

Motion to modify the SoPhiA By-Laws in order to create the SoPhiA Review Journal and the executive position of SoPhiA Review Editor-In-Chief

WHEREAS A student initiative has been taken during the academic year 2017-2018 to create the SoPhiA Review and publish its first issue.

WHEREAS A number of various issues have arisen in the attempt to publish the second issue of the SoPhiA Review during the academic year 2018-2019

WHEREAS Students of SoPhiA would like the SoPhiA Review to keep going, to avoid potential conflicts of interest,

BE IT RESOLVED THAT the following changes to the By-Laws be made in order to create a new executive position in charge of overseeing this project and foreseeing problems in the development of this project, and to ground the SoPhiA Review through the By-Laws in order to secure both its legal and recreational standing:

Section I.

“Journal”: shall refer to, the SoPhiA Review Journal.

“Editor-In-Chief”: shall refer to, the SoPhiA Review Editor-In-Chief.

“Editorial Team”: shall refer to, the members of the editorial team of the SoPhiA Review Journal, comprising of at least the SoPhiA Review Editor-In-Chief and the Associate Editors.

Section IV

8.

- h) The SoPhiA Review Editor-In-Chief shall be in charge of managing, editing, and coordinating the production of the SoPhiA Review journal while upholding section XIV of the present By-Laws as well as upholding the editorial guidelines of the journal. The duties and rights of this person are explained in Section XIV article 46.

Section XIV: The SoPhiA Review Journal

44. Description of the journal:

- a. The SoPhiA Review Journal (hereafter “SoPhiA Review”) is a print student-run journal produced by the members of SoPhiA. Its intent is to publish academic as well as creative works written by the students of the university. Its aim is to promote and initiate philosophical creativity, thinking, and discussion among the student body. It also has an educational purpose to provide an opportunity for students of the Philosophy Department to gain experience in the creation of a literary journal and insight in the field of publishing.
- b. The journal releases a new issue once every academic year (Fall and Winter semesters).

45. The Sophia Review Editor-In-Chief:

- a. The SoPhiA Review Editor-In-Chief (hereafter “Editor-In-Chief”) shall fulfill the following duties:
 - i. Making a call for two (2) Associate Editors and appointing them according to the process described in section 47.e.
 - ii. Creating a budget plan for the Journal and presenting it to the Accountant and Budget Coordinator for approval.
 - iii. Ensuring the printing of the journal (which includes choosing a printing company and corresponding with them).
 - iv. Managing and participating in the selection process of submissions.
 - v. Managing and participating in the editing and publication process of the journal
 - vi. Answering emails and various queries about the journal.
 - vii. Searching for and applying to other sources of funding other than funding provided by SoPhiA if needed.
 - viii. Ensuring the overall progression of the publication of the journal throughout the academic year.
 - ix. Making and overseeing the call for submissions.

46. Associate Editors:

- a. The Associate Editors are responsible for assisting the SoPhiA Review Editor-In-Chief in their duties by sharing tasks and duties, such as but not limited to, participating in the selection of submissions and recruitment of editors, participating in the recruitment of other editorial members, etc.
- b. A call for appointing two (2) Associate Editors must be made by the Editor-In-Chief no later than November 1st of each academic year. This call must be made at least through email via the Department, and via the “SoPhiA Concordia” Facebook group.
- c. Once the candidates for Co-Editors-In-Chiefs have been chosen by the Editor-in-Chief, the Editor-In-Chief must present the candidates to two other executive members of the association. The Co-Editors-In-Chiefs must be appointed by a majority vote between the Editor-in-Chief and two (2) other members of the executives of the association. The chosen voting members of the executives are chosen at the discretion of the executives themselves.
- d. Should the position of Co-Editors-In-Chief must be fulfilled during the academic year, the process mentioned in section 47.e must be repeated again until the position is filled.
- e. The Associate Editors must be undergraduate students.

47. Editorial Team:

- a. The journal shall be managed, edited, and produced by a team composed of at least three (3) members. These members are the SoPhiA Review Editor-In-Chief, and two (2) Co-Editors-In-Chiefs. Other positions such as illustrator, extra editors, etc. can be created at the discretion of these three members.
- b. All positions must be created and appointed no later than February 1st of each academic year.
- c. The mandate of the SoPhiA Review Editor-in-Chief begins on June 1st and ends on May 31st of each academic year. The mandate of all other positions in the SoPhiA Review can begin only as of the date the mandate of the SoPhiA Review Editor-in-Chief starts and must ends on June 30th of each academic year.
- d. All members of the editorial team (which includes but is not limited to, Editor-In-Chief, Co-Editors-In-Chiefs, Editors, etc.) must be Concordia Students.
- e. All members of the editorial team shall not be paid and must work on a volunteering basis.

48. Submission Guidelines and Selection of Submissions:

- a. All submissions to the journal must be made by email or by mail (addressed to the SoPhiA mailbox in the Philosophy Department).
- b. All submissions must be made for anonymous review. Any information that can identify the author of the submission must be removed prior to the selection process.
- c. The call for submissions must take place as of January 1st of each academic year and end on February 1st of each academic year. Should an extending deadline be needed, this deadline cannot exceed twenty (20) days following the end of the first deadline.
- d. Other guidelines that serve as criteria for selection for publication (such as but not limited to, maximum amount of words, formatting, theme(s), etc.) are left to the discretion of the editorial team. These guidelines must be presented clearly in the call for submissions.
- e. Selection Process:
 - i. The selection process must take place two (2) days following the end of the call for submissions.
 - ii. The selection process can last up to thirty (30) days only.
 - iii. The number of submissions retained is left to the discretion of the editorial team. They must take into account the number of pages the issue of the journal can have in relation to the cost for printing.
 - iv. The process, methodology, and criteria used for selecting submissions for publication are left to the discretion of the editorial team. This process must be explained in writing, and presented in person or sent by email, to the executive members of SoPhiA.
 - v. The SoPhiA Executives have the right to impose modifications on the criteria used for selecting submissions for publication should they deem it necessary in order to avoid issues such as but not limited to, possible conflicts of interest, obvious or significant decrease in literary, creative, or philosophical quality of the journal, and publication of submissions that promote, advocate, express, or support any form of, but not limited to, racism, hate speech, xenophobia, and/or violate, or go against the SoPhiA Constitution (refer to Annex I), the present SoPhiA By-Laws, the Canadian Charter of Rights and Freedoms, the Quebec Charter of Human Rights and Freedoms, the Concordia Academic Code of Conduct, and the Concordia Code of Rights and Responsibilities. These modifications must be approved by a majority vote among the executives and must then be put into writing and presented to the Editor-In-Chief and the editorial team.
 - vi. Should the editorial team disagree with these modifications, they have the right to demand a vote between the executives and the editorial team to determine the standing of the guidelines for selection.
 - vii. Should the editorial team fail to respect article 48.e.v, the SoPhiA Review Editor-In-Chief must dissolve the editorial team and cancel the publication of the journal for the current year.
 - viii. All submissions accepted for publication must be made by students of Concordia University, and must have been submitted while they were current students of the University.

- f. By submitting content to the journal, authors agree to provide the right to the editorial team and SoPhiA to publish, distribute, and modify their content with credits given and for free.

49. Editing and Publication Process:

- a. Once submissions have been chosen, authors of the submissions must be notified by the editorial team at least 14 days prior to the final publication of the issue.
- b. The term “Author” in the issue shall refer only to the person who submitted the submission to the journal.
- c. Each author has the right to final say on the publication of their respective submission.
- d. The Editorial Team must not publish a submission without its author’s consent.
 - i. It is understood that the author gives consent as soon as they submit their submission to the editorial team during the call for paper and this consent remains active throughout the rest of the process unless otherwise specified by the author at any time before printing begins.
- e. The editing and publication process takes place as soon as the selection process ends. The editing, publication, and distribution process must end at the latest on the last day of the Winter semester of each academic year May 1st of each academic year.
- f. Each issue of the journal must feature a copyright claim that indicates the forbidding of reproduction, modification, or selling of either the issue in its entirety or in parts by anyone other than the authors themselves.

50. Financial Restrictions:

- a. No financial payment, contribution, or reward shall be given to authors, editors, reviewers, Associate Editors, and The SoPhiA Review Editor-In-Chief from the budget allocated to the SoPhiA Review journal by SoPhiA.
- b. The journal shall remain free. Printed copies and online copies must be free of access to the public.
- c. The Accountant and Budget Coordinator has the right to veto any financial decision taken for the journal that is deemed significantly unreasonable in order to uphold the financial viability of the journal. This veto can be contested by the Editor-In-Chief. If it is contested, it must then be put to a vote between the SoPhiA executives and the editorial team. This vote must take place no less than fourteen (14) consecutive days following the contestation. If no vote took place during this period, the veto stands. If the total number of voters is even, the Editor-In-Chief has no voting right unless another member of the editorial team decides to give up their own voting right.

51. Deadlines :

- a. All days specified in this section (Section IV, from article 45 to 53) are consecutive days and include holidays, weekends, and business days.
- b. The call for Associate Editors must be made no later than November 1st of each academic year. Should a new appointment for a Co-Editor-in-Chief occur, this call must take place as of the date the position becomes vacant later than November 1st and must last for 30 days.
- c. The call for editors and reviewers must be made no later than March 1st of each academic year.
- d. The mandate of each position within the editorial team, with the exception of the SoPhiA Review Editor-In-Chief, must end by May 30th of each academic year.
- e. The editing and publication process must begin at the latest on March 1st of each academic year. Should this process begin past this deadline, the issue of the current year must be cancelled and the editorial team must be dissolved.
- f. Add something about execs taking measures if too many deadlines are not respected

52. Conflicts and Resolutions:

- a. All members of the editorial team can be subject to removal from any involvement in the journal by the Executives based on the criteria specified in Article 9 (b) of the SoPhia By-Laws.
- b.
 - i. Any concern or accusation of conflict of interest related to but not limited to, selection of submissions, recruitment of members in the editorial team, funding, payments, monetization, etc., can be brought up by any member of the University (which includes, but is not limited to, staff member, faculty member, or student of any faculty) to the SoPhiA Executives at any point in time between the start of the mandate of the Editor-In-Chief and the official publication date of the next issue of the journal. Such concern or accusation must be brought up in writing and submitted either via email or mail (addressed to the SoPhiA mailbox in the Philosophy Department).
 - ii. Once the concern or accusation of conflict of interest has been received by at least one Executive member of SoPhiA, a meeting must occur in the following fourteen (14) consecutive days between the Executives and the Editor-In-Chief in order to discuss and take measures regarding the concern or the accusation of conflict of interest.
 - iii. Such measures can range from, but are not limited to, the dissolution of the journal to no measure taken.
 - iv. Once a measure has been adopted in this meeting, it must be put into writing and communicated efficiently within the next ten (10) consecutive days to the member of the University who sent their concern or accusation of conflict of interest.
- c. At any point in time can the Executives of SoPhiA request a vote in order to adopt a resolution concerning any conflict occurring within the journal. The voting members must be the Executives and the Editorial Team. Should the number of voting members be even, the Editor-In-Chief must give up their voting right.

53. Miscellaneous:

- a. Should any situation of a vote between the executives and the editorial team occur to prevent any of the situations mentioned in Section XIV, no individual can have a voting right if they have been appointed either in the executives team or in editorial team between the date of the vote and the date the vote has been called.
- b. Other addendums, such as but not limited to: guidelines for submissions, editorial policy, conflict of interest policy, philosophy of the journal, etc. are to be found in Annex II of this present By-Laws.

