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| **UPEI Student Union** | **Policy No.** UPEISU4 | **Revision No.** 4 |
| **Policy Title:**The Cadre | **Page:**1 of 2 |
| **Creation Date:**February 12th, 2015 | **Version Date:**January 20th, 2019 | **Review Date:**Annually (summer) |
| **Authority:**UPEISU Council | **Responsibility:**General Manager |

**Preamble**

* 1. This Policy covers the Cadre, the official source of student produced news at UPEI. The Cadre is an editorially autonomous publication within the UPEISU and is funded by the UPEISU. The Cadre will publish articles online regularly.

**Mandate**

* 1. The mandate of the Cadre is to be produced by the Cadre Board of Governors and followed by the board and the Cadre staff. The current mandate of the Cadre is to:
		1. Produce fair, timely, and accurate content that focuses mainly, but not exclusively, on issues that directly affect students, whether they are local, national, or international.
		2. Report events and news related to the UPEI community, and is responsible for covering and examining UPEISU, and UPEI affairs.

**Operation**

* 1. Operation will be guided by the UPEI SU Cadre Board of Directors and the staff of the newspaper.
	2. The Board of Directors is comprised of the following members:
		1. Vice President Finance (Chair)
		2. Editor-in-Chief
		3. Member at large (student approved by Council and Student Newspaper staff)
		4. Managing Editor
	3. A quorum of three-fourths (3/4ths) is necessary to hold a Board of Directors meeting.
	4. A majority vote is necessary for any decisions.
	5. The Board of Directors will meet on a monthly basis between September and April.
	6. The Editor-in-Chief shall present a report of the Student Newspaper’s current operations and status at each meeting.
	7. The Board of Directors shall be responsible for:
		1. the approval of the operating budget of the Student Newspaper;
		2. the approval of any reallocation of the Student Newspaper’s operating budget;
		3. the approval to enter into major contracts or agreements ;
		4. acting as an editorial board if necessary by the Board of Directors, and;

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* + 1. all legal implications.

**Staff**

* 1. The UPEI SU Student Newspaper has a staff consisting of Editor-in-Chief, Business Manager, and 2 Managing Editors.
	2. The Editor-in-Chief and section editors are to be paid through the Cadre operating budget.
	3. The Business Manager is the VP Finance & Administration of the UPEISU and will not receive payments from the Cadre or Cadre operations.
	4. All other positions are filled on a volunteer basis by the students.
	5. The duties of each staff member is determined by the Cadre Board of Governors and is to be defined in the Cadre Policy Book.

**Policy Distribution**

* 1. All Cadre Policy must be determined and approved by the Cadre Board of Governors and kept in the Cadre Policy Book.
	2. The Cadre Policy Book shall be kept on file by The UPEISU Student Newspaper Editor-in-Chief, Vice President Finance, and Administrative Coordinator.
	3. The Cadre Policy Book must be approved by the Board of Directors of the newspaper at the end of each school year.