented to the CUP Board of Directors and/or included in transition materials for the next year's CUP National Office staff.
- 2) Any formal written agreement must be reviewed by CUP's appointed legal counsel. The legal review must be approved by the CUP Board of Directors prior to signing by an Officer of CUP.

E. Principles for Fundraising

i. The principles which are outlined below are intended to provide guidance to members in the area of acquiring resources from non-CUP sources. These may be financial, human, or material in nature. Supported arrangements:

- 1) Reflect a philosophy of support and assistance to CUP and students and consistent Include consultation with the CUP Board of Directors
- 2) Include consultation with the National Plenary at the discretion of the CUP Board of Directors.
- 3) Are legal, ethical, accountable and for the benefit students (no tobacco or alcohol products and are fiscally responsible)
- 4) Are subject to the discretion of the National Executive and CUP Board of Directors when the use of donated materials, resources and services are involved.
- 5) Do not require students to listen to or read commercial advertisements (i.e. avoids commercialization)

ii. Involve specified time frames and include a regular review of arrangements

- 1) Involve co-operative (consortium) efforts to achieve maximum commercial advantage wherever possible
- 2) Permit recognition and promotion by CUP (Including display of corporate symbols where acceptable and appropriate)
- 3) Do not require direct endorsement of products or services unless authorized by the National Executive and the CUP Board of Directors.
- 4) Require approval of plenary for any region-wide agreements or campaigns for funds by outside organizations

2. CWA/SCA Canada

A. CUP will maintain a partnership with CWA/SCA Canada in the interest of creating additional services for its members.

B. CUP will provide office space for one (1) employee of CWA/SCA Canada to administer programs and/or services created through this partnership in the National Office.

C. The programs and/or services that are provided to CUP by CWA/SCA Canada include but are not limited to:

i. Mentorship

1) The purpose of the mentorship program is to pair staff and volunteers at CUP member publications with working professionals in the media industry who are members of CWA/SCA Canada and its affiliates.

ii. Associate Membership in CWA/SCA Canada

1) The purpose of the associate membership program is to create professional opportunities for journalists working at CUP publications through services offered by CWA/SCA Canada and its affiliates.

D. Eligibility

i. Participants in any program and/or service offered through this partnership must be students or recent graduates at a post-secondary institution in and must also be or have been affiliated with a CUP member paper.

3. FREE Media

A. CUP will endorse FREE Media as a preferred media planning and buying agency, supplier and sales agency for CUP Member publications as per the terms of the agreement signed April 18, 2013.

PART VII: CUP CONFERENCES

1. National Conference Location

A. The location and host paper of the National Conference for each subsequent year will be determined by a majority vote at each plenary session.

B. Potential host papers must submit a bid outlining potential locations, speakers, events, and attractions of their city.

C. Potential host papers must also proffer candidates from their papers to be hired as national conference coordinators. However, the national conference coordinators will be subject to CUP hiring procedures prior to being officially hired by CUP.

D. Should no location and host paper be selected at CUP plenary, or the selected host and location fall through, the national office will immediately send out a call for bids and the host paper and location of the national conference.

E. Whenever possible, national conferences shall offer sessions, speakers, services and other content in both English and French.

2. Travel Pool

A. Each year CUP papers shall pay into a travel pool to fund the transportation costs of delegates attending the national conference. This pool exists to make the annual general meeting of the cooperative accessible to all members.

B. The pool shall operate as follows:

i. By July 15, the national executive shall find the average travel cost of delegates attending the national conference by a reasonable mode of transportation. CUP staff travel costs shall not be included in travel pool.

ii. Papers in the intermediate budget-size category shall pay into the pool in the amount of the average cost of travel for delegates increased by 10%.

iii. Papers in the smallest budget-size category shall pay into the pool in the amount of the average cost of travel for delegates decreased by 35%.

iv. Papers in the largest budget-size category shall pay into the pool in the amount of the average cost of travel for delegates increased by 35%.

v. Host papers of the national conference shall not be required to pay into the travel pool.

vi. New members (in their first year of membership) may choose not to participate.

vii. Any surplus from the initial travel pool collection will be counted, set aside, and reinvested in the following year's travel pool.

viii. Small papers may choose not to pay into the travel pool provided that no delegate from that paper is attending the national conference.

ix. Papers may choose an alternative mode of transportation other than the one deemed reasonable for them the CUP national executive but shall simply be refunded the cost of travel for the method of transportation originally deemed reasonable

x. Any surplus from the initial travel pool collection will be credited to each paper proportionally and reflected in the following year's invoice.

xi. Travel pool delegates must be in attendance during final plenary, unless another representative of their staff attends in their stead.

xii. Reimbursements for travel pool expenses will only be made to member papers and not to individual staff members

C. A report will be compiled each year by the CUP National Executive by March 15 and will include the following:

- i. Previous year's surplus
- ii. This year's surplus
- iii. Cost for each paper to attend national conference.
- iv. Total cost of travel.
- v. Average cost of travel.
- vi. Travel pool fees for small, medium, and large papers.
- vii. Surplus/deficit for present year.
- viii. Any additional income/expenditures related to the travel pool not mentioned above.
- ix. List of papers who opted for an alternative mode of transportation than that selected by the National Executive.
- x. List of papers who were deemed by the CUP National Executive too close to fly and the mode of transportation for each.

D. Papers must register their travel pool delegates and make travel arrangements with the CUP National Executive by December 20 in order to have their travel pool delegates organized and paid for upfront by CUP.

- i. If a paper does not register a travel pool delegate by December 20 that paper is entitled to reimbursement if a member of their paper is present at final plenary. The reimbursement will be based on the original calculations used to determine travel pool charges.
- ii. A paper may choose to book travel themselves and apply for reimbursement from CUP provided they approve the expenses before December 20.

3. Regional Conferences

A. Each member shall endeavor to send a representative to each National Conference and each Regional Conference as may be called in its region.

B. Getting Started:

- i. Each region of CUP should endeavour to host at least one event per semester.
- ii. Host papers will be selected according to the Regions section of CUP By-law.
- iii. The host paper, regional executives, and regional staff must keep CUP papers informed of the details of the conference, including agendas, dates, times, and delegate arrangements (transportation, billeting etc.)
- iv. Regional conference planners should ensure that invitations and information about the conference are sent to all non-CUP student papers in the region.
- v. At least one member of the CUP national office should attend, in addition to the CUP regional staff, and regional representative.

C. Conference Planners and/or regional representatives may structure regional conferences at their discretion. However they should endeavor to structure the conference to meet the

training needs of their region consultations with the papers and the regional staff.

D. If more than 50 per cent of members are present, regional plenary should be convened.

A regional plenary should include:

- i. An agenda which include a review of conference proceedings (reports from caucuses and commissions, and screenings for regional positions).
- ii. Any motions made by regional members, staff or directors.
- iii. The setting of projects and goals for the region
- iv. Discussion of the date and place of the next regional conference
- v. Job descriptions of regional staff should adhere to those set at the year's national conference, though regions may modify the duties of regional staff to suit the specific needs of the region.

E. Conference host papers will have the option of running all finances through the CUP National Office in order to avoid individuals or small papers taking on unnecessary financial risk.

- i. Host papers must choose up front if they will manage finances themselves or run all expenditures and revenue (including delegate fees) through national office.
- ii. If the host paper chooses not to use national office for conference financial management the president will forward the host paper regional subsidy according the budget approved by each region.
- iii. Papers who choose to use national office for conference financial management will not be entitled to any reimbursements unless expenditures are previously approved by the CUP national office.

4. Special Issues Caucuses

A. Special Issues Caucuses shall promote awareness of issues involving marginalized social groups.

B. Each Special Issues Caucus shall be open to members of member papers who self-identify as members of the social group represented by the caucus and any members invited by the Special Issues Caucus.

C. Special Issues Caucuses may be created by a simple majority vote by National or Regional Plenary.

D. Special Issues Caucuses may be dissolved by a two-thirds vote by National or Regional Plenary, provided such caucuses have been dormant for at least two years.

E. Each Special Issues Caucus may elect a Special Issues Coordinator. Such coordinator shall be reported to plenary after the coordinator's election.

F. Conference coordinators shall arrange at least one meeting of each established caucus at each national and regional conference, and include these meetings in the schedules of such conferences, on either the first or second day of the conference.

G. Special Issues Caucuses may report and present motions at National Plenary, as in the case of commissions.

H. Special Issues Caucuses are encouraged to hold forums to discuss issues with all members.

I. The following caucuses are currently active within CUP, subject to caucus policies as outlined above:

- i. Women's Caucus
- ii. Queer, Trans and Allies Caucus
- iii. Anti-racism Caucus
- iv. Disabilities Caucus
- v. Francophone Caucus

J. The first meetings of the special issues caucuses should not be scheduled concurrently with each other or other sessions during the conference.

5. Inclusivity/Sensitivity Training

A. A session will be made available on the first full day of the national conference that will be dialogue training to foster inclusiveness in relation to people's personal backgrounds, including but not limited to: gender, ability, sexual orientation, ethnicity, religion and socio-economic standing. The training session should also address the place of media within broader power structures as well as the role media can play in scrutinizing power structures.

B. This session will not be scheduled alongside any other session, including seminars, roundtables, caucus meetings, or commission meetings.

C. This session shall, whenever possible, be facilitated by an individual – or a group of individuals – that have relevant, professional experience and training in sensitivity/inclusivity (i.e. anti-oppression) issues.

D. Relevant resource material be included in each CUP National Conference delegate binder.

E. This session is mandatory for all members attending the National Conference.

PART IX: SUSTAINABILITY

1. Ecological Sustainability Framework

A. CUP should strive to lessen the impact of our ecological footprint.

B. CUP must take proactive steps to address ecological concerns, and lead by example.

C. The national executive should update membership about their progress and any new initiatives relating to ecological practices or sustainability in general.

D. The CUP Board of Directors should discuss new developments in environmentally sound products and policies during their meetings.

2. Paper Waste

A. Documents should be printed double-sided, including but not limited to: minutes, agendas, memo, letters, conference guides, workshop handouts, etc.

B. If the double-sided method is not compatible with the technology available, the reusable pages should be set aside to be reborn as office material, such as notepads, scrap paper, etc. to cut waste and save money.

C. All national office and conference-related printing is to be done on Forest Steward Council certified paper.

3. Online Guides

A. PDF files of resource material, meeting agendas, minutes and memos should be made available on the CUP website as alternatives to paper copies, with hard copy backups available at the national office.

4. Conferences

A. Conference coordinators should keep sustainability in mind when planning national and regional conferences, by reducing consumption. The following guidelines are recommendations to reduce waste and lower costs:

i. Workshop tools

- 1) Overhead projectors for transparencies
- 2) LCD projectors for digital presentations
- 3) Reduced number of printed handouts, with PDF versions available online

ii. Food

- 1) Shade-grown fairly traded coffee when possible
- 2) If conference facilities do not provide reusable plates, cups or utensils, each delegate attending a regional conference should be instructed by the conference coordinator to bring their own plate, bowl, fork, spoon, knife and mug.

iii. Merchandise

- 1) Delegate materials should be packaged in a reusable bag or cloth tote.
- 2) T-shirts should be purchased from companies which do not use sweatshop labour.
- 3) Coordinators are encouraged to purchase materials locally to support community infrastructure.
- 4) Notepads should be made of recycled paper

PART X: ELECTIONS AND REFERENDA

1. National Election Procedure

A. Preliminaries

- i. The CUP Board HR officer will open the application process by electronically distributing the national election brochure to membership, and posting copies of the job descriptions for President, Industry and Continuity Representatives, and National Executive by November 1 of each year. The first round of applications will be accepted until November 30.
- ii. The HR officer shall consult HR Policy for further details concerning the national election brochure.
- iii. If there are no nominations for any position at the close of nominations, the CUP HR officer will re-open the application process by electronically distributing the national election brochure to membership, and electronically posting copies of the job descriptions for President, Industry and Continuity Representatives, and/or National Executive by no more than one week following the close of the first round of applications. The second round of applications will close on December 31.
- iv. In the instance that no applications for industry or continuity representatives are received in the second round, the board may appoint eligible candidates to those positions in accordance with the procedure outlined in CUP By-laws.
- v. In the instance that an application for the President or National Executive is not received before the national conference, the board chair and HR officer will conduct an online election in accordance with the Secondary Election Procedure.

B. Applications

- i. All candidates must submit their applications electronically to the HR officer ten days before the first full day of the national conference.
- ii. All applications shall consist of a cover letter, resume, three professional references, and no more than five clippings for National Executive candidates.
 - 1) The cover letter shall not exceed one page in length, and contain no more than a total of 800 words.
 - 2) The resume shall not exceed two pages.
 - 3) The three references shall consist of contact information for individuals who can verify information provided on the applicant's resume.
- iii. Nine days before the first full day of the national conference, the HR officer shall post each application in the document depot, and post the names of the applicants to the CUP listserv.
- iv. The HR officer shall actively collect memberships' questions and concerns, and ensure they are factored into the screening process.
- v. A candidate may withdraw their application up until one (1) hour before final plenary begins.

C. Screening

- i. The CUP Board of Directors Human Resources representative (HR officer) shall contact all National staff candidates' references by phone no less than seven days before the start of the national conference in order to verify details laid out in the candidate's application.
- ii. Candidates shall submit a criminal background check as part of their application. Applicants who can't afford to have the check done shall apply to the Board of Directors for a loan to cover the costs, with repayment options to be determined on a case-by-case basis
- iii. The HR officer shall present a report to the hiring commission on the result of the reference and legal background checks at the first meeting of the commission. Should there be any grievances, the commission shall further investigate during the screening process and interviews.
- iv. The hiring commission can identify and remove candidates who have falsely represented themselves in their cover letter and/or resume, or who have been charged for sexual assault, fraud, embezzlement, or any other charges relating to the job description.
- v. A decision to remove a candidate from the screening process will be made by resolution of the commission.
- vi. If the hiring commission decides that a candidate should be removed from the national office elections, they will write another detailed report of the discrepancies and present it to the CUP membership during mid week plenary. Should this report recommend that the candidate not be considered for national office, membership can then vote to overturn the hiring commission's decision.
- vii. The screening process is not to remove candidates because of their personality, platform, or CUP experience.
- viii. The screening process for National Executive candidates shall also include the editing test.
- ix. The HR officer shall announce the names of the candidates who the screening commission has agreed by resolution are eligible to run in the election at the beginning of the mid-week plenary session.
- x. At that time, members of the hiring commission will post the resume, cover letter and headshot of each candidate and, in the case of National Executive candidates, the hiring commission will also post clippings and the editing test in the writer's resource room and in a prominent place at the CUP national conference determined by the hiring commission and make other copies available as requested by membership and emailed to all conference attendees and CUP members, and that the editing test shall be distributed with a score attributed to it.
- xi. The hiring commission members will also supply a visual identifier indicating that the person is a candidate.

xii. President, National Executive, Industry and Continuity visual indicators will be different.

xiii. In the event that no candidate is deemed eligible to run for President or National Executive, the election for that position shall recommence using the secondary election process outlined in section 3.

D. Campaigning

i. No candidate shall be allowed to produce any campaign material, either electronically or not. i.e. Handbills, posters, T-shirts, Facebook pages

ii. The HR officer shall send out to membership a list of all candidates who pass the screening process along with a mugshot and a 800-word (maximum) description supplied from the candidate. The mail-out will be done at least five days before the beginning of the conference. Info and mugshots must be provided to the HR officer along with the application.

E. Midweek Plenary Forum

i. No events shall run concurrently to the midweek plenary forum at the National Conference

ii. After being cleared to run in the election by the screening commission, all applicants shall have the opportunity to participate in an open forum at midweek plenary at the National Conference.

iii. The forum shall be chaired by the HR officer.

iv. Membership will have the opportunity to ask questions of each candidate for a maximum of ten minutes.

v. Each question must be related to the relevant job description.

vi. The ordering of candidates shall be:

- 1) Presidential candidates in random order.
- 2) National Executive candidates in random order.
- 3) Continuity Representative candidates in random order
- 4) Industry Representative candidates in random order

vii. Any question that violates the principles of the CUP Code of Conduct and/or are illegal in nature shall be disallowed by the chair.

viii. Once the question period has begun, the doors to the forum will be locked and no member may join the mid week plenary forum screening.

ix. During the question period, national executive candidates will be sequestered in a separate room outside of the plenary room and brought in during their question period

only. Once the candidate is finished, they are sequestered again and the next candidate is brought in.

x. During the question period, presidential, and board candidates will not be sequestered and will be asked questions in alternating order to allow for debate.

F. Speeches and Questions

i. Speeches will take place at final plenary. All speeches must take place consecutively.

1) The order of speeches will be random.

2) Quorum, based on a roll call, is required before the interview process can begin. As soon as quorum is reached, the doors to the plenary floor will be locked and no member may join the screenings part way through.

ii. During the election process it is required that all electronic devices be turned off, and removed from the plenary table.

iii. All National Executive candidates will then be sequestered in a separate room outside of the plenary room and brought in one at a time.

iv. Each candidate will then be allowed seven minutes to make a statement to plenary.

v. Following this speech, members of the hiring commission shall ask each candidate a minimum of four and maximum of six questions. Only one question may be a joke question, which must be related to the position.

1) All the candidates for the same position shall be asked the same questions.

vi. The interview shall take no more than twenty (20) minutes per candidate.

vii. Once the National Executive candidate is finished, they are re-sequestered and the next candidate brought in.

viii. All candidates for the same position will be asked the same questions.

G. Voting and Scrutineering

i. Members will vote by secret ballot once every candidate has spoken.

1) The ballots shall be created by the hiring commission prior to the election.

2) The candidates names will appear in alphabetical order by surname by position on the ballot.

3) A preferential ballot will be used, whereby papers rank their preferences for each position numerically.

4) If only one candidate is running for any position, a yes/no vote is taken

ii. The HR officer, plenary chair and two ballot counters chosen from the Hiring Commission will then leave the plenary room together to count the ballots.

iii. The first ballot counter will count the ballots in privacy. The second ballot counter will then independently count the ballots in privacy. The HR officer and plenary chair will supervise. If there is only one candidate running for a position, a yes or no vote is

taken. If a no vote is reached, the election is considered invalid for that position. The election process shall then commence using the secondary election procedure.

iv. The vote is considered valid if both ballot counters counts are the same.

v. The vote is considered invalid if both ballot counters counts are not the same.

vi. The ballot counters must recount separately until the vote is valid.

vii. Members shall have the opportunity to cast their ballot prior to final plenary. The hiring commission will prepare advance ballots and the HR officer will announce at the beginning of the conference where and when members can fill out their advance ballot. Advance balloting shall be available a minimum of 24 hours before final plenary. Upon request the HR officer shall provide the member with an advance ballot and remove their name from the list of papers eligible to vote during the election portion of final plenary. The member shall seal their ballot in an envelope, sign across the seal and place their ballot in a secured ballot box. The HR officer shall ensure the ballot box is kept in a secure location. The advance ballots shall remain in their sealed state until all ballots have been collected, at which time the ballot counters shall count the ballots among those cast during final plenary in accordance with part ii-vi of this subsection.

H. Declaring a Winner

i. The candidate with the fewest first-place votes is removed from the ballot. The papers who voted for the eliminated candidate then have their votes distributed to their second place choice. The process is repeated until a winner is chosen.

ii. In the event of a yes no vote, the winner is decided by a simple majority (50 per cent plus one) in favour of the candidate. If a no vote is reached, the election is considered invalid for that position and the secondary election procedure begins.

I. In the event of a tie:

i. The HR officer will inform plenary and the candidates for the position where voting has tied. The HR officer and commission members will then determine an additional three questions. All candidates will be asked the same questions.

ii. A second vote will take place, following the above procedures, after all candidates present have answered the additional questions.

iii. If a second tie occurs, the HR officer will inform plenary and the candidates for the position where voting has tied. The election shall be considered indeterminate for that position, and the emergency election process shall commence.

2. Regional Election Procedure (at Regional Plenary)

A. Plenary Room

i. Once quorum is reached, the doors to the plenary room will be closed.

ii. No member may enter the room part way through the screenings.

iii. No member who wishes to vote may leave the room.

B. Electoral Officers

i. A chief electoral officer (CEO) and one election scrutineer will run the election.

ii. The CEO will be selected from the following list in descending order.

- 1) CUP president
- 2) CUP president-elect.
- 3) CUP National Executive
- 4) CUP National Executive-elect
- 5) CUP regional representative
- 6) CUP regional bureau chief (RBC).
- 7) Any person present, elected by a majority (50 percent plus one) vote of regional plenary.

iii. CUP staff, directors and members may remove themselves from this list for any reason.

iv. No regional representative who is running for election shall be eligible to be the CEO.

v. The scrutineer will be selected by regional plenary by a simple majority (50 per cent plus one) vote.

C. Applications

i. Candidates for CUP regional representative will submit their applications to the CEO before plenary convenes

ii. The starting time for this plenary session must be announced at least 24 hours in advance by the CEO

iii. Candidates may submit a position paper and resume

iv. All applications must be submitted to the CEO no later than an hour before plenary starts

v. Candidates may stand for election in absentia

vi. Candidates must prove that they will be staff at a CUP newspaper for the duration of the first year of their term.

D. Campaigning

i. No candidate shall be allowed to produce any campaign material, either electronically or not. i.e. Handbills, posters, T-shirts, Facebook pages

E. Questions

i. All candidates must leave the plenary room once elections commence.

ii. The CEO will present all candidates' applications to plenary.

iii. The CEO and members present will approve up to five questions for each position. These questions may be prepared by the CEO and interested members in advance of plenary. All candidates for each position must be asked the same questions.

F. Interviews

i. Candidates will be allowed to present to plenary for 5-10 minutes.

ii. The CEO, or an approved delegate, will ask the previously approved questions.

iii. Each candidate may speak for no more than 30 minutes, including presentations and questions.

iv. Candidates who run in absentia may request the CEO read some or all of their submissions to plenary.

G. Voting and Scrutineering

i. Ballots that are illegible or incorrectly filled out will be considered spoiled and therefore will not count in the elections.

ii. Once every candidate has spoken, members will vote by secret ballot.

iii. The CEO and scrutineer will then leave the plenary room together to count the ballots. The CEO will count them in privacy. The scrutineer will then independently count the ballots in privacy.

iv. The vote is considered valid if the scrutineer and CEO's counts are the same.

v. The vote is considered invalid if the scrutineer and CEO's counts are not the same.

vi. The CEO and scrutineer must recount separately until the vote is valid.

H. Declaring a Winner

i. The winner is decided by a simple majority (50 per cent plus one).

ii. If the first ballot does not achieve a majority for one candidate, the candidate with the least votes is eliminated and another vote is taken until a simple majority is achieved.

iii. If there is only one candidate running for a position, a yes or no vote is taken. If a no vote is reached, the election is considered invalid for that position. The position then remains vacant until such time that another in-person regional plenary can be convened.

iv. If there is a tie, a vote to break the tie occurs using the tiebreaking policy below.

v. Once a winner is declared, the scrutineer will destroy all ballots.

I. In the event of a tie

i. The CEO will inform plenary and the candidates for the position where voting has tied. The CEO and members will then determine an additional three questions. All candidates will be asked the same questions.

ii. A second vote will take place, following the above procedures, after all candidates present have answered the additional questions.

iii. If a second tie occurs, the CEO will inform plenary and the candidates for the position where voting has tied. The CEO will then open the floor to discussion from members. A third vote will then take place.

iv. If a third tie occurs, the election is considered invalid for that position, and the vacancy shall be filled in accordance to the procedure outlined in CUP By-law.

3. Secondary Election Process

A. In the event that no applications are received for a National Office position and/or an online election must be held, the following procedure will be used to conduct an online election of National Office staff:

i. All candidates will be given six (6) days to prepare and submit a video, not exceeding seven (7) minutes, outlining their platform and/or why they wish to be elected and to which position.

ii. The videos submitted by each candidate must be one continuous shot, contain no effects or editing, and contain no props, pictures or other individuals.

iii. Each candidate will upload their file to video sharing platform chosen by the HR representative of the CUP board of directors from a personal account within the 6 day period and ensure the video is set to be unsearchable.

iv. The candidates will submit the direct link to their video to the National Executive, chair of the board and HR officer before the end of the six (6) day period. The National Executive will arrange to have all videos posted at the same time to the CUP website no later than 48 hours after the final deadline.

v. In place of the question and answer period usually designated for candidates during final plenary, the board chair and HR officer will call each candidate and ask the questions approved by the HR Commission at the national conference. This will be done in accordance with the Policy Manual. This call will be recorded and posted online along with the videos of each candidate.

vi. The ballot for the online elections will include an option to vote no. In the instance that the no vote receives 50% the application process will restart.

vii. All online polling will be conducted over a five (5) day period. Quorum is 2/3 of the voting membership, including abstentions.

viii. In the event that after five (5) days, a quorum of 2/3 voting members is not reached, voting will be extended in three (3) day increments until quorum is met.

ix. All election polls will be posted on the cup.ca website and facilitated through a secure application that is determined by the HR officer of the CUP board of directors.

x. All papers will be granted seven (7) days to register an email to be used to verify proper authorization for voting on behalf of one's paper.

xi. Registering an email is not required, however if multiple votes are registered from any one paper all votes registered from that paper may be disqualified.

xii. All written communications made to membership regarding this process will be sent in one email with complete translations.

xiii. The announcement of the winners will be made within 24 hours of the close of polling via teleconference with all candidates and the available members of the CUP board of directors.

B. In the event of the resignation or impeachment of National Office staff, the national election is void, or a hiring procedure is ambiguous or not explicit, the Board of Directors shall call for nominations for a replacement, in accordance with appointment procedures set out below:

i. Immediately notify all member papers and call for applications for the vacant position.

ii. Accept applications for two weeks.

iii. Appoint one applicant to the position by means of a two-thirds (2/3) majority vote until the next members meeting or end of the term, whichever comes first.

iv. Present the applicant to membership for ratification by simple majority vote (50 per cent plus one) as per procedure at the next members meeting.

v. In the event that the applicant is not ratified, the process shall recommence.

4. Emergency Election Process

A. In the event that a President or National Executive, Industry or Continuity Representative election results in a tie between two or more candidates a referendum shall be used to elect a successful candidate. The HR officer shall implement the following procedure:

i. Immediately notify all member papers and inform them that the election was tied.

ii. Inform member papers that only candidates who participated in the final plenary election process will appear on the referendum ballot.

iii. Present the candidates to membership for election by simple majority vote (50 per cent

plus one) through referendum as per Referendum Process and Procedure.

iv. Distribute the candidates' initial application packages and in the case of National Executive candidates, completed editing tests--to membership along with the referendum ballot.

v. Following the completion of the election process, the successful candidate shall be presented to membership for ratification by membership through simple majority vote (50 per cent plus one) through referendum as per Referendum Process and Procedure.

5. Referendum Process and Procedure

A. In the event that a referendum is required, the following procedure will be followed, in accordance CUP By-law.

B. To hold a national referendum, the Chair of the Board of Directors must ensure that adequate access to appropriate technology is extended and all members are asked to vote on a specific question. The Chair shall request a vote on a specific question. The Chair of the Board of Directors may determine the technology (be it web-based, mail, or email) using which the referendum is to be conducted.

i. In the case of a regional referendum, the regional representative will assume this role.

ii. In the case that the regional representative is the position that must be filled, the President or Chair of the Board of Directors will assume this role.

C. The ballot shall contain only the referendum question. Any explanatory notes or related information shall be presented separately.

D. In the event that more than one question is proposed, separate ballots shall be used.

E. Two-thirds of members must vote within a thirty (30 day period for the results to be valid.

F. The Board of Directors shall be responsible for tabulating the ballots. The Board shall appoint two scrutineers who are not in conflict of interest with the subject of the referendum to inspect and oversee the tabulation.

G. A simple majority is required for the passage of any policy-related questions proposed in a referendum that do not require a special resolution as defined by the Act.

H. The results of all votes, except those undertaken to select staff or directors, shall be sent in roll call format to all members via the CUP listserv immediately after tabulation.

I. Once a referendum question is approved by the Board, any changes necessitated by such referenda it shall become effective immediately after tabulation unless alternate timing is specified.

6. National Election Brochure

A. Inclusions

- i. The election brochure will have the following on it:
 - 1) The applicable job descriptions.
 - 2) The national election procedure.
 - 3) How to nominate and what you need to run.
 - 4) Deadlines for nominations, when the nomination packages are posted (including editing tests) and when elections are held.
 - 5) Where nomination packages are posted.
 - 6) People to talk to if you have questions.
 - 7) Any other information deemed relevant by the membership and staff.

B. Exposure

- i. The HR officer will also post the election brochure on the CUP listserv and the CUP website by December 1.

7. National Editing Test

A. Who creates the editing test

- i. The editing test will be written by the incumbent National Executive and CUP board human resources representative (HR officer) before mid-week plenary.
- ii. If the National Executive is running again, a replacement will be found from this list in descending order:
 - 1) CUP President.
 - 2) Any regional bureau chief (RBC), or the Ottawa bureau chief (OBC).
 - 3) CUP Board Chair.
 - 4) CUP Board Vice Chair.
 - 5) Other CUP board regional representatives.
 - 6) News editors from CUP papers.
- iii. A member of this list may withdraw themselves from the list for whatever reason.

B. Nature of Editing Test

- i. The composition of the editing test will be left to the discretion of these two staff members but it must:
 - 1) Have a time limit of two hours.
 - 2) Be composed of both comprehension questions about subjects such as libel, CP style and basic journalism facts, as well as an editing portion where candidates must edit a piece no longer than 700 words
 - 3) Be supervised by at least one member of the Hiring Commission members in a room separate from membership and staff.
- ii. During the test, candidates will have access to a:
 - 1) CP Style guide.
 - 2) CP Caps and Spelling guide.
 - 3) Journalist's Legal guide
 - 4) A computer with an internet connection.
- iii. Candidates must write on the hard copy of the test provided by the Hiring Commission.

They may not retype the test themselves.

iv. Once the editing tests are completed they are posted next to the candidates' packages with a note saying that the candidates had two hours to complete the test.

PART XI: BILINGUALISM

1. Rights of French Members

A. Regardless of fees paid, all French members shall have the same rights afforded to all member papers including rights of voting and submitting candidates for CUP staff positions.

2. Funding

A. Until such time as Francophone members feel that services are sufficient to begin paying full membership fees, CUP reserves the right to allocate a smaller percentage of fees towards French services.

PART XIII: MISCELLANEOUS

1. Undying Enmity

A. In recognition of the eternal hatred that exists between the Gateway and the Ubysey, each year's national conference shall prominently incorporate an informal dance-off (including break dancing) between the Ubysey and the Gateway, even if they aren't both members.

B. Every paper in attendance will be required to declare allegiance to one of those factions. The Martlet may automatically be on the Ubysey's side.

C. Any new members (within the first year of membership) present at the conference shall adjudicate and officiate the dance-off.

D. Any delegate who is attending their first national conference must dance the flamenco.

Date modified: 2015-01-16 by the CUP Board of Directors