

The *Summit Academic Journal* Constitution

(Last edited January 28, 2020)

Article 1: Name

The name of the student group shall be *The Summit Academic Journal Committee*, and will be abbreviated as the SAjc.

Article 2: Purpose

The purpose of the SAjc is to provide a framework within which undergraduate Arts papers will be reviewed, edited and published for the benefit of the University of Manitoba student body. Papers will be peer-reviewed, providing experience in the peer-review process for students, and if accepted on resubmission will be published and archived online on the Summit Academic Journal website/online archive.

The SAjc will also provide its members with experience in the areas of peer-editing and publication.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. Memberships for the club last for a full academic term (Fall Term: September- December, Winter Term: January- April) or the full academic year according to the student's preference.

General members of the club must edit a minimum of one paper per term, unless there is a shortage of submissions.

Executive officers may be exempt from editing if their position requires a weekly commitment of more than two hours towards the SAjc.

Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures

The SAjc will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

Article 5: Executive Officers, General Members, and Duties

1) Editor in Chief

- a. The Editor in Chief is responsible for the general organization and maintenance of the SAjc.
- b. The Editor in Chief will assign submissions to the rest of the group for peer-editing.
- c. The Editor in Chief is responsible for a general revision of all papers before assigning peer-editing duties to other members of the SAjc.
- d. The Editor in Chief is responsible for confidentiality. As a Peer-Reviewed Academic Journal the Editor in Chief is responsible for creating and maintaining the double blind editing process. Meaning no student submission will have identifying markers contained in it before submission to a peer-editor, and the identity of all peer-editors will be kept confidential in regards to which submissions they are assigned.

- i. This confidentiality includes when members decline to edit submissions as is their right. The Editor in Chief will not reveal a member's refusal, nor their reasons for refusal.
 - 1. If a member refuses to edit a paper on the grounds it is abusive the Editor in Chief will review the paper themselves before asking another editor to peer-edit the paper. If it is refused by an editor a second time it must be reviewed by the entire Executive Body.
- e. The Editor in Chief has the right to decline submissions based on abusive or derogatory views, lack of care in the submission (i.e. spam), or non-adherence to the SA's mandate. However, if the same submission is submitted four times with an argument as to why the SAjc should accept it the submission must be reviewed by two other Executive Officers who may overrule the decision of the Editor in Chief.
- f. The Editor in Chief will be in contact with all Executive Officers at least every two weeks about the SA, or more often as necessary. It is the responsibility of the Editor in Chief to be available for questions and co-ordination requests from members.
 - i. It is not the responsibility of the Editor in Chief to track down wayward members. If a General Member is not fulfilling the requirements of their position the Editor in Chief has the right to:
 - 1. Reassign editing duties.
 - 2. Give three **clear** warnings, written or verbal that the member must correct their behaviour and fulfill their obligations to the SAjc.
 - a. Members face immediate suspension if their actions/editing are abusive in any way. If they perpetuate, abusive, racist, misogynist, discriminatory, or threatening views in editing commentary or towards their fellow members they will be suspended immediately.
 - 3. Call a vote of the Executive Officers after a suspension to vote on the member's continued participation in the group. The decision of the executive officers by vote is not subject for review for the remainder of the term.
 - a. If it is a vote in reference to actions outlined in Article 5 1-f-i-2-a and the member is suspended by the group that member shall also be reported to University of Manitoba Student Advocacy, and UMSU.
 - ii. It is not the responsibility of the Editor in Chief to track down wayward members. If an Executive Officer is not fulfilling the requirements of their position, or is overstepping the bounds of their position the Editor in Chief has the right to:
 - 1. Veto an Executive Officer's decision, if it was made without the consultation/approval of other SAjc Officers.
 - a. If an Executive Officer makes a decision with which the Editor in Chief disagrees the Executive Officer can challenge any Editor in Chief veto with the support of a minimum of two other Executive Officers. In this case the Executive

Officer's decision will stand until a general vote can be called involving all members.

2. Give three **clear** warnings, written or verbal that the member must correct their behaviour and fulfill their obligations to the SAjc.
 3. Call a vote of all members after three warnings to vote on the Executive Officer's continued participation in the group. The decision of the vote is not subject for review for the remainder of the term.
- g. The Editor in Chief will organize group meetings at a minimum of two a semester. One meeting must be held at the beginning of every term.
 - h. The Editor in Chief will be responsible for the co-ordination and selection of works for any print version of the SA.
 - i. The Editor in Chief will be responsible for the review and collection of any relevant documents before meetings including budgets, membership requests, or proposals from other student groups, as well as ensuring the group's review of these documents during meetings.
- 2) Social Media Co-Ordinator/Publicist
- a. The Publicist is responsible for the design and implementation of all SA advertisements.
 - b. The Publicist will advertise calls for papers through the SA's social media accounts, and may partner with any with any alternative relevant University of Manitoba media accounts for greater outreach.
 - c. The Publicist will advertise calls for papers through print media, which can include posters or flyers though is not limited to these mediums.
 - d. If a print version of the SA is available for publication that year the Publicist is responsible for the design and printing of the journal.
 - i. If a print edition of the journal is put into publication The Publicist must consult with all other Executive Officers before putting the journal into print and cannot go to print without the approval of the Editor in Chief, a unanimous vote of the Chief Executive Officers excluding the Editor in Chief, or a majority vote of the entire SAjc.
 - ii. If a print journal is ready for publication it must be presented to the entire SAjc for a vote at a meeting where a minimum of 2/3 of the group are present. This vote must be carried by a majority of the SAjc.
- 3) CFO/Treasurer
- a. The CFO (Chief Financial Officer) will be responsible for the club's finances.
 - b. The CFO will create a budget for the term based on funds available and submit the budget to the Editor in Chief for review before submitting the budget for approval by vote.
 - c. The CFO will have signing authority to be shared with the Editor in Chief and another volunteer Executive officer.
- 4) CTO (Chief Technical Officer)

- a. The CTO will be responsible for the maintenance of the SA website/online archive.
- 5) Secretary
- a. The Secretary will create a written record of all SAjc meetings
 - b. The Secretary will be responsible for the secure storage of all SAjc documents.
- 6) General Member/Editor
- a. General Members of the SAjc are required to peer-edit a minimum of one paper per term as assigned by the Editor in Chief.
 - b. General Members may be exempt from editing papers if there is a lack of submissions.
 - c. General Members have voting rights for the selection of Executive Members, Editor in Chief Vetoes (See Article 5 1,d,ii,a), and print decisions for any physical copy of the journal (See Article 5 2d)
 - d. General Members have the right to refuse to edit a paper on any grounds without a given reason for three assigned papers a term. General members may refuse to edit an infinite number of papers on religious, moral, or compassionate grounds but must submit the reason to the Editor in Chief. The Editor in Chief is responsible for full confidentiality if a member refuses to edit a paper.
 - e. General Members are obligated to report racist, misogynist, threatening, or discriminatory views in any paper they edit to the Editor in Chief.
 - i. If for any reason a member feels uncomfortable and they do not feel the editor in Chief can help, or if they feel directly targeted they should reach out to campus security and/or any Executive Officer.
 - f. General Members are obligated to edit all papers fairly and without the use of racist, misogynist, threatening, or discriminatory views, with a penalty of suspension and likely a report to campus authorities.
- 7) Executive Elections
- a. Executive Officer Elections presume the officer will be in their position for a general academic year (September-April).
 - i. Officers may choose to step down at any time of year, but may not hold an executive position in the SAjc until the following academic year and must be re-elected.
 - 1. If students are concerned about their capacity to fulfill an executive position due to compassionate, academic, or travel needs (ex. A term abroad, a co-op, health problems...) They may run at in an election with a partner creating a co-executive position and split the work between them from one term to the next.
 - b. All Executive Officers shall be voted into office by General Election and must have a majority vote from the SAjc group, not a majority of participants in the election, to take their position.
 - c. A General Election is an election open to all members of the SAjc
 - i. The calling of a General Election and the positions open must be communicated to all members a minimum of a week before the vote.

Candidates must submit their intention to run for an Executive position a minimum of 48 hours before the vote. The current Editor in Chief is responsible to communicate all candidates in the general election to the entire SAjc a minimum of 24 hours before the vote.

- d. Executive Positions are open to all members, or aspiring members of the SAjc, though voting rights are limited to current members of the SAjc.
 - i. Students may become members at any time of year.
- e. Members/Aspiring Members may choose to run for Executive Position as individuals or pairs, creating co-positions. If a pair is elected they understand the work of the position should be split evenly between them, and it is both their responsibility to complete the responsibilities of the position.
- f. Voting is confidential in any SAjc Election. Ballots may be cast in person at a meeting, or online in a poll depending at the discretion of the Editor in Chief.
- g. Any Executive Officer may be removed at any time from their position by 2/3 majority in a general vote. If this occurs an emergency vote to fill the position will be held within 48 hours.

Article 7: Transition of the Executive

- 1) During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.
- 2) It is the responsibility of the departing Editor in Chief to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.
- 3) It is the responsibility of the departing Editor in Chief and Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing Editor in Chief and Treasurer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming Editor in Chief and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
- 4) It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of SAjc (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Meetings

The Editor in Chief may call an Executive meeting at any time, but must give all other members at least 48 hours' notice. There shall be at least two meetings per term. As this is not a student group that requires regular meetings but does require regular contact the Editor in Chief will be in contact with all Executive Officers at least every two weeks about the SA, or more often as necessary. It is the responsibility of the Executives to be available for questions and co-ordination requests from members.

Article 9: Amendments to the Constitution

Any changes or amendments to this constitution must be approved by a formal vote of the entire student club membership either at a meeting or in an online forum. As per the constitution all votes must be anonymous. The proposed changes must be made available to all members of the club at least 48 hours before the vote, and require the support of a majority vote of participating members. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU SAjc portal.