

INNIS HERALD

BYLAWS

Updated 17 July 2026

CONTENTS

CONTENTS	1
SECTION 1 – NAME	2
SECTION 2 – MANDATE	2
SECTION 3 – MEMBERSHIP	2
SECTION 4 – EXECUTIVE COMMITTEE AND RESPONSIBILITIES.....	3
SECTION 5 – BUDGET.....	5
SECTION 6 – MEETINGS	5
SECTION 7 – ELECTIONS	6
SECTION 8 – TERMINATION CLAUSE.....	7
SECTION 9 – AMENDMENTS.....	7
NOTES.....	9

SECTION 1 – NAME

1. The official name of this recognized University of Toronto student organization is “The Innis Herald”.

SECTION 2 – MANDATE

1. The Innis Herald is the student-run publication and podcast of Innis College. It serves as a means of communication between College groups and the student body. The Herald mandate is to keep Innis Students informed about all aspects of academic and student life within the College and throughout the University community. The paper ranges from publishing informative news pieces to more open-ended editorials and thought pieces. The Innis Herald enjoys complete editorial autonomy.

SECTION 3 – MEMBERSHIP

1. Membership to the group is open to all University of Toronto students. All U of T students are permitted to run, nominate, and vote in elections and by-law amendments.
2. The group is open to individuals who do not belong to the U of T community. However, such individuals shall not hold the aforementioned rights.
3. All members must register with the Managing Editor by submitting their full name and valid email address.

SECTION 4 – EXECUTIVE COMMITTEE AND RESPONSIBILITIES

1. The Executive Committee shall be comprised of seven (7) elected officers:
 - (a) Editor-in-Chief
 - (i) There may be two (2) Editors-in-Chief if the Executive so decides
 - (b) Managing Editor
 - (c) Creative Director
 - (d) Communications Director
 - (e) Layout Editor
 - (f) Senior Copy Editor
 - (g) Podcast Director
2. The Editor-in-Chief (EIC) shall:
 - (a) Oversee the operations, management and success of the group
 - (b) Hold signing officer authority along with the Managing Editor for finance purposes
 - (c) Preside over Executive and general meetings
 - (d) Oversee other Executives as well as ensure the transition of office to the future Executives
 - (e) Work with the other executives on their responsibilities to ensure timely publication of the paper
3. The Managing Editor shall:
 - (a) Assume duties of the Editor-in-Chief in their absence
 - (b) Oversee the various members and ensure the proper function of the newspaper
 - (c) Ensure that all the activities of the newspaper meet regulations and policies of the University of Toronto
 - (d) Operate external and internal communications with administration, outside organizations, etc.
 - (e) Facilitate relationship with printers
 - (f) Manage and operate the budget of the newspaper
 - (g) Hold signing officer authority with the Editor-in-Chief for financial purposes
 - (h) Work with the Editor-in-Chief regarding content direction
4. The Creative Director shall:
 - (a) Oversee the creative direction of the newspaper
 - (b) Oversee all members of the creative team
 - (c) Ensure the paper is formatted by printing date
 - (d) Oversee all content, both online and in print
 - (e) Communicate with contributors by email in a timely manner to share updates, pitch lists, editing timelines, and submission confirmations.

5. The Communications Director shall:
 - (a) Oversee and facilitate the Innis Herald website
 - (b) Post all articles with all necessary pictures and credits in a timely manner
 - (c) Manage the overall aesthetic and direction of the website
 - (d) Direct the online team
 - (e) Put out monthly newsletters and communications
 - (f) Design promotional materials for marketing purposes
 - (g) Manage the Social Media platforms of the Innis Herald and act as the liaison between the masthead and the Herald's audience
6. The Layout Editor shall:
 - (a) Format and bring together the design of each issue
 - (b) Oversee Photographers, Videographers, Illustrators and the entirety of the graphics team
 - (c) Ensure the paper is formatted by printing date
 - (d) Manage and train all members of the layout team
7. The Podcast Director shall:
 - (a) Oversee the production of the Innis Herald podcast
 - (b) Manage a team of hosts and editors
 - (c) Work with the EIC, and Creative Director to come up with a list of episodes and ideas
 - (d) Produce an episode schedule and plan along with the EIC
 - (e) Manage the use of the Podcast Equipment
 - (f) Maintain a relationship with CIUT.FM, who provide access to their studio for in-person recordings, and publish podcast episodes on their platform
 - (g) Coordinate with Layout and Communications to advertise the podcast, both in the newspaper and on social media platforms.
8. The Executive Committee has decision-making authorities in the following domains:
 - (a) Appointment of additional logistical positions which do not hold Executive decision-making authority, such as:
 - I. Junior Editors for various positions
 - II. Podcast Producers and Hosts
 - III. Graphics Coordinators
 - IV. Social Media Manager
 - V. Other logistical positions
 - (b) Appointment of the Chief Returning Officer as outlined in section 7
 - (c) Proposal of by-law amendments outside of the Annual General Meeting
9. The Masthead consists of the Executive Committee along with all their appointees except the CRO

10. The Innis Herald as an organization will make use of Oxford spelling standard in their style guide, (e.g. using the letter -z- in Greek-derived words with the suffix -ize/ise

SECTION 5 – BUDGET

1. The Managing Editor shall keep records of all income and expenses. They shall present the group's financial health at the Annual General Meeting.
2. The group's Executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or the charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and good at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

SECTION 6 – MEETINGS

1. Executive Meetings:
 - (a) The Executive Committee shall meet at least monthly where dates and times shall be determined by the Editor-in-Chief. The number of meetings may increase closer to the release of an issue.
2. Annual General Meeting (AGM):
 - (a) The Executive Committee will announce the date of the AGM two (2) weeks prior to holding the meeting.
 - (b) The quorum for the AGM shall be ten (10) general members
 - (c) The meeting is intended to go over the group's annual activity plan and financial health, as well as vote on bylaw amendments, if any.

SECTION 7 – ELECTIONS

1. The Executive Committee shall appoint a Chief Returning Officer (CRO) for Election purposes. The CRO can be a leaving or graduating Masthead member. The CRO cannot self-nominate themselves for any role in the Election they are responsible for organizing. The CRO shall be unbiased in the process and results of the Election and shall be required to disclose any and all conflicts of interest in the Election.
2. The CRO shall select an election period with a minimum of two (2) weeks' notice to the Masthead. The Election must be run and completed within the timeframe of the last two (2) weeks of February and the first two (2) weeks of March.
 - (a) The self-nomination and voting periods must each be run for a minimum of 7 days.
3. The CRO shall accept nominations for candidacy of Executive positions only from individuals registered as U of T students for the following academic year (Fall-Winter).
4. The CRO shall open and manage a form or paper ballot election process, ensuring the votes are anonymous.
5. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the Election to the Executive Committee and general members.
6. The term of Executive positions shall be from May 1 to April 30.
7. All Masthead Positions described in Section 4 (READ: Executive Committee and Responsibilities) shall be elected by popular vote, EXCEPTING the positions of Editor-in-Chief and Managing Editor.
8. Special considerations regarding nominations for candidacy of the roles of Editor-in-Chief and Managing Editor:
 - (a) It is recommended that anyone running for the executive roles of Editor-in-Chief and Managing Editor must have served on the masthead before the nomination period. This can be in any executive or appointed role and does not have to be in the same year as the Election.
 - (b) The Editor-in-Chief and Managing Editor shall be selected among a pool of nominees through an application/interview process.
 - (c) The Editor-in-Chief and Managing Editor shall be hired by the existing (READ: outgoing, not incoming) masthead. The precedent set for manner of hiring is a matter of majority decision by the existing masthead, which may or may not include a more detailed hiring process including – but not limited to – interviews, speeches, written statements, and the provision of resumes and written samples.
9. In the event of low nominations at the end of the stated nomination period:

- (a) If the Editor-in-Chief and/or Managing Editor role has no nominees OR greater than three executive roles have no nominees, the CRO must extend the nomination period.
- (b) If two or fewer executive roles (not including Editor-in-Chief and/or Managing Editor) have no nominees, the CRO is recommended to continue with the Election and allow the incoming executive team to appoint people and/or run another election for the unfilled executive roles after the Election period is over.

SECTION 8 – TERMINATION CLAUSE

1. The Editor-in-Chief may give notice of infraction to any member of the Masthead who
 - (a) commits an act negatively affecting the journalistic ethics of the newspaper, including but not limited to non-disclosure of a significant or continuing conflict of interest, plagiarism and/or libel,
 - (b) or is non-responsive or unable to fulfill their duties (in accordance with the bylaws and in a timely manner) for the time of any one print issue.
2. Regarding the decision and appeal process:
 - (a) A special meeting of the Executive shall be held in order to address the infraction, at which the member in question will have the opportunity to defend their actions. A two thirds ($\frac{2}{3}$) supermajority vote in favour of removal is required for dismissal.
 - (b) The defendant may appeal the decision to a council made up of students not directly involved with the Innis Herald (this may be a randomly chosen group from the student body or the Innis College Student Society).
3. Executive members are subject to the same termination process and, as determined by the vote, may lose their Executive position along with their membership to the group. If the Editor-in-Chief commits an infraction, and at least three (3) masthead members bring forward said infraction, the Managing Editor shall assume the responsibilities of the EIC's role and shall organise the termination process.

SECTION 9 – AMENDMENTS

1. Any registered U of T student may propose and vote on bylaw amendments at the Annual General Meeting (AGM).
2. The Executive shall have the right to amend the bylaws, in order to retain structure and function of the newspaper. All amendments by the Executive will be submitted to the following AGM. Such amendments can only go into effect after passing by majority in an organised public vote (that may be done online)

with a quorum of 10 non-masthead members. Executive amendments will come into effect at the end of the public vote but can be overturned by the general membership at an AGM.

3. The Executive Committee shall formally adopt the new bylaws and submit the revised bylaws to the respective University offices.

NOTES

- (17-07-26: *Managing Editor*) Suggested amendment for consideration at the 2027 Innis Herald Annual General Meeting. An addition to Section 7.8 that states as follows:
 - The Executive Committee shall conduct the selection process, subject to the review and validation of the CRO. The CRO reserves the right to monitor the process, investigate potential conflicts of interest, and determine the validity of the final selection.
- (17-07-26: *Managing Editor*) Suggested amendment for consideration at the 2027 Innis Herald Annual General Meeting. An adjustment to Section 8.2 such that it states as follows:
 - In the event of a decision to dismiss a member of the Masthead, the accused is permitted to appeal the decision by contacting the Innis College Student Society (ICSS). A committee of five (5) non-Masthead members shall be chosen by the ICSS. Provided one week's notice is given to the defendant (previously identified as "the accused"), a special meeting may then be held to address this appeal. A two thirds ($\frac{2}{3}$) supermajority vote is required to overturn the termination.
- (12-06-2026: *former Editor-in-Chief*) As of the AGM of 2026, "member" was defined as any University of Toronto student, pursuant to section 3.1. Clearer reading of the bylaws makes better understood that a member should be registered as such with the Managing Editor, though currently, an official record of people explicitly defined as "members" does not exist; rather, there is a mailing list.
- (12-06-2026: *former Editor-in-Chief*) The above changes are not to be put into effect until after successful ratification by majority vote during the Annual General Meeting as described in section 9 of these bylaws.
- (12-06-2026: *former Editor-in-Chief*) The responsibility for the Managing Editor to "Work with the Editor-in-Chief to organize at least one Innis Herald social event (for example an open-mic night) before the election period of every year" has been removed from their mandatory duties. By precedent, the ME should still be the one responsible for hosting the event, should it happen.