

Waterloo Co-operative Residence Incorporated

**toadlane Policy**

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

**14 April 2011**

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

## 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
23 March 2011	Clarissa Neudorf	Addition of Layout position, including selection process and duties; changed Section 5.5 to clarify resignation process
14 April 2011	Cary Hubbard	Reorganization of content to separate policy and procedure

## External Cross-references

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Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
2 (4)	pi Policy		

## INTRODUCTION

In developing a strong co-operative community, WCRI encourages members to participate in a variety of communication processes. An internal newspaper, **toadlane**, was established to provide a forum for members to share information about the events and issues that are of interest and/or importance to them.

The name of the newspaper comes from the name of the street on which the Weavers' Arms Pub was located in Rochdale, England – Toad Lane. 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.

## POLICY

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

### Member Volunteer Contributors

2. (1) At the beginning of each term the members select a number of volunteer contributors to make regular contributions to the newspaper.

(2) Each volunteer contributor is expected to make at least one contribution to each issue of the newspaper.

(3) Each submission to the newspaper must be accompanied by the name and contact information of the contributor.

(4) Volunteer contributors will be rewarded for their original contributions with pi Bucks in accordance with the current *pi Policy*.

### Editor and Layout Person

3. (1) At the start of each term the team of member-selected volunteer contributors will select an editor to coordinate the work of the newspaper. The member-selected volunteer contributors may also select a layout person to support the work of the editor.

(2) The editor is responsible to the membership of the Co-op for the content of the newspaper via the member volunteer contributors.

(3) The editor is responsible to the membership of the Co-op for the production of the newspaper through the General Manager or delegate.

(4) The editor is responsible for ensuring that the volunteer contributors report on events that are significant to the membership and that they are written in a carefully thought-out and responsible manner.

(5) The layout person is responsible to the editor and member-selected volunteer contributors for organizing the submissions into a publishable newspaper format.

4. The editor and layout person will be remunerated for their work at a rate as set by the General Manager in the annual budget process.

### Submissions

5. (1) It is the responsibility of the editor to write and publish in each issue of the newspaper a detailed editorial policy outlining how he intends to deal with material of offensive or libellous nature.

(2) The editor is the judge of whether submitted material is suitable for publication.

(3) If submitted material is obscene, racist, or poorly written the editor may return it to the author for modification or may hold the submission on file without publishing it.

**(4)** Any person who feels that an article has been refused publication unfairly may appeal the editor's decision, first to the editor, then to the member-selected volunteer contributors, and finally to the General Manager or delegate.

**(5)** Members who have a difference of opinion with the published editorial policy or with the content of the newspaper should attempt to reconcile these differences by speaking with or writing to the editor.

## PROCEDURES

### Organizational Meeting

**6. (1)** During the first two weeks of the term the toadlane volunteer contributors will meet to organize the activities of the newspaper for the term.

**(2)** The organizational meeting will be organized by the outgoing editor or if unable the General Manager or delegate.

**(3)** The organizational meeting will be chaired by the outgoing editor, or if unavailable, a member of the selected volunteer contributors, as appointed at that meeting.

**7.** The agenda for the organizational meeting will include, at a minimum, the following topics:

- a) Selection of an editor;
- b) Decision about whether a layout person will be selected;
- c) If a layout person is to be selected, selection of a layout person; and
- d) Establishment of a publication calendar, including submission deadlines and publication dates.

### Selection of Editor and Layout Person

**8. (1)** The editor and layout person are selected at the toadlane organizational meeting for a term ending at the end of the academic term (i.e., four months beginning in September, January, and May).

**(2)** Selection of the editor and layout person will be made by a majority vote of the volunteer contributors present at this meeting. In the case of a tie, the chair of the meeting will cast the deciding vote.

**(3)** When a layout person is not selected, the editor is responsible for ensuring that the duties of the position are completed.

**9.** The selected editor and layout person may choose to continue in the role for a second consecutive term pending confirmation of that decision by the volunteer contributors selected by the member in that term.

### Duties of Editor

**10.** The editor is responsible for the following duties:

- a) Being familiar with the policies and procedures governing toadlane;
- b) Advising and coordinating volunteer contributors as necessary to complete at least four issues of the newspaper each term;
- c) Writing and including in each issue of the newspaper an editorial policy;
- d) Reviewing all submissions for content and appropriateness, in accordance with this policy and the written editorial policy;
- e) Submitting edited articles to the layout person for each issue of the newspaper;
- f) Communicating with the layout person to ensure final drafts of each issue are submitted to the General Manager or delegate; and
- g) In the absence of a layout person, completing the duties of the layout person.

#### Duties of Layout Person

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**11.** The layout person is responsible for the following duties:

- a) Being familiar with the policies and procedures governing **toadlane**;
- b) Creatively organizing submissions in an eye-pleasing manner;
- c) Selecting cover art and cover colour for each issue; and
- b) Communicating with the editor to ensure final drafts of each issue are submitted to the General Manager or delegate.

#### Removal of Editor or Layout Person

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**12. (1)** The editor or layout person may be removed from his position by a majority vote of the member-selected volunteer contributors at a meeting duly called for this purpose.

**(2)** The person(s) being removed must be notified of the intent to remove in writing at least one week prior to the meeting called for this purpose.

**13.** The General Manager or delegate may remove the editor or layout person for failure to produce issues on schedule or for failure to abide by the policies and procedures outlined in this document.

#### Resignation of Editor or Layout Person

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**14. (1)** The editor or layout person may resign from his position(s) at any point during the term with at least two (2) weeks written notice submitted to the General Manager or delegate.

**(2)** The written notice must include the reason for resignation and the date the resignation is effective.