

The Martlet Publishing Society

Policy Manual

Editorial Policy #1 – Advertising Information Policy [attached]

Editorial Policy #2 – Letters

1. The Martlet has an open letters policy and will endeavour to print every letter received from members of the university community, with priority to undergraduate students.
2. Letters must be typewritten, submitted on disk or e-mailed and include the name of the writer and a contact phone number for verification.
3. Letters must be 200 words maximum.
4. Letters will be reviewed for libel by the editor-in-chief
5. Deadline for letters is Friday noon, before the publication date.
6. Letters will be prioritized by the order received.
7. Letters with pseudonyms or group names will not be printed.
8. Letters may be edited for spelling, grammar or length.
9. Letters may be mailed to:
P.O. Box 3035, University of Victoria,
Victoria, B.C., V8W 3P3,
emailed to martlet@uvic.ca
or dropped off to SUB B011.

Employment Policy #1 – Ombuddy Committee Terms of Reference

1. Purpose:
 - to act as a body to deal with workplace relationships
 - to ensure the office is a safe and comfortable environment
 - to provide an open ear and a warm shoulder to a volunteer or staff member's office-related concerns in confidentiality, and to take action when the committee feels the issue threatens the safety, comfort or status of the society
 - to recommend concrete disciplinary action to the Board of Directors on serious matters once the issue has moved past the level of an oral warning.
2. Structure:

The committee is composed of one female and one male member who will be voted on by secret ballot at a September staff meeting. Nominations for the committee are open to staff and each nominee shall make a short statement about why they want to be on the committee. Members shall be ratified at a staff meeting. Members of the Board of Directors, Volunteer Coordinator and full-time paid staff are not eligible to sit on the committee due to conflicts of interest that may arise as a result.

Term of Committee membership is from the last staff meeting in September to April (the end of the publishing year).
3. This Committee shall work as an agent for the Complainant as its first priority.
4. As soon as possible after ratification, the Ombuddy Committee will be given training sessions in harassment and dispute resolution, such as:
 - Information training on workplace issues and on campus (Traffic and Security)
 - A briefing of the Campus Harassment Officer or Ombudsperson
 - Cultural sensitivity training from Counselling Services
 - Sexuality or gender identity issues from the Women's Centre or UVic Pride
 - Peer counselling training
 - An awareness of community resources
 - A consensus workshop that could be shared with staff.
5. This Committee shall be empowered to enact interim measures for the Complainant and/or Respondent while the Committee seeks resolution of the Complaint. Such measures may include
 - A cooling-off period
 - A recommendation of counselling for the Complainant and/or Respondent
 - An adjustment of work schedules or work space.

Such interim measures as the Respondent accepts shall not be acknowledged as an admission of guilt.
6. In the case where action needs to be taken against the Respondent, a recommendation of disciplinary measures shall be made to the Board of Directors, who will have the option to ratify the recommendation.
7. In the case where action needs to be taken, the Committee will first approach the Complainant about the need to take measures and will make their recommendations keeping in mind the Complainant's wishes for confidentiality if they apply.

Employment Policy #2 – Harassment Policy Preamble

1. The Martlet wants to provide a harassment-free environment at all times.

2. We must have democratically-passed, tough, meaningful sexual or racial harassment policies at our Annual General Meetings. They are not just words. We take them seriously. We have acted, and will act, on them.
3. Mutual respect must be the basis of interaction among us, in addition to cooperation and understanding. The Martlet will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile, or offensive environment.
4. Harassment is not a joke. It creates feelings of uneasiness, humiliation and discomfort.
5. It is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control: sex, race, creed, colour, marital status, sexual preference, disability, political or religious affiliation, or place of national origin.

Definition

1. Harassment can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates, insults or degrades.
2. “Unwelcome” or “unwanted” in this context mean any actions which the harasser knows or ought to know are not desired by the victim of the harassment.
3. Prohibited grounds under the Ontario Human Rights Code include: race, age, sex, marital status, sexual orientation and disability.
4. For the purpose of this policy, racial and sexual harassment is defined as follows:
 - a) Racial harassment: unwanted comments, racist statements, slurs and jokes, racist graffiti and literature, including articles, pictures and posters.
 - b) Sexual harassment: unwanted attention of a sexual nature, such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind or sexual demands.
5. The Martlet considers harassment of any kind a serious offense. Complaints to Martlet Ombudspersons will be acted upon.

Employment Policy #3 – Terms of Reference for the Editor-in-Chief and Production Co-ordinator Hiring Committee

Purpose:

To cover rules as stipulated in Bylaw Six – Salaried Staff.

For the purpose of this policy, “Salaried Staff” are the Editor-in-Chief and the Production Coordinator. The Advertising Director is covered by Employment Policy #4 – Terms of Reference for the Advertising Director Review Committee. The Managing Editor is covered by Employment Policy #5 – Terms of Reference for the Managing Editor Review Committee.

Duties

1. The hiring committee shall be comprised of five staff members, who shall be selected by secret ballot at a staff meeting by a majority vote.
2. The hiring committee shall be struck prior to the middle of February.
3. When possible, a person who has held the position being filled shall sit on the hiring committee in an advisory role.
4. No member of the hiring committee shall be:
 - a) A relative of;
 - b) Co-habitate with;
 - c) Have sexual relations with any of the candidates for the salaried staff positions; nor
 - d) Be the Advertising Director or Managing Editor.
5. The committee shall select a voting Chair and shall conduct itself under Robert’s Rules of Order. There shall be no minutes, unless requested by the Board of Directors on the first meeting of the committee. All proceedings of the committee shall be considered confidential and all records generated by the committee shall be sealed.
6. The committee shall propose revisions, if needed, to the job descriptions and remuneration of the salaried staff. These proposals shall be ratified by staff at a Staff Meeting prior to March 1.
7. The committee shall be responsible for advertising the positions in the three issues of the Martlet prior to the application due date.
8. The committee shall propose one candidate for each of the three salaried positions.
9. Ratification of the three candidates proposed by the committee shall be made by a majority vote on a secret ballot at the first staff meeting in April.
10. If the committee is unable to find a suitable candidate they will advertise the positions again and begin the process again.

Employment Policy #4 – Terms of Reference for the Advertising Director Review Committee

Purpose

To cover rules stipulated in Bylaw Six – Salaried Staff.

Composition

1. The committee shall consist of:
 - a) Two staff members as selected by staff at a Staff Meeting’
 - b) The Managing Editor (ex-officio); and
 - c) Either the Managing Editor or the Editor-in-Chief as decided by the ME and E-i-C.

2. No member of the committee shall:
 - a) Be a relative of; or
 - b) Co-habitate with the Ad Director, nor any applicants for the Ad Director position.

Duties

1. The committee shall first review the Ad Director's performance as compared with:
 - a) The current job description of the Ad Director;
 - b) The actual sales in comparison to the budget and historical information; and
 - c) The actual collection rates of invoices.
2. The committee shall second recommend to the Board of Directors the continuance of employment of the current Ad Director.
3. The committee shall third review the job description of the Ad Director and recommend changes, if any, to the Board of Directors.
4. The committee shall fourth review the remuneration of the Ad Director and recommend changes, if any, to the Board of Directors.
5. The committee may be directed by the Board of Directors to act as the hiring committee for a nominee for the Ad Director. If directed as such, they shall at least advertise the call for applications in the Martlet for at least two weeks. After the close of applications the committee shall select a nominee for the position, with a summary of reasons, to the Board of Directors for ratifications.
6. Ratification of the nominee shall be by a Board of Directors resolution.
7. The Board of Directors is responsible for training in employment laws and Society policies and is responsible to provide pertinent information for the duties of the committee.

Employment Policy #5 – Terms of Reference for the Managing Editor Review Committee

Purpose

To cover rules stipulated in Bylaw Six – Salaried Staff.

Composition

1. The committee shall consist of:
 - a) Two staff members as selected by staff at a Staff Meeting; and
 - b) The Editor-in-Chief.
2. No member of the committee shall:
 - a) Be a relative of;
 - b) Co-habitate with the Managing Editor;
 - c) Be applying for the Managing Editor position; nor
 - d) Be the Advertising Director.

Duties

1. The committee shall first review the Managing Editor's performance as compared with the current job description of the Managing Editor.
2. The committee shall second recommend to the Board of Directors the continuance of employment of the current Managing Editor.
3. The committee shall third review the job description of the Managing Editor and recommend changes, if any, to the Board of Directors.
4. The committee shall fourth review the remuneration of the Managing Editor and recommend changes, if any, to the Board of Directors.
5. The committee may be directed by the Board of Directors to act as the hiring committee for a nominee for the Managing Editor. If directed as such, they shall at least advertise the call for applications in the Martlet for at least two weeks. After the close of applications the committee shall select a nominee for the position, with a summary of reasons, to the Board of Directors for ratifications.
6. Ratification of the nominee shall be by a Board of Directors resolution.
7. The Board of Directors is responsible for training in employment laws and Society policies and is responsible to provide pertinent information for the duties of the committee.

Financial Policy #1 – Accounting System

1. All capital acquisitions be depreciated upon purchase.
2. The Martlet Publishing Society Board direct the Managing Editor, if finances allow, to establish a capital replacement fund for the acquisition of new equipment.
3. The Martlet Publishing Society distribute the student membership fees equally throughout the term for which they are collected.

Financial Policy #2 – Investments

1. Signing officers shall be authorized to invest in short-term securities.
2. Such securities shall be in accordance with the Advertising Boycott Policy.
* Please see Editorial Policy #1 – Advertising Boycott Policy.

Financial Policy #3 – Payments

1. Post-dated cheques shall be an acceptable form of payment for advertising.
2. Visa and Mastercard shall not be an acceptable form of payment for advertising.

Financial Policy #4 – Reports

1. The Managing Editor shall compile a monthly written financial report in consultation with the bookkeeper employed by the society.
2. This report shall be presented to the Board of Directors and remain in the public minutes.

Meetings Policy #1 – Policy on In Camera Sessions of Board of Directors Meetings

1. “In camera” means that:
 - a) No minutes will be kept; and
 - b) All present are bound to keep confidential any and all information revealed while in camera.
2. No motions will be made during an in camera session, with the exception of 7.
3. A motion will break an in camera session.
4. Robert’s Rules of Order will apply.
5. The Board of Directors shall require a two-thirds vote to invite non-directors into an in camera session.
6. The Society’s Solicitor shall have a standing invitation into all in camera sessions.
7. Only motions involving the following shall be held in camera:
 - a) Personnel issues; and
 - b) On-going negotiations.

Meetings Policy #2 – Conduct of Directors

1. No director shall initiate business on behalf of the Board of Directors except for the signing officers.

Membership Policy #1 – Membership Fee Refund

1. Members wishing to relinquish their membership shall
 - a) sign forms declaring they wish not to be Members,
 - b) not participate in Society events, and
 - c) not use copies of any Society publications.
2. These forms shall be signed no later than two weeks after the Martlet receives membership fees from the University of Victoria Students Society.
3. The Managing Editor shall ensure office hours at least one hour per day, on five consecutive work days, during normal business hours, for the purposes of the refund forms.
4. The Managing Editor shall produce Membership Fee Refund forms (MFR forms) which state clearly
 - a) Section 1,
 - b) the member’s name,
 - c) the member’s residential address,
 - d) the member’s UVic student number,
 - e) the member’s signature stating the understanding of the MFR form.
5. The MFR delegates shall be selected by the Managing Editor, and informed by the Board of Directors of their duties.
6. The Managing Editor shall co-sign all MFR forms, and the Managing Editor or MFR delegates shall co-sign all MFR forms at time of request.
7. Announcements of the refund request shall be one quarter-page ad in the Martlet before and during the refund request period.
8. Refunds shall only be issued to people who
 - a) request this through a MFR form,
 - b) have been explained by the Managing Editor of MFR delegates the consequences of such refund, and
 - c) have paid their Membership Fees.
9. Only cheques shall be disbursed, and shall be available at the Martlet office after the second week of the third month of each academic term.
10. The Managing Editor shall report on the status of the Membership Fee Refund to the Board of Directors.