

Rewind

Constitution

Ratified on 7 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 'Leadership Team members' refers to individuals holding formal leadership or governance roles within Rewind's Leadership 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, Leadership Team members, and attendees of events or projects.
 - 1.2.4 Individuals may belong to more than one group simultaneously (e.g., a Leadership 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 Leadership 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 Leadership Team.

4. Participation

- 4.1 Participants are entitled to engage in Rewind's opportunities, projects, and events, and may apply for Leadership Team and other formal roles.
- 4.2 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 Leadership 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 Leadership 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 Leadership 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 Director 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 Leadership 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. Leadership Team

- 6.1 Rewind shall be governed by a Leadership Team responsible for the day-to-day running of the organisation and empowered to make all organisational decisions. All Leadership Team members are bound by the full provisions of this Constitution (see Clause 1.3).
- 6.2 The Leadership Team is led by the Director, who holds overall responsibility for Rewind's strategic direction, coordination, and organisational oversight. While the Director serves as the primary point of accountability, all Leadership 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 Leadership 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 Leadership Team or through the standard appointment process, based on the organisation's needs.
- 6.4 All appointments to the Leadership Team must be approved by the Director.
- 6.5 The Leadership Team shall consist of at minimum: Director, Deputy Director, and Treasurer.
- 6.6 Other roles within the Leadership Team shall be established as needed, with clearly defined responsibilities, and require the agreement and confirmation of the Director following consultation with the Leadership Team.
- 6.7 The minimum powers and responsibilities of the Leadership Team shall be vested in the Director, Deputy Director, and Treasurer as detailed below:
 - 6.7.1 Director
 - 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 Jointly approves all spending decisions with the Treasurer.
 - 6.7.1.7 The Director holds final decision-making authority in any matter of dispute, ambiguity, or unforeseen circumstance not explicitly covered by this Constitution.

- 6.7.1.8 For all other significant decisions, the Director will seek consensus from the Leadership Team, exercising final authority only when consensus cannot be reached or in urgent situations.
- 6.7.2 Deputy Director
 - 6.7.2.1 Assists the Director in the coordination and oversight of the organisation.
 - 6.7.2.2 Deputises for the Director when required.
 - 6.7.2.3 Acts as a liaison between the Leadership Team and project coordinators, facilitating communication, supporting project progress, and ensuring alignment with the organisation's goals.
 - 6.7.2.4 Supports the Director in overseeing the handling of formal complaints and appeals, including reviewing submissions and referring matters to the Leadership Team as appropriate (see Section 20: Complaints and Appeals).
 - 6.7.2.5 Collaborates with the Director 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 Director and Leadership 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 Director.
- 6.8 The Leadership Team may produce an annual strategic plan outlining the aims for the year, which may be archived alongside the financial report and spending plan.

7. Leadership Team Conduct

- 7.1 All members of the Leadership Team are expected to act in good faith and in the best interests of Rewind.
- 7.2 Leadership 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 Director. 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 Leadership Team.
- 7.5 The Director has sole discretion to initiate such removal, following agreement with the Deputy Director or Treasurer.
- 7.6 In exceptional circumstances, the Director may remove a team member immediately if they pose a reputational or operational risk, following consultation with the Deputy Director or Treasurer.
- 7.7 Any member of the Leadership 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 Leadership Team are to remain confidential.

8. Conflict Resolution

- 8.1 Concerns may be raised by any contributor directly to any member of the Leadership Team, who will treat all matters confidentially.
- 8.2 The Leadership Team will review and respond to concerns promptly, either at the next scheduled meeting or by the Director calling an emergency session.
- 8.3 All Leadership Team members and contributors holding formal roles within the organisation must promptly disclose in writing to the Director 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 Director shall lead the assessment of potential conflicts, consulting with uninvolved Leadership Team members where appropriate.
- 8.5 If the conflict concerns the Director personally, an alternative Leadership Team member who is not involved in the conflict shall review the declaration and lead the resolution process.
- 8.6 The Director reserves the right, with the agreement of the Deputy Director 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 Leadership Team shall meet at least once per academic term.

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

9.3 Leadership Team meetings are chaired by the Director or, in their absence, the Deputy Director.

9.4 In all meetings outside the full Leadership Team, those responsible for coordinating or overseeing such meetings shall keep the Leadership Team informed of any significant developments, decisions, and discussions.

10. Voting

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

10.2 Only members of the Leadership 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 Leadership Team members present and voting.

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

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 Director.

11.3 A financial report and spending plan may be prepared annually and reviewed by the Leadership 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 Leadership 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 Leadership Team.
- 12.2 Each project must have a designated coordinator accountable to the Leadership Team.
- 12.3 Projects must align with Rewind's aims, brand, and standards.
- 12.4 Any appointment to the organisation outside of the Leadership Team, whether for projects or other roles, shall be overseen by the designated coordinator or, if decided, by the Leadership 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 Director.
- 12.8 The relevant coordinator shall make all reasonable efforts to resolve issues prior to removal or escalation to the Leadership Team and, ultimately, the Director. These efforts may include informal discussions and formal warnings.

13. External Representation and Partnerships

- 13.1 Only the Director, a delegated member of the Leadership 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 Director, following consultation with the Leadership Team.

14. Digital Presence and Platform Management

- 14.1 Digital platforms (e.g., website, social media, YouTube) are managed by delegated members of the Leadership Team, who are responsible for ensuring all content aligns with Rewind's standards and values.

- 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 Leadership Team.
- 15.4 All content must meet Rewind's standards and be appropriately cited.

16. Impact and Evaluation

- 16.1 The Leadership 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 Leadership Team.

18.Data Protection and Privacy

- 18.1 Rewind is committed to protecting the personal data and privacy of all contributors, Leadership 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.Complaints and Appeals

- 19.1 Any contributor, Leadership 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 Director or Deputy Director.

- 19.2 The Director or Deputy Director will acknowledge and respond to all complaints and appeals within a reasonable time frame, typically no more than ten working days.
- 19.3 The Director or Deputy Director will, where appropriate, refer any complaint or appeal to the wider Leadership Team for collective consideration before issuing a resolution.
- 19.4 All complaints and appeals will be handled with discretion, and confidentiality will be maintained wherever possible.
- 19.5 In the absence of an external or independent appeals body, all complaints and appeals shall be resolved internally within the Leadership Team.
- 19.6 The Leadership Team commits to handling all complaints and appeals fairly, transparently, and promptly, maintaining confidentiality and impartiality to the greatest extent possible.
- 19.7 Complainants and appellants are encouraged to raise any concerns regarding the fairness of the process directly with the Director, who will seek to address them in good faith and with impartiality.

20. Dissolution

- 20.1 In the event of dissolution, all assets and materials owned by Rewind shall be transferred to a relevant body agreed upon by the Leadership Team.
- 20.2 All assets and materials personally contributed to Rewind shall be returned to the contributor.
- 20.3 Any outstanding financial matters must be settled before dissolution is completed.

21. Ratification

- 21.1 This Constitution was ratified by the Leadership Team on 7 July 2025.
- 21.2 The ratification vote passed with an 8–0 majority, in accordance with Section 10: Voting.
- 21.3 This Constitution takes immediate effect upon ratification and supersedes any prior informal or formal governance structures.