

CONSTITUTION OF SPARK MAGAZINE
AT THE UNIVERSITY OF TEXAS AT AUSTIN

PREAMBLE **Formal Organization Information**

- I. Organization Name: Spark Magazine
- II. Mission Statement: Spark Magazine, an Austin-based fashion publication, fosters a creative space for students passionate about exploring aesthetics, art and culture. We curate engaging editorial content that spotlights brands in the local fashion community.

ARTICLE I **University Compliance**

- I. Statement of University Compliance: This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

ARTICLE II **Prohibition of Hazing**

- I. Prohibition of Hazing Policy: State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

ARTICLE III **Membership**

- I. Membership Restriction: In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University,
- II. Eligibility of Membership: In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
- III. Membership Requirements: Spark Magazine accepts applications semesterly at the beginning of the school term. Applicants must complete an online application and vetting process to be formally offered membership in Spark Magazine. Membership is restricted

only to graduate and undergraduate students at the University of Texas at Austin. As a confirmed member, the expectations are as follows:

- A. Consistent attendance at all staff-wide, mandatory meetings (3-5 times per semester);
 - B. Consistent attendance at all department-wide, mandatory workshops (5-10 times per semester);
 - C. Full participation on all given story assignments;
 - D. Full payment of \$50 dues by end of semester.
- IV. *Procedure for Member Removal*: Spark Magazine reserves the right to terminate the membership of any individual staff member who violates Spark's policies and procedures. In order to remove a member:
- A. Corresponding director must submit a request to remove member with detailed explanation of wrongdoings;
 - B. Executive director must approve preliminary request;
 - C. Editor-In-Chief must approve final request, upon which time the member will be directly contacted via email correspondence.

ARTICLE IV OFFICERS

I. *Spark Magazine Leadership Structure*

- A. The leadership team at Spark Magazine is to be consisted solely of currently enrolled students at the University of Texas at Austin who have maintained membership in Spark for at least full one semester. The leadership structure is as follows. Some, but not all, directors are subject to hiring an assistant director.
 - 1. *Editor-In-Chief*: Lead all members of Spark Magazine and maintain executive decision in all activities pertaining to the Organization;
 - 2. *Managing Editor*: Assist Editor-In-Chief and executive directors in all print, online and business operations within the Organization;
 - 3. *Art Director(s)*: Protect and develop the visual identity of the Organization through all printed content creation; Lead in all existing brand design initiatives;
 - 4. *Business Director*: Lead all business operations within the Organization; protect and allocate Spark finances;
 - a) *Community Outreach Director*: Produce bi-weekly internal newsletter and monthly alumni newsletter; Maintain alumni relations and plan alumni-centered events;
 - b) *Events Director(s)*: Design and execute all internal and external events as sponsored by the Organization;
 - c) *Marketing Director(s)*: Protect and develop the brand identity of the Organization in all external-facing promotions.
 - 5. *Communication Director*: Protect and develop the brand identity of all existing digital platforms related to the Organization;
 - a) *Digital Director*: Develop and execute all visual digital assets for internal and external promotional or content usages;

- b) *Social Media Director*: Develop and execute content strategy for all existing social media platforms; Manage all analytics for existing platforms;
 - c) *Web Director*: Develop and execute content strategy for Spark Online and subsequently related platforms; Manage all analytics for Spark Online;
 - (1) *Web Copy Editor(s)*: Review and edit all digital content for approval before publishing;
 - 6. *Creative Director(s)*: Protect and develop the creative direction of all printed content creation; Lead all subsequent directors in activities for the Organization;
 - a) *Hair and Makeup Director(s)*: Curate all beauty-centric elements in content creation within the Organization;
 - b) *Modeling Director(s)*: Manage all modeling members in content creation within the Organization;
 - c) *Photography Director(s)*: Manage all photographers in content creation within the Organization;
 - d) *Styling Director(s)*: Manage all stylists in content creation within the Organization; Maintain partnerships with local vendors;
 - e) *Writing Director(s)*: Curate all copy in content creation within the Organization.
- II. *Procedure for Officer Selection*: All leadership members, once elected, are subject to their title for as long as they choose. That is, vacancies on Spark's leadership team will only be filled as one opens. When such vacancy permits, the selection process will be as follows:
 - A. Outgoing directors must send an interest form to their immediate team;
 - B. Outgoing directors must independently review each interested member;
 - C. Outgoing directors must conduct independent interviews with candidates of their interest (*Note: not all candidates are subject to an interview*);
 - D. Outgoing directors must evaluate and choose final candidate;
 - E. Outgoing directors must approve final candidate by executive director and Editor-In-Chief before sending final acceptance.
- III. *Procedure for Officer Removal*: Spark Magazine is entitled to remove an elected officer in the case that the officer fails to conduct their responsibilities in accordance to this Constitution and any other duties that may be asked of them by the Organization. When such situation arises, the removal process will be as follows:
 - A. Executive director must submit a formal written request to the Editor-In-Chief for consideration of removal of a subsequent director;
 - B. Editor-In-Chief must set up independent interviews with the executive director and director in question to determine validity of claim;
 - C. If approved, Editor-In-Chief must give director in question a formal written letter stating the terms of their removal;
 - D. Executive director must find and approve suitable replacement within 10 days.

ARTICLE V **Meetings**

- I. Spark Magazine will hold up to five mandatory all-staff meetings throughout the course of each semester. These meetings are required to attend by all existing Spark members; attendance will be recorded electronically and may be logged for future reference. In addition to general meetings, each staff member is expected to:
 - A. Attend all department-specific workshops and meetings;
 - B. Attend internal and external events as put on by the Organization;
 - C. All creative department members must attend a mandatory Creative Bootcamp at the beginning of the semester.
- II. Meeting information will be recorded through the yearly calendar, published at the beginning of each membership term, and will be posted through all internal communication platforms.

ARTICLE VI **University Advisor**

- I. University Advisor: In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:
 - a. a part-time or full-time employee of the University.
 - b. a representative of a national organization that is associated with the registered student organization.
 - c. serves as either:
 - i. a part-time or full-time employee of the University.
 - ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

ARTICLE VII **Finances**

- I. All members of the Organization are required to fulfill a \$50 dues balance during each term of their membership. Membership is not considered active until at least one payment installment has been received. Payment plans are available as follows and will be collected digitally:
 - A. One time payment of \$50
 - B. Two time payments of \$25 each
 - C. Three time payments of \$16.67 each
- II. All financial information and processing will be handled by the Business Director. Only this individual, plus the Editor-In-Chief, will have access to the Spark Magazine financial records.
- III. The Business Director, Editor-In-Chief and Styling Director will hold Organization credit cards under their names. These cards are strictly for Organization usage; misuse of these cards is subject to immediate expulsion of membership from the Organization.

ARTICLE VIII **Elections**

- I. Spark Magazine will hold bi-annual elections for membership, as represented through a digital application process and independent review of candidacy by the appropriate

director(s) in charge. Applications will be open for 7-10 days during the first two weeks of each academic term.

- II. Membership application is open to the general student public and will be announced through all existing digital platforms. Spark Magazine will also hold tabling and informational sessions for those interested in applying. Those that are interested may place their name and contact information on a form disseminated the term before applications open, to be announced on all digital platforms.

ARTICLE IX Amendments

- I. Constitution Updates: All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.
- II. Procedure for Constitution Amendments: Proposed amendments to the Spark Magazine Constitution must only affect the foundational structure and logistical operations of its internal procedures, and must not relate to non-threatening, immediate policies (i.e. visual identity, brand identity, addition of a director position, etc). The procedure to amend the Spark Magazine Constitution will be as follows:
 - A. The proposed amendment may only come forth from the active leadership team;
 - B. The proposed amendment must be drawn in a formal written request, outlining the explanation and changes to be made;
 - C. The proposed amendment must be voted 'yes' by 70% of the active leadership team;
 - D. The proposed amendment must then be voted unanimously by the active executive directors, including the Editor-In-Chief, Creative Director, Art Director, Business Director and Communications Director.
 - E. The proposed amendment will be added to the following year's Constitution and will be stated in motion henceforth.