

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 at UC San Diego is the first established literary magazine club. It is a space to embrace the creative spirit 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 and arts communities through the promotion of events such as open mics, socials, workshops, and readings.

Article III. Nonprofit Statement:

Other People Magazine is a non-profit student organization.

Article IV. Requirements for Membership

Only registered UC San Diego undergraduate students may hold office in the organization. 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. New team members must be approved by team directors. New Team Directors will be appointed by their previous Team Director. The Co-Editors-in-Chief are able to choose members for positions at their discretion if needed.

Article IV. Section 1. Hazing Prevention

Other People Magazine is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies

and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Article V. Meetings

Core staff meetings are held weekly and team meetings are held at the discretion of each team director. Members must attend all team meetings unless they notify and are excused by a Team Director or an Editor-in-Chief. If a member has more than two unexcused absences per quarter, their Team Director must meet with them to discuss any issues and/or excuse them from the team. 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

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. 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 UC San Diego students. Core staff for the upcoming academic year will be finalized during Spring Quarter of the year before. New Team Directors are chosen by the previous Team Director, with consultation from the co-Editors-in-Chief. 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 and Team Directors 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 by scheduling meetings and planning content
- 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 Outreach team, Finance Director, and Event-Planning Director
- Organizing all general meetings with co-Editor-in-Chief and all outreach and production meetings with the respective teams
- Plan project outlines and work schedule with the Outreach 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

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:

- Assumes the duties of the Editors-in-Chief in the Editors-in-Chief's absence
- Project planning and scheduling of the issues alongside Editor-in-Chief (Editorial), and editorial team
- Provide leadership to Editors, 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).
- Engage in weekly meetings with Editors-in-Chief to update on editorial and production progress.
- Working alongside Editor-in-Chief, to finalize article line-up for the upcoming issue and coordinating the dissemination of articles to copy editors.

- Editing of articles when necessary

Head of Content:

- In charge of the Content Team
- Responsible for planning meetings, setting schedule for content cycle, gathering finished Content pieces
- Checks with Content Team for their progress, encourages and supports team members
- Works with Design Director to collaborate paired pieces between teams
- Works with Editors-in-Chief and Head Editor to have Editorial Team workshop Content pieces

Design Director:

- In charge of the Design Team
- Responsible for layout and design of magazine
- 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 excellent
- Working alongside the outreach team to design flyers for events

Webmaster:

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

Outreach Director:

- Leads the outreach team
- Promotes awareness of *Other People* throughout the campus
- Networks throughout campus (including flyering, 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 and updates all social networks of *Other People* (update twice a week), and email account
- Receives collected work from Editor-in-Chief (Publicity) to advertise online

- Takes photos, videos, during meetings and events, and makes them available for use and consumption

Event-Planning Director:

- Contribute with ideas for new events
- Engage in on-going communication with Editors-in-Chief, Outreach Directors
- Work with the Outreach Directors to raise awareness of *Other People Magazine*
- Plans 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.
- Manages bank accounts alongside Editor-in-Chief

Article VI. Section 1. Removal Process

Should the organization choose to remove a member, officer, or the president, these following steps should be taken and due process followed:

- The member of interest will be contacted with a written notice including the reason for potential removal, followed by the date and time of a hearing and vote.
- During the hearing, both parties will share their perspectives. The member of interest will present their defenses and counter-defenses to the admin team.
- Following the hearing, the admin team of the co-Editors-in-Chiefs, Head Editor, Head of Content, Design Director, and Webmaster will conduct a vote. Only if there are 4 out of 7 votes of approval should the member of interest be allowed to stay.
- After the vote, a written notice of the final decision will be sent to the member of interest.

Article VII. Risk Management

Other People Magazine at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Other People Magazine at UC San

Diego 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. Our off-campus account will be handled by both one of the co-Editors-in-Chief and the Treasurer. The signers for the account will change each academic year based on the new Editors-in-Chief and Treasurer, who will be chosen by the previous Editors in Chief.