

The Confluence

The Confluence
College of New Caledonia Students' Union's
Official Student Newspaper

POLICY MANUAL

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Constitution

1. Name of Student Newspaper

The name of the student's newspaper is the Confluence, and here after in this Constitution and these policies shall be referred to as the Paper.

2. Purpose of the Paper

The purposes of the Paper are:

- a) To provide current and accurate information to the student body pertaining to issues and events affecting college life, social justice issues and all other aspects related to students and being a student in a non-bias third party way.
- b) To act as a forum of discussion and debate on a variety of topics in the spirit of advanced education and higher learning.
- c) To keep accountable, by way of informing the masses, regional, provincial and federal governments, the College of New Caledonia and the College of New Caledonia Students' Union in a fair **non-biased**, third party way.

3. Dissolution of the Paper

In the event of the dissolution of the Paper, any excess funds shall be retained by the College of New Caledonia Students' union in a holding account, until such time as the Paper is re-established, or until such time as the By-Laws of the College of New Caledonia Students' Union are amended to strike the Newspaper Fee from their fee section.

CNC's Official Student Newspaper

Preamble

For years members have benefited from the publication of a campus newspaper produced for students by students. Independent student media provides a forum for discussion and debate of important issues, and promotes activism among members.

1. Officially Designated Student Newspaper

As per the College of New Caledonia Students' Union policy, *The Confluence* shall be the official student newspaper of the College of New Caledonia.

The Paper is a service of the College of New Caledonia Students' Union.

2. Editorial Content

The editorial content of the Confluence shall not violate any International, Federal or Provincial laws. Advertisements shall not exceed 30% of the Paper's total content

3. Financial Management

The Executive Director of the College of New Caledonia Students' Union in consultation with the Editor in Chief of the Confluence shall be responsible for the distribution of all financial remittances of the Paper.

The Editorial Committee of the Confluence shall set the annual budget and have final say on financial decisions concerning the operation of the Paper in consultation with the CNCSU student representatives and staff.

First adopted June 1, 2010 by the Editorial Committee

Last amended November 7, 2019 by the Editorial Committee

Conflict of Interest Guidelines

1. Preamble

Conflict of Interest shall be defined as “*a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.*”

(Definition by Dr. Michael McDonald, Director of the UBC Centre for Applied Ethics).

2. Declaration of Interests

All members of the Editorial Committee must disclose all interests, which might cause a conflict of interest including, but not limited to:

- a) membership in any Students' Union clubs;
- b) membership on any external executives or boards that the Students' Union may have regular dealings with;
- c) financial interests (such as ownership, holdings, shares, etc.) that may impact on Students' Union operations; and
- d) employment with the College or municipal, provincial or federal governments.

Members of the Editorial Committee are required to declare if they could possibly be in a conflict of interest during discussion of business at a meeting, and formally abstain from voting on specific money and privilege issues in relation to the business at hand.

3. Employment Conflict of Interest

- a. If a member of the Editorial Committee wishes to apply for additional positions of employment within the operations of the Students' Union, they must resign from the Editorial Committee before submitting an application.

First adopted June 1, 2010 by the Editorial Committee
Last amended August 25, 2012 by the Editorial Committee

Editorial Committee

1. Preamble

This policy outlines the Paper's governance structures, the positions and duties assigned to each position.

2. Governance

The governing body of the Paper shall be defined as the Editorial Committee. The committee shall be comprised of a total of (3) three members. The Editorial Committee shall be responsible for setting the vision and direction of the Paper each academic year. The Editorial Committee shall conduct the financial business of the paper in conjunction with the Executive Committee and student representatives of the College of New Caledonia Students' Union.

The Editorial Committee shall design, develop and publish a student newspaper between the months of September and April.

On behalf of the College of New Caledonia Executive Committee, the Editor-in-Chief and News Editor shall report to the Communications Officer

3. Executive Committee Composition

The Executive Committee of the Confluence shall be composed of the following positions:

- a) Editor-in-Chief
- b) Production Editor
- c) Creative Editor
- d) Communications Officer

No one person may fill more than one position at a time and as such may collect only one stipend per month.

The Communications Officer may not collect a monthly stipend, as they are employed and paid through the College of New Caledonia Students' Union budget rather than The Confluence budget.

In the event of a vacancy of the Editor-In-Chief position, the Communications Officer of the College of New Caledonia Students' Union shall act as the interim Editor-In-Chief as a steward of the paper until such time the role can be filled. This shall be as a part of regular duties without collection of a monthly stipend.

4. Executive Committee Duties and Responsibilities

a) Editor-in-Chief

- i. Have final say on all editorial content of the Paper
- ii. Ensure all published material is grammatically correct
- iii. Ensure all published material contains no libel statements and that all facts in any news article is correct and true
- iv. Ensure all deadlines are met
- v. Ensure budgetary requirements are being met
- vi. Fulfill duties as assigned to other position should the other positions remain vacant
- vii. Ensure the paper is distributed throughout the College as well as the community
- viii. Perform any such duties as assigned by the Editorial Committee

b) Production Editor

- i. Ensure all published material contains no libel statements and that all facts in any news article is correct and true
- ii. Fulfill duties as assigned to other position should the other positions remain vacant
- iii. Ensure the paper is distributed throughout the College as well as the community
- iv. Maintain Confluence Section on CNCSU Website
- v. Perform any such duties as assigned by the Editorial Committee

c) Creative Editor

- i. Ensure all published material is grammatically correct
- ii. Generate at least one written article to be published in the Paper per issue
- iii. Coordinate Social Media Outreach & Promotion of the Paper
- iv. Engage businesses in the community for advertisement opportunities.

- v. Ensure online content is updated on a bi-monthly basis
- vi. Perform any such duties as assigned by the Editorial Committee

d) Communications Officer

- i. Oversee the production of the Paper.
- ii. Have final say on all content of the Paper.
- iii. Ensuring all materials used within the paper are the sole ownership of the Paper or that the paper has permission to published said materials.
- iv. Ensure all deadlines are met.
- v. Ensure budgetary requirements are being met.
- vi. Fulfill duties as assigned to other positions as the Editor-in-Chief if there is a vacancy

Financial Management

1. Preamble

This policy is to outline the expectations of the Editorial Committee with regards to the Paper's finances.

2. Cash Management

For the purposes of conducting its business the Paper will have (\$0.00) zero dollars on hand.

3. Disbursement of Funds

a) Cheque Requisition Forms

A cheque requisition form must be completed and submitted to the Office and Services Coordinator of the CNCSU for each cheque issued on behalf of the Confluence.

4. Budget

The Editorial Committee shall adopt annually a budget outlining anticipated expenses and revenue for the current fiscal year. The budget shall be adopted no later than August 31st of the current fiscal year.

5. Reporting

The Editor-In-Chief shall be responsible for reporting to the Executive Committee on a quarterly basis on the Paper's financial position in respects to the adopted budget.

First adopted June 1, 2010 by the Editorial Committee

Last amended November 7, 2019 by the Editorial Committee

Publishing and Supplies

1. Publishing

Until such time as the Paper warrants, the printing of the Paper shall be done in the Students' Union office.

For the purposes of providing a service to members the Union shall assist in this and set in house pricing for printing for the purpose of cost recovery.

Further, for the purpose of providing a service to its membership the Union shall provide a work space within the Office of the College of New Caledonia Students' Union.

2. Supplies

Supplies shall be purchased on an as needed basis by the Editor-In-Chief in consultation with the Treasurer and/or staff of the College of New Caledonia Students' Union.

First adopted June 1, 2010 by the Editorial Committee
Last amended November 7, 2019 by the Editorial Committee

Publishing Copyright

1. Copyright

The Paper retains no copyright in the publishing of any materials. The creator retains the right to have published their work through any other publisher as they choose.

First adopted June 1, 2010 by the Editorial Committee

Last amended August 25, 2012 by the Editorial Committee

Personal Information Protection Policy

1. Preamble

At the College of New Caledonia Students' Union, we are committed to providing our members with exceptional advocacy and service. As providing our political work and services involves the collection, use and disclosure of some personal information about our members, protecting this personal information is one of our highest priorities.

While we have always respected our members' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our members of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting members' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allowing our members to request access to, and correction of, their personal information.

2. Scope of Policy

This Personal Information Protection Policy applies to the College of New Caledonia Students' Union and the Confluence student newspaper. This policy also applies to any service providers collecting, using or disclosing personal information on behalf of the Students' Union.

3. Definitions

Personal Information – means information about an identifiable individual, such as name, home address and phone number, income, education, and employment information. Personal information does not include contact information (described below).

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

Privacy Officer – means the individual designated by the Executive Committee with the responsibility for ensuring that the Students' Union complies with this policy and PIPA.

4. Collecting Personal Information

- a) Unless the purposes for collecting personal information are obvious and the member voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- b) We will collect member information that is necessary to fulfill the following purposes:
 - To verify identity;
 - To identify member preferences;
 - To provide locker rental and other services;
 - To send out Students' Union membership information;
 - To contact our members and make them aware of meetings and events;
 - To ensure a high standard of service to our members; and
 - To meet legal/regulatory requirements.

5. Consent

- a) We will obtain member consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- b) Consent can be provided orally, in writing, electronically, or through an authorized representative, or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.
- c) Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of his or her personal information being used for mail-outs and the member does not opt-out.
- d) Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), members can withhold or withdraw their consent for the College of New Caledonia Students' Union to use their personal information in certain ways. A member's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the member in making the decision.
- e) We may collect, use or disclose personal information without the member's knowledge or consent in the following limited circumstances:
 - When the collection, use or disclosure of personal information is permitted or required by law;
 - In an emergency that threatens an individual's life, health, or personal security;
 - When the personal information is available from a public source (e.g., a telephone directory);
 - When we require legal advice from a lawyer;
 - For the purposes of collecting a debt;
 - To protect ourselves from fraud;
 - To investigate an anticipated breach of an agreement or a contravention of law

6. Using and Disclosing Personal Information

- a) We will only use or disclose member personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as:
 - To conduct member surveys in order to enhance the provision of our services;
 - To contact our members directly about meetings, events and services that may be of interest;
 - To conduct elections and referenda
- b) We will not use or disclose member personal information for any additional purpose unless we obtain consent to do so.
- c) We will not sell member lists or personal information to other parties.

7. Retaining Personal Information

- a) If we use member personal information to make a decision that directly affects the member, we will retain that personal information for at least one year so that the member has a reasonable opportunity to request access to it.
- b) Subject to the subsection above, we will retain member personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

8. Ensuring Accuracy of Personal Information

- a) We will make reasonable efforts to ensure that member personal information is accurate and complete where it may be used to make a decision about the member or disclosed to another organization.
- b) Members may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought. A request to correct personal information should be forwarded to the designated Privacy Officer.

- c) If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members' correction request in the file.

9. Securing Personal Information

- a) We are committed to ensuring the security of member personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.
- b) The following security measures will be followed to ensure that member personal information is appropriately protected:
 - the use of locked filing cabinets;
 - physically securing offices where personal information is held;
 - the use of passwords and firewalls;
 - restricting elected representative and employee access to personal information as appropriate (i.e., only those that need to know will have access; contractually requiring any service providers to provide comparable security measures).
- c) We will use appropriate security measures when destroying member's personal information such as shredding documents and deleting electronically stored information.
- d) We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

10. Providing Members Access to Personal Information

- a) Members have a right to access their personal information, subject to limited exceptions such as
 - solicitor-client privilege
 - disclosure would reveal personal information about another individual
- b) A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the designated Privacy Officer.
- c) Upon request, we will also tell members how we use their personal information and to whom it has been disclosed if applicable.
- d) We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.
- e) A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the member of the cost and request further direction from the member on whether or not we should proceed with the request.
- f) If a request is refused in full or in part, we will notify the member in writing, providing the reasons for refusal and the recourse available to the member.

11. Questions and Complaints: The Role of the Privacy Officer

- a) The Privacy Officer is responsible for ensuring the College of New Caledonia Students' Union's compliance with this policy and the *Personal Information Protection Act*.
- b) Members should direct any complaints, concerns or questions regarding the College of New Caledonia Students' Union's compliance in writing to the Privacy Officer:

Privacy Officer
College of New Caledonia Students' Union
Room 1-303, 3330 22nd Avenue
Prince George, BC, V2N 1P8

Tel: (250) 562-7415 or 1-800-371-8111 ext. 365
Fax: (250) 562-4709

Email: info@cncsu.ca

If the Privacy Officer is unable to resolve the concern, the member may also write to the Information and Privacy Commissioner of British Columbia.

12. Posting of Personal Information Protection Policy

This policy shall be available in the Students' Union office.

First adopted June 1, 2010 by the Editorial Committee

Last amended November 7, 2019 by the Editorial Committee

Reporting and Accountability

1. CNCSU Executive Committee Report

Either the Production Editor, Creative Editor, or alternate, shall report at each regularly scheduled meeting of the Executive Committee of the College of New Caledonia Students' Union.

The report shall include the following information:

- a) number of issues delivered since the last meeting of the Executive Committee
- b) any and all significant financial transactions
- c) any and all violations of International, Federal or Provincial law and outcomes
- d) Any other information pertinent to the business and operation of both the Paper and the Union

First adopted June 1, 2010 by the Editorial Committee
Last amended November 7, 2019 by the Editorial Committee

Stipends, Per Diems, and Reimbursements

1. Information Required for Editorial Committee Stipends

When appointed, members of the Editorial Committee must provide their full home mailing address and Social Insurance Number as required for tax and Society Act purposes. Members who fail to provide this information and keep the Editorial Committee aware of any changes shall not receive a monthly stipend.

2. Wages

a. Production Editor

The Production Editor can work up to 40 hours per month at \$15/hour and will be paid upon completion of their duties as outlined in policy. The Production Editor shall receive also a 5% commission on all advertising sales.

b. Creative Editor

The Creative Editor can work up to 40 hours per month at \$15/hour and will be paid upon completion of their duties as outlined in policy. Creative Editor shall receive also a 5% commission on all advertising sales.

3. Payment of Wages

Wages shall be paid out on the last business day of each month.

4. Attendance at Editorial Committee Meetings

Members of the Editorial Committee must attend at least fifty per-cent (50%) of regularly scheduled meetings per month in order to be eligible for a stipend. This requirement shall be waived if a member of the Editorial Committee has a valid reason for being unable to attend the required number of meetings.

5. Per Diems

Representatives of the Paper authorized by the Editorial Committee to attend a meeting located outside of the Prince George area shall be entitled to receive a per diem of thirty dollars (\$30.00) per day.

6. Published Works

The Paper shall pay to each contributor a sum of twenty dollars (\$20.00) per piece of work published in the Paper

6. Travel Expense Reimbursement

a. Cost

Notwithstanding unforeseen circumstances and time limitations, members are expected to use the most cost-effective method of travel when conducting business on behalf of the Students' Union

b. Automobile

Members using private vehicles for travel on behalf of the Students' Union shall be reimbursed at the rate of \$0.37 per kilometer.

c. Other Methods of Travel

Members traveling via other forms of transportation for the purpose of carrying out authorized Students' Union business may receive a reimbursement, upon submission of a written request including receipts to be reviewed by the Treasurer.

7. Childcare

Childcare will be reimbursed at \$10.00 per hour, to a maximum of \$80.00 per day. Childcare expense will be reimbursed upon presentation of a receipt for meetings attended on behalf of the Paper.

First adopted June 1, 2010 by the Editorial Committee
Last amended November 7, 2019 by the Editorial Committee

Website

1. Hosting

The Paper's website shall be hosted in collaboration with the CNC Students' Union

2. Maintenance

The Creative Editor shall have responsibility for the maintenance and upkeep of the Paper's web content at www.cncsu.ca.

First adopted June 1, 2010 by the Editorial Committee

Last amended November 7, 2019 by the Editorial Committee