

The POLICY EXCHANGE

The Constitution

This constitution was formally adopted on the 7th day of October in the year 2009.

Article I: Name and Definitions

1.1 This organization shall be called the Policy Exchange

Article II: Purpose

2.1 The Policy Exchange shall publish commentary on contemporary Canadian public policy, reflecting the diverse perspectives of the student body

2.2 The Policy Exchange shall have an audience of graduate and undergraduate students, academics, and practitioners of public policy

2.3 The Policy Exchange shall publish work of 800-1200 words in an online journal at policy-exchange.ca

2.4 The Policy Exchange shall publish a peer-reviewed quarterly print edition, two (2) per academic year containing articles of 2000-3000 words

Article III: Membership

3.1 Membership in the Policy Exchange is open to the students, staff, faculty, and alumni of the University of Toronto

3.2 The general membership of the Policy Exchange is comprised of the following:

3.2.1 The Policy Exchange staff

3.2.2 The Policy Exchange editorial board

3.2.3 Contributors to the Policy Exchange

Article IV: Policy Exchange Staff

4.1 Any member of the general membership is eligible for candidacy for any position on the staff of the Policy Exchange

4.2 Responsibilities of the President

4.2.1 To exercise signing authority over the Policy Exchange bank account

4.2.2 To develop and manage relationships with benefactors and partners

4.2.3 To undertake oversight of the Policy Exchange

4.3 Responsibilities of the Editor-in-Chief

4.3.1 To direct the activities of the Publishing Director and the Editorial Director

4.3.2 To undertake final responsibility for all the content of the Policy Exchange

4.3.3 To undertake final responsibility for financing and budgeting of the Policy Exchange

4.3.4 To direct the activities of the Managing Editor (online format), with the assistance of the Publishing and Editorial Director

4.4 Responsibilities of the Publishing Director

4.4.1 To report to the Editor-in-Chief

4.4.2 To direct the activities of the Layout Designer of the print format

- 4.4.3 To direct the activities of the Fundraising/Communications Director
- 4.4.4 To manage the finances and budget of the Policy Exchange
- 4.4.5 To manage the printing of the Policy Exchange print format
- 4.4.6 To conduct the recruitment campaign for the Policy Exchange staff
- 4.4.7 To conduct an annual audit of the Policy Exchange
- 4.5 Responsibilities of the Editorial Director
 - 4.5.1 To report to the Publishing Editor
 - 4.5.2 To assume responsibility for the editorial content of the Policy Exchange
 - 4.5.3 To direct activities of the Copy Editors
 - 4.5.4 To direct the activities of the Staff Editor
 - 4.5.5 To manage the editorial process of the print format
 - 4.5.6 To manage the editorial process of the online format
 - 4.5.7 To procure articles and other content for the online and print formats
- 4.6 Responsibilities of the Fundraising/Communications Director
 - 4.6.1 To report to the Publishing Director
 - 4.6.2 To procure advertisers for the print format
 - 4.6.3 To undertake responsibility for fundraising
 - 4.6.4 To manage external and internal communications
- 4.7 Responsibilities of the Layout Designer
 - 4.7.1 To report to the Publishing Director
 - 4.7.2 To design the layout of the print format
 - 4.7.3 To collaborate with the Managing Editor (online format), ensuring aesthetic consistency between the online and print formats
- 4.8 Responsibilities of the Copy Editor (2)
 - 4.8.1a To report to the Editorial Director
 - 4.8.1b To report to the Editorial Director and the Managing Editor
 - 4.8.2a To edit submissions to the print format for grammar, style, and spelling
 - 4.8.2b To edit submissions to the online format for grammar, style, and spelling
 - 4.8.3b To format articles for posting on the online format
- 4.9 Responsibilities of the Managing Editor (online format)
 - 4.9.1 To report to the Editor-in-Chief.
 - 4.9.2 To direct the activities of the Copy Editor and News Editor of the online format
 - 4.9.3 To plan and implement special features for the online format
 - 4.9.4 To maintain <http://policy-exchange.ca>
- 4.10 Responsibilities of the Staff Editor
 - 4.10.1 To report to the Editorial Director and the Managing Editor
 - 4.10.2 To review submissions for the online format
 - 4.10.3 To moderate comments on articles in the online format
- 4.11 Responsibilities of the News Editors (4)
 - 4.11.1 To report to the Managing Editor
 - 4.11.2 To locate and post content from online news sources on <http://news.policy-exchange.ca>

4.11.3 To author commentary on developments in domestic and international news

Article V: Policy Exchange Editorial Board

5.1 Any member of the general membership is eligible for candidacy for any position on the editorial board of the Policy Exchange

5.2 The editorial board shall consist of six (6) editors

5.3 Editors shall not hold any position in the Policy Exchange staff

5.4 Responsibilities of the editors

5.4.1 To blindly review submissions to the print format

Article VI: Finances

6.1 The Policy Exchange shall seek funding from a variety of sources, including, but not limited to: the Trinity College Meeting, The University of Toronto Students Union, the Arts and Sciences Student Union, the Department of Political Science, the Department of History, the Government of Ontario, the Dean's Students Initiative Fund, The Hart House Good Ideas Fund and Private Sponsorship

6.2 The Editor-in-Chief shall administer expense reimbursements subject to confirmation by the President

6.3 All Policy Exchange funds shall be deposited in the Policy Exchange bank account

6.4 The President and Editor-in-Chief shall jointly hold signing authority for the Policy Exchange bank account

Article VII: Meetings

7.1 The Policy Exchange shall hold one (1) Annual General Meeting before April 15th of each year. This meeting shall be advertised on the Policy Exchange website, and announced through email and list serve

7.2 There shall be a minimum of three (3) Policy Exchange staff meetings per month during the academic year

7.3 There shall be a minimum of one (1) editorial board meetings per three (3) months during the academic year

7.4 Quorum for the Annual General Meeting is 2/3 of general membership OR 50%+1, whichever is less

7.5 The Annual General Meeting shall be convened by the Chief Returning Officer

7.6 All meetings shall be held on the University of Toronto campus

7.7 General meetings other than the Annual General Meeting will be convened by the President

Article VIII: The Executive Portal

8.1 All members of the editorial staff are required to register an account on the Policy Exchange executive portal

8.2 The executive portal will be accessible through a link on the Policy Exchange website

8.3 All members of the editorial staff are responsible for checking their Policy Exchange email account on a regular and frequent basis

8.4 All documents that pertain to the general organization of the Policy Exchange are to be posted on the executive portal, and shared with all members of the editorial staff

8.5 Unfinished documents and regular documents are to be kept in the individual user's account on the executive portal

8.6 E-mail accounts are the property of the Policy Exchange, and may be deleted, re-assigned, or re-drawn at the discretion of the President or Editor-in-Chief

8.7 The contents of the executive portal are to be kept in strict confidence—access is only permitted to members of the editorial staff

Article IX: Elections

9.1 At the end of the first term of the editorial staff and executive, which will come after twelve (12) months of activity, the President shall appoint a Chief Returning Officer, who shall convene the Annual General Meeting

9.1.1 The Chief Returning Officer shall not currently be a member of the editorial staff of the Policy Exchange

9.2 Any member of the general membership may nominate candidates for any elected position on the editorial staff or editorial board of the Policy Exchange, provided their nomination is seconded by another member of the general membership and that one of the nominator or the seconder, at the time of the nomination, occupies the position for which the nomination is made

9.3 Nominations will be accepted by the Chief Returning Officer for a period to be determined by the Chief Returning Officer

9.4 The Chief Returning Officer shall conduct the election at the Annual General Meeting of the Policy Exchange, which must occur before April 15th

9.5 During the Annual General Meeting, there shall be a ballot for each position on the editorial staff and editorial board. The candidate who receives the most votes will be elected to the respective position

9.6 Any member of the Policy Exchange at the University of Toronto may cast a vote for each position on the editorial and editorial board

9.7 In the case of emergency or resignation, the President shall appoint an replacement executive officer

9.7.1 The appointment must be ratified within two (2) weeks by a vote of the general membership or it will be invalidated, and another replacement appointed, subject to the same procedure

Article X: Grievances and Removal from Office

10.1 Any member of the general membership is authorized to file an official grievance, which may include a motion to have a member of the editorial staff or editorial board removed from office, provided their complaint is seconded by a second member of the general membership

10.2 The Policy Exchange shall adhere to the following procedure to address grievances:

10.2.1 The editorial staff shall form an ad hoc committee of five (5) members of the editorial staff who are in no way party to the grievance;

10.2.2 This ad hoc committee will hear and/or investigate any allegations;

- 10.2.3 Any party to the grievance may present a defense to the ad hoc committee;
- 10.2.4 This ad hoc committee will make a series of recommendations to address the grievance;
- 10.2.5 On the advice of the ad hoc committee, the President shall address the grievance;
- 10.2.6 Any member of the general membership may appeal the decision of the President to the general membership, provided the appeal is seconded by member of the editorial staff who is not party to the grievance
 - 10.2.6.1 In the event of an appeal, the President shall convene a General Meeting, where the President shall present his decision, and any party to the grievance may present a defense to the general membership;
 - 10.2.6.2 The general membership shall vote to uphold or overturn the decision of the President

Article XI: Amendments

- 11.1 Any member of the general membership may propose an amendment to the constitution, provided they are seconded by a member of the editorial staff
- 11.2 Constitutional amendments will be voted on by the general membership at the Annual General Meeting
- 11.3 Ratifying amendments to the constitution will require a 2/3 majority of the Annual General Meeting
- 11.4 All proposed amendments must be posted on the Policy Exchange website at least two (2) weeks prior to a vote