

OFFICIAL CONSTITUTION FOR OTHER PEOPLE MAGAZINE

Article I. Name of Student Organization:

The organization shall be called Other People Magazine

Article II. Statement of Purpose

Other People Magazine is UCSD's first literary magazine club. It is a space to embrace the creative spirit and explore the timeless experience of humankind through a fusion of language, art, image, and technology. Other People aims to build a space for students to publish their work and to help the creative community on campus grow. It offers our staff members the opportunity to gain experience and skills in what it's like to run a magazine, and offers all members the opportunity to foster connections among the literary community through the promotion of events such as open mics, socials, and readings.

Article III. Nonprofit Statement:

Other People Magazine is a non-profit student organization.

Article IV. Requirements for Membership

Only registered UCSD undergraduate students may hold office in the organization. Only registered undergraduate UCSD students may vote in elections for the selection of the organization's officers. All staff members of Other People Magazine must be in good academic standing. Members are not paid and there are no membership fees. Recruiting will be conducted through an application form and in-person interviews at the discretion of each Team Director. All new members must be approved by the two Co-Editors-in-Chief.

Article V. Frequency of Organization Meetings

Core staff meetings are held weekly and team meetings are held at the discretion of each team director. Members must attend at least 80% of all meetings. Meeting minutes will be taken at every meeting by a member designated beforehand.

Article VI. Qualifications to be a Core Staff Member and Methods of Selecting and Replacing Members

All Core staff members must be registered UCSD undergraduate students. Students from any and all majors will be considered. Applications to join the Core staff for the following year will be open to all staff members and non-staff UCSD students. Core staff for the upcoming academic year will be selected during Spring Quarter of the year before. The new Co-Editors-in-Chief are appointed by their predecessors. All other new core staff members must be approved by the Co-Editors-in-Chief in consultation with the current Core staff.

Responsibilities of Core Staff are as follows:

Editor-in-Chief (Editorial and Production):

- Plan project outlines with co-Editor-in-Chief and oversee editorial and production schedule (in conjunction with Head Editor & Design Director);
- Provide leadership to the editorial team;
- Update editorial schedule and work plan with editorial staff at the end of every week;
- Ensure all components of the project work plan and strategy are being met within the specified timeframe;
- Liaise with Design Team to supervise the development of the master template and the final product with special emphasis on editorial content organization;
- Engage in on-going communication with co-Editor-in-Chief;
- Organize all general meetings with co-Editor-in-Chief and all editorial meetings with editorial staff;
- Represent the organization at various community events, or appointments with faculty;
- Ensure that all actions are in compliance with the University policies and regulations; and
- Interview incoming interested members for various positions.

Editor-in Chief (Event Planning, Finance, and Publicity):

- Provide leadership to the Publicity team, Media team, Finance Director, and Event-Planning Director;
- Organizing all general meetings with co-Editor-in-Chief and all publicity and production meetings with the respective teams;
- Plan project outlines and work schedule with the Publicity team;
- Plan production schedule coordinate print process with co-Editor-in-Chief and Finance Director;
- Ensuring all components of the project strategy and timeline are established and are being met within the specified timeframe, based on regular meetings, updating of work plan, and performance;
- Updates Work plan status at the end of every week;
- Print publication according to the principles of minimizing cost, and maximizing publicity
- Ensure that all actions are in compliance with the University policies and regulations;
- Engage in on-going rapport and updating with Co-Editor-in-Chief.
- Represents the organization at various community events and appointments with faculty;
- Interview incoming interested members for various positions using the outlined interview process and documents;

Editor-at-Large:

- Oversee the decisions and work of all staff members
- Coordinate administrative duties, including but not limited to staffing, scheduling, gathering of information and enforcement of timelines
- Assumes the duties of the Editors-in-Chief in the Editors-in-Chief's absence
- Responsible for ensuring that both editorial and logistics timelines are met.
- Work with production and print to establish delivery timeline of printed materials (if applicable)
- In charge of setting up logistics for weekly staff meetings
- Arranges for the selection of staff members and ensures the smooth transition of information and materials to the newly appointed staff members for the upcoming academic year
- Understand and articulate the mission and purpose of SQ at public gatherings
- Assist Publicity team with distribution of information
- Liaise with faculty Professors

Head Editor:

The Head Editor will aid in the development of the magazine's content and overall production. He/she/they will work closely with the Editors-in Chief (Editorial) and will be heavily involved in:

- Project planning and scheduling of the issues alongside Editor-in-Chief (Editorial), and editorial team
- Provide leadership to Editors, Copy Editor and writers.
- Organize editorial meetings with Editor-in-Chief (Editorial)
- Take a leadership role when establishing the call for writers.
- Setting up and facilitating editorial team meetings along with Editor-in-Chief (Editorial)..
- Initial screening submissions independently and along with Editor-in-Chief (Editorial).
- Engage in weekly meeting with Editor-in-Chief (Editorial) to update on editorial and production progress.
- Working alongside Editor-in-Chief (Editorial), to finalize article line-up for the upcoming issue and coordinating the dissemination of articles to copy editors.
- Editing of articles when necessary

Head Copy Editor:

- Proofreading, reviewing, fact checking and minor copy editing;
- Ensure the manuscripts adhere to the magazine's style;
- Maintain and safeguard the editorial quality and standard of the magazine;
- Coordinate with other editorial staff members; and

- Work closely with the authors, the Head Production Editor and writers;
- Observe the editorial deadlines; and
- Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Editor-in-Chief when required.
- Attend all Editorial related meetings organized by Editor-in-Chief (Editorial).
- Organize appointments with writers as needed throughout the Editorial process.
- Comply with Editorial procedure, deadlines and editorial review process.

Featured Writer:

The Featured Writer will be responsible for submitting engaging editorials to the magazine
In addition the Featured Writer is responsible for

- Soliciting authors during the production cycle
- Ensure that the articles are high quality, unbiased, and of significant value.
- Coordinate with editorial staff members
- Work closely with the Head Editors, and the co-EICs
- Observe the editorial deadlines
- Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Editor-in-Chief when required
- Attend all Editorial related meetings organized by Head Editor and Editor-in-Chief

Design Director:

- Responsible for how the magazine is going to look like
- Meeting with the Editors-in-Chief to discuss the master template and work on its design
- Directing the design of mock drafts before submissions are reviewed
- Overseeing every aspect of the design process and working closely with the design team
- Organization and commission of all the artwork that will be included in the publication.
- Working with the Design team and Editorial team to curate artistic content
- Ensuring the quality of the material throughout the publication is on high level.
- Working alongside the publicity team to design flyers for events

Webmaster:

- The Webmaster will be responsible for maintaining and regularly updating the *Other People* website.

Publicity Director:

- Leads the publicity team

- Promotes awareness of *Other People* throughout the campus
- Networks throughout campus (including flyer-ing, classroom presentations, to department heads and faculty members, and at relevant campus events)
- Ensure all events/issues are effectively publicized, work with Design team to create/distribute flyers
- Oversees all social networks of *Other People* (update twice a week), and email account
- Updates the social media accounts with *meet the team* posts
- Receives collected work from Editor-in-Chief (Publicity) to advertise online
- Might work with EIC (Publicity) to set up slides for meetings

Event-Planning Director:

- Contribute with ideas for new events;
- Engage in on-going communication with Editors-in-Chief, Publicity Directors;
- Work with the Publicity Directors to raise awareness of *Other People Magazine*;
- Work with Publicity Directors to plan campus-based events to promote the magazine.
- Monitoring all finances and keeping the budget updated;
- Coordinate logistics for events
- Book rooms for meetings in a timely fashion.
- Reach out to other Student organizations

Finance Director:

- Works with fundraisers and Event-planning director
- Maintains financial reports and budget
- Handles printing, minimizing cost
- Might apply to grants and solicit funds for issues.

Media Director:

- Takes photos during events, meetings. Takes videos.
- Works with publicity team to keep social media active.

Article VII. Risk Management

Other People Magazine is a registered student organization at the University of California, San Diego, but not part of the University itself. Other People Magazine understands that the University does not assume legal liability for the actions of the organization.

Article VIII. Financial Management

Other People Magazine aims to organize two fundraisers every quarter to fund the magazine publication and other expenses not funded by A.S. Other People will also request A.S. funding for the magazine launch party once per academic year.