

Rewind

Constitution

Ratified on 1 July 2025

1. Preface

- 1.1 This Constitution is the binding governing document for the organisation Rewind, hereafter referred to as 'Rewind' or the 'organisation.'
- 1.2 For the purposes of this Constitution:
 - 1.2.1 'Editorial Team members' refers to individuals holding formal leadership or governance roles within Rewind's Editorial Team.
 - 1.2.2 'Contributors' includes all individuals involved in creating content or participating in Rewind activities, encompassing both general contributors and those in formal positions.
 - 1.2.3 'Participants' is a broader term encompassing anyone engaged with Rewind activities, including contributors, Editorial Team members, and attendees of events or projects.
 - 1.2.4 Individuals may belong to more than one group simultaneously (e.g., an Editorial Team member is also a contributor and participant).
 - 1.2.5 Where this Constitution or related policies distinguish responsibilities or expectations between these groups, the specific term will be used accordingly.
- 1.3 This Constitution is binding on all members of the Editorial Team, on contributors who hold formally appointed positions within the organisation, and on any individuals acting in an official or unofficial capacity on behalf of Rewind.
- 1.4 All general contributors and participants are expected to abide by Rewind's Code of Conduct and relevant organisational policies but are not subject to the full Constitution unless they assume a formal role within the organisation.

2. Name

- 2.1 The name of the organisation is Rewind and shall be referred to hereafter as such.
- 2.2 Rewind consists of: Rewind Magazine, Rewind on Film, and any events, projects, or other opportunities organised under the Rewind name.

3. Aims and Objectives

- 3.1 Rewind's aims and objectives shall be:
 - 3.1.1 To provide a welcoming and inclusive environment for those passionate about history to produce multimedia content and engage with one another.
 - 3.1.2 To produce a range of multimedia content that makes history accessible and engaging.

- 3.1.3 To work with partners within the University of Warwick and beyond to innovate and create new media content forms and opportunities.
- 3.1.4 To actively remove barriers to participation and ensure that all individuals involved feel respected and valued.
- 3.2 Rewind's core aims and objectives are to be reviewed annually by the Editorial Team.

4. Participation and Membership

- 4.1 Rewind does not operate a formal membership system; while we primarily seek to engage University of Warwick students, involvement is open to anyone passionate about history and multimedia.
- 4.2 Participants are entitled to engage in Rewind's opportunities, projects, and events, and may apply for Editorial Team and other formal roles.
- 4.3 Contributors and individuals holding any position or role within Rewind are expected to uphold the values and standards of conduct outlined in Rewind's Code of Conduct (Section 5: Code of Conduct).

5. Code of Conduct

- 5.1 Rewind is committed to fostering a safe, inclusive, respectful, and collaborative environment for all participants. This Code of Conduct outlines the behavioural expectations for all individuals involved in Rewind, including contributors, participants, and members of the Editorial Team.
- 5.2 General Principles
 - 5.2.1 All participants are expected to act with integrity, respect, and professionalism in all interactions connected to Rewind.
 - 5.2.2 Everyone involved in Rewind is entitled to participate in a safe and supportive environment, free from harassment, bullying, discrimination, or intimidation.
 - 5.2.3 Rewind does not tolerate any behaviour that undermines the dignity, wellbeing, or safety of others.
- 5.3 Respect and Inclusion
 - 5.3.1 Rewind is an inclusive space that welcomes contributors of all backgrounds, regardless of race, ethnicity, gender identity, sexuality, disability, religion, nationality, or socioeconomic status.

5.3.2 All participants involved must be respectful of differing perspectives and experiences and engage in good-faith dialogue when disagreements arise.

5.4 Collaboration and Communication

5.4.1 Contributors and Editorial Team members are expected to communicate constructively, respectfully, and in a timely manner when engaging with one another or representing Rewind.

5.4.2 All individuals holding a position in Rewind should respond to communications relevant to their Rewind responsibilities within a reasonable time frame.

5.4.3 Conflicts or misunderstandings should be addressed calmly and respectfully.

5.4.4 Concerns that cannot be resolved informally shall be dealt with in accordance with Section 8: Conflict Resolution.

5.5 Commitment

5.5.1 Contributors and Editorial Team members are expected to fulfil the responsibilities they agree to undertake.

5.5.2 Those taking on formal roles or leading projects should consider their availability and capacity before committing to deadlines, meetings, or responsibilities.

5.5.3 If circumstances change and an individual is no longer able to fulfil their commitment, they must inform their coordinator or the Editor-in-Chief as soon as possible to ensure smooth continuity.

5.6 Safety and Wellbeing

5.6.1 Rewind prioritises the mental and physical wellbeing of its contributors and participants. No one should feel pressured to overextend themselves or sacrifice personal wellbeing for participation in Rewind activities.

5.6.2 Rewind is committed to making reasonable accommodations, within its means, to ensure accessibility and support participation for all participants.

5.7 Breaches and Consequences

5.7.1 Alleged breaches of this Code of Conduct will be reviewed by the Editorial Team.

5.7.2 Consequences for breaches may include a warning, removal from a project, or removal from a formal role within Rewind.

5.7.3 In cases of serious or repeated misconduct, individuals may be barred from future participation in Rewind.

5.7.4 All decisions will be communicated to the parties involved, with recourse to the appeal procedure outlined in Section 20: Complaints and Appeals.

6. Editorial Team

- 6.1 Rewind shall be governed by an Editorial Team responsible for the day-to-day running of the organisation and empowered to make all organisational decisions. All Editorial Team members are bound by the full provisions of this Constitution (see Clause 1.3).
- 6.2 The Editorial Team is led by the Editor-in-Chief (EIC), who holds overall responsibility for Rewind's strategic direction, coordination, and organisational oversight. While the EIC serves as the primary point of accountability, all Editorial Team members are expected to contribute meaningfully to decision-making and collaborate in pursuit of Rewind's shared goals and values.
- 6.3 Members of the Editorial Team are appointed by the previous year's team through an open application and interview process. If appointments are required during the academic year, they shall be made either by the Editorial Team or through the standard appointment process, based on the organisation's needs.
- 6.4 All appointments to the Editorial Team must be approved by the EIC.
- 6.5 The Editorial Team shall consist of at minimum: Editor-in-Chief (EIC), Deputy Editor-in-Chief (DEIC) and Treasurer.
- 6.6 Other roles within the Editorial Team shall be established as needed, with clearly defined responsibilities, and require the agreement and confirmation of the EIC following consultation with the Editorial Team.
- 6.7 The minimum powers and responsibilities of the Editorial Team shall be vested in the EIC, DEIC, and Treasurer as detailed below:
 - 6.7.1 Editor-in-Chief (EIC)
 - 6.7.1.1 Organises and oversees the running of the organisation.
 - 6.7.1.2 Has oversight over all Rewind operations and guides the organisation's vision.
 - 6.7.1.3 Assumes responsibility for new opportunities and delegates as appropriate.
 - 6.7.1.4 Represents Rewind to student societies, university departments, and external bodies, with the option to delegate this role as needed.
 - 6.7.1.5 Acts as the primary point of contact for contributors, participants, and external stakeholders.
 - 6.7.1.6 Prepares meeting agendas and takes minutes at Editorial Team meetings, ensuring these records are maintained and accessible to the Editorial Team, unless the task is delegated to another member.
 - 6.7.1.7 Jointly approves all spending decisions with the Treasurer.

- 6.7.1.8 The EIC holds final decision-making authority in any matter of dispute, ambiguity, or unforeseen circumstance not explicitly covered by this Constitution.
- 6.7.1.9 For all other significant decisions, the EIC will seek consensus from the Editorial Team, exercising final authority only when consensus cannot be reached or in urgent situations.
- 6.7.2 Deputy Editor-in-Chief (DEIC)
 - 6.7.2.1 Assists the EIC in the coordination and oversight of the organisation.
 - 6.7.2.2 Deputises for the EIC when required.
 - 6.7.2.3 Acts as a liaison between the Editorial Team and project coordinators, facilitating communication, supporting project progress, and ensuring alignment with the organisation's goals.
 - 6.7.2.4 Supports the EIC in overseeing the handling of formal complaints and appeals, including reviewing submissions and referring matters to the Editorial Team as appropriate (see Section 20: Complaints and Appeals).
 - 6.7.2.5 Collaborates with the EIC in developing new projects and initiatives, including discussions around potential collaborations, external partnerships, and strategic opportunities.
- 6.7.3 Treasurer
 - 6.7.3.1 Manages the finances of the organisation.
 - 6.7.3.2 Maintains clear and up-to-date records of spending.
 - 6.7.3.3 Shares financial updates regularly with the EIC and Editorial Team.
 - 6.7.3.4 Leads fundraising efforts and identifies funding opportunities.
 - 6.7.3.5 Submits grant funding applications.
 - 6.7.3.6 Jointly approves all spending decisions with the EIC.
- 6.8 The Editorial Team may produce an annual strategic plan outlining the aims for the year, which shall be archived alongside the financial report and spending plan.

7. Editorial Team Conduct

- 7.1 All members of the Editorial Team are expected to act in good faith and in the best interests of Rewind.
- 7.2 Editorial Team members must demonstrate active commitment to the goals and values of Rewind.

- 7.3 All significant external representation, including collaborations, funding negotiations, and partnerships, must receive prior approval from the EIC. Routine or minor communications may be conducted by delegated team members without explicit approval.
- 7.4 Actions that undermine the operations, cohesion, or reputation of Rewind, including the pursuit of personal agendas, may result in removal from the Editorial Team.
- 7.5 The EIC has sole discretion to initiate such removal, following agreement with the DEIC or Treasurer.
- 7.6 In exceptional circumstances, the EIC may remove a team member immediately if they pose a reputational or operational risk, following consultation with the DEIC or Treasurer.
- 7.7 Any member of the Editorial Team subject to disciplinary action or removal has the right to appeal the decision in accordance with the procedures outlined in Section 20: Complaints and Appeals.
- 7.8 All discussions, deliberations, and disagreements within the Editorial Team are to remain confidential.

8. Conflict Resolution

- 8.1 Concerns may be raised by any contributor directly to any member of the Editorial Team, who will treat all matters confidentially.
- 8.2 The Editorial Team will review and respond to concerns promptly, either at the next scheduled meeting or by the EIC calling an emergency session.
- 8.3 All Editorial Team members and contributors holding formal roles within the organisation must promptly disclose in writing to the EIC any personal interests, affiliations, or external commitments that may directly or potentially conflict with their duties or with the interests of Rewind.
- 8.4 Upon disclosure, the EIC shall lead the assessment of potential conflicts, consulting with uninvolved Editorial Team members where appropriate.
- 8.5 If the conflict concerns the EIC personally, an alternative Editorial Team member who is not involved in the conflict shall review the declaration and lead the resolution process.
- 8.6 The EIC reserves the right, with the agreement of the DEIC or Treasurer, to restrict or terminate the involvement of any person bound by this Constitution whose external interests may compromise Rewind's neutrality, integrity, or objectives.

8.7 Any declarer subject to restrictions or decisions due to a conflict must comply fully with those measures.

8.8 All decisions will be documented and communicated to the parties involved, with recourse to the appeal procedure outlined in Section 20: Complaints and Appeals.

9. **Meetings**

9.1 The Editorial Team shall meet at least once per academic term.

9.2 The EIC has the authority to call emergency meetings of the Editorial Team at their discretion when urgent or unforeseen issues require immediate attention.

9.3 Editorial Team meetings are chaired by the EIC or, in their absence, the DEIC.

9.4 Only full Editorial Team meetings are required to be formally recorded and minuted.

9.5 In all meetings outside the full Editorial Team, those responsible for coordinating or overseeing such meetings shall keep the Editorial Team informed of any significant developments, decisions, and discussions. However, formal written minutes or summaries of these meetings are not required unless explicitly requested by the Editorial Team.

10. **Voting**

10.1 Decisions within the Editorial Team are generally reached through discussion and consensus. However, the EIC may call a vote on contentious issues if deemed necessary.

10.2 Only members of the Editorial Team are eligible to vote on decisions relating to the organisation and its operations.

10.3 The adoption of any measure shall require a simple majority of Editorial Team members present and voting.

10.4 In the event of a tie, the EIC shall hold the casting vote.

10.5 The only circumstance in which the EIC is constitutionally required to call a vote is when amending the Constitution (see Section 19: Amending the Constitution).

10.6 In meetings of projects, sub-groups, or working groups outside the full Editorial Team, project coordinators or meeting overseers may establish voting procedures appropriate to their group. All decisions made must align with Rewind's aims, values, and this Constitution, and must not override or conflict with decisions made by the Editorial Team.

10.7 Only motions and voting results from full Editorial Team meetings shall be recorded in the meeting minutes.

- 10.8 The Editorial Team may require any project, sub-group, or working group to formally record and report the results of a vote. When such a requirement is made, the vote must be included in a meeting summary or minutes, in accordance with Clause 9.5.

11.Finances

- 11.1 All Rewind finances shall be managed and overseen by the Treasurer, who is responsible for maintaining accurate financial records and ensuring transparency.
- 11.2 Spending must be jointly approved by both the Treasurer and EIC.
- 11.3 A financial report and spending plan shall be prepared annually and reviewed by the Editorial Team at the beginning and end of each academic term.
- 11.4 The Treasurer shall document and record all spending and make this accessible to the Editorial Team.
- 11.5 Rewind shall seek funding primarily through grants, university departments, sponsorships, donations, and other appropriate sources.
- 11.6 All funds shall be used solely for Rewind-related activities and must be documented.

12.Projects and Sub-Groups

- 12.1 New projects under the Rewind brand must be approved by the Editorial Team.
- 12.2 Each project must have a designated coordinator accountable to the Editorial Team.
- 12.3 Projects must align with Rewind's aims, brand, and standards.
- 12.4 Any appointment to the organisation outside of the Editorial Team, whether for projects or other roles, shall be overseen by the designated coordinator or, if decided, by the Editorial Team.
- 12.5 Any individual formally appointed to a role within Rewind shall be bound by this Constitution (see Clause 1.3).
- 12.6 All individuals holding formal roles within Rewind projects or initiatives are expected to actively participate and fulfil their responsibilities.
- 12.7 Failure to engage, respond, or meet commitments without prior notice may result in informal outreach, formal warning, and ultimately removal or reassignment of duties by the relevant coordinator or, if necessary, the EIC.
- 12.8 The relevant coordinator shall make all reasonable efforts to resolve issues prior to removal or escalation to the Editorial Team and, ultimately, the EIC. These efforts may include informal discussions and formal warnings.

13.External Representation and Partnerships

- 13.1 Only the EIC, a delegated member of the Editorial Team, or another person holding a formally appointed role in Rewind may formally represent the organisation.
- 13.2 All external collaborations and representations must be approved by the EIC, following consultation with the Editorial Team.

14.Digital Presence and Platform Management

- 14.1 Digital platforms (e.g., website, social media, YouTube) are managed by delegated members of the Editorial Team, who are responsible for ensuring all content aligns with Rewind's standards, values, and editorial guidelines.
- 14.2 All digital content must be reviewed and approved by the relevant coordinator prior to publication.

15.Data and Content Ownership

- 15.1 Contributors retain copyright of their work unless otherwise agreed.
- 15.2 Rewind reserves the right to publish and archive submitted work with proper credit.
- 15.3 Contributors may request removal or amendment of their content by contacting any member of the Editorial Team.
- 15.4 All content must meet Rewind's standards and be appropriately cited.

16. Impact and Evaluation

- 16.1 The Editorial Team shall use termly meetings to review the organisation's progress and impact.
- 16.2 An informal evaluation report may be prepared each term for internal review.

17.Content Disclaimer

- 17.1 Views expressed in Rewind content are those of individual contributors and do not necessarily reflect the views of the Editorial Team.

18.Data Protection and Privacy

- 18.1 Rewind is committed to protecting the personal data and privacy of all contributors, Editorial Team members, and participants in accordance with relevant data protection laws (e.g., GDPR).

- 18.2 Contributors have the right to access, correct, or request deletion of their personal data held by Rewind.
- 18.3 Digital content submissions and correspondence may be stored for archival and organisational purposes, but personal information will not be shared externally without explicit consent.

19. Amending the Constitution

- 19.1 Only the Editorial Team can propose amendments to this Constitution.
- 19.2 Proposed amendments must be submitted in writing to the EIC at least seven working days prior to a scheduled Editorial Team meeting (see Section 9: Meetings).
- 19.3 Amendments must receive the support of two-thirds of the Editorial Team (see Section 10: Voting) to take effect.
- 19.4 Amendments take effect immediately upon approval unless a different effective date is specified in the motion.
- 19.5 All amendments must be recorded in the meeting minutes and incorporated into the official version of this Constitution, with the amendment date clearly noted.

20. Complaints and Appeals

- 20.1 Any contributor, Editorial Team member, or participant wishing to raise a formal complaint or appeal concerning decisions, conduct, or organisational matters may submit their concerns in writing to the EIC or DEIC.
- 20.2 The EIC or DEIC will acknowledge and respond to all complaints and appeals within a reasonable timeframe, typically no more than ten working days.
- 20.3 The EIC or DEIC will, where appropriate, refer any complaint or appeal to the wider Editorial Team for collective consideration before issuing a resolution.
- 20.4 All complaints and appeals will be handled with discretion, and confidentiality will be maintained wherever possible.
- 20.5 In the absence of an external or independent appeals body, all complaints and appeals shall be resolved internally within the Editorial Team.
- 20.6 The Editorial Team commits to handling all complaints and appeals fairly, transparently, and promptly, maintaining confidentiality and impartiality to the greatest extent possible.

20.7 Complainants and appellants are encouraged to raise any concerns regarding the fairness of the process directly with the EIC, who will seek to address them in good faith and with impartiality.

21. Dissolution

21.1 In the event of dissolution, all assets and materials owned by Rewind shall be transferred to a relevant body agreed upon by the Editorial Team.

21.2 All assets and materials personally contributed to Rewind shall be returned to the contributor.

21.3 Any outstanding financial matters must be settled before dissolution is completed.

22. Ratification

22.1 This Constitution was ratified by the Editorial Team on 1 July 2025.

22.2 The ratification vote passed with an 8–0 majority, in accordance with Section 10: Voting.

22.3 This Constitution takes immediate effect upon ratification and supersedes any prior informal or formal governance structures.