

Waterloo Co-operative Residence Incorporated

**toadlane Policy**

As approved by the General Manager,  
and incorporating all changes through:

**11 May 2009**

*(Note that, in this policy, the masculine shall include the  
feminine and the singular shall include the plural)*



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## Revision History

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Date	Revisionist	Summary of Changes
12 May 2001	WCRI	Policy Change
16 December 2001	Russ Wong	Template Update
08 June 2002	Russ Wong	Policy Change: ‘fag’ replaced with ‘COW’ or ‘co-operative work credit’
08 February 2003	WCRI	Part 4: Appeals may be made to General Manager
10 April 2007	Laura Reidel	References to Board of Directors modified to reflect General Manager’s jurisdiction over this policy.
11 May 2009	Cary Hubbard	Remove references to COWs and co-operative work duties/credits; changed minimum number of issues to be produced

## External Cross-references

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Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)



## Part 1: Introduction

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**toadlane** is the internal newspaper of Waterloo Co-operative Residence Incorporated (WCRI) and is democratically run by members of the Co-op. The purpose of **toadlane**'s existence is to inform the members of the Co-op about the events and issues which are of interest and/or importance to them.

The name **toadlane** comes from the name of the street on which the Weavers' Arms Pub was located in Rochdale, England. In 1844, the "Principles of Co-operation" were drafted in the Weavers' Arms Pub by a group of weavers who began the first co-operative.

The title of the newspaper is intended to be written in lower case letters, underscored, and bold, as in: **toadlane**.

The editor is responsible to the membership of the Co-op for the content of **toadlane** through the staff members of **toadlane**.

The editor is responsible to the membership of the Co-op for production of **toadlane** through the General Manager.

Members who have differences of opinion with the editorial policy or with the content of **toadlane** should attempt to reconcile these differences by speaking with or writing to the editor before taking action.

## Part 2: Code of Ethics

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It is the responsibility of the editor of **toadlane** to write and publish in the first issue of each term and/or first issue for which the editor takes responsibility for **toadlane**, a detailed editorial policy outlining how he intends to deal with material of offensive or libellous nature.

The editor shall ensure that his writers report on events which are significant to the members in a carefully thought-out and responsible manner.

## Part 3: Definition of "Staff Member"

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Any member who has submitted or will regularly submit material for publication or provide labour and/or receives pi bucks for **toadlane** work, during a particular term, will be considered a staff member for that term.

## Part 4: Submissions

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The editor shall be the judge of whether material is suitable for publication. If obscene, racist, or poorly written material is submitted, it may be returned to the author for modification or held on file but not published.

Any person who feels that an article has been refused publication unfairly may appeal the editor's decision to the staff of **toadlane**. If unsatisfied, further appeals may be made to the General Manager. If still unsatisfied, further appeals may then be made to a General Meeting of the members of the Co-op.

Any article or cartoon/graphic submitted to **toadlane** must be accompanied by the name of the author/artist and indicate some means of contacting the person.

pi bucks will only be given for original submissions. Although re-printed material may still be submitted, the decision to print them will be at the discretion of the editor(s).

## Part 5: The Editor

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### 5.1 Selection of the Editor

The toadlane editor is chosen at the toadlane organizational meeting. This meeting must be held within the first two (2) weeks of the start of a term and is chaired by the outgoing editor or, if that is not possible, by a member of the Co-op, designated by the outgoing editor or the General Manager or delegate.

The selection will be by majority vote of staff members present at this meeting. In the case of a tie, the chairperson will cast the deciding vote.

### 5.2 Duties

- a) To be familiar with the policies and procedures governing toadlane.
- b) To print and distribute toadlane on schedule (at least four per term, averaging about one issue per month).
- c) To train, advise, and co-ordinate staff members as necessary.
- d) To select and oversee the layout person.
- e) To report to the General Manager at regular intervals on his actions regarding toadlane. This report shall include budget schedules.

### 5.3 Remuneration

The toadlane editor shall be paid at a rate as set by the General Manager from time -to-time.

### 5.4 Removal

The editor may be removed by a majority vote of the current term's staff members. The editor must be notified of this intent, in writing, at least one week prior to the meeting at which voting on this issue will occur.

The General Manager may remove the editor for failure to produce issues of toadlane on schedule.

### 5.5 Resignation

The editor may resign with at least two (2) weeks notice. A written resignation must be submitted to the General Manager containing the reasons for resignation.