

The constitution of the Students' Union UCL

Pi Media

1 Name

- 1.1 The name of the society shall be the Students' Union UCL Pi Media.
- 1.2 The society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the society shall abide by all Students' Union UCL Policy, and shall be bound by the Students' Union UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in "how to guides".
- 2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to management of the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found at the following website:
 1. www.studentsunionucl.org

3 The Society Committee

2. President
 - 3.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.2 Shall be responsible for protecting the brand and image of Pi, ensuring that the best interests of the group are preserved at all times.
 - 3.3 Shall have overall responsibility for editorial output, liaising with committee members and editors-in-chief to ensure quality and quantity of content, and to ensure all committee members and editorial staffers are able to fulfil their roles.
 - 3.4 Shall hold regular committee meetings to ensure constant discussion about finances, marketing, and the content of publications.
 - 3.5 The President and Treasurer shall have the final decision over the allocation of the budget with regards to print runs and print sizes, as well as expenditure on events and merchandise.
 - 3.6 The President and Treasurer shall be responsible for approving payments from the Pi Media account.
3. Treasurer
 - 3.7 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
4. Vice President

- 3.8 The roles of Treasurer and Vice President are combined as one office.
- 3.9 Shall assist the President with the overall running of the society.
- 3.10 Shall be the first point of contact for questions and concerns members may have.

6.

7. Editor-in-Chief, Pi Online

- 3.11 There will be two Editors-in-Chief of Pi Online. They will ensure that online content is regularly updated and oversee the work of all section editors producing online content.
- 3.12 Shall recruit a new team of section editors each academic year by an application process.
- 3.13 Shall deal with the editorial team and work with them to produce high quality content on a regular basis. It is the online Editor-in-Chief's duty to ensure that all section editors manage to fill the quota of at least 1 online entry per week.
- 3.14 Shall work closely with the Social Media Officer to publish and share online work on social media to ensure Pi's visibility on campus.
- 3.15 A candidate for Online Editor-in-Chief may run for election jointly with a second member of UCLU Pi Media Society. If elected, the candidates shall be co-editors.

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9. Editor-in-Chief, Pi Magazine

- 3.16 There will be two Editors-in-Chief of Pi Magazine. They will ensure that the magazine is completed for each issue, supervising design, and checking over content.
- 3.17 Shall deal with the editorial staff and work with them to produce a professionally finished publication, holding regular editorials and remaining in regular contact with editorial staff. It is the Magazine Editor-in-Chief's duty to ensure that all section editors manage to fill their magazine quotas.
- 3.18 Shall work with the President, Vice-President and Events Officer to create and promote magazine launch events.
- 3.19 A candidate for Magazine Editor-in-Chief may run for election jointly with a second member of Pi Media. If elected, the candidates shall be co-editors.

Editor-in-Chief, PiTV

- 3.20 There will be two Editors-in-Chief of Pi TV. They will ensure that video content is published on YouTube and Pi Online. They will supervise design, editing and content of all videos.
- 3.21 Shall recruit and manage a production team, working with them to make professional videos.
- 3.22 Shall be responsible for encouraging new members to contribute and get involved, as well as promoting better integration between PiTV and other Pi Media outlets.
- 3.23 Shall work with the President, Online Editors-in-Chief, Magazine Editors-in-Chief and section editors to ensure that full media coverage is provided for chosen events.
- 3.24 Shall take on approved collaborative video projects with other societies, to extend the reach of Pi Media.
- 3.25 A candidate for PiTV Editor-in-Chief may run for election jointly with a second member of Pi Media. If elected, the candidates shall be co-editors.

Additional committee members

- 3.26 The following roles will also be elected at an Annual General Meeting, or an Extraordinary General Meeting if necessary.
- 3.27 Marketing Officer:
 - 10. Shall be responsible for the promotion of Pi Online, Pi Magazine and PiTV, as well as Pi Media events and editorial recruitment.

11. This will require working closely with other committee members, namely the President, Head of Design, Social Media Officer, and Events Officer, to engage the UCL community and develop the Pi Media brand.
- 3.28 Social Media Officer:
 12. Shall be responsible for developing Pi Media's social media presence, by posting regular content including updates on society activities and content output.
 13. The Social Media Officer should take the reins of Pi Media's accounts on Facebook, Instagram, and Twitter, working closely with the Online Editors-in-Chief and Marketing Officer.
- 3.29 Co-Events Officers:
 14. There will be two Events Officers. They shall be responsible for the advanced planning and management of society events, working closely with the President and Vice-President.
 15. Shall aim to host at least one Freshers' event, three social events, two magazine launch events, and one career-based event a year.
 16. Shall work with the Diversity and Inclusion Officer to make these events inclusive and accessible.
 17. A candidate for Events Officer may run for election jointly with a second member of Pi Media. If elected, the candidates shall be co-officers.
- 3.30 Heads of Photography and Design
 18. Shall be responsible for recruiting and managing a core creative team of illustrators and photographers, to produce artwork for all Pi Media outlets: Pi Online, Pi Magazine, and Pi TV.
 19. Shall work closely with the Marketing and Social Media officers to refine Pi Media's brand image.
- 3.31 Welfare Officer
 20. Shall fulfil the requirements set out by the Students' Union UCL.
- 3.32 Diversity and Inclusion Officer
 21. Shall be responsible for making Pi Media an inclusive and accessible society to those from all backgrounds.
 22. Shall be responsible for ensuring that Pi Media's content reflects and respects the diversity of the UCL community.
 23. This will include working closely with the President to draft (and annually review) 'Free Speech Guidelines', in line with the Safe Space Policy, as a safeguard against offensive, inflammatory content.
 24. 3.33 These officers shall sit on Pi Media Society's committee.
- 3.34 Their tenure is a year in length.
- 3.35 If the positions cannot be filled, their duties will be fulfilled by other officers of the society; namely the President and Vice-President.
- 3.36 An individual may hold more than one 'additional officer' position or may hold both an 'additional officer' position and a section editor position, if they so wish. An individual should not hold the position for the full year, and alternative candidates should be sought, if they also hold an EIC position.
- 3.37 Management of the society shall be vested in the society committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.
- 3.38 The committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.39 Committee members are elected to represent the interests and well-being of society members and are able to be held to account. If society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4 Editorial/PiTV/Creative Team Members

4.1 Running for an editorial/PiTV/creative position:

4.1.2 Full members of the society have the opportunity to apply for a position on the editorial team, the PiTV team and the creative team.

4.1.3 The application process shall be presided over by a panel of at least three committee members, including the President and Online Editors-in-Chief (editorial)/PiTV Editor-in-Chief (PiTV)/Heads of Design and Photography (creative). The other members of the panel should not be overseeing the applications for their successor. In this circumstance, the panel will be reformed appropriately.

4.1.4 Vacancies for the following academic year will be advertised as soon as possible after the society's AGM, and the tenure for these positions will be a year. The tenure can be shortened to one term, in the circumstance that they will not be at UCL for the other terms.

4.1.5 Editorial applications can be reopened at the start of first term, if vacancies are unfilled or applications have not met the panel's standards.

4.1.6 If vacancies should arise during the academic year, the position shall be advertised to all members and to non-members where appropriate.

4.1.7 The application window shall be open for at least one week.

4.1.8 Priority should be given to members of UCLU rather than to affiliate students. However in the event that no full member is capable of fulfilling a role, the position may be awarded to an affiliate student.

4.1.9 If a candidate would like to appeal, they should appeal within five working days to the Vice-President/Treasurer. For this reason, they must not sit on the application panel. The committee shall be called to resolve the complaint.

4.2 Editorial/PiTV/creative team positions are based on performance and contribution, and the President or any Editor-in-Chief/Head of Photography or Design dissatisfied with this have the right to consult with the committee on their replacement. The conduct of all editors will be determined by attending all necessary events and meeting content deadlines: failure to do so, with a maximum of three offences, will result in the replacement of that editor.

4.3 All editors must contribute to the distribution of the magazine. Failure to do so will result in an offence.

4.4 If an editorial, PiTV or creative team is dissatisfied with the performance and contribution of a particular Editor-in-Chief or Head of Photography or Design, a member of the editorial team has the right to call a motion of no confidence. Following this, the President is required to call a vote within 48 hours. If a 'YES' motion is passed by a two-thirds majority of the editorial team, the Editor would be asked to step down from the position.

4.5 An individual may hold no more than one editorial position. However an individual may hold a section editor/PiTV or creative team position, as well as being an 'additional officer' on the Pi Media committee.

5 Terms, Aims and Objectives

- 5.1 The society shall hold the following as its aims and objectives.
- 5.2 The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 5.3 The core activities of the society shall be:
 - 5.3.2 To produce regular content for Pi Online and Pi TV, and to produce a minimum of two issues of Pi Magazine per year.
 - 5.3.3 Provide content that engages students on a wide variety of topics and holds the Union and College to account.
 - 5.3.4 Provide a forum in which students can take up, and learn about, journalism, regardless of previous experience.
 - 5.3.5 Raise the advertising and membership revenue necessary to cover any production costs not met by the Union.
 - 5.3.6 Provide informal and formal training as funds permit.
- 5.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 5.4.2 Hold occasional events that are relevant to the society's brief as the student media organisation. These can include magazine launch events, journalism workshops, topical debates and panels.
 - 5.4.3 Socials.
- 5.5 This constitution shall be binding on the society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations.
25.
- 5.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Pi Media. By signing this document the President and Treasurer have declared that they

have read and abide by the Students' Union UCL Clubs and Societies Regulations.
26.

27.

President name:	Nell Wedgwood
President signature:	Nell Wedgwood
Date:	30/06/2022
Treasurer name:	Chen Wei Hannah
Treasurer signature:	Chen Wei Hannah
Date:	30/06/22

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