

# DÉPAYSANTS

## **Magazine Constitution and Bylaws**

### **ARTICLE I: Name**

The name of this organization shall be DÉPAYSANTS Magazine.

### **ARTICLE II: Purpose**

#### **Section 1:**

DÉPAYSANTS is an online art magazine founded at The American University of Paris. We give creative individuals from AUP and in Paris a platform to share their work and develop professional portfolios. Our goal is to become a point of intersection for all forms of visual arts, a space without discrimination. We support everything from traditional fine art to contemporary creative forms. Our magazine is an interdisciplinary representation of the innovation and individuality found within Paris.

#### **Section 2:**

DÉPAYSANTS Magazine shall coordinate and promote activities, programs, and fundraising events as necessary which are of support to the goals of the organization and the arts community at The American University of Paris.

### **ARTICLE III: Membership**

#### **Section 1:**

Membership in DÉPAYSANTS Magazine at The American University of Paris shall be open to any and all students currently enrolled at The American University of Paris. Active membership shall be determined by regular involvement with the magazine, or by submitting to the magazine at least once. Once a student graduates or ceases to be a student at the University, his/her active membership in DÉPAYSANTS Magazine shall cease. Membership will be retained during the vacation and recesses of the university.

#### **Section 2:**

An affiliate member is one who is taking less than three hours of University course work or one who is not currently enrolled, including students who are studying abroad during their time at The American University of Paris. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

### **Section 3:**

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of active members. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Editorial Board who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within one week of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

### **Section 4:**

It shall be stated as part of the policy of DÉPAYSANTS Magazine at The American University of Paris that there shall be no form or type of discrimination in the organization, whether it be because of one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran's status.

### **Section 5:**

With active membership in DÉPAYSANTS Magazine comes full floor and voting privileges on any and all items of organization business, including resolutions, items of legislation, bylaws, and elections.

## **ARTICLE IV: Editorial Board**

### **Section 1:**

The editorial board shall consist of an Editor-in-Chief, Assistant Editor, Creative Director, Graphics Editor, Content Editor, Online Director, Online Content Editor, Art Director, Communications Manager, and Head of Social Media. The officers shall be responsible for all administrative duties of the publication.

## **Section 2:**

The **Editor-in-Chief** shall have the power to establish and maintain operational procedures of the publication, call meetings, and answer for all actions of the editorial board. The Editor-in-Chief shall be able to vote in all decisions affecting the publication. The Editor-in-Chief shall ensure that content is produced and published on deadlines regularly to the highest possible standards and has the final say on all things uploaded and published on all DÉPAYSANTS platforms.

They shall advise the team on necessary editorial decisions related to the content, management, or other bureaucratic issues, hold regular meetings as necessary to facilitate development and creation, filter submissions and published content to meet submission guidelines and appropriate quality standards, and make decisions in the best interest of the development, management, and future of the magazine.

## **Section 3:**

The **Assistant Editor** shall assist the Editor-in-Chief with all administrative duties and assume those duties in the absence of the Editor-in-Chief. They shall serve as a link of communication between the Editor-in-Chief and the editorial team and facilitate team engagement by ensuring that editorial responsibilities are carried out by working closely with members.

## **Section 4:**

The **Creative Director** shall work primarily with the layout and design for the final publication. They will work closely with the Graphics Editor and Column Editor to do this. The Creative Director will work to maintain the visual branding of the magazine by ensuring all design standards are carried out precisely.

The Creative Director shall coordinate with the Art Director to ensure that students have a platform to share their work and build professional portfolios. All final design and layout choices for the publication will be cleared by the Editor-in-Chief.

#### **Section 4a:**

The **Graphics Editor** shall work closely with the Creative Director to create new graphics for various content channels (website, social media, issues) as needed. Will assist the Creative Director with the layout and design of the publication.

#### **Section 4b:**

The **Content Editor** shall seek out and filter through written submissions for the publication ensuring that all finalized columns for the issue pertaining to the brand of the DÉPAYSANTS and are held to the highest possible standard.

#### **Section 5:**

The **Online Director** will be in charge of the layout, design, and uploads for the DÉPAYSANTS website. Will maintain the visual branding of the publication website and ensure that all uploads are appropriate quality standards.

The Online Director will scout for submissions when appropriate and work with contributors or freelance writers and artists to ensure a consistent follow of content on the website. They will ensure that all written articles meet the highest possible standards.

The Online Director will collaborate with Art Director to ensure that student artists are given a platform to share their work. All final content will be cleared by the Editor-in-Chief before uploading.

#### **Section 5a:**

The **Online Content Editor** will work closely with the Website Director to ensure that all needs and requirements for the publication website are met in a timely manner.

#### **Section 6:**

The **Art Director** shall primarily work with the visual branding of the DÉPAYSANTS and ensure that all finalized content will meet the highest possible standards.

The Art Director will filter through submissions pertaining to the visual arts as well as seek out submissions via social media and other content channels. They will also actively encourage submissions from contributors and student freelance artists.

The Art Director shall share all visual arts submissions with the Editor-in-Chief, Creative Director, and Online Director for the purposes of content on the website and publication.

### **Section 7:**

The **Communications Manager** shall send and respond to emails to and from the AUP community. Assist in disseminating information as needed through university-provided forms of communication. Respond to comments or questions when appropriate. They shall also seek out events and happenings in Paris relating to the arts that are potentially beneficial for students to be aware of.

The Communications Manager will filter through submissions for the website and publication, relaying all submissions sent to the Dépaysants email to the Art Director, Online Director, Creative Director, and Editor-in-Chief.

The Communications Manager will ensure that all emails sent via the DÉPAYSANTS email will be held to the highest quality standard and ensure that they understand the workings of the publication before responding to any questions.

### **Section 8:**

The **Head of Social Media** will manage uploads to all DÉPAYSANTS's social media. They will ensure that all uploads will maintain the visual branding and integrity of the Dépaysants.

The Head of Social Media will scout for submissions solely regarding the Dépaysants social media platforms and relay all questions regarding the publication to the Communications Manager.

### **Section 9:**

The elected officers shall form the DÉPAYSANTS Magazine Editorial Team.

**Section 10:**

All elected officers must meet all requirements for holding office and must be in good standing with the University. No elected officer shall hold more than one editorial position per semester, including at other university publications. Active members are not allowed to hold an Editor-in-Chief position for longer than one year during their time at The American University of Paris unless deemed necessary by the current Editorial Team and if there are no suitable nominations.

**ARTICLE V: Editorial Board Elections**

**Section 1:**

The DÉPAYSANTS Magazine Editorial Board shall be elected by the active members of the publication to serve a term of one year. Annual elections shall be held within the first month of school. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin one week from the date elected and end on the same day the following year, or according to the schedule of elections for the given semester. Exceptions will be made for students who are studying at The American University of Paris for less than one year at the discretion of the Editorial Team.

**Section 2:**

Nominations of candidates for DÉPAYSANTS Magazine officer positions shall be formally submitted in writing by an active member either in-person or via email. Nominees for officer positions must be active members during the current semester for which they are nominated.

**Section 3:**

Voting shall take place after the close of nominations for each office. Officers shall be elected by a majority vote of those active members present, provided the quorum is met. Affiliate members are ineligible to vote for officers.

**Section 4:**

The order of succession shall be (1) Editor-in-Chief, (2) Assistant Editor, (3) Creative Director, (4) Online Director, (5) Art Director, (6) Communications Manager, (7) Head of Social Media.

#### **Section 5:**

Vacancies occurring in any of the elected offices shall be officially filled at the next regular organization meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed in a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

### **ARTICLE VI: Appointments**

#### **Section 1:**

The Editor-in-Chief shall appoint, with the approval of the Editorial Team, such positions as may contribute to the successful operation of the publication.

### **ARTICLE VII: Removal From Office**

#### **Section 1:**

Any officer may be removed from office for complete failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for absolute failure to carry out the responsibilities of that office, for actions that violate the purposes of the organization, or for actions that violate University Rules and Regulations. Written charges by a member are to be presented to the Editorial Board who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active

members may participate in this vote, affiliate members or freelancers are ineligible to vote.

## **ARTICLE VIII: Meeting**

### **Section 1:**

General membership meetings shall be held once a month or at the discretion of the Editor-in-Chief, with additional meetings called by the Editor-in-Chief as needed.

Notice of additional meetings must be given to all members in the timeliest manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new Editor-in-Chief.

Editorial board meetings are at the discretion of the Editor-in-Chief.

### **Section 2:**

The Editorial Team shall meet when called by the Editor-in-Chief.

### **Section 3:**

Official notice of the meeting at which the election of DÉPAYSANTS Magazine officers will take place must be provided to all publication members not less than two weeks prior to such meeting.

### **Section 4:**

A quorum shall be defined as a majority of the publication's active membership above fifty percent.

## **ARTICLE IX: Amendments**

### **Section 1:**

Any two or more active members of the publication may propose an amendment.

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read. The constitution may be amended by a two-thirds majority vote of the group.

### **Section 2:**

Once approved by the active membership, amendments shall be reviewed by the Editorial Team for enactment.

## ***ARTICLE X: Jurisdiction***

### **Section 1:**

DÉPAYSANTS Magazine is subject, as a registered student organization, to the rules, regulations, and policies of The American University of Paris and the laws of the city of Paris and the country of France. The rules, regulations, and policies of The American University of Paris shall hold precedence over any and all rules, regulations, and policies applying to DÉPAYSANTS Magazine, including those of national organizations with which the publication is associated.

## ***ARTICLE XI: Contributors***

### **Section 1:**

Contributors for the DÉPAYSANTS are students who contribute to the publication on a regular basis. American University of Paris students who are listed as contributors are either writers or artists for the DÉPAYSANTS, hold membership rights, and are listed as members on AUP Engage.

The Editorial Board and Contributors shall work closely. Both parties will ensure that all content that is finalized for either website or publication meets the highest possible standards. Committed that the DÉPAYSANTS remains a point of intersection for all forms of visual arts without discrimination.

Contributors while not expected to meet a certain quota of submissions are is encouraged to send content to the Editorial Board regularly.

A contributor may also be a member of the Editorial Board if specified.

## ***ARTICLE XII: Freelancers***

### **Section 1:**

All freelance writers and artists are welcome to submit to the DÉPAYSANTS Magazine throughout the semester. All submissions are subject to review by the Editorial Board. All written submissions must pertain to the branding of the DÉPAYSANTS (art, fashion, & culture) and can be featured on the website or end of year issue. All visual arts submissions must follow submission guidelines pertaining to the rules and regulations of The American University of Paris. Official guidelines can be found on

<https://depaysants.fr/submit>

Freelancers who attend the American University of Paris may ask to be members of the DÉPAYSANTS via AUP Engage but are not a part of the Editorial board unless specified.

### ***ARTICLE XIII: Interim Editor***

#### **Section 1:**

In exceptional cases, a student who held an Editorial Board position on the DÉPAYSANTS Magazine may be credited as an “Interim Editor”.

Students who are in this exceptional case were once members of the Editorial Board and did not fulfill the requirements throughout the semester or school year thus are listed as an “Interim Editor” on the DÉPAYSANTS website and other content channels. It must be noted that students who are listed as an “Interim Editor” are being awarded recognition for their limited participation on the Editorial Board but are stripped of their official title as to not be confused with full commitment and contribution to the DÉPAYSANTS.

The decision to list a student as an Interim Editor is left to the discretion of the Editorial Board.