

# **Constitution of the Sheaf Publishing Society inc.**

## **I. Name**

1. The organization responsible for the management of the University of Saskatchewan student newspaper shall formally be known as the Sheaf Publishing Society Inc., hereinafter known as “the Society.”
2. The official publication of the Society shall be known as “the Sheaf.”

## **II. Mission**

The Society aims to inform and entertain students at the University of Saskatchewan by addressing alternative issues, communicating information significant to student life, encouraging pluralistic thought and discourse, and enabling students to practice progressive, ethical, and sensitive newspaper publishing.

## **III. Vision**

The Society aims to provide a structure for facilitating communication among students within the University community without endangering the principle of freedom of the press.

## **IV. Membership**

1. Membership of the Society shall consist of all registered University of Saskatchewan undergraduate students who have paid membership dues.
2. Any student who qualifies as a member in the second term of Regular Session shall be deemed to remain a member over the spring and summer session and shall continue to be deemed a member until the last day of registration for the fall term.

## **V. Powers, rights, and Privileges**

1. All members of the Society shall have the following powers, rights, and privileges:
  - a) Subject to this Constitution, to be eligible for positions on and to cast a ballot in any election for the Sheaf Publishing Society Board of Directors;
  - b) Subject to this Constitution, to be eligible for positions on the office staff of the Sheaf Publishing Society;
  - c) To contribute to “The Sheaf” publication;
  - d) To attend, submit motions for, and have speaking and voting privileges at any meeting of members of the Sheaf Publishing Society; and,

- e) To exercise any other powers, rights and privileges inherent in this Constitution.

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## **VI. Directors and Officers**

1. All officers of the Society must remain registered undergraduate students of the University of Saskatchewan during their terms in office. If any officer of the Society ceases to be a member of the Society, they shall no longer be able to serve as an officer of the Society.
2. No officer of the Sheaf Publishing Society may simultaneously hold an elected or non-voting representative position on the University Students' Council of the University of Saskatchewan Students' Union, nor may such an individual be a full-time employee or executive member of the University of Saskatchewan or any paid position of the University of Saskatchewan Students' Union.
3. The Board may allow non-members to serve as officers of the Society for the duration of the Board's term of office with a 2/3 majority vote in favour of the motion at a meeting called for that purpose. The only officers that shall be allowed to be non-members shall be the Business Ad Manager and the Continuity Representative.
4. The affairs of the Sheaf Publishing Society shall be governed by the Board of Directors and the Office Staff.

### **A. Board of Directors**

1. The Society's Board of Directors, hereinafter referred to as "the Board", shall be composed of the following:
  - i. Five (5) Student-at-Large Directors elected by the members of the Society;
  - ii. The Editor-in-Chief (ex-officio, non-voting);
  - iii. The Business Manager (ex-officio, non-voting); and
  - iv. The Continuity Representative (ex-officio, non-voting).
2. The Board shall have the following powers and duties:
  - a) Manage the financial and legal activities and affairs of the Society;
  - b) Select and manage all employees of the Society;
  - c) Act honestly and in good faith in the best interests of the Society; and
  - d) Other duties as outlined in the Bylaws.

## **B. Office Staff**

1. The Office Staff shall be composed of the following:
  - a) Editorial Staff, which includes the Editor-in-Chief, Section Editors, and Production Staff. Editorial Staff are those members of the Society selected annually by an Editorial Staff hiring committee to undertake specific duties in return for honoraria of an amount determined by the Board.
  - b) Business Staff, including the Business and Ad Manager, and Delivery Co-ordinator. Business Staff are selected to manage the financial matters of the Society.
2. The Office Staff shall have the following duties:
  - a) The Editor-In-Chief shall be responsible for managing the daily affairs of the Society, including the management of Office Staff, public relations, and the publication of “the Sheaf”.
  - b) The Section Editors shall be responsible for the management of each section of content of the Sheaf.
  - c) The Production Staff shall be responsible for the layout, design, and visual presentation of the Sheaf.
  - d) The Business Staff shall be responsible for the management of all daily financial matters of the Society.
  - e) The Editorial Staff shall be responsible for representing the interests of the staff and contributors of the Sheaf. managing the social functions of the Society, and making decisions regarding the Society that do not fall under the scope of the Board.
  - e) All other duties of Office Staff positions are defined in the Bylaws.
3. No member of the Society may hold the same Editorial Staff position for more than two (2) terms.
4. Office Staff positions may be created, modified, or removed by two-thirds (2/3) majority vote of the Board. Creation of Office Staff positions may happen at any time, but any modification or removal of Office Staff positions shall be considered effective at the end of the term of the person currently serving in that position.

## **VII. Election of Directors and Officers**

1. General elections for the Board shall occur in the Winter Term of the University of Saskatchewan.
2. All members of the Society shall be eligible for election to the Student-at-Large positions on the Board, subject to the following criteria:

- a) At the time of the election, the candidate must be in good academic standing according to college-specific requirements and maintain it throughout their term in office; and,
  - b) All members of the Board of Directors must qualify as directors in accordance with the *Non-Profit Corporations Act* for Saskatchewan or any successor legislation.
3. In any election, all members of the Society are eligible to vote for candidates for the Board of Directors.
  4. The Student-at-Large Directors of the Board shall be the only officers of the Sheaf Publishing Society whose positions can be determined through election by the membership of the Society.
  6. Editorial Staff shall be selected by an Editorial Staff Hiring Committee, subject to the processes outlined in the Bylaws.
  7. Business Staff shall be selected by the Board of Directors or appropriate designate, subject to the processes outlined in the Bylaws.

#### **VIII. Removal of Directors and Officers**

1. The Student-at-Large Directors shall be the only officers of the Society who can be removed from their positions by a vote of the membership of the Society.
2. Student-at-Large Directors of the Sheaf Publishing Society Board of Directors may be removed involuntarily from office only by a simple majority vote at a Special General Meeting called for the purpose of removal of the officer in question. This meeting may be initiated by:
  - a) A two-thirds (2/3) majority vote of the Board; or,
  - b) A petition signed by one (1) per cent of the members of the Society;
3. Office Staff may be dismissed according to the processes outlined in the Bylaws.

#### **IX. General Meetings**

1. There shall be an Annual General Meeting of members of the Society held between the first day of classes following the University of Saskatchewan's Reading Week and the last day of classes of the Winter Term. Members shall receive no less than fifteen (15) days' notice of the Annual General Meeting.
2. Quorum for all General Meetings shall be fifteen (15) members of the Society.

3. Members shall receive at least fifteen (15) days' notice of a Special General Meetings, which shall be held as a result of the following:

- a) A simple majority vote of the Board; or
- b) A petition signed by one (1) per cent of the members of the Society.

## **X. Bylaws**

1. Subject to this Constitution, the Board shall have the power to pass, amend or repeal any bylaws providing for the operation and functioning of the Society.

2. Any bylaw passed by the Board shall be subject to ratification by the membership at the next General Meeting.

## **XI. Amendments**

1. The Constitution may only be amended by a two-thirds (2/3) majority of the membership of the Society present at a General Meeting.

2. Members of the Society must submit copies of any proposed amendments to the Business Manager or designate ten days prior to the General Meeting at which the amendment will be considered. The Society shall make the proposed changes public at least seven days before the General Meeting considering the amendments.

## **XII. Dissolution**

Upon dissolution of the Society, all assets of the Society shall be put into the trust of the Board of Governors of the University of Saskatchewan who shall pass them on to a organization of undergraduate students whose main responsibility shall be the distribution of a student-run publication with a mission and vision similar to the Sheaf as soon as such an organization comes into existence.