

Policy Changes for Annual General Meeting Review

New Version	Num (#)	Edit Reasoning
“Arthur is a student learning community.”	Mission Statement	To allow for students to work for Arthur Newspaper in a “for-credit” capacity. To allow for a better understanding of what Arthur represents (ie., a Newspaper created by students & recent alumni).

Original Text	Num (#)	Edit Reasoning
“Spouse: Co-habiting partner(s).”	1.3 Definition of Terms	To modernize the language.
New Version		To cover more types of relationships in the interest of protecting membership from conflicts of interest.
“Partner(s): Partner(s) who are in a physical, romantic, or business partnership.”		To ensure full inclusion of polyamorous relationships.

Original Text	Num (#)	Edit Reasoning
“Board openings should be announced in Arthur.”	2.2.2 Appointment of the Board Directors	To assure openings can be filled during the summer months.
New Version		To assure all membership has access to apply in an equivalent manner without favoritism being expended to friends or other potential conflicts of interest.
“Board openings should be announced in Arthur when possible. During summer months and times the paper isn’t published, a call out on Arthur’s Social Media channels may be deemed more effective and therefore necessary. ”		

Original Text	Num (#)	Edit Reasoning
“The Treasurer will ensure that Arthur’s financial archives are kept for a period of seven years.”	2.5.1 (Role of) Treasurer of the Board	To ensure <u>all</u> necessary documents are created and kept for future use/understanding.
New Version		To ensure the sustainability of future of Arthur.
“The Treasurer will ensure that Arthur’s financial archives are kept for a period of seven years;		To address missing documents from previous Volumes/Editorships.

<p>These archives include, but are not limited to: Actuals Budget balance sheet income statement.</p>	<p>2.5.1 (Role of Treasurer of the Board (cont'd)</p>	
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Original Text	Num (#)	Edit Reasoning
<p>“The Treasurer ensures that a bookkeeper is hired (preferably through LETS) to close the books in the summer.”</p>	<p>2.5.1 (Role of Treasurer of the Board</p>	<p>To restate the intended purpose with more direct language.</p>
<p>New Version</p>		
<p>“The Treasurer ensures that a (local) bookkeeper is hired to close the books in the summer.”</p>		

Original Text	Num (#)	Edit Reasoning
<p>“Staff and Volunteer Issues Commissioner” & “Community Outreach and Membership Director”</p>	<p>2.5.4 Staff and Volunteer Issues Commissioner & 2.5.5 Community Outreach and Membership Director</p>	<p>To restate the intended purpose with more direct language.</p> <p>To unify the bylaws and the policy document.</p>
<p>New Version</p>		
<p>“Internal Affairs Commissioner (IAC)” & “External Affairs Director (EAD)”</p>		

Original Text	Num (#)	Edit Reasoning
<p>“The following list of positions of employment are intended to be helpful in budget creation. They may change depending on Arthur's financial situation. All wages and honoraria must be approved by the Board of Directors.</p> <p>Co-ordinating Editor(s): As elected by the membership.</p> <p>Production Manager: Typically hired if only one editor is elected by the Staff Collective. This position assists in</p>	<p>3.1 Forms of Employment</p>	<p>To add the typical terms of employment to the policy document.</p> <p>To amend the policies to include a “worst case” scenario during times of financial hardship.</p> <p>To provide further historically based explanation to the employment positions, their duties, and how Staffing Models have functioned in prior years.</p>

<p>production management and oversees creation of the paper with the elected Editor.</p> <p>Advertising Manager: Hired to both/either create advertising revenue and/or design advertisements for local business who seek to promote themselves in the newspaper. In the past this position has been created on a commission basis for advertising sales.</p> <p>Summer Bookkeeper: A bookkeeper hired over the summer to bring the books up to date and to close books.</p> <p>Advertising Collections: A collections person hired at the end of the production year to follow up on unpaid accounts.</p> <p>Layout person(s): Hired to assist in the physical creation of the paper. Typically someone with experience in desktop design software.</p> <p>Proofreader: Hired to assist in proofreading the paper weekly.</p> <p>Copy Editor: Hired to assist in reviewing articles for the newspaper and fact checking.</p> <p>Distribution Manager(s): Hired to distribute the paper. Typically this position requires regular transportation.</p> <p>Volunteer co-ordinator(s): Hired to manage and co-ordinate volunteer submissions.</p> <p>Bookkeeper: Hired to maintain weekly bookkeeping tasks (billing, paycheque signing/delivery).</p> <p>Events listings co-ordinator: Hired to update weekly event listings.</p> <p>Section editor(s): Hired to design and edit their respective part of the newspaper, to assure submissions are in, attend story meetings, and to regularly submit pieces to their sections.</p> <p>Full-time/part-time writer(s): Hired to</p>	<p>3.1 Forms of Employment (cont'd)</p>	
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<p>attend weekly story meetings and submit two or more articles a week.</p> <p>Office manager(s): Hired to assist in office business. In the past this position also replaced the need for a bookkeeper as they had maintained the books and assisted in communication with advertisers.</p> <p>Computer technician(s): Hired to assist with computer issues and networking. Web designer/Social Media manager: Hired to help update the website/social media and maintain the newspapers presence online.”</p>	<p>3.1 Forms of Employment (cont'd)</p>		
<p>New Version</p>			
<p>“According to By-Law 7(a.i.), Editors are the only position which are required to receive full-time remuneration for their employment. All other positions are coordinated by the Editors and paid at the rate and discretion of the Board. During times of financial hardship, it is recommended that Editors hire (and remunerate) in this priority sequence:</p> <ol style="list-style-type: none"> 1. Themsel(ves); 2. Business Manager (and any other financial/business positions as necessary); 3. Distribution Manager; 4. Production Assistant (only if Editors have no prior experience); 5. Volunteer Coordinator/Section Editors; and then, 6. All other positions. <p>If possible, Editor(s) may also decide to distribute the paper themselves and/or find volunteers to do so. If this is done, it is recommended that the Board is consulted and additional funds are added to the budget for honorariums to help offset the cost of gas/transportation.</p> <p>It is highly recommended that all writing and production positions (ex., Section Editors, Production Assistant) are hired on a per-semester basis. This is to assure proper review of employees and for budgetary reasons.</p>			

<p>The following list of positions of employment are intended to be helpful in budget creation. They may change depending on Arthur's financial situation and other conditions, based upon Editor(s) needs and objectives for the current Volume. All wages and honoraria must be approved by the Board of Directors.</p> <p><i>Coordinating Editor(s)</i> [Approx. 28 weeks x 35 hr/week]: As elected by the membership. This position is the only mandatory job on Arthur's payroll. All other jobs can be held on a volunteer basis or otherwise fulfilled by the Coordinating Editor(s). Duties may include: planning and maintain production schedules, hiring and supervising staff, pagination, editing, maintaining office hours, administrative emailing, creating budget with Board Treasurer, filing paperwork, sending finished newspaper into printer, conducting story meetings, and approving articles for publication.</p> <p><i>Business Manager(s)</i> [Approx. 30 weeks x 10 hr/week]: Hired to assist in office business. In the past, this position also replaced the need for a bookkeeper as they had maintained the books and assisted in communication with advertisers. Other jobs business manager(s) have done in the past are: maintaining record of finances/spending, opening a closing accounts with local businesses for advertising purposes, and general office upkeep. Business managers typically are hired on longer contracts with the potential to renew annually.</p> <p><i>Production Manager</i> [Approx. 22 weeks x 7 hr/week]: Typically hired if only one Editor is elected by the Staff Collective. This position assists in production management and oversees creation of the paper with the elected Editor. The position typically would begin during the same week as Editor(s) and business manager(s).</p> <p><i>Section Editor(s)</i> [Approx. 22 weeks x 15 hr/week]: Hired to design, edit, and recruit volunteers for their respective section of the newspaper, to assure</p>	<p>3.1 Forms of Employment (cont'd)</p>	
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<p>submissions are in, attend story meetings, and regularly submit pieces to their sections. These positions are mutually exclusive to the Section Editor(s) positions and Volunteer coordinator(s) positions (ex., when Section Editor(s) are hired, weekly/bi-weekly writer(s) are not).</p> <p><i>Weekly/bi-weekly writer(s)</i> [Approx. 22 weeks x 7 hr/week]: Hired to attend weekly story meetings and submit two or more articles a week. It is highly recommended that this position is hired on a semester-long term to assure proper evaluation of each writing position. These positions are mutually exclusive to the Section Editor(s) positions and Volunteer coordinator(s) positions (ex., when Section Editor(s) are hired, weekly/bi-weekly writer(s) are not).</p> <p><i>Volunteer coordinator(s)</i> [Approx. 22 weeks x 7 hr/week]: Hired to manage and coordinate volunteer submissions. These positions are mutually exclusive to the Section Editor(s) positions and Volunteer coordinator(s) positions (ex., when section Editor(s) are hired, weekly/bi-weekly writer(s) are not).</p> <p><i>Proofreader</i> [Approx. 22 weeks x 5 hr/week]: Hired to assist in proofreading the paper weekly. Can be hired in conjunction with the Copy Editor(s) position.</p> <p><i>Copy Editor</i> [Approx. 22 weeks x 5 hr/week]: Hired to assist in reviewing articles for the newspaper and fact checking. Can be hired in conjunction with the proofreader(s) position.</p> <p><i>Distribution Manager(s)</i> [Approx. 24 weeks x 7.5 hr/week]: Hired to distribute the paper. Typically this position requires regular transportation. Typically expected to not utilize all hours for distribution, but additional hours recorded to subsidize cost of gas/insurance.</p> <p><i>Advertising Manager</i> [Approx. 22 weeks x 5 hr/week]: Hired to both/either create advertising revenue and/or design</p>	<p>3.1 Forms of Employment (cont'd)</p>	
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<p>advertisements for local business who seek to promote themselves in the newspaper. At the end of the production year this position would follow up on unpaid accounts.</p> <p><i>Bookkeeper</i> [Approx. 22 weeks x 5 hr/week]: Hired to maintain weekly bookkeeping tasks (billing, paycheque signing/delivery).</p> <p><i>Social Media manager</i> [Approx. 22 weeks x 5 hr/week]: Hired to help update social media and maintain the newspapers presence online.</p> <p><i>Summer Bookkeeper</i> [Approx. 2 weeks x 15 hr/week]: A bookkeeper hired over the summer to bring the books up to date and to close books.”</p>		
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Original Text	Num (#)	Edit Reasoning
“Production Manager”	3.1.2 Honoraria, 7.1.1 Bank Accounts, 7.1.2 University Accounts	To reflect practice from the past ten years, as Production Managers have not been common practice.. To ensure Editorships do not hold full control of all accounts. To reflect the original hierarchy of the paper re: finances and ensure Editors don’t hold full control of the finances of the paper. This is due to previous mismanagement.
New Version		
“Business Manager”		

Original Text	Num (#)	Edit Reasoning
“\$750”	3.1.2 Honoraria	To reflect the industry standard, honorarium amounts have been reduced to a maximum of \$500.
New Version		
“\$500”		

Original Text	Num (#)	Edit Reasoning
“The Editor(s)/board members may apply for grants to hire other staff. This may include hiring staff through Summer Career Placement or placements through	3.1.3 Other Jobs	To add Canada Summer Jobs, as this project has been utilized more than once in the past ten years.

other programs.”	3.1.3 Other Jobs (cont'd)	
New Version		
“The Editor(s)/board members may apply for grants to hire other staff. This may include hiring staff through Summer Career Placement, Canada Summer Jobs , or placements through other programs.”		

New Version	Num (#)	Edit Reasoning
<p>“3.1.4 Summer Programming</p> <p>All policies that govern traditional Arthur procedures can be applied to any summer programming that occurs.”</p>	3.1.4 Summer Programming	To ensure Editor(s) and Board follow the policy and procedure document in the summer, if they choose to operate.

Original Text	Num (#)	Edit Reasoning
<p>“All hiring is done by the Coordinating Editor(s) during the school year. Board members should also sit on hiring committees. If Editor’s decide to run Arthur-In-Summer during the summer months, hiring should be done by a hiring committee.</p> <p>All job opportunities will be posted at the Arthur office. Priority will be given to volunteers with the appropriate skills. Job opportunities must also be posted at Careers and Counselling, in the Native Studies lounge, the Trent International Program office, the Human Rights Office and the Trent Queer Collective office.”</p>	3.2 Hiring	<p>To assure policy exists during summer months for hiring.</p> <p>To refer students/board members on how hiring is controlled during the summer months.</p> <p>To ensure outgoing Editor(s) don’t hold an advantage at the elections, as they would have more time/resources to plan if they were looking to hire and work through the summer.</p> <p>To update the list of offices where jobs may be posted for the new year. To modernize the list of offices at Trent.</p> <p>To reflect the policy that had been upheld in recent years, as most positions simply were posted online/in the paper (when possible)</p>
New Version		
<p>“All hiring is done by the Coordinating Editor(s) during the school year. Board members should also sit on hiring committees. If Editor’s decide to run Arthur-In-Summer during the summer months, hiring should be done by a hiring committee [see 5.2.2 for committee policies re: structure of this committee].</p> <p>All job opportunities will be posted at the</p>		

<p>Arthur office, on Arthur Newspaper social media, and the Trent Job Board. Priority will be given to volunteers with the appropriate skills. Job opportunities can also be posted at Careers and Counselling, in the Indigenous Studies lounge, the Trent International office, the Human Rights Office and the Trent Queer Collective office, and emailed to all applicable departments/levy groups and/or initiatives.”</p>	<p>3.2 Hiring (cont'd)</p>	
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Original Text	Num (#)	Edit Reasoning
<p>“During each interview, a question relating to oppression issues should be asked (asking for the definition of accessibility, racism, patriarchy, heterosexism, ableism and colonialism).</p> <p>As part of the interview process, applicants may be asked to perform a test and/or submit previous samples of work before the interview. Section Editor applicants should be asked to edit an article and to submit a sample of their writing. The proofreader should be asked to proofread articles. The layout person should be asked to evaluate samples of pages. The same material should be provided for each applicant of a job. Other job applicants should be asked to bring in a sample of their work (e.g. photographic technician, advertising manager).</p>	<p>3.2 Hiring</p>	<p>To ensure all potential employees are aware of/have a basic understanding of oppression issues.</p> <p>To ensure that any oppression issue potentially missed in the above list is covered by future interviews.</p> <p>To assure all production employees are evaluated on their ability to perform their duties at the paper.</p>
<p>New Version</p>		
<p>“During each interview, a question relating to oppression issues must be asked (ex., asking for the definition of accessibility, racism, patriarchy, heterosexism, ableism and colonialism). The aforementioned list of examples is not exhaustive and does not include all forms of oppression.</p> <p>As part of the interview process, applicants may be asked to perform a test and/or submit previous samples of work before the interview. Section Editor applicants should be asked to edit an article and to</p>		

<p>submit a sample of their writing. The Proofreader and Copy Editor should be asked to proofread articles. The Production Assistant should be asked to design a layout of a page of the newspaper. The Production Manager should be asked to evaluate samples of pages. The same material should be provided for each applicant of their potential job. Other job applicants should be asked to bring in a sample of their work (e.g. photographer, advertising manager).”</p>	<p>3.2 Hiring (cont'd)</p>	
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Original Text	Num (#)	Edit Reasoning
<p>“New staff are required to fill out all necessary tax forms and provide Arthur with their correct address and telephone number.</p> <p>New staff are required to participate in ongoing anti-oppression training as well as other skills workshops as set out by the Editor(s). New staff will attend a group training session which will stress the importance of professionalism when dealing with people throughout the year. Staff should be aware that they do represent Arthur to others simply by working there and should strive to represent Arthur in a professional manner at all times.</p> <p>All new staff should receive a written copy of their job description, a copy of the Personnel Policies, a copy of the Volunteer Policies (if appropriate) and other skills hand-outs related to their job (if appropriate). They should also be given a tour of the office and an explanation of the production process. Staff should be introduced to other staff at the first staff meeting.”</p>	<p>3.3 Orientation</p>	<p>To create a deadline for anti-oppression training so that it is no longer delayed/cancelled.</p> <p>To ensure that training happens in a more effective manner.</p> <p>To allow for new employees to have a better line of dialogue with the Editors/board members.</p> <p>To update the policies to reflect current practice.</p>
<p>New Version</p>		
<p>“New staff are required to fill out all necessary tax forms and provide Arthur with their correct address and telephone number.</p>		

<p>During the first 30 days following the first day of classes, new staff are required to participate in ongoing anti-oppression training as well as other skills workshops as set out by the Editor(s). During this training event, new staff will attend a group training session which will stress the importance of professionalism when dealing with people throughout the year. Staff should be aware that they do represent Arthur to others simply by working there and should strive to represent Arthur in a professional manner at all times.</p> <p>All new staff must receive adequate training for their positions and must review the Policies and Procedures document in full. They should also be given a tour of the office and an explanation of the production process. Staff should be introduced to other staff at the first staff meeting or story meeting.”</p>	<p>3.3 Orientation (cont'd)</p>	
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Original Text	Num (#)	Edit Reasoning
<p>“Arthur paid staff are required to participate in anti-oppression training and other training related to their job. If they are unable to attend, other arrangements must be made with the Editor(s).”</p>	<p>3.4 Conditions of Employment</p>	<p>To emphasize that all staff members need to have official anti-oppression training.</p> <p>To ensure than Editor(s) do not skip their duty to train employees for convenience.</p> <p>To allow for extenuating circumstances, with emphasis on ensuring all employees are properly trained.</p>
<p>New Version</p>		
<p>“Arthur paid staff are required to participate in anti-oppression training and other training related to their job. If they are unable to attend, other arrangements must be made with the Editor(s) for alternative anti-oppression training.”</p>		

<p>New Version</p>	<p>3.4.1 Illness or Short Term Leave of Paid Employees</p>	<p>To ensure that Editor(s) remain accountable for hours paid.</p> <p>To ensure policy exists for illness and absenteeism.</p> <p>To ensure the Editor(s) remain accountable</p>
<p>“All employees are expected to fulfill their weekly/biweekly hour requirement, as per the conditions of their employment outlined during the hiring process. In case of illness or personal emergency,</p>		

<p>employees are expected to report their incomplete hours. Staff hired by Editor(s) must report incomplete hours to the Editor(s). Editor(s) are expected to report incomplete hours to the Board of Directors during their monthly report.</p> <p>Editor(s), who report Short Term Leave to the board, can opt to be paid in full during their biweekly pay period. If this occurs, Editors should report their choice to receive advance pay to the board and ensure additional hours are recorded and submitted to the board during the following months. This option is not available for all other employees of Arthur Newspaper.”</p>	<p>3.4.1 Illness (cont'd)</p>	<p>to the membership.</p> <p>To ensure members are aware of any fiscal issues (by reading board meeting minutes).</p>
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Original Text	Num (#)	Edit Reasoning
<p>“A list of current members of the Staff Collective should be printed on the editorial page of Arthur every six issues, including the three issues before the Spring Elections Meeting.”</p>	<p>4.1.1 Membership in Staff Collective</p>	<p>To mirror current practice.</p> <p>To ensure board members hold responsibility for Spring Elections process.</p>
<p>New Version</p>		
<p>“A list of current members of the Staff Collective should be printed on the editorial page of Arthur for the three issues before the Spring Elections Meeting. A regularly updated list should be updated monthly by the Internal Affairs Coordinator and shared when requested to current/potential staff collective members.”</p>		

New Version	Num (#)	Edit Reasoning
<p>“Arthur volunteers are held to the same standard as Arthur employees. Editors and Board Members are expected to treat volunteer writers with the same standards as their employees.</p> <p>In the case of complaints between Volunteers and Arthur</p>	<p>4.1.2 Roles and Responsibilities</p>	<p>To ensure volunteers are held to the same standard when representing Arthur in formal events.</p> <p>To ensure existing complaint process is utilized in issues with both paid and unpaid writers or production helpers.</p>

Employees/Editor(s), board members are expected to follow the policies outlined in Section 6 (Complaints; Policies and Procedures).”	4.1.2 Roles (cont’d)	
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New Version	Num (#)	Edit Reasoning
“Presentations may also be made to groups including the Centre for Women and Trans People (TCWTP), the Trent Queer Collective (TQC), the Trent University Native Association (TUNA), the Trent International Student Association (TISA) and its regional groups), Ontario Public Interest Research Group (OPIRG) Peterborough, Trent Radio, Trent Writers’ Society and other student groups.”	4.1.3 Recruitment	To update the list of student groups which Arthur may choose to present with/to.

Original Text	Num (#)	Edit Reasoning
“A pamphlet should be produced each year including up-to-date information on: how to become a member of the Staff Collective and what this means; submission guidelines; tips for news writing; names and emails of the co-ordinating Editor(s);...”	4.1.4 Orientation and Training	To modernize the training document to include other potential forms (website pages, infographics, etc). To remove the redundancy of “coordinating” in the list of items.
New Version		
“A pamphlet (or equivalent) should be produced each year including up-to-date information on: how to become a member of the Staff Collective and what this means; submission guidelines; tips for news writing; names and emails of the [...] Editor(s);...”		

Original Text	Num (#)	Edit Reasoning
“The Editor(s), the layout person and the Copy Editor are all expected to work with volunteers as part of their job descriptions.”	4.1.5 Volunteer Access	To add Section Editors to the list of jobs which work with volunteers. To unify the document to have “Production Assistant” used instead of “layout person”, as this is the historically used title.
New Version		

<p>“The Editor(s), Section Editor(s), Production Assistant and the Copy Editor are all expected to work with volunteers as part of their job descriptions.”</p>	<p>4.15 Volunteer Access (cont’d)</p>	
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New Version	Num (#)	Edit Reasoning
<p>[Removed]</p>	<p>5.1 Caucuses</p>	<p>To modernize the document to reflect current practice.</p> <p>To remove the potential of tokenizing marginalized groups.</p> <p>To build stronger relationships with currently existing groups at Trent.</p>

Original Text	Num (#)	Edit Reasoning
<p>“Committees must include at least one Board member and at least one paid staff member.”</p>	<p>5.1.2 Structure of Committees</p>	<p>To ensure that committees have invested paid employees of <i>Arthur</i> on them during the summer months.</p>
<p>New Version</p>		
<p>“Committees must include at least one Board member and at least one paid staff member (or incoming Editor during the summer months).”</p>		

Original Text	Num (#)	Edit Reasoning
<p>“The Anti-Oppression Committee is made up of one representative from each of the three caucuses (queer, women and people of colour), and must include at least one Board member, one paid staff member and an Editor. The Anti-Oppression Committee should consist of a minimum of three and a maximum of six people.”</p>	<p>5.2.1 Anti-Oppression Committee</p>	<p>To remove the notation of caucuses, due to the function of caucuses being outdated.</p>
<p>New Version</p>		
<p>“The Anti-Oppression Committee ... must include at least one Board member, one paid staff member and an Editor. The Anti-Oppression Committee should consist of a minimum of three and a</p>		

<p>maximum of six people. Members of this committee, historically, are meant to represent a diverse group of people with a variety of backgrounds in supporting social justice issues.</p>	<p>5.2.1 Anti-Oppression Committee (cont'd)</p>	
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Original Text	Num (#)	Edit Reasoning
<p>“To deal with such complaints that fall under the mandate of the committee as directed by the Board;...”</p>	<p>5.2.1 Anti-Oppression Committee</p>	<p>To ensure that the board is involved and aware of all complaints under the mandate of anti-oppression.</p>
<p>New Version</p>		
<p>“To bring forth any complaints that might arise under the mandate of the committee to the board, and deal with such complaints that fall under the mandate of the committee;...”</p>		

New Version	Num (#)	Edit Reasoning
<p>“Mandate: To ensure the continued survival of the Arthur newspaper, to allow Arthur to operate with impunity from shifting political climates and retain its dedication to student voices during this and future tumultuous times, and ensure that Arthur remains accountable to its members who decide to opt-in during the years of its continued publication.</p> <p>Responsibilities: To review budget actuals for the past three years in an effort to develop a “cost-per-page” analysis as a guideline for minimal-budget production; To review and apply for grants available to not-for-profit entities to supplement anticipated budgetary shortfall; To review current Volume budget and make suggestions to the Arthur Board to ensure minimal debt-load is carried into next year; To review current staffing models and draft suggestions of alternative staffing models for the consideration of future Editors; and,</p>	<p>5.2.5 Contingency Committee</p>	<p>To add a new committee that was formed during Volume 53.</p>

To provide updates at Board meetings.”		
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Original Text	Num (#)	Edit Reasoning
“These complaints may include complaints between staff/volunteer members, harassment complaints, or complaints regarding Editorial policy.”	6.1 Complaints dealt with by the Board of Directors	To include an introduction of a new section of the policy (6.1.4 Complaints Regarding Fiscal Mismanagement and Failure to Uphold Policies). See next chart.
New Version		
“These complaints may include complaints between staff/volunteer members, harassment complaints, complaints regarding Editorial policy, failing to uphold the policies, or complaints regarding fiscal mismanagement. ”		

New Version	Num (#)	Edit Reasoning
<p>“Complaints regarding fiscal mismanagement and/or failure to uphold policies are to be handled in a timely manner. Such complaints can be made either directly to the Editor(s) or directly to the Board.</p> <p>When Editor(s) receive any complaints, they should assure that Board members are made aware of the complaint before the next board meeting. When Board Members receive a complaint, the Editor(s) should be consulted and the issue should be discussed at the next Board meeting. These discussions and the result of the complaint should be communicated to the complainant in a timely fashion, when possible.”</p>	6.1.4 Complaints Regarding Fiscal Mismanagement and Failure to Uphold Policies	<p>To create a policy that holds Editor(s) accountable for financial mismanagement and disregarding policy.</p> <p>This policy was created to deal with mismanagement issues in previous editorships and to ensure editor(s) understand their responsibility to membership and staff collective.</p> <p>This policy was created to ensure sustainability of the paper.</p>

Original Text	Num (#)	Edit Reasoning
“Work Study employees, the Editor(s) and the Production Manager (if applicable) are paid through the University payroll office. The University has a bi-weekly payday. In order to process the payroll, the University requires staff timesheets on Mondays by noon before the following Friday's payday.	7.2.1 Timesheets	<p>To ensure all employees are paid through the payroll account for GST purposes.</p> <p>To remove unnecessary mention of a file cabinet that no longer exist.</p> <p>To unify the name of the position (office manager) to the most currently used:</p>

<p>Timesheets come with the notice of pay and should be left in the file at the front of the top drawer of the filing cabinet. Timesheets for the upcoming payday should be filled out, signed and photocopied as employees pick up their notice of pay. Editor(s) ... should keep accurate, thorough and current records of the number of weeks employees have been paid for.</p> <p>Employees are paid by direct deposit. Employees are required to submit a void cheque, or the appropriate account information to the University at the beginning of the year. Timesheets are filled out and signed by the employee with the Arthur account number.</p> <p>They are then signed by (one of the coordinating) Editor(s). The office manager delivers paysheets to the payroll office on the Monday of pay weeks. Employees should submit a timesheet for every two-week period worked by the pay period end date of that period.</p> <p>People who are working in more than one University department are responsible for having their timesheets signed by both departments and handed in.”</p>	<p>7.2.1 Timesheets (cont'd)</p>	<p>Business Manager.</p> <p>To amend change to current process (weekly vs. bi-weekly).</p>
<p>New Version</p>		
<p>“All paid employees are paid through the University payroll office. The University has a bi-weekly payday. In order to process the payroll, the University requires staff timesheets on Mondays by noon every week when working payable hours.</p> <p>...Timesheets for the upcoming payday should be filled out, signed and photocopied as employees pick up their notice of pay. Editor(s)/Business Manager should keep accurate, thorough and current records of the number of weeks employees have been paid for.</p> <p>Employees are paid by direct deposit. Employees are required to submit a void cheque, or the appropriate account information to the University at the</p>		

<p>beginning of the year.</p> <p>They are then signed by (one of the coordinating) Editor(s). The Business Manager (or similar position) delivers paysheets to the payroll office on the Monday of pay weeks. Employees should submit a timesheet for every weekly period worked by the pay period end date of that period.”</p>	<p>7.2.1 Timesheets (cont'd)</p>	
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New Version	Num (#)	Edit Reasoning
<p>“In order to assure transparency of the financial operations of the paper, the yearly budget must be published online when the notice for the AGM is placed in the paper. Additionally, the board minutes should be published and updated on the website monthly.</p> <p>Monthly minutes should be uploaded within a week of the previous board meeting. All in-camera conversations should be blacked-out for the purpose of retaining security for legal or similar conversations.”</p>	<p>7.3.3 Budget and Board Transpare ncy</p>	<p>To ensure transparency of the budget and board for all membership.</p> <p>To help Arthur in the new levy process.</p>

New Version	Num (#)	Edit Reasoning
<p>“7.3.4 Contingency and Not-for-Profit Business Model When creating a preliminary budget for the year, it is critical that the Editors and Board focus on retaining a zero balance by the end of the year, when possible. As Arthur Newspaper is a not-for-profit, any extra funding should be budgeted in a contingency fund for the current and future volumes.</p> <p>In order to ensure budgets remain at a zero balance, Editor(s) should work to have their weekly spending be less or equal to their weekly profit.</p> <p>The most simple way to ensure this is to base the size of each paper on the amount of advertising received. Colour pages should not be printed unless colour advertising is purchased. Advertising</p>	<p>7.3.4 Contingen cy and Not-For-P rofit Model</p>	<p>To ensure future boards understand the process of budget creation.</p> <p>To ensure Editor(s) spending models do not lose profit weekly.</p>

<p>should offset the cost of printing every week.</p> <p>If all of the above has been considered and profits are still less than the cost of running the newspaper, a Contingency Committee should be formed by the Board of Directors (see Policy 5.2.5). This committee will help gather funding and resources for the current/upcoming year. Focus and budget should be set aside to acquire paid positions able to fiscally benefit the newspaper (ie., Advertising Manager, Business Manager, etc)."</p>		
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Original Text	Num (#)	Edit Reasoning
<p>"If a customer pays for an ad up-front, the designated advertising manager writes "PAID" on the contract and gives the customer a receipt."</p>	<p>7.4.2 Contracts</p>	<p>To ensure that a model exists when staffing models don't include an advertising manager.</p>
<p>New Version</p>		
<p>"If a customer pays for an ad up-front, the designated staff member in charge of advertising writes "PAID" on the contract and gives the customer a receipt."</p>		

Original Text	Num (#)	Edit Reasoning
<p>"Invoices must be emailed out monthly. The invoice number should be written on the contract. Invoices are mailed or emailed out with a tear sheet of the page of Arthur that the ad appeared in or a digital copy of the paper, which includes the date of publication."</p>	<p>7.4.3 Invoicing</p>	<p>To modernize the invoicing process.</p> <p>To explain the process of "proof of printing".</p>
<p>New Version</p>		
<p>"Invoices must be emailed out monthly. The invoice number should be written on the contract. Invoices are emailed out. When requested, advertisements can be emailed or mailed to businesses for proof of printing."</p>		

New Version	Num (#)	Edit Reasoning
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<p>“All reimbursements need to be pre-approved by the Board and/or contained within the pre-approved budget.”</p>	<p>7.6 Reimbursements</p>	<p>To ensure editor(s)/business managers are aware of the need to pre-approve any reimbursements.</p>
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New Version	Num (#)	Edit Reasoning
<p>“Whenever an e-transfer is completed, it should be accounted for within the budget. If the transfer is sent to a company or business for a service, and the online account is unclear as to which, it should be recorded and accounted for on a monthly basis with the Business Manager or Editor in charge of financial documentation.”</p>	<p>7.6.2 E-transfers</p>	<p>To modernize the process for spending and to reflect current practice.</p>

Original Text	Num (#)	Edit Reasoning
<p>“Notices should include: the agenda of the meeting; how Membership is defined/who can vote; the date, time and place of the meeting; by-law amendments or information on how to obtain a copy of by-law amendments; who can run for a Board position; how to apply to the Board to become a Member; how to run for a Board position; where to find all necessary financial/board information prior to the AGM; information on how to obtain definitions of Staff Collective Directors and Membership; and, Directors and an outline of the Board structure.</p>	<p>8.1 Notice (AGM)</p>	<p>To acknowledge that changes to the by-laws would require legal counsel whereas changing to the policies are allowed to be amended at the AGM meeting.</p> <p>To ensure new policy (7.3.3) is transparent and accounted for.</p>
<p>New Version</p>		
<p>“Notices should include: the agenda of the meeting; how Membership is defined/who can vote; the date, time and place of the meeting; policy amendments or information on how to obtain a copy of policy amendments; who can run for a Board position; how to apply to the Board to become a Member; how to run for a Board position; where to find all necessary financial/board information prior to the</p>		

<p>AGM; information on how to obtain definitions of Staff Collective Directors and Membership; and, Directors and an outline of the Board structure.</p>		
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Original Text	Num (#)	Edit Reasoning
<p>“Notice of the AGM must be given two weeks in advance on the editorial page, on Arthur social media and on the website, and by postering the information in prominent locations at Trent buildings.”</p>	<p>8.1 Notice (AGM)</p>	<p>Due to editorial freedom it is important for us to accommodate for different layouts, including Editorial pages on page 2 or 3.</p>
<p>New Version</p>		
<p>“Notice of the AGM must be given two weeks in advance on one of the first three pages of Arthur (ie, the Editorial page or similar), on Arthur social media and on the website, and by postering the information in prominent locations at Trent buildings.”</p>		

Original Text	Num (#)	Edit Reasoning
<p>“Issue 24 should include: An article about the meeting telling who won the elections.”</p>	<p>9.1 Notice (Spring Elections)</p>	<p>To update policy to reflect current/historical practice.</p>
<p>New Version</p>		
<p>“Issue 24 should include: An article about the meeting telling who won the elections; Incoming Editorial from the new Editor(s); and, Outgoing Editorial from the new Editor(s).”</p>		

Original Text	Num (#)	Edit Reasoning
<p>“The Spring Elections meeting is chaired by the Editor(s).”</p>	<p>9.2 Procedure of Meeting (Spring Elections)</p>	<p>To ensure no conflict of interest during the election process.</p>
<p>New Version</p>		
<p>“The Spring Elections meeting is chaired by the Editor(s) unless they are running for re-election. If the Editors are running</p>		

for re-election, the Spring Elections meeting is chaired by the Chair of the Board.”		
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New Version	Num (#)	Edit Reasoning
<p>“Potential Incoming Editors (those who have committed to sending a platform) should have access to End-of-Year Actuals prior to their commitment to run for the paper. Any potential deficit should be communicated to the Potential Editors. The Business Manager/Treasurer should be available to help any Potential Editors with budgeting and staffing model creation.</p> <p>All Incoming Editors should provide a basic staffing model plan during their platform presentation. Full budgets are not required during candidate platforms. Candidates should focus on their past experience with the paper and their hope for the future of the newspaper.”</p>	9.2.1 Presentation of Candidates for Editorship	<p>To ensure all hopeful editor(s) are given access to the same advantages re: the election.</p> <p>To ensure all Editor(s) know the expectation of transparency re: budget.</p> <p>To provide a guideline for platform presentation.</p> <p>To ensure deficit is clearly denoted, prior to commitment to the paper/staffing model creation.</p>

New Version	Num (#)	Edit Reasoning
“V. Introduction of the candidates for Board Director”	9.3 Agenda (Spring Elections)	To follow historically held processes.

Original Text	Num (#)	Edit Reasoning
“The results of the election are read out by the TCSA scrutineer.”	9.5 Election of Editor(s)	To allow chair to continue their role seamlessly.
New Version		
“ TCSA scrutineer and volunteer from the board will tally votes... The results of the election are read out by the chair of the meeting.”		