

Style Line Magazine at Arizona State University Constitution

PREAMBLE

We, the members of Style Line Magazine at Arizona State University, agree to the regulations and policies of Arizona State University and establish this Constitution to govern the matters within our organization.

Article I - Name and Purpose

Section 1: Name

Style Line Magazine at Arizona State University

Section 2: Purpose

Style Line Magazine at Arizona State University (SLM) is a student-run fashion magazine to be published bi-annually (one issue per semester) featuring articles on topics including but not limited to editorial-style photoshoots, fashion and lifestyle trends, student work features, pop culture, and current social ongoing. The purpose of this magazine is to serve as a creative outlet and resume builder for ASU undergraduate students looking to go into fashion, journalism, or other related industries. It will also be a place for like-minded students to connect, create, share, and be inspired by one another in an encouraging, diverse, and non-judgmental environment.

Pillars: Our 4 pillars, which we must implement throughout all magazine efforts, include Inclusivity, Creativity, Dedication, and Teamwork.

Paragraph 1: Publication Details and Formats

SLM will have a bi-annual publication calendar, producing one full magazine in print and digital format per semester. Electronic copies of the magazine will be published publicly by our Creative Director under our SLM account, and a select number of print copies will be made depending on budget available and predicted level of demand. Number of print copies per issue may vary. Aside from the bi-annual magazine publications, the organization will use outlets like social media as well as our blog to post organization updates regularly. It will also have a website as previously mentioned, where articles of similar nature to those in the magazine written by members will be posted throughout the semester in a blog format.

Article II – Non-Discrimination Statement

Section 1: Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational

Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Article III – Membership

Section 1 Members:

Paragraph 1: Eligibility

Member eligibility will be limited to ASU undergraduate students including all campus locations or online. It is preferred but not required that members have a declared major in Fashion, Journalism, Marketing, or another creative art related field.

Membership in Style Line Magazine at Arizona State University is open to all students enrolled in at least three (3) semester hours of University credit at ASU.

Paragraph 2: Selection

Selection of members will be based upon three main factors: a completed and accepted application including proof of ASU student status, indication of what type of membership the individual is interested in holding, and a signed agreement that the member will meet submission, communication, and meeting attendance requirements for their specific membership type in order to officialize their status as part of the SLM team.

Paragraph 3: Approved Application

The first step of the club application process will be filling out a new member application. This form will be a formality to gather basic information and confirm student status of members, as well as a place for the potential new member to indicate what type of member status they would like to hold.

Paragraph 4: Signed Membership Criteria Agreement

If a student is selected to continue as a member of the team, the final step of the application process will be this signed membership criteria agreement. The agreement will ask a student to sign and acknowledge that they agree to meeting pre-determined article submission deadlines, and that they will attend meetings (via zoom until further notice) **unless they send proof** that they have class, work, or a personal emergency conflicting with the meeting in which case they will be asked to check in with our Directors at an alternative time that better suits their schedule. The agreement will also

ask students to agree to maintaining regular lines of communication via the team GroupMe/Slack chat and acknowledge and accept the terms of this Constitution. It notes that failure to meet these team member requirements on a regular basis may result in their removal as a member of the team.

Paragraph 5: General Membership

The classes of general membership will be divided into writers, photographers/videographers, set assistants, graphic designers, content creators, stylists, and models. Should Directors decide to collect dues, all active members will be notified as soon as this decision has been made official.

Paragraph 1: Writers

Blog writers will be divided into two groups: bi-weekly content submissions and monthly content creators. Students interested in writing will select which type of membership they would like based on their time availability and the quality of work they believe they could submit based on the time they were provided to work. A member will always be allowed to submit more often than they agree to but will be required to submit the minimum amount of content that they agree to. Blog writers will report to the Director of Editing. The Director of Editing will review all blog writing submissions and provide feedback to the writer, as well as upload their finalized articles to the blog site and keep track of submission deadlines. Magazine writers will report to the Editor-in-Chief. The Editor-in-Chief will review all magazine writing submissions and provide feedback to the writer, as well as place their finalized articles into the magazine issue. A student submitting work gives permission for their work to be minorly tweaked by the Director of Editing (or Editor-in-Chief or Creative Director) to fix any spelling errors, grammatical mistakes, or formatting issues. No submissions are guaranteed a spot in the magazine, only those approved and selected at the beginning of the semester will be included in the publication. Most submitted work, however, will be published to the blog and Instagram. Writers should always feel free to reach out to directors to brainstorm article topic ideas and seek creative help.

Paragraph 2: Photographers/Videographers

Students who wish to become team photographers will help with non-copyright images for the magazine, website, blog, and Instagram. Photographers and videographers will be asked to attend team photoshoots and magazine article photoshoots unless they can provide proof of a reasonable conflict at the scheduled time of the planned shoot. Following the shoot, they will have 48 hours to submit their photos to a shared Google Drive, at which time they give SLM permission to publish their photos on any official team platforms with credit to be given appropriately. This 48-hour deadline may be negotiated with the Directors to accommodate schedule conflicts if the need arises. Photographers and videographers are asked to request accommodations and extensions before the planned photoshoot date. Additionally, they will come prepared to

the photoshoot with creative shot/angle/posing ideas that complement the photoshoot theme. Creativity is always encouraged.

Paragraph 3: Graphic Designers

A student who wishes to be a graphic designer will assist in creating unique designs for social media, the magazine, or the blog site depending on the circumstances. All designs must include only non-copyrighted elements and photos. Graphic designers will have submission deadlines on either a bi-weekly or monthly basis, just like writers. The projects that they work on will vary based on the students' own interests, as well as possible collaborations with writers or with the social media team. Graphic designers report to the Director of Graphic Design.

Paragraph 4: Models

Student models will not be required to be team members, but they are able to join as full members if they take on an additional role within the organization and sign the Member Contract indicating such. All models must sign the Model Contract form prior to a photoshoot. Models who are not official full time members of the club are not required to pay any dues.

Paragraph 5: Stylists

A student who wishes to be a stylist will attend photoshoots and contribute to a model's photoshoot look. It is the stylist's responsibility at a photoshoot to ensure that the model is dressed for the shoot as seen fit. Before photoshoots, stylists must work with the Creative Director (and shoot concept developer, if applicable) to understand the vision for the photoshoot and choose garments that appropriately support the theme. Communication must be made with each shoot's models beforehand as well, for sizing purposes. Stylists must come prepared with their own collection of clothing. Garments can be personal items, thrifted by the stylist, or borrowed from models/team members.

Section 2 Associate Members:

An associate member may not act as or have the same privileges of a member or serve as an executive officer, officer, or committee lead.

Section 3 Membership Accountability:

After noticeable repeated failure to meet membership requirements outlined in the signed Membership Criteria Agreement, the Editor-in-Chief and Directors will take a vote on whether the member will keep membership status or if it will be revoked. A majority rule will be required, meaning that more than one-half of the votes between the Editor-in-Chief and Directors will win. In the case of a tie, membership will be maintained and voted on again should the issues continue. Following a member's revoked status, any work submitted prior to termination may still be used and published by SLM. The decision to use previously submitted content will be made by the Editor-in-Chief. A

member may choose to leave the team at any time. They are asked to give a two weeks' notice to the organization's email (styleline.asu@gmail.com) and to submit their final piece of work should it be due within that two weeks' time period.

Article IV - Officers

Section 1 Editor-in-Chief and Directors' Board:

The Editor-in-Chief (President) functions as the head of SLM along with the Creative Director (Vice President) to their side. The Director Board consists of 7 Director positions. The director positions are Creative Director, Director of Marketing, Director of Photography, Director of Editing, Director of Graphic Design, Director of Finance, and Director of Communications. Directors work together to manage the team as a whole. They must have regular communication with members and the Editor-in-Chief, as they are ultimately deciding and producing the content for the magazine each semester along with the members.

Directors Responsibilities:

All Directors must report to the Editor-in-Chief. All directors must attend every meeting and stay for the Directors' Meeting at the end of each meeting. Each Director will attend a Directors' Meeting along with the Editor-in-Chief following the regular team meeting each week, in which the discussion will be kept confidential.

Paragraph 1: Editor-in-Chief Responsibilities

- I. Ensure that all tasks of the Director Board & members are handled in a timely manner.
 - II. Respond to emails via styleline.asu@gmail.com, GroupMe, and other forms of communication
 - III. Manage the shared Google Drive
 - IV. Edit magazine articles
 - A. Can request Director of Editing to take charge if needed
 - V. Complete onboarding membership tasks (SunDevilSync, update roster, receive signed Membership agreement & constitution from members, etc.)
 - VI. Lead meetings
 - A. Responsible for creating the Google presentation slides.
 - VII. Lead all recruitment efforts (ASU Passport, Taylor Fest, Sparky's Carnival, etc.)
 - VIII. Work with the Creative Director to concept, design, and create the magazine in Adobe InDesign.
 - IX. Aid the Creative Director in publishing the magazine hard copies with the printer, as well as digital copies on the publishing website
 - A. The Editor-in-Chief reserves the right to assign deadlines for this task X.
- Any unassigned task must be handled by the Editor-in-Chief, or they have the ability to delegate this task to any other member with a deadline.

Paragraph 1: **Creative Director**

The Creative Director will be in charge of communication with the SLM members for all things creative. The Creative Director is in charge of all things visual when it comes to the magazine, from page layout to photo selection, to essentially putting together the magazine as a whole. They will collaborate with the Editor-in-Chief to ensure both leaders are on the same page with how the club is represented creatively by the magazine. They create the final PDF layout of the magazine and send this over to the printer. In addition, the Creative Director must publish a digital copy *in a timely manner* on the publishing website under the SLM account, under supervision of the Editor-in-Chief. This position is also responsible for all communications with the Dean of Students regarding the printing process, as well as the vendor for printing.

Paragraph 2: **Director of Marketing**

This position will run all SLM social media accounts. Focusing primarily on Instagram, the Director of Marketing will create posts for the feed to be posted *at least* twice a week. The Director of Marketing should be present at all shoots to collect behind the scenes content in order to post BTS IG stories or create reels. If unable to attend a shoot, they should make other Directors aware beforehand so that someone else can help generate BTS content. The Director of Marketing will respond to all DMs on social platforms with accurate information. They will notify the Creative Director or Editor-in-Chief of any inquiries that need to be addressed. This Director should be in communication with the Director of Editing so that new blog posts can be announced on the story and in the feed.

Paragraph 3: **Director of Finance**

The Director of Finance will assist in planning club budgets, submitting funding requests to ASU, tracking spending including receipts and records. This Director will also keep track of any payments made to the club. This Director may also take attendance at meetings and assist in updating the team roster by adding, removing or editing member information as needed under the instruction of the Editor-in-Chief.

Paragraph 4: **Director of Editing**

The Director of Editing will be in charge of editing member blog posts as submitted, as well as keeping track of article deadlines via a Google spreadsheet. While the Editor-in-Chief will handle most of the final edits for the magazine, the Director of Editing will be heavily involved with managing the blog website. They will be in charge of regularly uploading member articles to the blog, making sure titles and cover photos are engaging.

Paragraph 5: **Director of Photography**

The Director of Photography is responsible for contributing to the SLM articles/spreads as well as social media accounts by shooting and editing photo content. This Director should be present at all photoshoots. If not able to attend, the Director of Photography should notify the photoshoot team beforehand and give instruction to the photographers assigned to that shoot. The Director of Photography will be the head photographer and supervise the other team photographers by supervising their projects and ensuring that they get done in a timely process. All final photo editing must be completed by the Director of Photography. This Director will report to the Creative Director for instructions and specific projects that we need for the magazine in addition to any personal projects. The Editor-in-Chief and Creative Director reserve the right to decide what content is posted and included with our articles.

Paragraph 6: Director of Graphic Design

The Director of Graphic Design is responsible for contributing to the SLM articles/spreads/social media, etc. by designing graphic content and supervising the rest of the team's graphic designers and ensuring that their projects are getting done in a timely process. This Director will report to the Creative Director for instructions and specific projects that we need for the magazine in addition to any personal projects. The Editor-in-Chief and Creative Director reserve the right to decide what content is posted and included in our articles.

Paragraph 7: Director of Communications

The Director of Communications will ensure that all times and locations for photoshoots are coordinated and communicated accordingly with the members signed up to attend. This Director will work with the Editor-in-Chief and Creative Director to make sure group chats for the shoots are made accordingly on the SLM GroupMe at least a week before the actual shoot, keeping everyone informed and well-prepared to ensure time is maximized and the photoshoot process runs smoothly and efficiently.

Section 2 Term of Office:

The Editor-in-Chief, Creative Director, and Directors will serve for a one-year time period. Elections will be held during the first week of November each year. Following elections, newly elected members will work alongside the previous position holders during a training period of approximately one month (winter break). After that one-month period, they will become the official new Directors, Editor-in-Chief, or Creative Director in January.

Section 3 Process for removing an Officer:

Should an Editor-in-Chief, Managing Editor, or Director consistently fail to perform their tasks and duties, a motion to vote on the Director's removal may be put forth by the Editor-in-Chief or Director at any Director Meeting. The person in question will have two

weeks to prove themselves should they wish to continue their position and an official vote (including their vote) will be held by the Editor-in-Chief & Creative Director at the Director Meeting following the motion. Majority vote wins, and in the case of a tie the Director in question will maintain their position for the time being until another vote is motioned or until their term period ends.

Section 4 Vacancy of an Office:

Should a vacancy in the Editor-in-Chief position or Board of Directors occur post-election, meaning no candidates ran for the position, all other Directors will be asked to divide the duties of that position amongst themselves until somebody volunteers to run. The duties will be divided during the nearest Director Meeting.

Article V- Finance

Finance will be managed by the Director of Finance under the supervision of the Editor-in-Chief and Creative Director. Use of budget and funds will be discussed at Director Meetings.

Paragraph 1: Oversight

Typically, the treasurer is charged with the oversight of organizational funds. Should a treasurer position be added to our roster of Directors, such responsibilities will be described in Article 4: Director Position Descriptions.

Paragraph 2: Source of Funding

For the time being, members will not be required to pay membership dues. Editor-in-Chief, Creative Director, and the Director of Finance have the right to decide whether dues will be paid, at what amount, and in what form of payment. All funds raised by this organization must be deposited in the Student Organizations account within 24 hours. This policy stands for any fundraising events or efforts held.

Paragraph 3: Maintenance of Funds

All monies belonging to this organization shall be deposited and disbursed through an account established for this organization by the Office of Student Life.

Paragraph 4: Disbursement of Funds

All requests for funding, whether through check or purchase order, must be approved by one of the two authorized club directors and the organizations' advisor. All requests must include a receipt or invoice.

If funding is provided by ASU USG it must meet following criteria linked

here: <https://www.asuusg.com/funding-rules>

Article VI – Elections

Section 1 Elections:

Paragraph 1: Eligibility

Members running for a Director position must currently be an approved member of the club. There is no time requirement to be in the club before running for a Director position. To run for Editor-in-Chief or Creative Director, a member must have served an entire year as a team member.

Section 2 Special Elections:

If the Directors feel the need for additional Director positions to be added beneath their sector, they may present this inquiry following a regular team meeting where they will present the new position and the board of Directors will discuss whether to admit the new position. The Editor-in-Chief must approve. If it is admitted, the Constitution will be modified to add this position and their requirements into the director section. The same process may take place for removing a position. The position will not be added until the following semester or removed until the following voting year. New position elections may take place halfway through the year with the same process as regular elections but with only the new offices. If somebody is elected halfway through the year, they will only serve until the following election.

Section 3 Procedures for Voting:

In October, the Editor-in-Chief will announce at a meeting that elections are coming up at the start of the next month. Members will be instructed to message the Editor-in-Chief and/or Creative Director regarding their desire to run for a position on the Board. The Editor-in-Chief will then create a Google form with all positions listed and the names of the candidates under each of these sections. At the election meeting, candidates will give speeches to the team and members. After the meeting, the Google form will be released and members will have the ability to cast their votes via the Google form within a time frame of 24 hours. The Editor-in-Chief will announce the official winners of the election in the GroupMe at the end of this 24-hour period. The Editor-in-Chief (or other Director) will provide the newly elected Directors with documents detailing their tasks and duties within their respective positions. The newly elected Directors will then work with the former Director that held the position before them in order to complete their training. If there is a tie in the vote, the current Editor-in-Chief & Creative Director must agree and decide who will take the position.

Article VII – Meetings

Section 1 Meeting Frequency:

Meetings will be held at a predetermined time that may vary each semester. The meetings will be directed by the Editor-in-Chief and should typically last no more than

one hour. Post meetings will be held for Directors & Editor-in-Chief & Creative Director only. Only team members may attend meetings, and the locations will vary between Zoom virtual meetings and an approved Tempe Campus location if possible in the future.

Section 2 Meeting Procedures:

Members must attend all meetings unless they submit proof to the organization email of a valid excuse for missing the meeting including but not limited to a class project or study group, work, or a personal/medical emergency. Excuses must be submitted prior to the meeting with the exception of uncontrollable circumstances. Homework will not be a valid excuse as we expect members to plan ahead and stay on top of homework so that they may attend the short meetings. Excuses will be approved or disproved by the Editor-in-Chief and/or Creative Director.

Paragraph 1 Minutes:

Director Responsibilities: currently the Editor-in-Chief and Creative Director will be in charge of sending a follow up message to the entire team outlining important points or information from the meeting. This will be done no later than 24 hours following the meeting.

Article VIII – Advisors

Section 1 Primary Advisor:

Starting Fall 2024, SLM's new current primary advisor is Yang Soon Ju, previously Danielle Testa.

Section 2 Method of selecting advisor:

If it occurs that a new advisor for the organization needs to be selected, the current organization's advisor(s) may first give their recommendation for potential candidates they deem fit to fill in for their current position. Potential advisor(s) for the club will have to meet the student organization handbook requirements as well as preferably be teaching in Herberger Institute for Design and the Arts or ASU FIDM. If a potential advisor is not recommended through the current advisor, then the Editor-in-Chief along with the board of directors may work together to see whom they believe will be a potential fit as advisor. As stated previously, the potential advisor(s) will have to meet the student organization handbook requirements as well as preferably be teaching in Herberger Institute for Design and the Arts or ASU FIDM.

Once a potential advisor is selected, the Editor-in-Chief will hold a meeting with the board of directors to discuss and make sure everyone is in agreement. Once agreements are made, contact with the potential advisor will be made and the Editor-in-Chief will hold a meeting between the current advisor and new potential advisor to inform them on the club and the tasks associated with being the advisor. The Editor-in-Chief will remain in contact with the current organizations' advisor until the new

advisor is officially chosen.

Section 3 Duties or responsibilities of advisor shall be:

Advisor(s) should meet with the Editor-in-Chief at least once a month through a meeting held either on zoom or in-person to discuss any concerns or provide updates on the club as a whole. Advisor(s) also reserve the right to also meet with the board as a whole if necessary.

Article IX – Amendments and Review

Section 1 The constitution may be amended by:

Amendments to the Constitution may be presented at any Director meeting by any Director. All structural changes to SLM after January 2025 must be approved by the Editor-in-Chief and Creative Director. Directors and members must be notified of any updates to the Constitution or procedures at the first meeting following these changes. This includes the logo, Constitution, or any other fundamental process to running the magazine. If necessary, the founding members have the right to override this change.

It is necessary that SLM continues to reflect the objective set forward by the founders. All future measures carried out by SLM and its members must reflect the SLM pillars & objectives.

Section 2 The constitution will be reviewed:

This constitution must be reviewed and resubmitted annually to the Office of Student Life. All changes are subject to the approval of the Office of Student Life.

Updated March 14, 2025

Signed: June 8, 2024

Zaina Khan (Editor-in-Chief)

A handwritten signature in cursive script that reads "Zaina Khan".

Brielle Cohen (Creative Director)

A handwritten signature in cursive script that reads "Brielle Cohen".

Sydney Klauba (Director of Finance)

A handwritten signature in cursive script that reads "Sydney Klauba".