

# *The Toronto Abnormal School*

## **Constitution**

### **§ 1. Organization Description and Objectives**

- 1.1. The official name of the organization shall be The Toronto Abnormal School
- 1.2. The Toronto Abnormal School will be a satire publication and student group under the Society of The Creative School (SCS) and the Toronto Metropolitan Students' Union (TMSU)
- 1.3. The Toronto Abnormal School will aim to bring awareness to student issues and interests through a humorous lens, as well as allow the student body to explore news writing and journalistic style in a wide variety of mediums.
- 1.4. The Toronto Abnormal School will also strive to provide educational opportunities for students to learn about Canadian Press (CP) Style, satire writing, and any other appropriate extra-curricular learning.
- 1.5. To advance the particular interests of the group; to promote the interests of the students belonging to the group; and to promote an understanding of the special interest of the group to the Toronto Metropolitan student community.

### **§ 2. Relationship to TMSU**

- 2.1. TMSU will not normally interfere in the activities and operations of the organization. It does, however, have the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution or TMSU policies.
- 2.2. The TMSU does not interfere with the activities or operations of the Toronto Abnormal School provided that the group is adhering to the constitution.
- 2.3. The group will abide by the TMSU by-laws at all time
- 2.4. The group will abide by the TMSU policy manual at all times.
- 2.5. The group will abide by any and all applicable laws at all times.

### **§ 3. Relationship to the SCS**

- 3.1. SCS will not normally interfere in the activities and operation of the Group. It does, however, have the power to investigate complaints made by any member of the Group concerning alleged violations of the SCS policy.
- 3.2. The SCS does not interfere with the activities or operations of the Toronto Abnormal School provided that the group is adhering to the constitution.

- 3.3. The Toronto Abnormal School will abide by the SCS' by-laws at all times and all applicable laws at all times.
- 3.4. The Toronto Abnormal School will budget and apply for CHIT funding and abide by all SCS funding and reimbursement rules and regulations.
- 3.5. The Toronto Abnormal School is able to pitch for student project funding should they want to hold an event where more money is needed.

## **§ 4. Membership**

- 4.1. Membership is open to all TMSU members (full-time students registered in a degree program at Toronto Metropolitan).
- 4.2. The group may not charge levies or membership fees to TMSU members.
- 4.3. Non-TMSU members who are part of the Toronto Metropolitan community, specifically Continuing Education students, staff, faculty, and alumni, may become non voting members of a TMSU student group by paying a \$5 per semester membership fee. All fees must be given to the Campus Groups Administrator for deposit to the Group's Trust fund. Such committee members are bound by all TMSU policies and the executive is responsible for all of these members.
- 4.4. No non-TMSU member may hold executive office.
- 4.5. No faculty or staff may be a voting member.

## **§ 5. Masthead Structure and Role of Masthead**

- 5.1. Executive members will be elected annually who are responsible for the membership of the organization.
- 5.2. The executive is responsible for planning activities and projects, and ensuring that TMSU and Toronto Metropolitan University policies are adhered to.
- 5.3. No faculty, staff, or NON-TMSU members may be on the executive.
- 5.4. Executive roles shall henceforth be referred to as Masthead roles.
- 5.5. Those elected to Masthead roles shall hold the position for one school year, with elections to be held at the end of each academic year for the following year.
- 5.6. For each monthly 'print edition' of the Abnormal School, an Issue Editor will be selected from the Masthead. This editor will be responsible for the management and story selection for that particular issue

5.7. The Masthead roles are as follows:

- a. Editor-in-Chief (EIC)
  - i. The EIC shall be one of the signing officers of the group.
  - ii. The EIC will be considered the equivalent to the role of “President”
  - iii. The EIC is responsible for managing the other members of the masthead, and will also perform the same duties as a Managing Editor.
  - iv. Will be primarily responsible for the day to day operations of the group.
  - v. Will be responsible for the creation of a publication schedule of completed stories.
  - vi. Will chair all meetings, unless otherwise assigned by the EIC.
- b. Managing Editors (2)
  - i. Will pitch, edit and approve stories submitted by the membership and masthead.
  - ii. Will work with the other members of the team to ensure work is being done.
- c. Finance Director
  - i. The Finance Director shall be one of the signing officers of the group.
  - ii. Will be primarily responsible for any matters of funding, use of funds, and any financial decisions made by the masthead or the group.
  - iii. Ensure that all money is being used responsibly and in accordance with the bylaws of the TMSU and SCS. May veto any financial decisions that could contradict this.
  - iv. Maintains up to date and accurate financial records.
  - v. Alongside the Administration Director, will be responsible for liaison with the TMSU and SCS.
  - vi. Is also responsible for contributing stories and pitches, as well as editing submissions where assigned by the Editor in Chief or Managing Editors.
- d. Administration Director
  - i. The Administration Director shall be one of the signing officers of the group.
  - ii. Will maintain an accurate record of meeting minutes and log of decisions made by the masthead and membership. In the absence of the Administration Director, meeting minutes shall be taken by the last person to show up for the meeting.
  - iii. Will be responsible for planning events, is responsible for booking spaces and acquiring material/ equipment/ food, and collaborating with the finance director for that purpose whenever necessary.

- iv. Will be responsible for the email correspondence of the organization.
  - v. Will be responsible for maintaining and updating the constitution where needed.
  - vi. Where needed, will schedule meetings of the masthead and membership.
  - vii. Alongside the Finance Director, will be responsible for liaison with the TMSU and SCS.
  - viii. Is also responsible for contributing stories and pitches, as well as editing submissions where assigned by the Editor in Chief or Managing Editors.
- e. Art Editor
- i. Will be responsible for the creation of art content, such as cartoons, for the organization.
  - ii. Will oversee any art contributions made by members of the group, including Masthead.
  - iii. Will be primarily responsible for the creation and/or selection of cover art for print editions.
  - iv. Is also responsible for contributing stories and pitches, as well as editing submissions where assigned by the Editor in Chief or Managing Editors.
- f. Digital Editor
- i. Will be responsible for maintaining, creating, and upholding the branding of the group.
  - ii. Will be responsible for publishing stories to the social media and website of the group as instructed by the EIC.
  - iii. Will be responsible for shooting and creating featured images for stories on social media and the web.
  - iv. Will be responsible for maintaining the social media of the group.
  - v. Will be responsible for the creation of graphics and posters representing the group.
  - vi. Will be responsible for creating promotional materials
  - vii. Will be responsible for designing the layout of print editions
  - viii. Is also responsible for contributing stories and pitches, as well as editing submissions where assigned by the Editor in Chief or Managing Editors.
- g. Founding Staff Writer
- i. Founding members of the group who do not have an otherwise defined role.
  - ii. This is the only unelected position and only applies to those who were founders of the group.
  - iii. Will receive one vote equivalent to other members of the masthead.
  - iv. This role will be terminated upon the graduation of all

founding members of the Masthead.

- v. To retain this role, a founding member must remain an active participant in the day-to-day operations of the organization.
- vi. A founding member may also decline to hold this position, and give up their right to vote.
- vii. Is also responsible for contributing stories and pitches, as well as editing submissions where assigned by the Editor in Chief or Managing Editors.

## **§ 6. Meetings**

- 6.1. Masthead Meetings will be held at least once every two weeks that school is in session.
- 6.2. General Members meetings will be held at least once every two months.
- 6.3. Meetings of the Masthead are not open to the general membership.
- 6.4. Meetings of the membership are open to all members of the group. All members are eligible to vote.
- 6.5. The date, time, and location of all meetings, both membership and masthead shall be freely available to all members.
- 6.6. Quorum for meetings of the Masthead is 2/3rds of the Masthead team.
- 6.7. 50% agreement is required to make a decision that does not involve a constitutional change. For Masthead meetings, that applies to 50% of the total Masthead, including any members who may not attend a given meeting. For membership meetings, that includes 50% of members in attendance.
- 6.8. 2/3rds majority of the Masthead is required to make any constitutional change or decision.
- 6.9. Two weeks' notice will be given for a general members meeting
- 6.10. Proxy votes will be allowed at meetings.

## **§ 7. Executive Vacancy and Removal from Office**

- 7.1. Should a Masthead position become vacant for any reason the remaining masthead may, by majority vote, appoint someone from within their membership to fill the vacancy.
- 7.2. Alternatively, a byelection may be called by the masthead.
- 7.3. If the role of Editor in Chief becomes vacant, the position must be filled by someone already appointed to a masthead role, to be selected by the remaining

masthead team. The newly vacant masthead position may be filled through traditional means.

- 7.4. Removal from office is a serious matter, and a masthead member should only be impeached for serious offences or misconduct.
- 7.5. A 2/3rds majority of the masthead may determine that a masthead member be removed from their position. This can not be done unless the member has committed a serious infraction or is unable to uphold their elected duties as a member of the masthead.
- 7.6. The general membership may also request that a masthead member be removed from their position. If a petition is signed and submitted by 25% of the total membership, a meeting may be held, in which a 2/3rds majority of those in attendance may vote to remove a masthead member from their role.

## **§ 8. Elections**

- 8.1. The group union is responsible to conduct a general election, open to all members, once every academic year.
- 8.2. Incoming masthead members must be elected by the outgoing masthead and contributors who have had three stories or cartoons published by *The Abnormal School*, with everyone having a vote equal to one vote.
- 8.3. Elections must take place by the last Friday in March. The new masthead should be finalized by April 1st.
- 8.4. The newly elected masthead does not fully take over until August, or the start of the Fall Semester. The period between April and August will be a transitional period between the outgoing and incoming masthead.
- 8.5. Members will be given at least 2 weeks notice in advance of nominations opening for an election. The notice must state clearly the date the election will be held and where the election will be held at that time.
- 8.6. The election may be held virtually or in person. All nominees must attend the election to be voted in.
- 8.7. A member may be nominated to fill the position of masthead by 3 members of the organization.
- 8.8. Nominations will be open from 5 days to 2 weeks depending on the urgency with which the election is needed to be held.
- 8.9. The role of Editor in Chief must be filled by someone who has already previously filled a position on the masthead.

- 8.10. The Art Editor and Digital Editor must have a portfolio submitted and freely available to those eligible to vote.
- 8.11. To vote or be nominated, a member must have published at least 3 stories with the Toronto Abnormal School during the current school year.
- 8.12. Any Masthead member who is not seeking re-election may be responsible for ensuring the elections process is carried out smoothly and fairly.
- 8.13. If all Masthead members are seeking re-election or none want to take on the role of running the election, the Masthead may vote on an Elections Officer to be selected by 2/3rds majority of the outgoing Masthead.

## **§ 9. Constitution and Amendments**

- 9.1. Amendments to the constitution must first be approved by the Masthead in a 2/3rds majority vote.
- 9.2. Following that, a General Members meeting must be held to ratify the decision by a 50% approval of the membership in attendance.
- 9.3. Appropriate notice must be given to the membership before a constitutional change is made.
- 9.4. All amendments to the constitution must be submitted to the Society of The Creative School and be approved by the Board of Directors before becoming finalized in the constitution of the group.
- 9.5. An updated version of the constitution must be submitted to the TMSU once finalized.
- 9.6. The constitution must be approved by the TMSU and SCS.

## **§ 10. Ethics, Guidelines, and Regulations**

- 10.1. Plagiarism
  - 10.1.1. In this constitution, the definition of plagiarism includes:
    - 10.1.1.1. The direct reuse of pre existing text without proper citation.
    - 10.1.1.2. The reuse of ideas, concepts, or themes, which are sufficiently specific and do not directly address that reuse or satirize the source.
  - 10.1.2. Plagiarism of any kind is strictly prohibited.
  - 10.1.3. If a writer is found to have plagiarized, either with the Toronto Abnormal School, or other external publications, it will result in:

10.1.3.1. A ban for contributors for the current school year.

10.1.3.2. The possible removal of the member of the masthead.

## 10.2. Use of AI

10.2.1. No contributor or member of the masthead may use:

10.2.1.1. Generative large language models in the writing of content for the Toronto Abnormal School.

10.2.1.2. Generative image tools in creating media for the Toronto Abnormal School.

10.2.2. Use of AI tools will result in:

10.2.2.1. A ban for contributors for the current school year

10.2.2.2. The possible removal of the member of the masthead.

## 10.3. Canadian Press Style Guide

10.3.1. All articles must be written using the CP Style guide unless a criteria for exception is met AND approved by the Editor in Chief

10.3.2. Criteria for exceptions include

10.3.2.1. Wordplay that would otherwise not work in CP Style

10.3.2.2. Hyperbolic, exaggerated, or absurd language that would be inappropriate in CP style, but is appropriate for use in satire.

10.3.2.3. Using incorrect, inaccurate, or outdated terminology for comedic purposes.

## 10.4. Subject Matter

10.4.1. Stories published by the Toronto Abnormal School must be relevant to the student body of TMU. This includes, but is not limited to, topics such as the operations of TMU, the city of Toronto, current affairs in Canada, international news and trends, and the experiences of post-secondary education.

10.4.2. Articles should aim to “punch up” in their critiques, targeting systems and individuals in power.

10.4.3. Barring high-level members of staff at TMU or other public figures, articles should not intentionally include real individuals' names or identifying information.



- 10.4.4. Use of insulting, inflammatory, and derogatory is not explicitly prohibited but must be approved by the EIC and requires justification from the writer.

#### 10.5. Publication

- 10.5.1. Once text and graphics are approved by the masthead, unless indicated otherwise by the writer, stories must be published by the Digital Editor within:

- 10.5.1.1. Two weeks, for contributor stories

- 10.5.1.2. Three weeks, for masthead members

- 10.5.2. If there is an excess of stories to be published in a certain week, they can be scheduled for the following week but will take precedence over more recently written stories

#### 10.6. Contributor Submissions

- 10.6.1. Contributors may have their submissions rejected for publication without explanation.

- 10.6.2. All contributor submissions, regardless of length or publication status, must be recorded, unedited, in their entirety, along with the date and name of the contributor, by the Administration Director for 365 days after their submission.

#### 10.7. Pseudonyms and anonymity

- 10.7.1. Any writer for the Toronto Abnormal School may, at their request, be published under a pseudonym.

- 10.7.2. All pseudonyms will be recorded in association with the official author by the Administrator director for 365 days after publication.

- 10.7.3. Anonymous contributions without a pseudonym will not have their authors recorded.

- 10.7.4. Anonymity without a pseudonym must be approved by the Editor in Chief.