

## Bylaws of The Watch as amended March, 2017

### NAME

1. The name of the society is **The Watch** referred to herein as The Watch.

### OBJECTIVE

1. The ultimate objective of The Watch is to provide a published forum for the views and concerns of members of the King's community and to allow all said members an opportunity to participate in the conception and production of a news publication.

### MEMBERSHIP

1. Membership of The Watch will be open to levied members of the King's Students' Union, contributors to The Watch, and any staff of The Watch.
  1. All students that pay The Watch's levy are general members. For further clarity, these general members must also be members of the King's Students' Union.
  2. Any person who submits at least one piece of paid content to The Watch in an academic year is a contributor.
  3. Any person hired by the executive of The Watch as per these bylaws is a staff person.

### OFFICERS

1. The officers of The Watch executive will be:

Publisher

Editors-in-Chief

Treasurer

Online Editor

1. These positions will be defined in article five (5).
2. No person will hold more than one of these offices at one time.
3. The Publisher, Editors-in-Chief, and Online Editor must be general members of The Watch. They must be duly elected as per election procedures as follows in articles nine (9), ten (10) and eleven (11).
4. The Treasurer will be hired by the executive by the end of September.
5. The terms of all these positions will end after the publication of the final issue of the academic school year, or by March 31st, whichever comes first. The incoming Editors-in-Chief, Online Editor, and Publisher will begin their term immediately following the end of the last executive's term.

1. Duties of the executive will be as follows:
  1. The Publisher will be concerned with the administration of the publication. Duties of the Publisher will include but not be limited to
    1. Reviewing all content before publication for libel and other ethical concerns. In case of unresolved concerns, the Publisher will have the power to reject content that violates the Watch's Code of Ethics.
    2. Representing the publication as a society to the King's Students' Union, the college administration, and the external community.
    3. Calling and organizing editorial meetings.
    4. Overseeing the financial management of the publication in conjunction with the Treasurer.
    5. Overseeing and organizing General Meetings.
    6. Organizing distribution of the publication in conjunction with the Editors-in-Chief.
    7. Drawing up and maintaining a list of all members.
    8. Co-signing all cheques.
    9. Sitting as a voting member on the Board of Publishers.
  2. The Editor(s)-in-Chief will be concerned with the content of the print edition of the Watch. Duties of the Editor(s)-in-Chief will include but are not limited to
    1. Writing an editorial for each print issue.
    2. Mentoring and assisting print content writers.
    3. Ensuring content in the print is accessible and representative of the entire King's community.
    4. Setting and enforcing deadlines.
    5. Enforcing, by reasonable means, the style and content policies decided upon by the executive.
    6. Editing content submitted for publication by writers.
    7. Establishing plans for the layout of the publication.
  3. The Treasurer is a hired position. They will be concerned with the financial management of the publication. Duties of the Treasurer will include but not be limited to
    1. Paying bills.
    2. Invoicing customers for all advertisements in conjunction with the Publisher.
    3. Negotiating finances with external organizations.
    4. Maintaining The Watch's bank accounts and property.
    5. Keeping full record of the publication's financial position and making such information accessible to all members.
    6. Co-signing all cheques.
  4. The Online Editor will be concerned with the management and coordination of the online elements of the magazine. Duties of the Online Editor will include but not be limited to
    1. Formatting and publishing all online content.

2. Working with the Editors-in-Chief to ensure timely online coverage, within reason, of on-campus news and events.
  3. Maintaining the magazine's social media accounts.
  4. Mentoring and assisting online content writers.
  5. Determining and coordinating all online elements of articles, including, but not limited to, sidebars, links, graphs and video.
  6. Coordinating live online coverage of KSU council meeting and other meetings and events that are newsworthy at the discretion of the editors-in-chief and online editor.
  7. Initiate online-only content to maintain a frequently active website.
1. The executive will be comprised of all five of these offices. The executive is responsible for overseeing the performance of the staff and contributors.
    1. Executive meetings may be held at the request of any member of the executive with seven (7) days notice. Quorum will be the full executive.
  2. Staff members will be hired by the executive to assist them in producing the online and print publications.
    1. The Editors-in-Chief and the Publisher will jointly appoint editorial staff. If these staff members do not fulfill their duties, they can be fired by the joint decision of the editors-in-chief and the publisher. These staff positions may include, but are not limited to
      1. Copy editor
      2. Fact checker
      3. Staff photographer
      4. Section editors, including features, news, opinion
      5. Design editor
    2. The treasurer and publisher will jointly appoint office staff. If these staff members do not fulfill their duties, they can be fired by the joint decision of the treasurer and the publisher. These staff positions may include, but are not limited to
      1. Advertising manager
      2. Production manager

## ELECTIONS

1. Eligibility for different voting privileges will be defined as follows:
  1. Contributors, executive members, and staff are eligible to vote for the executive.
  2. All general members who have contributed two pieces of content to The Watch within the current executive term in any capacity are eligible to run for an executive position.
1. Executive elections will be held at a General Meeting, at least one week prior to the publication of the final print issue.
  1. The Publisher will make all reasonable efforts to ensure that all of those eligible to vote or to run for the executive are aware of their eligibility.
2. Voting for the executive will be by secret ballot. There will be no proxy voting at any time.

1. The election will be chaired by the Publisher. A Chief Returning Officer who is not running for any position will be elected from the members of the General Meeting to oversee the counting of the ballots.
2. Candidates may appoint a scrutineer.
1. In the event of an executive vacancy, a by-election will be held. The interim role will be ceded to the Publisher or one of the Editors-in-chief.
  1. No executive position will remain vacant for more than two issues.

## MEETINGS

1. Meetings will follow the rules of Robert's Rules of Order, tenth edition or later, except where in conflict with the constitution, in which case the constitution's regulations will prevail.
1. Contributor's meetings will be held following the publication of each issue of The Watch and before the next has gone to press. Contributor's meetings will include a post mortem discussion of the previous issue and a discussion of the upcoming issue, and are open to all contributors and executive members as defined above. Contributor's meetings may be postponed by unanimous consent of the executive.
2. The Annual General Meeting will be held on or before March 31st.
  1. Executive elections and a review of The Watch's finances will take place at the Annual General Meeting.
  2. Other General Meetings may be called by a decision the executives.
  3. A minimum of seven (7) days' notice must be given for any General Meeting. Notice, for the purposes of this section, is defined as physical advertisement on the King's College campus and electronic advertisement on The Watch's website and/or social media accounts.
  4. The Publisher will be responsible for organizing and publicizing any General Meetings.

## AMENDMENTS

1. This constitution can be amended at any time as follows.
  1. Any motion to amend the constitution must be held at a General Meeting.
  2. All general members will have the right to vote.
  3. Any motion to amend the constitution must pass by a 2/3 majority.

## HONORARIA

1. The Watch should maintain a system of honoraria for executive members and contributors with the goal of fostering a spirit of responsibility and to recognize the time and effort they put into the production of the publication.
  1. These honoraria, outlined in Appendix A, will be reviewed every two years by the honoraria review committee, consisting of the following members:
    1. One (1) member of the executive, elected at an executive meeting

2. One (1) contributor, elected at a contributor's meeting
3. One (1) general member, elected at a General Meeting
4. One (1) faculty representative, appointed by the Board of Publishers
5. and, if at least two (2) staff were hired by the executive during their term, one (1) staff member, selected by all staff members

## RESIGNATIONS AND IMPEACHMENTS

1. Executive members may resign by submitting written notice to all other executive members. Resignations will take effect immediately upon submission of such notice.
2. Executive members may be impeached for their failure to fulfil their duties as outlined in these bylaws.
  1. Votes concerning impeachment will be held by the Board of Publishers, and may be appealed to a General Meeting, as outlined below.
  2. Motions to impeach may be brought to the Board of Publishers by any general member, contributor, or staff person.

## BOARD OF PUBLISHERS

1. The Board of Publishers will be the overseeing body of the Watch. It will vote on the release of the King's Students' Union levy, after approving the budget presented by The Watch's treasurer, to the executive of the publication. The Board of Publishers will further have disciplinary authority over the executive.
  1. The Board of Publishers will be composed of the Publisher (voting), the Financial Vice President of the King's Students' Union (voting), three members of the King's Students' Union to be elected at the Fall King's Students' Union General Meeting (voting), a faculty or staff representative from the King's Journalism School (voting), a media representative (voting) and the treasurer of the Watch (nonvoting).
    1. Each member of the Board of Publishers will sit for a term of one (1) year.
    2. Members of the King's Students' Union executive (aside from the aforementioned Financial Vice President), or members of the King's Students' Union council are unable to fill the position of Board of Publishers Representative during their time in office.
  2. The Board of Publishers will be chaired by the current Chair of the King's Students' Union.
  3. The Board of Publishers will meet at least twice in the fall term and at least twice in the winter term to discuss The Watch.
    1. An emergency meeting of the Board of Publishers may be called by any member of the Board or of the executive. Twenty-four hours' notice must be given by the member calling the meeting.
  4. Quorum for all meetings will be 2/3 of all members.

1. A vote to impeach a member of the executive must pass by two-thirds majority. The executive and Board of Publishers will be given seven (7) days notice of the vote.
2. Motions to impeach may be reverse at a General Meeting called within seven (7) days of their passing.
3. A vote to release the King's Students' Union levy pass by two-thirds majority.

## ACCESS TO INFORMATION (ATI) REQUESTS

1. Every year, five hundred dollars (\$500) will be set aside to pay for requests under Access to Information (ATI) legislation (either federally, provincially/territorially).
  1. Any King's student can request The Watch to pay for their request under the ATI legislation. The request will be granted (so long as there remains sufficient funds) so long as The Watch receives a copy of all information received through the request.
    1. The Watch will only pay for the original application fee, but is not required to pay for any other fees (ie. photocopying, mailing, etc.)
    2. As well, The Watch will instruct students on how to accurately and efficiently file ATI requests through a written guide, and the executive will review it for accuracy before submission.

## Appendix A - Honoraria

The honoraria for executives is as follows:

1. the publisher will receive \$800 for their entire term
2. the treasurer will receive \$700 for their entire term
3. the editor(s)-in-chief will receive \$1000 each for their entire term
4. the online editor will receive \$800 for their entire term

The honoraria system is flexible depending on the type of work contributors submit. If their contribution does not fit neatly into the prescribed system for honoraria, a new amount will be decided on by the executive to accurately reflect the work of the students. The base system is as follows:

1. A print feature article (more than 1,000 words) will receive \$20
2. A long print article (between 500 and 1,000 words) will receive \$15
3. A brief print article (up to 500 words) will receive \$10
4. An online article will receive \$10
5. A photo (for print or online) will receive \$5
6. A cover photo for print will receive \$10
7. A podcast will receive \$20