



J-Schools Canada/Écoles-J Canada

Mission

J-Schools Canada/Écoles-J Canada seeks to advance and promote the value of journalism at home and abroad through journalism education, scholarship and best practices in Canada and around the world.

To this end we do the following:

- support and promote equity, diversity and inclusivity in journalism and journalism education;
- support communication and joint activities among Canadian journalism education programs;
- publish Facts&Frictions, an open-access peer-reviewed journal dedicated to the free discussion of contemporary trends, research and debates in journalism and journalism pedagogy;
- support and partner with J-Source, an online hub for classroom resources, academic research and Canadian journalism news;
- provide a link to the work of the WJEC and professional journalism organizations.

Definitions

I. Post-secondary Journalism program – a program in a Canadian college or university that awards a degree, certificate or diploma in journalism, or in journalism and communication, or in communication with a journalism specialty, or as determined by application to the Board.

- II. Journalism educator – full-time or part-time instructor teaching in a post-secondary Journalism program as defined above.
- III. Journalism student – full-time or part-time student enrolled in a post-secondary Journalism program as defined above.
- IV. Regular business – includes items such as: special projects and/or initiatives that are committed to by the Board on behalf of J-Schools Canada/Écoles-J Canada in support of member Journalism educators and students; any spending that is less than \$10,000.
- V. Special business – includes items such as: any proposed amendment to a J-Schools Canada/Écoles-J Canada bylaw or spending that is more than \$10,000.

Bylaws

I. Membership

- i. Institutional membership in J-Schools Canada/Écoles-J Canada shall be open to any post-secondary Journalism program as defined above.
- ii. Individual memberships shall be open to full-time or part-time journalism educators affiliated with any post-secondary Journalism program, as defined above, that is not an institutional member of J-Schools Canada/Écoles-J Canada.
- iii. Associate memberships shall be open to research centres and other organizations involved with the continuing education of journalists.
- iv. Institutional membership fees are categorized based on the size of the program as determined by the number of full-time and part-time instructors in the most recent academic year.
- v. Up-to-date annual fees for institutional, individual and associate members are displayed on the J-Schools Canada/Écoles-J Canada website <https://j-schoolscanada.ca/membership-signup/>
- vi. New institutional, individual and associate membership fees shall not be prorated and shall be for one year in duration from May 1-April 30. Active membership begins upon approval of application and receipt of membership fees.
- vii. Existing institutional members who wish to remain in good standing must commit in writing to renewal by April 1 of each year and commit to pay their membership fees by May 31 of each year.
- viii. Individual and associate members who wish to remain in good standing with uninterrupted access to J-Schools Canada/Écoles-J Canada benefits must commit to renewal by April 1 of each year and pay their membership fees by May 15 of each year.
- ix. Operating on a “one member, one vote” principle, all institutional members in good standing at the time of an election or at the time of any full vote set by the J-Schools Canada/Écoles-J Canada Board of Directors shall have one vote submitted by the head of each member program. If the program head is unable to vote that person may designate a proxy for that specific vote, with prior notification to the Board.
- x. Individual and associate members shall not have voting rights.

II. Governance

- i. J-Schools Canada/Écoles-J Canada shall be governed by an elected Board of Directors drawn from the instructor ranks of members.
- ii. The makeup of the Board shall, as much as possible, represent its institutional membership with respect to a diversity of journalism educators, regions, and programs.
- iii. Board members are expected to act at all times in the broad interests of the discipline of Journalism rather than as representatives of their home institutions and programs.
- iv. The Board roles will include: Chair, Vice-chair/Treasurer, Secretary, Directors-at-large (x5).
- v. Of the eight Board positions, two will be reserved for contract instructors, at least one will be reserved for a College instructor, and at least one will be reserved for a University instructor.
- vi. The elected directors will have discretionary power to appoint an additional director or directors to maintain the diversity of Board makeup as laid out above in subsections ii and v. The additional director or directors will normally be drawn from the list of candidates who ran for Board positions in the most recent election. The term of such appointments shall last until July 1.
- vii. The Chair, Vice-chair/Treasurer and Secretary shall be chosen annually by a vote of directors at their first meeting after the annual election of directors.
- viii. The J-Source Publisher shall sit as a non-voting *ex officio* board member.
- ix. The immediate past Chair may sit as a non-voting *ex officio* board member until the end of the next election cycle to ensure a smooth transition should they choose not to seek a further term on the board.

III. Board Meetings

- i. The Board will hold monthly electronic meetings to facilitate the regular business of J-Schools Canada/Écoles-J Canada.
- ii. Five of the eight Board members must be present to constitute a quorum.
- iii. All decisions will be formalized by a simple majority vote during the Board meeting at which they are put forward.
- iv. Special business (see “Definitions V”), if passed by a Board majority, shall be considered temporary until put to a full members’ vote, either during a special electronic vote called by the Board or at the next Annual General Meeting following the Board decision.

IV. Elections

- i. Each member of the Board shall be elected to a two-year term, with a July 1 start date.
- ii. The two-year terms shall be staggered so that half of the Board positions are open for election each year while the other half remains in place until the following year.
- iii. Candidates for Board positions must announce their candidacy by May 15 of each year.
- iv. Candidates must be Journalism educators who are attached to a Journalism program that is an institutional member in good standing of J-Schools Canada/Écoles-J Canada at the time their candidacy is announced.
- v. Elections shall normally take place electronically each year in the second week of June following the Annual General Meeting.

- vi. The election process shall be overseen at the discretion of the Board members not standing as candidates.

V. Annual General Meetings

- i. The J-Schools Canada/Écoles-J Canada Annual General Meeting shall be held each spring in conjunction with the Journalism Interest Group gathering during the annual Canadian Communication Association conference.
- ii. Annual General Meetings shall be open to all Journalism educators belonging to institutional members in good standing as of the date of the AGM. Individual and associate members in good standing may attend as non-voting members.
- iii. The order of business for the Annual General Meeting shall include:
 - o Member roll call
 - o Minutes of the previous AGM
 - o Chair's report
 - o Vice-chair/Treasurer's Report
 - o Directors' reports
 - o Facts&Frictions editor-in-chief's report
 - o J-Source publisher's report
 - o Business arising from reports
 - o New business
 - o Adjournment

VI. Finances

- i. J-Schools Canada/Écoles-J Canada is a non-profit organization.
- ii. J-Schools Canada/Écoles-J Canada shall maintain a bank account, with the Chair, the Vice-chair/Treasurer, and the J-Source publisher acting as signatories on the account.
- iii. Revenue raised through membership fees shall support J-Source Canada through the provision of an annual payment.
- iv. Monies in excess of the J-Source payment shall support J-Schools Canada/Écoles-J Canada special projects and initiatives, including Facts&Frictions, as voted on by the Board, or by institutional members, at the Annual General Meeting.
- v. All payments by cheque must be signed by two of the designated signatories to the account.
- vi. Finances will be reviewed by the Treasurer at each monthly Board meeting.
- vii. An annual fiscal report will be provided by the Vice-chair/Treasurer at each Annual General Meeting.

VII. Journal

- i. J-Schools Canada/Écoles-J Canada publishes a scholarly journal governed by:
 - o J-Schools Canada/Écoles-J Canada chair (*ex officio*); J-Source Canada publisher (*ex officio*); an editor-in-chief appointed by the J-Schools Canada/Écoles-J Canada board for a term of three years.

- ii. The editor-in-chief shall sit as a non-voting *ex officio* member of the J-Schools Canada/Écoles-J Canada Board, unless already serving as an elected voting member of the Board.
- iii. The editor-in-chief shall recruit a committee of volunteers to serve as an editorial board, making every effort to ensure the board represents a diversity of membership, scholarship and the professional field.
- iv. Volunteer advisors and staff positions may be recruited as needed by the editor-in-chief and the editorial board.