

The Constitution of SHEI Magazine

Preamble / Mission Statement

SHEI Magazine the official fashion, arts, and culture publication of the University of Michigan. SHEI is one of four officially recognized Student Publications within the University. Entirely student-run, SHEI is comprised of both business and editorial departments that collaborate to handle all aspects of the publication. As such, SHEI is uniquely positioned as an outlet and a resource for current University of Michigan students interested in any aspect of the fashion and/or publication industries. The flagship product of SHEI is a bi-annual print issue, an approximately 85-page glossy print in which photo-shoots and articles are presented in combination while exploring a central theme. SHEI also publishes a monthly digital publication, titled SHEI Digital. In addition to producing print and digital publications, maintaining an active website and engaging with the community via social media outlets, SHEI strives to be a community resource, by hosting fashion and publication forum panels, charity events, and collaborations with local and national retailers. It is the mission of SHEI Magazine to bring the most innovative and exciting aspects of fashion, arts and culture to Ann Arbor, students, faculty and alumni of the University of Michigan, as well as SHEI's expanding global audience. In turn, SHEI Magazine helps to develop and distribute the talent and potential of its student-run staff.

Article I. Name

The name of the organization is: SHEI Magazine, henceforth referred to as SHEI.

Article II. Purpose

The purpose of this organization is to produce a high-quality fashion and culture magazine in the style of Vogue, Vanity Fair, and W, but with a longer shelf life and sustainability factor than a traditional monthly publication. SHEI also organizes and hosts events. Each semester, SHEI has a launch party to celebrate the release of the print issue of SHEI. SHEI organizes other events such as charity and philanthropic events, a fashion forum to create a networking opportunity for students interested in fashion, and collaborative events with other University of Michigan organizations. SHEI has filled a void in U-M Student Publications by providing resources and training to its members in writing, styling, financing, advertising and marketing while emphasizing and highlighting the demands, form and environment found in both the magazine publishing and fashion industries.

Article IV. SHEI Magazine & Student Publications

As of September 2014, SHEI Magazine is recognized as an official Student Publication at The University of Michigan. SHEI Magazine has the same institutional standings as: The Michigan Daily, The Michiganian, and The Gargoyle.

SHEI Magazine operates by the same standards and best practices of the students publications listed above.

Article V. Membership

Section A.

SHEI Magazine is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of SHEI Magazine.

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Membership is restricted to current University of Michigan (Ann Arbor campus) undergraduate students who have successfully applied and paid fall and/or winter semester dues of \$20.00 per semester. Membership is determined within the first three weeks of the fall and winter semesters. Students may apply to join SHEI Magazine in September and again in January, if individual coordinators or editors feel the necessity for additional team members.

Section B.

To be recognized as a full member in good standing, students must submit an application to the department of their choice at the start of the fall and/or winter semester of the academic year, pay dues, and sign a team-specific contract within the two weeks following a members' acceptance. Dues are \$20.00 per person and must be paid in full by all executive board members, general board members, and general members. Board or general members who have not paid dues within the first two weeks will be charged a \$5.00 penalty for the following two weeks. After four weeks with unpaid dues the member will be asked to leave. If any member violates their departmental contract they will be susceptible to the repercussions laid out in said contract.

Subsection B.I.

If paying the dues is financially problematic and individual should speak to his or her director who will converse with the Publisher to determine financial scholarship.

Section C.

As a full member in good standing, all persons have the opportunity to contribute content and concepts for use in the print magazine, digital magazine, on the website, or during SHEI-hosted events. No member is guaranteed creative control over any print or digital page(s). Members have the right to full credit for any articles, photos or designs featured in the print magazine. All full members in good standing will be listed as a staff member on the official SHEI Magazine masthead.

Full members do not have voting rights as those are reserved for officers.

Article VI. Officers

Section A.

SHEI Magazine has the following Executive Officers: Editor-in-Chief, Publisher, Accounts Director, Creative Director, and Marketing Director.

SHEI Magazine has the following Standard Officers on the Editorial Board: Print Features Editor (1), Digital Features Editor (1), Print Fashion Editor (2), Digital Fashion Editor (1), Managing Photo Editor (1), Print Photo Editor (2), Digital Photo Editor (1), Street Style Photo Editor (1), Print Graphic Design Editor (2), Digital Graphic Design Editor (1), Video Editor (1), Digital Content Editor (1), Social Media Coordinator (1)

SHEI Magazine has the following Standard Officers on the Business Board: Advertising Coordinator (1), Distribution Coordinator (1), Finance Coordinator (2), Outreach Coordinator (1), Events Coordinator (1)

Subsection A.I. Two graphic designers may, depending on business needs, be selected by the business board and approved by the Graphic Design Editors. These two SHEI members will be senior general members who design content in regards to business matters, which includes but is not limited to, flyers and advertisements.

Section B.

All board responsibilities are stated in the SHEI Board Responsibilities document. In order to update said information, board members must abide by the rules set forth in the constitution to amend the constitution.

Article VII. Meetings

Section A.

There will be approximately 35 standard meetings of organization officers (board meetings) to be held once a week every week during the academic year from September through April. Departments and teams will also be responsible for holding meetings. Teams must meet at a minimum of once a month. The Editor-in-Chief and Publisher are responsible for attending monthly Student Publications Board meetings.

Subsection A.I. The Editorial and Business Board will meet weekly and separately. Editorial meetings will be led by the Editor-in-Chief and Business meetings will be led by the Publisher.

Subsection A.II. Full Board Meetings will be led by the Editor-in-Chief and Publisher every other week.

Subsection A.III. Mass meetings are to be organized at a minimum of once a semester and are to be led primarily by the Publisher with the assistance of the Editor-in-Chief.

Section B.

Any Executive Officer or any Standard Officer who has been seconded by another Standard Officer may call special meetings.

Section C.

A quorum of three executive officers and eight standard officers must be present for a meeting to qualify as a "Full Board Meeting" and for business to be conducted / voted upon.

A quorum of one executive officer and four standard officers must be present for a meeting to qualify as a "Business Board Meeting" and for business to be conducted / voted upon.

A quorum of one executive officer and six standard officers must be present for a meeting to qualify as an "Editorial Board Meeting" and for business to be conducted / voted upon.

Article VIII. Elections/Interviews

Section A.

Any full member may apply for an officer role when the written applications are released the last week in February. All applicants will be granted an interview in front of the current board officers and executive officers.

Subsection A.I. Current officers must reapply to maintain their position.

Subsection A.II. Only current officers may apply to be executive officers.

Section B.

Elections occur before the final exam period of the winter semester. The current board of officers will meet with the required quorum to interview all applicants and decide on officers for the coming academic year. All applicants will be notified of board's decision within 72 hours of the interview time. Former officers yield all authority and rights as of two days after the final launch party or final Student Publications Board meeting, depending on which occurs later.

Section C.

Election quorum is the same as the full board meeting quorum: Three executive officers and eight standard officers.

Article IX. Finances

Section A.

SHEI Magazine is financed by the following:

1. Grants applied for and awarded from University of Michigan organizations/funds;
2. The sale of print magazines, current and past;
3. The sale of t-shirts and other SHEI-brand merchandise;
4. The sale of advertisement space in the print magazine, digital magazine and website;
5. Membership dues;
6. Fundraising activities and promotional events held on campus and in the community;
7. Physical monetary donations in the form of cash, check given in-person or mailed-in, or via credit card by contacting the Student Publication Building General Manager, donations to SHEI Magazine via the Student Publications website. All checks must be paid to the order of: The University of Michigan;
8. Student Publication sponsored events where donations are collected and distributed between the four student publications.

Section B.

The funds of SHEI Magazine are used exclusively for:

1. Costs associated with publishing one print issue of SHEI Magazine and 3 to 5 digital issues of SHEI Digital each fall and winter semester. The number of print issues made is determined by funds accessible at time of printing with a minimum printing quantity of 500;
2. Costs associated with SHEI-sponsored events such as: space rentals, food/beverages, music/DJ, equipment rentals, decorations, and promotional materials;
3. All proceeds from the "Annual Charity Event" are donated to the sponsored charity.

Section C.

In the event of the dissolution of SHEI Magazine, all funds will be donated to a charity of the current board's choosing or, donated to one of the other sponsored Student

Publications' scholarship funds. Donation of funds must be approved by a two-thirds vote.

Article X. Amendments

Any officer may propose amendments to the constitution in writing at any time. Said officer must provide sufficient explanation for the amendment and it must be approved by a 2/3 majority of the current Executive and Standard Board. Approved amendments are effective immediately and all public copies of the constitution must be updated to reflect such.

By-Laws of SHEI Magazine

Article I. Contracts and dues.

All members, including Executive and Standard Officers, must sign a written contract detailing their commitment(s) to SHEI Magazine. All members are responsible for upholding said commitment(s).

All signed contracts must be securely stored within the Student Publications building /the SHEI Office. Members and/or officers may refer to said contract at any time. At least one Officer must be present if a member wishes to review their individual contract. Members do not have access to other members' contracts.

All members must pay \$20.00 dues per semester, the sum of which grants the member entrance to SHEI launch parties, official member standing and recognition as such on the masthead, and a copy of each magazine released that academic year. Members do not have free admission to any fundraising and charity events or collaborative events with businesses and/or other student organizations.

Article II. Intellectual and creative property

All published content within any print issue, digital issue and/or sheimagazine.com post is the property of: first its creator and; second SHEI Magazine. All photographs used in any print issue of SHEI Magazine or SHEI DIGITAL are thereafter the property of SHEI Magazine. Photographers may not use the raw and/or edited image(s) published in the magazine for any reason whatsoever. Photographers are allowed to use images taken by themselves and not published in the magazine after the magazine is released; however, creative credit must be given to SHEI Magazine as a whole.

Comment [1]: no one should be able to use content that we didn't choose to put in the magazine, photogs should be able to use edited photos for their portfolios after the magazine is published

Article III. Responsibilities of Officers / Members

Section A.

Responsibilities of Standard Officers are detailed in each Coordinator's/Editor's Responsibilities.

Section B.

In addition to honoring team contracts, full members of SHEI are responsible for representing and upholding the values and standards of SHEI. These values and standards are as follows:

1. Professionalism: SHEI stands for a high level of professionalism in our creative output and our business relationships with the University, the community, and venue/store collaborators.
2. Multiculturalism: The roots of SHEI are as an Asian culture magazine and SHEI maintains its dedication to exploring and representing a variety of cultures from around the world and within the United States.
3. Tolerance: SHEI does not discriminate staff, models, or any other relationship on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight or veteran's status.
4. Education and leadership: SHEI is dedicated to training our members and fostering a staff that will carry on the organization into the future, continuing to educate and lead interested students in the fashion and publishing industries.
5. The Arts: SHEI is dedicated to creating a product that is the result not only of an opportunity for members to learn but also the commitment of our whole organization to an artistically interesting and innovative final product.

Article IV. Removal of Officers / Members

Section A.

Officers of SHEI may be removed if found in violation of the values and standards of SHEI.

The procedure for removal is as follows:

1. A written request for removal with the signatures of at least three active officers is to be submitted to all executive officers.
2. An Executive Board member will then notify the officer in question along with the rest of board that the matter of their removal will be on the agenda of the next board meeting.
3. A copy of the request (will be anonymous) will be provided to all officers to be reviewed at the meeting and the officer in question will be given a chance to speak.
4. After this, a written vote will occur and a 2/3 majority is needed.

Section B.

Members of SHEI may be removed if found in violation of the values and standards set by the SHEI Constitution and/or Departmental Contracts. See Article III Section B.

First Warning: Team Officer(s) arrange a meeting with said member to discuss

violations.

Second Warning: Team Officer(s) and said member will meet with the Executive Officers at which point further action, i.e. dismissal (after a 2/3 majority vote), may occur.

Subsection A.II. If an Executive Officer is in question then the other Executive Officers will meet with said officer and based on a 2/3-majority vote of the entire board further action will be determined.