

THE UNIVERSITY OF WATERLOO OFFICIAL STUDENT NEWSPAPER

IMPRINT

Policies & Procedures 2015-2016

Introduction

Policy 1: Creating, amending, and repealing policies

- A. Preamble
- B. Classes
- C. Procedure

Policy 2: The Editorial Board

- A. Preamble
- B. Definitions
- C. Powers
- D. Editorial Board Membership
- E. Editorial Board Hiring
- F. Editorial Board Meetings

Policy 3: Volunteer Staff

- A. Preamble
- B. Staff Status
- C. Benefits

Policy 4: Budgeting

- A. Preamble
- B. Preparation
- C. Consultation with UW
- D. Deadline for Board of Directors Approval

Policy 5: The Imprint Office

- A. Preamble
- B. Key Access
- C. Environment
- D. Cleanliness
- E. Disruptive Behaviour
- F. Closing
- G. Enforcement
- H. Decorum

Policy 6: Using Imprint equipment

- A. Preamble
- B. Precedence for Production
- C. Use of equipment
- D. Responsibility of equipment
- E. Special equipment
- F. Exceptions to policy
- G. Violations and Consequences

Policy 7: Using Imprint's computers

- A. Preamble
- B. Policy 6: Using Imprint's Equipment Applies

- [C. Expectation of Privacy](#)
- [D. Registered Users](#)
- [E. Section passwords](#)
- [F. Use of the Internet](#)
- [G. E-mail](#)
- [H. Installing Software](#)
- [I. Access by Systems Administrator](#)
- [J. Root Password](#)
- [K. Actions taken upon violation](#)

[Policy 8: Asset Replacement & Disposal](#)

- [A. Preamble](#)
- [B. Dual Responsibility](#)
- [C. Classes](#)
- [D. Determination of Class](#)
- [E. Schedule of Replacement](#)
- [F. Disposal](#)

[Policy 9: Conflict and Grievance Resolution](#)

- [A. Preamble](#)
- [B. Powers](#)
- [C. Confidentiality](#)
- [D. Decisions](#)
- [E. Procedure](#)

[Policy 10: Hiring Full-time Staff](#)

- [A. Preamble](#)
- [B. Hiring Committee](#)
- [C. Powers](#)
- [D. Timeline](#)
- [E. Confidentiality](#)
- [F. Policy Amendments](#)

[Policy 11: Capital Expenditures](#)

- [A. Preamble](#)
- [B. Purchases](#)
- [C. Major Purchases](#)
- [D. Minor Purchases](#)
- [E. Oversight](#)
- [F. Exceptions](#)

[Policy 12: The Imprint Fee](#)

- [A. Preamble](#)
- [B. Fee Changes](#)
- [C. Refunds](#)

[Policy 13: Copyright](#)

- [A. Preamble](#)
- [B. Precedence of the Canadian Copyright Act](#)
- [C. Right to First Publication](#)

[D. Republication and Redistribution](#)

[E. Keeping of Records](#)

[Policy 14: Honoraria](#)

[A. Preamble](#)

[B. Qualification and Procedure](#)

[C. Board of Directors Approval](#)

[Policy 15: Editorial Standards](#)

[A. Preamble](#)

[B. Editorial Discretion](#)

[C. No Libelous, Prejudicial, or Plagiarized Remarks](#)

[D. Reporting, Interviewing, and Sources](#)

[E. Anonymity](#)

[F. Editorials, Community Editorials, and Letters to the Editor](#)

[G. Ongoing Content](#)

[H. Editorial Conflicts and Grievances](#)

[Policy 16: External Elections](#)

[A. Preamble](#)

[B. Student Government Elections](#)

[C. Government Elections](#)

[E. Endorsements](#)

[Policy 17: Online Content](#)

[A. Preamble](#)

[B. Property rights](#)

[C. Copyright of online content](#)

[D. Uploading content](#)

[E. Unpublishing policy](#)

[F. Comments](#)

[Policy 18: Staff Appreciation Events](#)

[A. Preamble](#)

[B. Powers](#)

[C. Timeline](#)

[D. Attendance](#)

[Policy 19: Board Committees](#)

[A. Preamble](#)

[B. Powers](#)

[C. Authority](#)

[D. Financial Accountability](#)

[E. Committee Membership](#)

[F. Meeting Participation](#)

[G. Committee Reporting and Recording](#)

[K. Standing Committees](#)

[Human Resources Committee](#)

[a. Responsibilities](#)

[b. Membership](#)

- [c. Meetings](#)
- [II. Finance Committee](#)
 - [a. Responsibilities](#)
 - [b. Membership](#)
 - [c. Meetings](#)

[Policy 20: Core Office Hours](#)

- [A. Preamble](#)
- [B. Procedure](#)
- [C. Exceptions](#)

[Policy 21: Advertising](#)

- [A. Preamble](#)
- [B. Liability](#)
- [C. Indemnification](#)
- [D. Adherence to Federal Laws](#)

[Policy 22: Full-time Staff Year-End Bonus](#)

- [A. Preamble](#)
- [B. Maximum Bonus](#)
- [C. Gift Alternative](#)
- [D. Occurrences of Bonuses](#)

[Policy 23: Full-Time Staff Feedback and Evaluations](#)

- [A. Preamble](#)
- [B. Scheduling of Check-ins](#)
- [C. Performance Evaluations](#)

[Policy 24: Privacy](#)

- [A. Preamble](#)
- [B. Collection](#)
- [C. Credit Information](#)
- [D. Privacy](#)

Introduction

The Board of Directors of Imprint Publications, under virtue of the by-laws of the organization, has enacted the following policies and procedures. These organizational policies and general operating procedures were enacted for the effective operation of Imprint Publications.

The purpose of these policies and procedures is to serve as a reference tool in making decisions involving the management and operation of Imprint Publications; to establish guidelines to be followed by the Board of Directors in determining operational and employment practices; and to acquaint staff with their general rights, responsibilities and benefits.

Organizational policies and procedures should be reviewed on a periodic basis by the Policies and Procedures Committee by power of the Board of Directors to determine if any changes are necessary.

Policy 1: Creating, amending, and repealing policies

Type: *Operational*

Date approved: *TO FILL*

A. Preamble

This policy outlines the rules surrounding the creation, alteration, and removal of Imprint policies and procedures.

B. Classes

Each policy will be classified under one of:

- Editorial: policies that provide guidance on our editorial publications.
- Operational: policies that provide guidance on our operations as a corporation.

C. Procedure

1. All new and amended policies must be emailed to Imprint's mailing list two weeks before they can be voted on.
2. The Board of Directors must send out an email to Imprint's mailing list communicating the intent to repeal a policy one week before it can be voted on.

Policy 2: The Editorial Board

Type: Organizational

Date approved:

A. Preamble

This policy outlines organizational elements of the meetings of the Editorial Board. The policy outlines the purpose, mandate, and structure of the Editorial Board.

B. Definitions

- Level 1 Editorial Staff: Part-time editorial staff with membership on Editorial Board, reporting directly to the Executive Editor
- Level 2 Editorial Staff: Volunteer editorial staff with membership on Editorial Board, reporting directly to Level 1 Editorial Staff
- Level 3 Editorial Staff: Volunteer editorial staff without membership on Editorial Board, reporting directly to Level 1 Editorial Staff

C. Powers

The Editorial Board shall be responsible for the development and maintenance of editorial style and content guidelines. The Editorial Board shall vote on recommendations for all editorial matters. The Executive Editor is the final decision-maker in all editorial matters.

D. Editorial Board Membership

1. Each of the appointed Editorial Board staff shall be a member of the Editorial Board and a Level 1 Editorial Staff shall be the chair.
2. Members of the Editorial Board are required to attend Editorial Board meetings and participate.
3. Members of the Editorial Board are expected to read Imprint's Policies and Procedures and Bylaws.
4. Editorial board members must work in conjunction with Level 1 Editorial Staff to ensure that their responsibilities are completed according to their job descriptions.
5. All members of Imprint's editorial board are expected to work constructively towards the betterment of Imprint.
6. Anyone who, as deemed by the Board of Directors, comprises Imprint's editorial autonomy shall not serve as a member of the editorial board. Simple affiliation with another organization (such as WPIRG, Feds, uwstudent.org, or a youth PC association) should not be the sole basis for removal from the editorial board.
7. Eligibility
 - a. Must be a member of the corporation or approved by the Board of Directors.
 - b. Must be a current full- or part-time UW student.
 - c. Exceptions can be made at the discretion of the Executive Editor.

E. Editorial Board Hiring

1. All Level 2 hiring decisions will be made by the Executive Editor and Level 1 Editorial Staff.
2. All Editorial Board positions must be advertised in the final paper of the previous term, on Imprint's website, in the Imprint office, via the Imprint mailing list, and multiple social media accounts.

3. To apply for Level 2 positions, applicants must send a cover letter, resume, and portfolio of relevant work to the Executive Editor by the deadline advertised.
4. All applicants must be able to meet the requirements as outlined in the job description as well as all requirements of being on the Editorial Board.
5. All Editorial Board members have voting rights on Editorial Board matters.

F. Editorial Board Meetings

1. The Editorial Board shall meet at least once each week starting in the first week of publication and ending in the last week of publication.
2. The purpose of Editorial Board meetings is to review the most recent production cycle, co-ordinate for the upcoming cycle, and attend to any outstanding board business.
3. Cancellation of meetings and scheduling of additional meetings can be done by the Level 1 Editorial Staff with sufficient notice.
4. It is the responsibility of individual Editorial Board members to be aware of meeting times and dates.
5. Editorial Board members must be excused for legitimate reasons by Level 1 Editorial Staff when unable to attend.
6. It is the responsibility of Level 1 Editorial Staff to ensure that minutes are taken at each meeting and are made available to full-time and volunteer staff.
7. The editorial board shall be able to conduct business only if two-thirds or more of its members are present. The Editorial Board shall, however, be empowered to pass resolutions outside of a meeting if said resolution is agreed to by at least two-thirds of the editorial board.

Policy 3: Volunteer Staff

Type: Organizational

Date approved:

A. Preamble

This policy establishes classes of staff members, criteria for gaining staff status, describes the roles and responsibilities for volunteer staff, specifies the privileges and responsibilities associated with volunteer staff.

B. Staff Status

1. Volunteers can gain staff status by a vote of the editorial board with a recommendation from the appropriate editorial board member.
2. All contributors with staff status will receive "staff" designation in their byline/credit. In the case of a contribution by a non-member of the corporation, the author will receive the byline "Special to Imprint."
3. All Editorial Board members, columnists, comicists, and other designations as decided by the Executive Editor have automatic staff status.
4. Staff status earned in one term shall be effective until the end of the term immediately following the term in which it was granted, or the term following a co-op, study abroad, or break term.
5. To maintain staff status, volunteers must attend any and all general meetings of Imprint Publications; only those volunteers able to show a reasonable conflict may proxy their for said meeting.
6. To maintain staff status, volunteers must remain in good standing and have contributed a satisfactory amount by the end of the term in the eyes of the Executive Editor with a recommendation from Level 1 Editorial Staff.

C. Benefits

1. All volunteers who have earned staff status shall:
 - a. be able to vote on all items that require a poll of the volunteer staff;
 - b. be eligible for an Imprint email address and a personal account on Imprint's network at the discretion of the Executive Editor;
 - c. receive discounts on staff clothing, bound volumes, and other such items as determined by the Board of Directors;
 - d. be eligible to receive a key card to the Imprint Office, at the discretion of the Executive Editor;
 - e. be eligible for term-by-term honoraria, as set out in Policy 14: Honoraria.
 - f. be eligible to attend staff appreciation events, as set out in Policy 18: Staff Appreciation Events.

Policy 4: Budgeting

Type: Operational

Date amended: 2005/11/19

A. Preamble

Effective allocation of resources is a key to excellence in the pursuit of any mission, whether it is business or not. In the not-for-profit organization, resources are often very scarce, which demands that the organization plan and execute very well.

In the not-for-profit organization, budgeting plays an essential role in the achievement of the organization's mission.

This policy describes the budgeting process.

B. Preparation

The Treasurer, in conjunction with the General Manager, shall annually prepare a one-year budget.

C. Consultation with UW

In the course of preparing the budget, the Treasurer shall attempt to obtain forecasts of enrolment, for at least the years for which he or she is budgeting, from UW's Department of Institutional Planning & Analysis.

D. Deadline for Board of Directors Approval

A draft budget must be presented to the Board of Directors sixty (60) days before the Annual General Meeting.

The Board of Directors must approve the budget at least twenty (20) days before the Annual General Meeting.

Policy 5: The Imprint Office

Type: Operational

Date amended:

A. Preamble

This policy describes the Imprint work environment, called the "Imprint Office."

B. Key Access

The board chair, full-time staff, part-time editorial employees, the IT contractor and the photo and assistant photo editors shall have keys to the general Imprint Office. The Executive Editor holds two additional keys that can be temporarily rented out.

Additionally, the Chair, full-time staff, and the IT contractor shall have keys for all locked doors within the main office.

C. Environment

At all times, members present in the office must maintain a professional demeanour, as determined by the Executive Editor.

D. Cleanliness

Volunteers and staff are expected to keep the Imprint Office clean and uncluttered.

E. Disruptive Behaviour

No disruptive behaviour will be allowed in the office at any time. Complaints about behaviour in the office may be directed to the Executive Editor and shall be dealt with as set out in Policy 9: Conflict and Grievance Resolution.

A list of people who have been restricted from the Imprint Office, along with the term of their restriction, shall be maintained by the board.

F. Closing

Upon leaving the Imprint Office, it is the responsibility of the last entrant with key access to ensure that the sign is pulled into the office, the front door is locked, and the lights are turned off.

G. Enforcement

At any time, without notice, the Executive Editor may expel any person from the office or revoke any of their benefits for up to twenty-four (24) hours for breaking these procedures, or any other procedures or by-laws of the Corporation.

H. Decorum

Those in the office must be wearing shoes at all times. The televisions may only be used for entertainment purposes outside of regular office hours. Those who need to sleep overnight in the office must first seek permission from the Executive Editor.

Policy 6: Using Imprint equipment

Type: Operational

Date amended: 2013/02/25

A. Preamble

Imprint's capital assets – its computers, cameras and other production equipment – are essential to the success of the organization. When needed for production, they must be available.

This policy describes the use of Imprint's equipment.

B. Precedence for Production

If a volunteer or full-time staff member needs Imprint equipment for production, it must be relinquished immediately.

C. Use of equipment

Imprint's equipment may be borrowed at anytime by volunteers and full-time staff members. Within the Imprint Office, Imprint's equipment may be used by volunteers or full-time staff members, as long as said use is not a contravention of Imprint's Policies & Procedures. Outside of the Imprint Office, Imprint's equipment may be used by volunteers and full-time staff members, as long as said use is not a contravention of Imprint's Policies & Procedures.

The Editor-in-Chief must authorize the use of said equipment. All mobile equipment (i.e. cameras, recorders, laptops) must be signed out by the volunteer/full-time staff member prior to use. The Editor-in-Chief shall ensure the safe return of the equipment signed out.

In the case where a volunteer/full time staff member borrows equipment for personal use (i.e. non-Imprint related use), the Editor-in-Chief shall ensure that he or she is able to contact the volunteer or full-time staff member should an unexpected need for the equipment arise.

D. Responsibility of equipment

The Editor-in-Chief shall be responsible for the inventory, storage, usage, and location of all Imprint equipment. The Editor-in-Chief shall report to the Board of Directors on the inventory and status of all equipment at the request of the Board of Directors. This shall be done least once a term.

If Imprint equipment is accidentally damaged while a volunteer is using it for personal use, Imprint shall pay for the repair and/or replacement thereof. If Imprint equipment is lost while a volunteer is using it for personal use, the volunteer shall pay Imprint's deductible.

E. Special equipment

Donated equipment shall be treated the same as other Imprint equipment. All donated equipment should be added by the EIC into the database and noted as donated. However, since a donation is not a capital purchase by Imprint, if the equipment is damaged, lost, or rendered unusable, Imprint will not be responsible for its repair and replacement. Any damaged and lost equipment shall be repaired or replaced by the individual who damaged or lost it.

F. Exceptions to policy

The Phaser printer and the photocopier must not be used for personal use without the permission of the Editor-in-Chief.

Imprint equipment must not be used to generate profit, with exception for the preparation of resumés. Volunteers may make long distance telephone calls, but they will be billed for them. All long distance calls must be logged on the sheet provided beside the telephone.

G. Violations and Consequences

A volunteer or full-time staff member who violates Imprint policies concerning equipment shall be given a verbal warning by the Editor-in-Chief. This verbal warning shall be recorded by the Editor-in-Chief and the Board of Directors shall be advised thereof.

If a volunteer or full-time staff member violates Imprint policies concerning equipment a second time, a written warning shall be given by the President on behalf of the Board of Directors.

If a volunteer or full-time staff member violates Imprint policies concerning equipment a third time, he or she shall be prohibited from using Imprint's equipment for personal use for a definite term, as determined by the Board of Directors.

Policy 7: Using Imprint's computers

Type: Operational

Date amended: 2013/02/25

A. Preamble

Most of the work involved in attaining Imprint's object is done on computers. These computers are connected to the UW computing network at no cost to Imprint.

This policy describes the acceptable use of Imprint computers.

B. Policy 6: Using Imprint's Equipment Applies

The use of Imprint's computers is governed by Policy 6: Using Imprint equipment.

C. Expectation of Privacy

Users of Imprint's computers expect a certain degree of privacy. Unless it is in the course of an investigation properly initiated by a recognized law enforcement agency, private information stored on Imprint's computers will not be analyzed or shared with third parties.

D. Registered Users

All Imprint volunteer staff and full-time staff shall have a personal login, which shall allow them to access Imprint computing resources on the Imprint LAN. The Editor-in-Chief, in conjunction with the Systems Administrator, shall distribute and maintain logins.

All Imprint staff shall not, under any circumstances, share their login password with any other parties.

Also, all Imprint staff are expected to log off their accounts if they intend to leave the computers they are using for extended periods of time.

E. Section passwords

Only the editors (and assistants for graphics, photos, and web) shall know the password to their section's account. To ensure reasonable security, the passwords to section accounts shall contain a minimum of six (6) characters, with either at least one (1) numerical digit or at least one (1) special character. The passwords shall not be disclosed to any other party save for the Editor-in-Chief (who must know all passwords to ensure editorial absences do not impede production), and shall be changed by the Systems Administrator or Editor-in-Chief at the beginning of every term unless a section editor is resuming his or her position from the term immediately previous. Passwords are not to be transferred electronically (by email, on flash drives, etc...) unless as a last resort.

F. Use of the Internet

Imprint's computers shall not be used to send spam. They shall not be used to view material on the Internet that is illegal in Canada. Peer-to-peer file-sharing applications shall not be permitted to run.

IST's Statement on Use of UW Computing and Network Resources applies, which can be found at:

<http://www.adm.uwaterloo.ca/infocist/use.htm>

G. E-mail

Imprint e-mail accounts shall be used primarily for Imprint business. E-mail accounts shall have size quota that will be established by the Systems Administrator. The Systems Administrator may delete e-mail messages in e-mail accounts that are larger than the quota.

H. Installing Software

The Editor-in-Chief, the Systems Administrator, and the Assistant Systems Administrator shall be able to install new software that is needed for production or wanted for entertainment. No software that is not properly licensed shall be installed on Imprint computers.

Volunteers who wish to install software should contact the Systems Administrator or Editor-in-Chief.

I. Access by Systems Administrator

The Systems Administrator shall have access to all Imprint computing resources. He or she shall not, however, violate any Imprint computing policies. If the Systems Administrator violates Imprint computing policies, he or she shall be immediately removed from his or her position as Systems Administrator.

J. Root Password

Root access to Imprint's production servers is restricted and can only be accessed through staff at Net Direct, installers of the current server systems. The Editor-in-Chief and the General Manager are the liaisons with Net Direct.

K. Actions taken upon violation

Violation of Imprint's policy regarding the use of its computers will result in suspension of the violator's login for a period of time to be decided by the Editor-in-Chief, and repeated violations might result in restrictions imposed upon the violator's account, or permanent deactivation of that account.

Policy 8: Asset Replacement & Disposal

Type: Operational

Date amended: 2005/11/19

A. Preamble

As capital assets age, they may need to be replaced, upgraded, or disposed of. Once capital assets are not useful in the attainment of Imprint's object, they should be disposed of in a fair and efficient manner.

This policy describes the guidelines and procedure for replacing, upgrading, and disposing of capital assets.

B. Dual Responsibility

It is the responsibility of the Editor-in-Chief and the General Manager to dispose of capital assets according to this policy.

C. Classes

There shall be three classes of capital assets: current, outdated and obsolete. Current assets shall be those assets that are often used in the attainment of Imprint's object. Outdated assets shall be those assets that are infrequently used in the attainment of Imprint's object. Obsolete assets shall be those assets that are rarely, if ever, used in the attainment of Imprint's object.

D. Determination of Class

The Editor-in-Chief and General Manager, in conjunction with appropriate volunteer staff, shall determine the class of a particular asset.

E. Schedule of Replacement

Assets shall be replaced according to the schedule laid out in the capital budget. Imprint's Board of Directors has the right to replace assets ahead of schedule if deemed necessary for the production of the paper.

F. Disposal

Outdated assets shall be disposed of in one of the following three (3) ways: one, they may be sold to an organization that deals in the resale of used goods; two, they may be auctioned to the membership (such an auctioned must be advertised at least three (3) days before it is held); third, they may be auctioned to other people (e.g., using eBay). Should all of the above methods of disposal fail, outdated equipment shall be automatically classified as obsolete equipment.

Obsolete assets shall be placed in the Imprint office for one (1) week. If no volunteer wants to take the equipment, it shall be disposed of through the UW Surplus Sale.

Policy 9: Conflict and Grievance Resolution

Type: Operational

Date amended:

A. Preamble

This policy describes the manner in which non-editorial conflicts and grievances with and within *Imprint Publications* are handled and resolved.

B. Powers

The Board of Directors HR Committee shall oversee all matters of formal conflict and grievance resolution.

C. Confidentiality

All matters of conflict and grievance, while being processed, shall be kept confidential. No party within a conflict or grievance shall be notified of any other member within said conflict or grievance unless deemed strictly necessary for resolution.

Confidentiality only extends while the conflict or grievance is being resolved, but should not be shared broadly unless necessary as part of the resolution.

D. Decisions

The HR Committee may make any of the following decisions, in increasing order of severity:

1. A verbal warning of offence.
2. A written warning of offence.
3. Outside mediation or behavioural contracts enforced on any of the subjects to maintain privileges.
4. Sanctions limiting privileges provided by Imprint Publications.
5. Restrictions for a limited or indefinite period on access to the Imprint Publications offices.

Any decisions beyond this list require a formal resolution by the full Board of Directors.

E. Procedure

Non-editorial conflicts with or within *Imprint Publications*, when possible, should be raised to and handled by the Executive Editor. Otherwise, the following shall be followed in order:

1. A request should be made in writing to the HR Committee.
2. The HR Committee will respond to the requester within two (2) Business Days providing reference to this policy.
3. Subject(s) of any complaint or grievance shall be immediately notified that a complaint has been filed.
4. Each subject will be given an opportunity to respond within five (5) Business Days.
5. The HR Committee will meet within five (5) Business Days.
 - They may make an immediate Decision with the information provided.
 - They may schedule meetings with some or all of the subjects to make a Decision.
 - Once a Decision is made by the HR Committee, it will be shared with each of the subjects.

6. Within three (3) Business Days of the Decision being shared, any of the subjects will have the opportunity to begin an appeal of this Decision, which will follow the same process as outlined above.
 - It takes only a single subject to begin this process.
 - There is only a single appeal allowed.
 - The HR Committee may dismiss any appeal request for any reason, though it should generally only be for lack of new substantive information.
7. The Decision is final and binding, and must be shared within *Imprint Publications* appropriately.

Policy 10: Hiring Full-time Staff

Type: Operational

Date amended: 2015-01-06

A. Preamble

This policy describes the process for hiring full-time staff, including full-time contract positions.

B. Hiring Committee

1. This committee is struck when there is an identified need to fill a full-time position, and ceases to exist the moment this position is filled.
2. This committee shall consist of three (3) people, to be filled by the Human Resources Committee of the Board of Directors, and additional at-large members as necessary.
3. This committee shall review applications, interview candidates, and make hiring recommendation to the Board of Directors.
4. If a member of the hiring committee is deemed to have a conflict of interest relating to the hiring process, that member shall be excused from the proceeding and the Board of Directors shall appoint a Director to serve as a temporary replacement.
 - a. If no Directors are available or able to serve on the committee, the Board may appoint a member-at-large to serve on the committee.

C. Powers

1. Before this committee may perform any actions, they must contact and meet with uWaterloo Human Resources.
2. This committee has full authority over all stages of the hiring process outlined in this policy, that is:
 - a. To determine public advertisement;
 - b. To select qualified candidates for interviews;
 - c. To determine interview process and candidate selection process;
 - d. To select and recommend a prioritized list of three (3) candidates for consideration by the full Board of Directors in confidential session.
3. This committee does not have the authority to offer a position or negotiate the terms of an offer unless the Board of Directors directs them to act on its behalf in such matters.

D. Timeline

1. Open positions must be advertised in a public forum for no less than ten (10) business days.
2. Qualified candidates must be interviewed no later than ten (10) business days after the close of public advertising.

E. Confidentiality

1. All aspects of hiring will be kept strictly confidential, with the following exceptions, which must be made publicly accessible:
 - a. status that hiring for a position has begun;
 - b. overview of interview process;
 - c. notice of successful hire.
2. All documents from the hiring process should be kept for one (1) year, and then promptly

destroyed.

F. Policy Amendments

After a first reading has been completed, the policy must be circulated to and reviewed by uWaterloo's Human Resources Department. The recommendations of uWaterloo's Human Resources Department are not binding, but should be seriously considered.

Policy 11: Capital Expenditures

Type: Operational

Date amended: 2014-11-

A. Preamble

This policy outlines decision-making authority and process regarding capital expenditures.

B. Purchases

Purchases shall be made in the name of the corporation and not that of an individual, where possible.

C. Major Purchases

Purchases exceeding the value of CDN\$500.00, including applicable taxes, shall be considered major purchases.

Imprint's General Manager shall be responsible for major purchases.

The General Manager shall obtain a sample of prices from at least three (3) distinct sellers for each major purchase.

The General Manager shall, seven (7) days before making any major purchase, advertise the intended expenditure and the reason(s) for its proposal.

D. Minor Purchases

Purchases not exceeding the value of CDN\$500.00, including applicable taxes, shall be considered minor purchases.

Full-time staff members may make minor purchases with consultation of the General Manager or the Board of Directors.

Directors are allowed to make minor purchases providing that these purchases help Imprint fulfill its objects.

E. Oversight

The Board of Directors reserves the right to veto any and all decisions to make any and all purchases, major or minor.

Vetoes may be made by a simple resolution of the Board of Directors.

Vetoes shall be communicated either in person or through e-mail to the purchaser in question.

F. Exceptions

Should emergency purchases be required to ensure that Imprint complete the attainment of its objects, these purchases may be made immediately at the discretion of either:

the General Manager; the Editor-In-Chief; or a simple majority of Imprint's Board of Directors.

Emergency purchases must be reported to the Board of Directors and the General Manager at the earliest possible time following the purchase.

Policy 12: The Imprint Fee

Type: Operational

Date amended: 2014-11-11

A. Preamble

As a student-run organization that is partially funded through a levied student fee, members should approve fee changes. This policy describes the goals and process for setting the Imprint fee.

B. Fee Changes

The Imprint fee shall be set by the Board of Directors at the first meeting in November of each year. If no fee is set, it shall remain as previously set.

The Imprint fee may increase by less than or equal to inflation through a simple resolution of the Board of Directors.

Further fee increases must be ratified by the membership at a General Meeting.

Fee decreases must be ratified by the membership at a General Meeting.

Once a fee change has been set, and ratified when necessary, the Imprint's Board of Directors shall request the University's Board of Governors to change the fee to the new level.

C. Refunds

The Imprint fee shall be refundable during the first three (3) weeks of an academic term.

Policy 13: Copyright

Type: Editorial

Date amended: 2005/11/19

A. Preamble

In an organization incorporated to publish such articles and opinions as are appropriate for a student newspaper, it is important to ensure that the organization is able to attain this object while protecting the rights of volunteers who own the copyright on works that they have created.

This policy shall describe the licensing of works created by volunteers that are submitted to Imprint for publication.

B. Precedence of the Canadian Copyright Act

If anything in this policy contradicts the Canadian Copyright Act, the Canadian Copyright Act shall take precedence. Such a contradiction should be resolved immediately.

C. Right to First Publication

A volunteer who submits a work for which he or she owns the copyright grants Imprint the exclusive right to first publication of said work. Imprint retains this right until the work is published by the organization. This right is automatically revoked sixty (60) days after the submission of said work.

D. Republication and Redistribution

A volunteer who submits a work for which he or she owns the copyright grants Imprint the limited right to republish or redistribute the work for purposes other than profit for the time period covered by the copyright held by the volunteer.

E. Keeping of Records

The Editor-in-Chief, in conjunction with editors, shall maintain a database of works submitted and works published. This database shall contain the date of submission, the date of publication and contact information for the volunteer who holds the copyright of the work.

Policy 14: Honoraria

Type: Operational

Date approved:

A. Preamble

This policy describes how *Imprint Publications* awards honoraria to members of the Editorial Board.

B. Qualification and Procedure

The Executive Editor will recommend honoraria amounts for each member of the Editorial Board based on:

- feedback from superiors and peers,
- position, and
- term performance.

Other volunteers may be considered for an honoraria if it is found that they have made a significant contribution to *Imprint*.

Directors of *Imprint Publications* do not qualify for honoraria.

C. Board of Directors Approval

Before the last paper of the term, the Board of Directors will review the recommendations and make necessary changes.

After the Board has approved the recommendations, the required paperwork will be sent to uWaterloo Human Resources to issue cheques for honoraria.

Policy 15: Editorial Standards

Type: Editorial

Date amended: 2015/03/15

A. Preamble

This policy outlines the standard of publication that Imprint Publications adheres to. Imprint Publications strives for accuracy and objectivity by observing journalistic standards and procedures, and media law.

B. Editorial Discretion

The editorial content of Imprint is at the sole discretion of the Editorial Board and Executive Editor. The Executive Editor may refuse to publish any material they judge to be in violation of this policy, including ongoing content. Material may also be withheld from the print edition due to space constraints.

The Executive Editor is the final decision-maker on all editorial matters.

C. No Libelous, Prejudicial, or Plagiarized Remarks

Prejudicial content includes material that contains a racist, sexist, or otherwise prejudicial substance or tone, or that objectifies women, men, children, or any other group.

Materials that defame a person or persons or contains prejudicial content will not be printed. The Executive Editor shall consult with Imprint's media attorney in all cases of potential libel.

Submitters shall be responsible for any submitted material that is copied, plagiarized, or otherwise false. Staff of *Imprint Publications* who submit any material as defined above shall immediately lose their staff status. Volunteers shall be sanctioned in accordance with Policy 9.D Claims of Plagiarism.

D. Reporting, Interviewing, and Sources

A reporter must always identify themselves as representing Imprint Publications. All records made must be submitted to the Executive Editor for archival.

Imprint Publications has the right to report if an individual declined to be interviewed, or could not be reached for comment at press time.

E. Anonymity

Imprint does not publish content, including letters to the editor, without information to identify the author. Content will only be published anonymously under the discretion of the Editorial Board.

F. Editorials, Community Editorials, and Letters to the Editor

Articles that contain explicit opinion or personal interpretation must be clearly identified as opinion or editorial. All opinions published are strictly those of the author and do not necessarily reflect the opinions of *Imprint Publications*, its editors, or staff.

A community editorial is a signed opinion of a member, employee, volunteer of Imprint Publications, or a member of the general uWaterloo community.

Imprint Publications prints letters to the editor at the discretion of the Executive Editor. *Imprint Publications* reserves the right to edit letters for brevity and clarity. A reply shall be the responsibility of the Executive Editor, and should be strictly informational.

G. Ongoing Content

Ongoing content is a series of material with a consistent theme or viewpoint, published for a period of time.

A potential content creator must submit three (3) pieces of content that illustrate the focus, theme, and viewpoint of the ongoing content. The content will be considered for approval by the Editorial Board, and approval must be renewed at the first Editorial Board meeting of each term. If the content is rejected, or removed from the publication after being accepted, feedback must be provided by the Executive Editor to the content creator.

All content creators are considered to be members of the Imprint staff and are bound by all policies attendant to that status.

H. Editorial Conflicts and Grievances

Conflicts and grievances with the editorial content of *Imprint Publications* must be raised with the Executive Editor.

Appeals on decisions made on editorial conflicts and grievances may be made to the Editorial Board.

Conflicts and grievances with the staff or volunteers of *Imprint Publications* should be made in accordance with Policy 9: Conflicts and Grievances.

Policy 16: External Elections

Type: Operational

Date approved:

A. Preamble

This policy aims to protect Imprint as an organization from any political bias or conflict of interest during election periods.

B. Student Government Elections

1. Any student who chooses to run for office or contribute to a campaign during student elections may not contribute to the operations of Imprint in any way.
2. If a member of Imprint's staff chooses to run for office or contribute to a campaign, their staff status, responsibilities, and privileges will be suspended for the duration of the election period.

C. Government Elections

1. Any student who is contributing to a municipal, provincial, or federal campaign can not contribute in any way to any stories that relate to the election.

E. Endorsements

1. The Board of Directors, and Imprint Publications as an organization, will not endorse any candidate in any election, or any side in any referenda.
2. Endorsements from the Editorial Board can be granted and will require:
 - a. A two-thirds majority vote of the Editorial Board is necessary to consider endorsing at all;
 - b. A two-thirds majority vote of the Editorial Board is necessary to approve an endorsement of any candidate;
 - c. Approval of the Executive Editor in consultation with Advanced-Level Staff.

Policy 17: Online Content

Type: Operational

Date amended: ?

A. Preamble

Pursuant to Imprint's mission statement to provide the University of Waterloo community with information, entertainment and a forum for the discussion of issues that affect the community, Imprint must maintain this goal through technological advancements. Thereby, it is important to Imprint to have a presence online and extend their ability to reach the University of Waterloo community. This policy describes the manner in which Imprint Publications will conduct its presence online.

B. Property rights

All online content published on Imprint's website shall be the property of

C. Copyright of online content

All online content shall adhere to policy 13. No materials shall be reproduced without the written permission of the Editor-in-Chief.

D. Uploading content

The responsibility of uploading online content will fall with the Editor-in-Chief, Web Editor, and Assistant Web Editor. The paper shall be uploaded on to the Imprint website once each production cycle. A portable document format (PDF) version of the paper shall also be uploaded on to the website each production cycle.

E. Unpublishing policy

It is important for Imprint to maintain an archive of its work. Copies of Imprint are stored via various mediums and stories published by Imprint are stored online. Published digital content is part of the historical record and should not be unpublished. For that reason, no online content shall be retracted, altered or removed from the Imprint website. However, ongoing accuracy is our journalistic responsibility. Under the circumstances of an article being misleading or containing an error, an individual can submit a complaint by following the policy outlined in section 9.2. [Content must be verifiably inaccurate, potentially libellous or in contravention of a publication ban or other legal consideration for a complaint to be considered seriously.]

F. Comments

Any comments made on the Imprint website do not reflect the views and/or opinions of Imprint Publications. Imprint Publications reserves the right to remove any comments posted given that it is discriminatory in nature. The decision to removing content shall fall with the Web editor and/or Editor-in-Chief. The action of removing content shall fall with the Editor-in-chief, Web Editor, and Assistant Web Editor. An appeal to remove a comment may be made to the Editor-in-Chief. Comments

will be monitored by Editor-in-Chief, Web Editor, and Assistant Web Editor. Imprint Publications reserves the right to remove any comments that are not in accordance with policy 15.

Policy 18: Staff Appreciation Events

Type: Operational

Date amended: 2014-11-25

A. Preamble

This policy outlines decision-making authority and attendance for volunteer staff appreciation events.

B. Powers

In decisions regarding the staff event:

1. The Board of Directors holds final authority on any and all decisions relating to the event.
2. The Editor-in-Chief and the Volunteer Coordinator will manage the details of the event.
3. Imprint Publications will finance the full costs of the event, with the exception of any exclusions set out in these procedures or by the Board of Directors.

C. Timeline

1. The Board of Directors must approve the event at least one (1) month prior to the staff appreciation event.
2. The event shall normally occur near the final production of the academic term.

D. Attendance

1. Invitations to all current volunteer staff members are implicitly approved and may only be revoked by the Board of Directors.
2. Any volunteer or full-time staff may make a rescission request to the Board of Directors. To be valid, this request must:
 - a. be submitted in writing;
 - b. outline the reason or rationale for the revocation; and
 - a. must be made no less than seven (7) days prior to the event.
3. Rescission shall be considered in confidential session.
4. If an invitation is rescinded, the Board of Directors must provide written rationale to the volunteer.
5. The Editor-in-Chief and Volunteer Coordinator shall be responsible for the decision to extend an invitation to any additional individuals.
6. Non-staff members who have not received an invitation may also attend at their own expense.

Policy 19: Board Committees

Type: Operational

Date approved:

A. Preamble

This policy outlines operational elements of the meetings of the Board of Directors standing and ad-hoc committees. The policy outlines the purpose, mandate, and structure of each of the Standing Committees of the Board of Directors.

B. Powers

The Board of Directors committees are created to help the Board of Directors fulfill its own mandate. To this end, the committees shall:

1. Carry out the purposes and functions as defined, subject to any further instruction or approval from the Board of Directors; and
2. Develop procedures to govern its operations.

C. Authority

1. The term of office of all committee seats shall expire on:
 - a. the member's current Board of Directors term expiring;
 - b. a decision by the Board of Directors; or
 - c. a formal letter of resignation.
2. The Board of Directors may remove committees or declare them inactive for a period of time, as necessary.

D. Financial Accountability

1. All expenditures of a committee must receive approval from the Board of Directors.

E. Committee Membership

1. The Board of Directors will approve all committee members, with the exception of ex-officio committee members.
2. When a sufficient number of non-Directors are nominated to fill at-large positions of a Committee, Directors will be ineligible to run for at-large positions.
3. Unless otherwise specified, the Board of Directors shall select the Committee's initial Chair, of which the Committee may change at any time.

F. Meeting Participation

1. Any member of the Imprint Publications is welcome to attend committee meetings:
 - a. Visitors shall contact the Chair of the meeting to notify of their planned attendance 24 hours prior to the meeting, so that the Chair can arrange to hold the meeting at a suitable location; and
 - b. Non-members of Imprint Publications must be invited or request an invitation from the Chair for any meeting.
2. If a member of a committee cannot be physically present, members may participate in a meeting through telecommunications, at the discretion of the Chair; and
3. Members may not send a proxy on their behalf.

G. Committee Reporting and Recording

1. Committees shall keep a written record of decisions made.
2. Committees, while active, shall report to the Board of Directors on a monthly basis.
3. The Chairperson is responsible for Committee recording and reporting. The Chairperson may delegate this duty to any committee member.

K. Standing Committees

Human Resources Committee

a. Responsibilities

1. Prepare and perform staff evaluations;
2. Handle matters of formal conflict or grievance within the Corporation, in accordance with Policy 9: Conflict and Grievance Resolution; and
3. Review and update Human Resource Policies and Procedures.

b. Membership

1. Three (3) members of the Board of Directors.

c. Meetings

1. One meeting at the end of each term, with each full-time staff member, to perform evaluations; and
2. Any time as deemed necessary by the Chair.

Finance Committee

a. Responsibilities

1. Prepare the budget;
2. Receive and review monthly spending reports, to ensure budgetary compliance of departments;
3. Provide recommendations for investment; and
4. Provide updates on the organization's financial condition to the Board of Directors after each fiscal period.

b. Membership

1. Treasurer, ex-officio, chair; and
2. Two (2) members of the Board of Directors.

c. Meetings

1. Meetings monthly to review departmental spending reports; and
2. Any time as deemed necessary by the Chair.

Policy 20: Core Office Hours

A. Preamble

This policy outlines the operational hours of Imprint Publications' primary office.

B. Procedure

The office:

- shall be open each business day between 10:00 and 14:00; and
- may be open any other time dependent on full-time staff schedules or volunteer keyholder presence.

Official communications to the public should outline this office availability.

C. Exceptions

Extenuating circumstances that change the general availability of the full-time staff allow for these core hours to be temporarily adjusted, with notice to the Board of Directors. In these circumstances, public communications should be updated accordingly.

Policy 21: Advertising

A. Preamble

This policy describes the *Imprint Publications* restrictions and requirements on all advertising.

B. Liability

Imprint Publications may:

- add, modify, or remove any ad copy before publication, or
- refuse or cancel any advertisement at any time.

If an error occurs that is our fault, *Imprint Publication's* liability will not exceed:

- a corrected rerun; or
- credit for said ad.

Liability is not accepted for:

- excluding an advertisement;
- any errors or omissions in any advertisement or copy previously approved by the advertiser;
- slight changes or typographical errors that do not lessen the value of the advertisement;
- press related issues.

C. Indemnification

Advertisements may not be copied without permission. The advertiser agrees to defend the *Imprint Publications* against any and all liability, loss or expenses arising from claims of copyright issues.

D. Adherence to Federal Laws

Imprint Publications follows the Liquor Licence Act and The Tobacco Act. Advertisers must adhere to these policies.

Imprint Publications will not run advertisements deemed inappropriate or that violate any Canadian law.

Policy 22: Full-time Staff Year-End Bonus

A. Preamble

This policy describes the bonus process for *Imprint Publications*.

B. Maximum Bonus

Imprint Publications Board of Directors will issue equal lump-sum bonus' for all employees worth no more than \$300 per employee.

C. Gift Alternative

Employees have the choice of requesting to Board a specific item worth up to the awarded bonus instead of a lump-sum payment.

D. Occurrences of Bonuses

Bonuses will occur once a fiscal year.

Policy 23: Full-Time Staff Feedback and Evaluations

A. Preamble

This policy describes the Human Resource process of performance evaluations, staff feedback, and termly check-ins for *Imprint Publications*.

B. Scheduling of Check-ins

In Spring and Fall terms, the Human Resource Committee will meet with full-time staff for a “check-in” to review progress on past feedback, previously set goals, or progress on annual plan items. These will not be filed on record.

C. Performance Evaluations

The Human Resource Committee will conduct performance evaluations as outlined in the [HR Manual](#). Performance evaluations are primarily driven by feedback from the Board, full-time staff, and part-time staff reports. Volunteer feedback will be considered.

Results from the performance evaluations are confidential and must be shared with full-time staff in a private meeting and filed on record.

Policy 24: Privacy

A. Preamble

This policy describes how *Imprint Publications* collects and stores information about customers.

B. Collection

Imprint Publications collects personal contact information from a number of groups including, but not limited to, clients, writers, and advertisers.

C. Credit Information

Credit card information is collected for the purpose of fulfilling orders, processing refunds, or applying credit. All credit card numbers are shredded once all payments are processed.

D. Privacy

Imprint Publications may use your personal information for:

- managing and enforcing your accounts;
- maintaining records and general business management; or
- meeting all relevant legal and regulatory requirements.