

THE IRON WARRIOR

Policy Manual

Version 4

Revisions

Revisions Completed- May 21, 2009 – Michelle Croal

Revisions started – August 12, 2007 – Bahman Hadji, Faraz Syed

Revisions adopted, Engineering Society A – July 23, 2003, B – September 24, 2003

Revisions completed – July 6, 2003 – Jeff Henry

Revisions started – May 3, 2003 – Jeff Henry, Joseph Fung

Revisions Adopted, Engineering Society Joint Council, July 19, 2001

Revisions completed – June 20, 2001 – Margaret Parkhill

Revisions started – November 18, 1997 – Michael Hermann

Adopted, Engineering Society A and B, 1997

Draft Revision #3 – July 23, 1996 – Edward Fletcher

Draft Revision #2 – July 13, 1996 – Jason Van Dyk

Draft Revision #1 – June 2, 1996 – Andrew Chan

Draft Copy – April 27, 1996 – Andrew Chan, John Campbell

Table of Contents

1.0 Name

- 1.1 The name of the University of Waterloo Engineering Society's official newspaper is and shall be "The Iron Warrior". The Iron Warrior is an official student publication of the University of Waterloo Engineering Society, and it shall take on a traditional newspaper format.

2.0 Definitions

- 2.1 The IW: The Iron Warrior
- 2.2 EIC: the on-stream Editor-in-Chief unless otherwise indicated
- 2.3 Advisory Board: the Advisory Board as per section 6.7
- 2.4 Editors: the EIC and the on-stream Assistant Editor(s)
- 2.5 Society: the University of Waterloo Engineering Society
- 2.6 Society A and Society B: The two stream-separated Societies
- 2.7 IW A and IW B: the staff of The IW belonging to each respective Society (see sections 6.1 and 6.2)
- 2.8 Council: The Society Council
- 2.9 The University: the University of Waterloo
- 2.10 Manual: this document, the Policy Manual of The IW

3.0 Mission Statement

- 3.1 The IW is the official newspaper of the Society and is operated and produced by members of the Society.
- 3.2 The IW is intended as a forum for thought-provoking and informative articles and opinions presented by the Society, the Faculty of Engineering, and by the academic community of the University.
- 3.3 As a part of the Mission Statement, The IW will:
 - 3.3.1 Act as a forum for discussion on Society information and Engineering events.
 - 3.3.2 Promote Waterloo Engineering outside of the University
 - 3.3.3 Report on the status of the engineering profession
 - 3.3.4 Include articles of leisure and entertainment as demand warrants
 - 3.3.5 Provide an opportunity for students to practice communication skills in a constructive environment
 - 3.3.6 Extend readership to include students, faculty, and staff from outside of Waterloo Engineering and the University.

4.0 Code of Ethics

4.1 The IW shall contain only material that does not contravene laws concerning publications. These laws include, but are not limited to, libel, copyright, and obscenity laws. The IW shall also project a professional image of the Society. Journalistic material published shall be fair and accurate and shall have sufficient facts to support statements. Information shall not be falsified, distorted, or misrepresented in any way. Any submission containing prejudicial subjects or tones shall be unacceptable for publication.

5.0 General Policies

5.1 Submissions

- 5.1.1 Publication of submitted articles, comments, pictures, or graphics in any form are subject to the EIC's discretion. The EIC may refuse to publish any submitted material. Contributors are personally responsible for the content of their submissions, and all submissions must adhere to section 4.0.
- 5.1.2 The EIC may modify an article for conciseness, clarity and errors in grammar or spelling, but only in such a way that the article retains the same meaning and intent. Any other changes to an article may only be made with the consent of the author and the author may resubmit the article as desired or needed.
- 5.1.3 When submitting material electronically, the originator implicitly states that they are the author and The IW will consider this to be the case unless otherwise indicated.
- 5.1.4 Anonymous Submissions
 - 5.1.4.1 All individuals wishing to publish material anonymously or under a pseudonym must have the permission of the EIC. The EIC must be able to identify the author of all submissions received and the individual must agree to the policies dictated in the Manual regarding anonymous submissions.
 - 5.1.4.2 By publishing an anonymous submission, the EIC agrees to protect the confidentiality of the author's identity except when legally required to disclose the author's identity. The EIC shall not disclose the author's identity unless legally required to do so as decided by the Advisory Board.

5.1.4.2.1 Should the author's identity need to be disclosed, the Advisory Board will be consulted and the author shall be notified.

5.1.4.2.2 The EIC shall keep a printed copy of each anonymous submission in an envelope including the author's name and contact information. The envelope is to be sealed and kept in the Society office, with access limited to the EIC for future reference.

5.1.5 Late Submissions

5.1.5.1 Submissions received after the submission deadline (as chosen by the EIC) shall be treated as late.

5.1.5.2 Depending on the degree of lateness, a late submission may, at the EIC's discretion, be subjected to one of the following courses of action:

5.1.5.2.1 The EIC refuses to publish the submission

5.1.5.2.2 The EIC chooses to publish the submission in a subsequent issue

5.1.5.2.3 The EIC chooses to publish the submission in the current issue, making necessary modifications for length and space to accommodate layout constraints, in accordance with the already stated submission policies.

5.1.6 Editorials and Opinion Articles

5.1.6.1 An editorial article is the official opinion of The IW and therefore of the Society. The Advisory Board must approve all editorials.

5.1.6.2 An opinion article is the expressed opinion of the author, and does not necessarily reflect the opinions of The IW.

5.1.6.3 There should be at least one editorial or opinion article written by the EIC or the Assistant Editor in each issue.

5.1.7 Letters to the Editor

5.1.7.1 All letters must be addressed to The IW or the EIC. Letters are subject to the same rules and conditions as all other submissions.

5.1.7.2 The author of the letter's name may be withheld either:

5.1.7.2.1 By request of the author and subject to the rules of section 5.1.4 for anonymous submissions

5.1.7.2.2 If the EIC deems it necessary to do so.

5.1.8 Editorial Comments

5.1.8.1 Editorial comments or responses in articles and letters should only be used to correct factual errors, respond to questions about The IW, or to clarify information.

5.1.8.2 Editorial comments shall be clearly labeled as “Editor’s note:” or “Ed:” and should be kept brief.

5.1.8.3 Editorial comments should be placed at the end of the article so as not to interrupt the flow of the article.

5.2 Advertising

5.2.1 Publication of advertisements is at the EIC’s discretion as per section 5.1.1.

5.2.2 Advertising of Engineering and other student-organized events of the Society in the form of bulletins or news articles is not subject to advertising charges.

5.2.2.1 For formal advertising of such events, the advertising charges shall apply at a reduced internal rate.

5.3 IW Masthead

5.3.1 The masthead of the IW shall be placed in page 2 of every issue, and shall state the following:

“The Iron Warrior is a forum for thought-provoking and informative articles published by the Engineering Society. Views expressed in The Iron Warrior are those of the authors and do not necessarily reflect the opinions of the Engineering Society. The Iron Warrior encourages submissions from students, faculty, and members of the University community. Submissions should reflect the concerns and intellectual standards of the University in general. The author’s name and contact information should be included. All submissions, unless otherwise stated, become the property of The Iron Warrior, which reserves the right to refuse publication of material that it deems unsuitable. The Iron Warrior also reserves the right to edit grammar, spelling and text that do not meet university standards. Authors will be notified of any major changes

that may be required. Mail should be addressed to The Iron Warrior, Engineering Society, University of Waterloo, Waterloo, Ontario, N2L 3G1. Our phone number is 519-888-4567 x32693. Our fax number is 519-725-4872. E-mail can be sent to iwarrrior@engmail.uwaterloo.ca. ”

5.3.1.1 If the contact information should change, the masthead and the Manual must be updated to reflect the change.

5.3.1.2 The IW Masthead should also include the names of the current Advisory Board members, and this should be updated as required.

6.0 Structure

6.1 IW A and IW B shall each maintain distinct Editorial Boards and staff, while sharing an Advisory Board. The use of resources such as office space and equipment shall be jointly shared by IW A and IW B.

6.2 Finances of The IW shall be jointly shared by IW A and IW B and shall be independent of the finances of the Society.

6.3 There shall be only one EIC on each Society to ensure singular and complete accountability.

6.4 The Editorial Board, consisting of at least an EIC, may also be composed of:

6.4.1 Assistant Editors (1-2)

6.4.2 Layout Editors (1-2)

6.4.3 Photo Editors (1-2)

6.4.4 Copy Editor (1)

6.4.5 Web Editors (1-2)

6.4.6 Circulation Manager (1)

6.4.7 Advertising Managers (1-2)

6.5 The staff positions of The IW shall not be considered Society directorships and are filled at the discretion of the EIC.

6.5.1 Staff of The IW may take on more special positions including but not limited to:

6.5.1.1 Staff Writers

6.6 Additionally, there is one full-time Society employee that perform certain duties for The IW:

6.6.1 Society Corporate Manager

6.7 The Advisory Board shall consist of on-stream and off-stream members to ensure that both Societies are represented. All members have voting privileges unless otherwise indicated below.

6.7.1 Membership of the Advisory Board includes:

6.7.1.1 The EIC

6.7.1.2 One Executive member from the on-stream Society (either the Vice-President Internal or President)

6.7.1.3 Student-at-large from the on-stream Society

6.7.1.4 Incoming EIC of the off-stream Society

6.7.1.5 One Executive member from the off-stream Society (either the Vice-President Internal or President)

6.7.1.6 Student-at-large from the off-stream Society

6.7.1.7 Assistant Editor(s) from the on-stream Society

6.7.1.8 Past EICs

6.7.1.9 Other Executive members from both Societies

6.7.2 Current Assistant Editor(s), past EICs, and additional Executive members beyond the one voting member from each Society (as per 6.7.1.2 and 6.7.1.5) are non-voting members.

6.7.3 All voting members of the Advisory Board must be fee-paying, undergraduate members of the Engineering Society.

7.0 Duties

7.1 Advisory Board

7.1.1 The Advisory Board must hold a meeting at least at the beginning and end of each term. Any member of the Advisory Board can call a meeting. The responsibilities of the Advisory Board include, but are not limited to:

7.1.1.1 Reviewing the incoming EIC applicants and to choose the incoming EIC with a vote based on the recommendations of the EIC

7.1.1.2 Reviewing and approving any amendments to the Manual or any staff disciplinary actions that are required

7.1.1.3 Reviewing any radical changes to the presentation of the publication

7.1.1.4 Reviewing and approving any large computer hardware, computer software, or other equipment purchases

7.1.1.5 Reviewing and approving the budget of The IW at the

beginning of each term

7.1.1.6 Appointing a new Student-at-large at the end of each term

7.1.1.6.1 The Student-at-large represents the non-biased student view, and as such should not submit content to The IW (avoid potential for conflicts of interest).

7.1.1.7 Reviewing an electronic copy of each issue as it is produced and giving feedback to the EIC in a timely fashion

7.1.1.7.1 Any Executive member of the on-stream Society may ask to delay publication of The IW after reviewing the electronic copy but must call an immediate meeting of the Advisory Board to resolve the issues.

7.1.2 Decisions will be made by unanimous agreement of all voting members. If this is not possible, issues can be decided by vote only if all members agree to accept its results.

7.1.3 Issues that are at an impasse within the Advisory Board shall be passed on to Council.

7.2 EIC

7.2.1 The EIC is ultimately responsible for the operation of the The IW and shall be accountable to the Advisory Board.

7.2.2 The EIC's responsibilities include, but are not limited to, to following:

7.2.2.1 Producing at least five issues during the term, not withstanding exceptional circumstances disrupting the operations of The IW

7.2.2.1.1 The IW produces a special Frosh Week issue every September. It is the role of the outgoing Spring EIC and the incoming Fall EIC to work together to produce this issue such that it is published by the beginning of Orientation Week.

7.2.2.2 Ensuring that the print publication is printed and circulated on time

7.2.2.3 Ensuring that the web publication is updated when new

print copies are circulated

- 7.2.2.4 Editing and proofreading the master copy in coordination with the Assistant Editor(s) and Copy Editor
- 7.2.2.5 Laying out advertising in conjunction with the Advertising Manager(s) and Layout Editor(s)
- 7.2.2.6 Being familiar with the hardware and software in order to be able to use and train others adequately
- 7.2.2.7 Being acquainted with all the legalities of running a newspaper publication
- 7.2.2.8 Ensuring responsibilities of all vacant Editorial Board and staff positions are covered
- 7.2.2.9 Calling and chairing regular staff meetings
- 7.2.2.10 Planning the content of each issue – submissions must adhere to The IW’s policy on submissions as per section 5.1
- 7.2.2.11 Overseeing, training, advising, and coordinating staff positions as required
- 7.2.2.12 Ensuring that a regular column is maintained by either the EIC or the Assistant Editor
- 7.2.2.13 Determining a reasonable circulation volume for each issue
- 7.2.2.14 Coordinating with the on-stream Society Executive members to determine publication dates before the beginning of the term
- 7.2.2.15 Calling and chairing two Advisory Board meetings during their term as EIC – one during the first month of classes, and one during the last month of classes
- 7.2.2.16 Preparing a budget for The IW in consultation with the Society Corporate Manager, which must be presented to the Advisory Board at the beginning of term
- 7.2.2.17 Staying up to date with the financial situation of The IW by working with the Society Corporate Manager on a regular basis
- 7.2.2.18 Presenting all large purchases to the Advisory Board for approval
- 7.2.2.19 Archiving the print publication in The IW files as

per section 12.3

- 7.2.2.20 Ensuring the Manual is kept up to date
- 7.2.2.21 Ensuring that at least one member of the Editorial Board attends each Society Council meeting including the Joint Council
- 7.2.2.22 Sending an electronic copy of each issue after the completion of production to the Advisory Board for review before the circulation of the paper
- 7.2.2.23 Sending an electronic copy of submissions on which the EIC desires feedback (for example, if they contravene The IW's Code of Ethics as per section 4.0) to members of the on-stream Review Board and the Advisory Board.

7.3 Assistant Editor

- 7.3.1 An Assistant Editor provides an independent opinion for the EIC on content decisions so that oversights by the EIC with respect to unacceptable material being published can be avoided.
- 7.3.2 The Assistant Editor also performs the general editing duties involved in producing the publication including:
 - 7.3.2.1 Editing submissions
 - 7.3.2.2 Coordinating articles
 - 7.3.2.3 Initiating ideas for content in future issues
 - 7.3.2.4 Writing the EIC's column at the EIC's discretion
 - 7.3.2.5 Other duties as required to aid the EIC

7.4 Layout Editor

- 7.4.1 The Layout Editor has responsibility for the print layout of each issue. All aspects affecting the appearance of the printed publication are part of this responsibility.
 - 7.4.1.1 Significant changes in appearance should be phased in gradually for the sake of continuity
- 7.4.2 The Layout Editor is responsible for:
 - 7.4.2.1 Being proficient in the use of The IW's print layout software.
 - 7.4.2.2 Ensuring that all layout work is complete with all the relevant pictures and files ready in time for it to be sent to the printers.

7.5 Advertising Manager

- 7.5.1 The Advertising Manager is responsible for generating and maintaining advertising revenue for The IW.
- 7.5.2 The duties of the Advertising Manager include:
 - 7.5.2.1 Working with the EIC to prepare an Advertising Rate Card and other marketing material for the term
 - 7.5.2.2 Making initial contact with businesses
 - 7.5.2.3 Maintaining or re-establishing contact with known advertisers and/or advertising agents
 - 7.5.2.4 Obtaining contracts and artwork
 - 7.5.2.5 Ensuring that Layout Editors and the EIC are aware of existing advertising commitments
 - 7.5.2.6 Ensuring that Layout Editors receive advertisements by the layout deadline of each issue
 - 7.5.2.7 Assisting the Society Corporate Manager with tracking payments
 - 7.5.2.8 Ensuring the Society Corporate Manager has all advertising contracts and invoicing information
 - 7.5.2.9 Filing and maintaining all advertisements and advertiser correspondence and material
 - 7.5.2.10 Filing an end-of-term Advertising Status Report with the incoming off-stream Advertising Manager

7.6 Photo Editor

- 7.6.1 The Photo Editor will ensure that required graphics and photos are obtained and prepared for each issue. To that end, the Photo Editor is specifically responsible for:
 - 7.6.1.1 Ensuring that either the Photo Editor or a staff photographer is present to take photographs at all events as required by the EIC
 - 7.6.1.1.1 The Photo Editor and staff photographers may use their own digital camera or be loaned use of The IW's digital camera with the permission of the EIC
 - 7.6.1.2 Being proficient in the use of The IW's graphics design and photo editing software, as well as The IW's photo equipment

7.6.1.3 Scanning and editing photos (retouching, grayscaling, resizing, cropping, etc.) if necessary

7.6.1.4 Filing and maintaining all graphics and photo files .

7.6.1.5 Designing and producing graphics as required for production at the request of the EIC

7.7 Copy Editor

7.7.1 The Copy Editor is responsible for proofreading the master copy after the EIC has placed the issue's contents in the online content management system. The Copy Editor's responsibilities include:

7.7.1.1 Assembling a team of proofreaders to help with the proofreading responsibilities

7.7.1.2 Communicating with the proofreaders the proper standards for proofreading

7.7.1.3 Communicating with the EIC when the content has been proofread and ready to be edited by the EIC.

7.8 Web Editor

7.8.1 The Web Editor is responsible for the maintenance of The IW's publication on the Internet. The Web Editor's responsibilities include:

7.8.1.1 Updating The IW's Internet publication in a timely manner by acquiring all text and graphics files used in each issue, and ensuring that the Internet publication closely reflects the print publication in terms of content and layout

7.8.1.2 Preparing a report for the EIC of the traffic for the Internet publication at the end of each term.

7.9 Circulation Manager

7.9.1 The Circulation Manager maintains and preferably expands the readership of The IW at Waterloo Engineering, across the University campus, and beyond.

7.9.2 The Circulation Manager is responsible for:

7.9.2.1 Ensuring that The IW has distribution sites across campus and off campus

7.9.2.2 Preparing a list of the distribution sites and coordinating staff to deliver copies of each issue to the sites

7.9.2.3 Removal of old issues from distribution sites

7.9.2.4 The maintenance of distribution sites and The IW's

newspaper racks

7.9.2.5 Sending copies to prospective advertisers or other parties upon request of said advertisers and parties or the EIC

7.9.2.6 Sending copies to those subscribers who pay a yearly fee.

7.10 Staff Writers

7.10.1 Staff writers commit to writing at least one article per issue.

7.10.2 Topics to be covered are chosen by the EIC or the writers themselves when approved by the EIC.

7.11 Society Corporate Manager

7.11.1 The Society Corporate Manager is responsible for:

7.11.1.1 Invoicing of advertisements placed in The IW, as required and provided with sufficient information by the Advertising Manager

7.11.1.2 Creating advertising invoices, and mailing of said invoices with copies of The IW to the advertisers

7.11.1.3 Submitting a copy of all invoices to the Advertising Manager

7.11.1.4 Assisting the preparation of The IW's budget as consulted by the EIC

7.11.1.5 Routine mailing of The IW's issues to all addresses in the distribution list as maintained by the Office Manager

7.11.1.6 Routine mailing of The IW's issues to The National Library of Canada where The IW is archived as part of the National Library Act – Legal Deposit.

8.0 Commitment, Eligibility, and Appointment

8.1 EIC

8.1.1 For the purposes of continuity and experience, candidates for EIC shall make a two-term commitment. The first term shall be served as a member of the Editorial Board, preferably as an Assistant Editor. Provided the candidate achieved satisfactory performance on the Editorial Board, as determined by the Advisory Board, the candidate is the preferred choice for the post of EIC.

8.1.2 It is not a firm requirement that the two-term commitment be served on the same Society should reasonable circumstances exist.

8.2 Editorial Board

- 8.2.1 The EIC chooses Editorial Board members through an application process.
- 8.2.2 Applicants for positions on the Editorial Board should preferably have previous experience with The IW or relevant experience to the position, and should preferably be in their 2A term or higher
- 8.2.3 All Editorial Board members shall be members of the Society and preference shall be given to those applicants who have not yet held the office of EIC.
- 8.2.4 The position of EIC, while following these guidelines, is selected according to section 8.1.

8.3 Advisory Board

- 8.3.1 Membership of the Advisory Board non-ex-officio positions, namely the Students-at-large, shall be members of the Society.
- 8.3.2 The Advisory Board shall appoint the Student-at-large for that stream at the end of each term.
- 8.3.3 The Student-at-large shall be someone who is not a member of the incoming Editorial Board but who preferably has past experience with The IW.

8.4 Staff

- 8.4.1 Staff positions are appointed by the EIC.
- 8.4.2 The EIC and Assistant Editor are responsible for the soliciting and recruitment of new staff members.
- 8.4.3 There is no term eligibility limit for staff members and the term commitment is one term.
- 8.4.4 Only in exceptional cases should applicants be denied staff positions, such as demonstrating unacceptable performance in the past.

9.0 Resignations and Vacancies

9.1 EIC

- 9.1.1 Should the EIC resign or is deemed unable to fulfill his/her duties, a member of the Editorial Board, preferably an Assistant Editor, shall be appointed by the Advisory Board to assume the post of EIC. The resulting vacancy in the Editorial Board shall then be filled as soon as possible.
 - 9.1.1.1 In no way does this appointment imply a composition of

the Editorial Board in the following on-stream term.

- 9.1.2 Should circumstances arise where an Assistant Editor cannot fulfill the post of EIC, a member of the Editorial Board may fill the position providing the Advisory Board can make a decision as to who shall fill the position.
- 9.1.3 Should an Editorial Board member deemed suitable by the Advisory Board not exist then the selection of the EIC shall become the joint responsibility of the on-stream Society and the Advisory Board.

9.2 Editorial Board

- 9.2.1 Should an Editorial Board member resign or be deemed unable to fulfill his/her duties, one of the following two courses of action shall be pursued:
 - 9.2.1.1 The EIC, in cooperation with the remaining Editorial Board members, may take responsibility for fulfilling the duties of the former board member
 - 9.2.1.2 The Advisory Board may select a replacement Editorial Board member pursuant to section 8.2

9.3 Advisory Board

- 9.3.1 Should the only non-ex-officio member of the Advisory Board, the Student-at-large, resign or is deemed unable to fulfill his/her duties, the Advisory Board shall select a replacement Student-at-large pursuant to section 8.3

9.4 Staff Members

- 9.4.1 As staff members are appointed by the EIC, the EIC need only to search for and appoint new staff as required.

10.0 Disciplinary Actions

10.1 EIC

- 10.1.1 Complaints brought against the EIC shall initially follow the procedure described in section 10.2.
- 10.1.2 Should section 10.1.1 result in a recommendation to suspend or remove the EIC, the ultimate decision must reside with Council.
 - 10.1.2.1 Note that such a point should only be reached if the EIC has clearly demonstrated unacceptable performance or conduct
- 10.1.3 To remove the EIC, a motion must be tabled at a Council meeting

and must pass by a two-thirds (2/3) majority vote.

10.1.3.1 Should the motion succeed the EIC is required to immediately resign his/her position and a new EIC shall be selected according to section 9.1 for the remainder of the term.

10.1.3.2 All parties should do their best to ensure that the production schedule of the IW is not interrupted during this process.

10.2 Editorial Board

10.2.1 Complaints against members of the Editorial Board require a signed formal letter to the Advisory Board that includes the complaint, details, and the requested action.

10.2.2 Should the complaint and the requested action be sufficiently severe, the member shall step down from his/her position until the matter has been resolved.

10.2.3 The member shall have the opportunity to defend him/her self against the complaint before the Advisory Board.

10.2.4 The Advisory Board shall then make recommendations to the Society executive pertaining to any actions that should be taken.

10.2.5 Disciplinary action can range from verbal and/or written warnings up to suspension or removal of the member from further IW responsibilities.

10.2.6 Upon conclusion of the issue, save resolution by suspension or removal, the member shall resume his/her previous responsibility.

10.3 Advisory Board

10.3.1 Complaints about the only non-ex-officio member of the Advisory Board, the Student-at-large, follow the same procedure as if the complaint were brought against a member of the Editorial Board as described in section 10.2 save that the Advisory Board will deliberate without the Student-at-large present

10.4 Staff Members

10.4.1 The EIC shall receive complaints about individual staff members and appropriately act based on the degree of severity of the complaint.

11.0 Amendments to Policy Manual

11.1 Only the Advisory Board shall make recommendations for amendments to

the Manual and shall make them concurrently to Council and IW Staff.

11.2 All recommended amendments must be presented to the Advisory Board prior to the Advisory Board meeting in which the amendments are voted on.

11.3 Amendments only take effect upon ratification by a unanimous vote of the voting members of the Advisory Board.

11.4 Any member of the Editorial Board or IW staff may propose amendments to the Advisory Board.

12.0 Miscellaneous

12.1 Staff Meetings

12.1.1 Staff meetings should be held at least one week prior to the publication date of the upcoming issue.

12.1.2 During the staff meeting, topics for articles, events to be covered and photo assignments will be discussed and assigned.

12.2 Society Council Meetings

12.2.1 At least one member from the on-stream Editorial Board must be present to act as a representative of the Iron Warrior at all meetings of the Society, including the Joint Council.

12.3 Archiving and Backups

12.3.1 Each issue will be archived in the following ways:

12.3.1.1 Legal deposit at the National Library of Canada - 2 copies

12.3.1.2 IW files - 2 copies

12.3.1.3 IW electronic archives

12.3.2 Backups of each issue, all essential files and graphics shall be made at the end of each term on removable media.

12.4 Equipment and Resources

12.4.1 The equipment and furniture in the IW office is jointly shared by IW A and IW B.

12.4.2 Any large computer hardware, computer software, or other equipment purchases must be made with approval from the Advisory Board.

12.4.3 Use of computers, equipment, facilities, and other resources deemed to belong to The IW shall be restricted to members of the Editorial Board and Staff and are to be used for IW purposes only. Exceptions will be made only with the consent of the EIC.

12.5 Staff Awards

12.5.1 IW Staff awards are awarded at the end of each term to staff members chosen by the EIC with recommendations from the Editorial Board.

12.5.1.1 A staff member may at most receive one (1) award in each term.

12.5.1.2 The EIC cannot receive an award.

12.5.2 Editor's Award

12.5.2.1 Preferably one, but up to two staff members may be chosen for this award and is given to the staff member(s) who most distinguished themselves through dedication, commitment, and contribution to The IW.

12.5.3 The Iron Pen Award

12.5.3.1 This is awarded to the one (1) staff member who contributed the highest quantity of published content to The IW during the term as determined by the EIC.