

**2024-25**

## **Constitution of Students' Union UCL**

### **PI MEDIA**

#### **1. Name**

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

#### **2. Statement of Intent**

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the Students' Union UCL Memorandum & Articles of Association, Byelaws, Club and Society Regulations and the club and society procedures and guidance – laid out in the '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 the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage:  
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

#### **3. Committee**

- 3.1. President
  - 3.1.1. The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
  - 3.1.2. Shall be responsible for protecting the brand and image of Pi, ensuring that the best interests of the group are preserved at all times.
  - 3.1.3. 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.
  - 3.1.4. Shall hold regular committee meetings to ensure constant discussion about finances, marketing, and the content of publications.

- 3.1.5. 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.
- 3.1.6. The President and Treasurer shall be responsible for approving payments from the Pi Media account.
- 3.2. Treasurer
  - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
  - 3.2.2. To support the President in their responsibilities.
  - 3.2.3. Liaise with the Students' Union, particularly their Finance Department
  - 3.2.4. Keep financial records throughout the year and manage expenditure forms
- 3.3. Welfare Officer
  - 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
  - 3.3.2. Act as a point of contact for society members in need of support and direct them to the appropriate welfare and psychological services at UCL.

#### Additional Committee Members

- 3.4. Editor-in-Chief, Pi Online
  - 3.4.1. 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.
  - 3.4.2. 3.12 Shall recruit a new team of section editors each academic year by an application process.
  - 3.4.3. 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.
  - 3.4.4. Shall work closely with the Social Media Officer to publish and share online work on social media to ensure Pi's visibility on campus.
  - 3.4.5. 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.
- 3.5. Editor-in-Chief, Pi Magazine

- 3.5.1. 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.
- 3.5.2. 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.
- 3.5.3. Shall work with the President, Vice-President and Events Officer to create and promote magazine launch events.
- 3.5.4. 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.

### 3.6. Editor-in-Chief, PiTV

- 3.6.1 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.
- 3.6.2 Shall recruit and manage a production team, working with them to make professional videos.
- 3.6.3 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.
- 3.6.4 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.
- 3.6.5 Shall take on approved collaborative video projects with other societies, to extend the reach of Pi Media.
- 3.6.6 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.

### 3.7 Marketing Officer

- 3.7.1. Shall be responsible for the promotion of Pi Online, Pi Magazine and PiTV, as well as Pi Media events and editorial recruitment.
- 3.7.2. 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.

### 3.8 Social Media Officer

- 3.8.1 Shall be responsible for developing Pi Media's social media presence, by posting regular content including updates on society activities and content output.
- 3.8.2 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.
- 3.9 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.7. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.8. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/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. Terms, Aims and Objectives
  - 4.1. The club/society shall hold the following as its aims and objectives.
  - 4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
  - 4.3. The core activities of the club/society shall be:
    - 4.3.1. To produce regular content for Pi Online and Pi TV, and to produce a minimum of two issues of Pi Magazine per year.
    - 4.3.2. Provide content that engages students on a wide variety of topics and holds the Union and College to account.
    - 4.3.3. Provide a forum in which students can take up, and learn about, journalism, regardless of previous experience.
    - 4.3.4. Raise the advertising and membership revenue necessary to cover any production costs not met by the Union.
    - 4.3.5. Provide informal and formal training as funds permit.
  - 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:

- 4.4.1. 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.
- 4.5. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.
- 4.6. 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 Club and Society Regulations.

President	Name: Zoe Dahse
	Signature: Zoe Elisabeth Dahse
	Date: 03.07.2024
Treasurer	Name: Mariya Kachwala
	Signature: Mariya Fathulla Kachwala
	Date: 07.07.2024