



The Tert Constitution

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1. Objectives

1.1 Purpose

1.1.1 The purpose of The Tert is to foster a vibrant and inclusive creative community within the University. The magazine provides a platform for students to share their voices through writing, art, photography, and other creative forms. By publishing 4 print issues per year alongside continuous digital content, the magazine aims to:

- (a) Amplify student perspectives on contemporary, cultural and campus issues
- (b) Encourage critical thinking, artistic experimentation and storytelling
- (c) Provide professional experience in publishing, editing, graphic design and media production
- (d) Promote collaboration between writers, editors, designers and artists
- (e) Contribute to the intellectual and cultural life of the University

1.2 Values

1.2.1 In keeping with the purpose outlined in 1.1.1, the values of The Tert are as follows:

- a) Professionalism: The Tert strives to publish material that is written, edited and presented to a high standard, with minimal grammatical, typographical, or factual errors.
- b) Relevance: The Tert publishes content it believes will enrich students' cultural and intellectual life and contribute to constructive discourse around current and contemporary issues.
- c) Student focus: The Tert publishes media produced by, as much as possible, current students of the University of Wollongong, centred around student life, experiences, and concerns.
- d) Community: The Tert seeks to provide a respectful and inclusive environment for students to learn, collaborate and create.

2. Membership

2.1 Admission to Membership

2.1.1. A person shall be eligible to be admitted as a member of the Tert if the person is an enrolled student of the University of Wollongong.

2.1.2. All members must serve a minimum of a year-long term with The Tert.

2.1.3. All members may serve a maximum of 3 years with The Tert to ensure new students are participating.

2.1.4 All Executive Positions have requirements for admission:

2.1.4.1 The Tert Coordinator position may only be filled by a student who:

- a) Has studied a minimum of 2 (two) years at a university; and,
- b) Has a minimum of 1 (one) year experience as an Editor (Print or Online) for The Tert; or,
- c) has previously held the position of Editor-in-Chief.

2.1.4.2. The Editor-in-Chief position may only be filled by a student who:

- a) Has a minimum of 1 (one) year experience as an Editor (Print or Online) for The Tert.

2.1.4.3 The Head of Design position may only be filled by a student who:

- a) Has a minimum of 1 (one) year experience as a Graphic Designer for The Tert.

2.1.4.4 The Head of Media position may only be filled by a student who:

- a) Has a minimum of 1 (one) year experience as a Social Media Designer for The Tert.

2.1.5 Regular Positions do not require any previous knowledge or experience and anyone may join regardless of their academic or personal background.

2.1.6 Each Regular Position must rotate every 2 years as per the Clause 2.3.1

2.1.7 Each Executive Position must rotate every (1) year as per the Clause 2.3.2, with the exception of the Tert Coordinator who may serve a two-year long term as per the WUSA constitution.

2.1.8 The current Tert Coordinator must be consulted for any exceptions to the clauses on membership.

2.1.9 Roles are appointed via an open application at the end of each academic year, reviewed by the Coordinator. This includes:

2.1.9.1 Having the applications open for a minimum of two (2) weeks

2.1.9.2 Having held in-person or online interviews with potential candidates

2.1.9.2 Having the final choices ready by no later than the last week of the Spring Semester

2.2 Cessation of Membership

2.2.1 A person ceases to be a member of The Tert if the person ceases to be an enrolled student of the University of Wollongong.

2.2.2 Membership to the Tert shall last from between January and December of any given year. If not renewed, Membership to The Tert shall cease by 31st March of any given year.

2.2.3 A person may be replaced by another member of The Tert if not participating for two (2) consecutive months (refer to Clause 5 on participation). The Tert team must have an open discussion and a group vote before any actions are taken.

2.2.3.1 The Tert Coordinator may be replaced in extreme cases by a vote of no confidence from the majority of the Tert team, and presentation of a case against them to the WUSA President.

2.2.4 Resignation of any position must have two (2) weeks notice. The Tert Coordinator must be consulted for any exceptions.

2.3 Renewal of Membership

2.3.1 Expression of interest for renewal of a position must be given to the current Coordinator by the end of the Spring semester's mid-session break.

2.3.2 The renewal of positions must be approved by the current Coordinator by the end of the Spring semester.

2.3.3 A Regular Position may be filled for a maximum of 2 (two) years by any team member and therefore may only be renewed once (1).

2.3.4 An Executive Position may be filled for a maximum of 1 (one) year by any team member and therefore may not be renewed.

2.4 Register of Members

2.4.1 The Tert Coordinator shall establish and maintain a written register of Members specifying the name, email address and student identification number of each Member.

2.4.2 The register of Members shall be kept at the Tert office (Building 11, Room 208) and shall only be used to verify membership status.

2.4.3 The Tert Coordinator shall comply with privacy legislation and the privacy policies of the University. The Tert Coordinator shall ensure that the register is not used for any purpose other than that provided for by this Constitution and Regulations.

2.5 Handover of Positions

2.5.1 All Executives must have a minimum of three (3) handover meetings with the incoming executive filling their position.

2.5.1.1 The previous Tert Coordinator must present this constitution and The Tert Handbook to the executive members.

2.5.2 A meeting must be held with the new team at the beginning of each year. The meeting must be guided by the previous year's Tert Coordinator and Editor-in-Chief to explain the processes, goals, values and responsibilities of the team.

3. Team Composition

3.1. Positions

3.1.1. The Tert Team shall consist of the following teams and positions:

3.1.1.1 One (1) Coordinator

3.1.1.2 The Editorial Team, consisting of:

- a) One (1) Editor-in-Chief
- b) Two (2) Online Editors
- c) Two (2) Print Editors
- d) Minimum of two (2) Sub-Editors
- e) Minimum of five (5) Writers/Reporters

3.1.1.3 The Graphic Design Team, consisting of:

- a) One (1) Head of Design
- b) Minimum of four (4) Graphic Designers

3.1.1.4 Media Team, consisting of:

- a) One (1) Head of Social Media
- b) Minimum of two (2) Media Creators

3.2 Executive Positions

3.2.2 The following are the executive positions: Coordinator, Editor-in-Chief, Head of Design and Head of Social Media

4. Responsibilities

4.1 Tert Coordinator

4.1.1 The Coordinator's primary responsibility will be to complete the administrative tasks associated with the running of the magazine.

4.1.2 The Coordinator will also work closely with the Editor-in-Chief to oversee the entire team and its progress.

4.1.3 The responsibilities associated with the Coordinator position are:

4.1.3.1 Attend WUSA meetings to update WUSA with The Tert's progress throughout the year. Including:

- a) writing motions, presenting updates and discussing issues relating to The Tert.

4.1.3.2 Manage and organise The Tert's expenses, this includes:

- a) Creating a budget plan for The Tert at the start of the year
- b) Writing motions for every transaction, to be approved by WUSA beforehand
- c) Managing contributor and honorarium payments
- d) Consulting with The President and Treasurer of WUSA for prudent distribution of funds

4.1.3.3 Manage emails and correspondence, including:

- a) Communicating with WUSA through meetings, motions, emails etc.
- b) Communicating with contributors for payments
- c) Communicating with The Tert team for organisation of tasks
- d) Communicating with the Student Representation Administration Assistant to process payments, free printing, office issues etc.
- e) Communicating with media representatives for news opportunities and presenting them to the team

4.1.3.4 Managing the selection of The Tert's executive team. This shall be an unbiased decision based on skill, talent and seniority of members.

4.1.3.5 Having regular meetings with the Executives to discuss progress and keep the team updated

4.1.3.6 Attending The Tert's regular meetings to keep updated on all news and events.

4.1.3.7 Transcribing and sending out the meeting minutes to the team.

4.2 Editor-in-Chief

4.2.1 The Editor-in-Chief's primary responsibility will be to manage the production of the magazine and the website.

4.2.2 Specifically, the Editor-in-Chief is responsible for:

4.2.2.1 Managing production, printing, and distribution of magazines, including:

- a) Overseeing the full submission process for each magazine issue, including managing the release of submission calls
- b) Creating deadlines for submissions, editing and graphic design, in line with the example timeline for magazine management (refer to The Tert Handbook), and ensuring these deadlines are met. This includes:
 - i) Organising regular meetings with the Executives to update each other and make sure progress is steady
 - ii) Organising regular meetings with the entire team to update on all The Tert's news and events
- c) Allocating pieces to editors and supervising the editing process.
- d) Communicating with the printing office about the budget, printing deadlines, and delivery of finished magazines to The Tert office.
- e) Organising the distribution of the magazines across the campus, to locations whose details will be recorded in The Tert office.

4.2.2.2 Final Content Approval, including:

- a) Reviewing and approving all content for print publication.
 - i) In the Editor-in-Chief's absence, the Print or Online Editors may approve print content.

4.2.2.3 Team Leadership and Communication, including:

- a) Acting as the main point of contact with the Tert Coordinator.
- b) Mediating team challenges, providing feedback to the team and fostering a positive team culture.
- c) Reviewing the budget in collaboration with the Coordinator and making relevant decisions.
- d) Representing The Tert at public events, panels and launches.

4.2.2.4 Strategic Oversight, including:

- a) Setting the editorial vision for the year, including the theme and tone of each issue.
 - i) All decisions should reflect team consensus, reached through open discussion and a group vote.
- b) Leading long-term planning for both print and digital presence.
- c) Ensuring consistency, quality and alignment with the Tert's values (defined in 1.2) across all content.

4.3 Online Editor

4.3.1 The role of Online Editor will carry the responsibility of editing written works submitted to The Tert for publishing on the magazine's website. This includes:

4.3.1.1 Reviewing and editing written works by:

- a) Reading through submissions submitted to The Tert's platforms (email, groupchats, social media chats and such)
- b) Providing comments and edits to the submission for review by the original author
- c) Keeping in contact with the editing team to streamline the progress of each article, with the goal being to have each work published within one (1) week of its submission.

4.3.1.2 Publishing articles in accordance with The Tert Handbook.

4.3.1.3 Attending The Tert's regular meetings to keep updated on all news and events.

4.3.2 All articles must be approved by an Online Editor before posting on the Tert website.

4.3.2.1 If an Online Editor is concerned by the content of an article, for reasons such as legality (including copyright), discriminatory themes, or contradiction of The Tert's values, it is the responsibility of the Online Editor to inform the Editor-in-Chief.

4.3.2.2 It is then the responsibility of the Editor-in-Chief to discuss the issue with the author(s).

4.3.2.3 If, after discussion between the Editor-in-Chief and the work author(s), the issue has not been resolved, then the work will be discussed with the team and its inclusion on The Tert website put to a vote.

4.4 Print Editor

4.4.1 The role of Print Editor will carry the responsibility of editing written works submitted to The Tert for publishing on the magazine's printed issues. This includes:

4.4.1.1 Reviewing and editing written works by:

- a) Reading through submissions submitted to either the Submission Google Form or The Tert's current email
- b) Providing comments and edits to the submission for review by the original author
- c) Keeping in contact with the editing team to streamline the progress of each article, with the goal being to have all print editing finished in one week from end of submissions (refer to The Tert Handbook).

4.4.1.2 Ensuring the timely transmission of finished articles to the Graphics Team, in line with the timeline for each issue

4.4.1.3 Attending The Tert's regular meetings to keep updated on all news and events.

4.4.2 All articles must be approved by a Print Editor before being passed on to the Graphics Team.

4.4.2.1 If a Print Editor is concerned by the content of an article, for reasons such as legality (including copyright), discriminatory themes, or contradiction of The Tert's values, it is the responsibility of the Print Editor to inform the Editor-in-Chief.

4.4.2.2 It is then the responsibility of the Editor-in-Chief to discuss the issue with the author(s).

4.4.2.3 If, after discussion between the Editor-in-Chief and the work author(s), the issue has not been resolved, then the work will be discussed with the team and its inclusion in The Tert's printed magazine.

4.4.3. All final editions of the printed magazine issues must be approved by Print Editors, Editor-in-Chief and the Head of Graphic Design before being sent to printing.

4.5 Sub-Editor

4.5.1 The role of Sub-Editor will carry the responsibility of editing written works submitted to The Tert for publishing on either the magazine's printed issues or the website. This includes:

4.5.1.1 Reviewing and editing articles assigned by the Editors in accordance with the Australian Government Style Manual and The Tert's Handbook.

4.5.1.2 Proofreading articles if necessary.

4.5.1.3 Staying in communication with the Editors for regular updates on the editing process of each article.

4.5.1.4 Attending The Tert's regular meetings to keep updated on all news and events.

4.6 Writers/Reporters

4.6.1 The role of Writers/Reporters will carry the responsibility of writing articles for The Tert. This includes:

4.6.1.1 Writing articles with a minimum of 500 words unless discussed with an editor.

4.6.1.2 Organising writing frequency (weekly, fortnightly, monthly) with the Editor-in-Chief

4.6.1.2 Having a general topic (news, arts, sports, etc.) which is approved of by the Editor-in-Chief

4.6.1.3 Taking the time to research and keep up-to-date with news to write about for the chosen topic. This includes:

- a) Formulating ideas to write about and pitching them to an editor.
- b) Being proactive with surveys, statistics, interviews and such, if needed for articles.
- c) Keeping track of references and citing them appropriately.

4.6.1.4 Writing articles according to the Australian Government Style Manual and The Tert's Handbook.

4.6.1.5 Attending The Tert's regular meetings to keep updated on all news and events.

4.7 Head of Graphic Design

4.7.1 The role of Head of Graphic Design will carry the responsibility of managing the design of the printed magazines according to the themes and texts submitted. This includes:

4.7.1.1 Organising the distribution of texts for the graphic designers making sure that there is an even distribution of text genres for each designer.

4.7.1.2 Organising regular meetings with the graphic designers to brainstorm ideas for front cover, title pages and such, according to the theme of the issue.

4.7.1.3 Teaching the Graphic Designers how to use the software and how to design pages to match The Tert's aesthetic.

4.7.1.4 Setting deadlines for the Graphic Designers to finish their pages over the three (3) weeks of designing (refer to The Tert Handbook).

4.7.1.5 Bringing together all the finished pages into one document to prepare to send to printing. This includes:

- a) Making sure the pages are aligned properly on the document and with the appropriate page numbers.
- b) Organising time with the Editor-in-Chief and Print Editors to go over the document at least two (2) times before sending to printing.
- c) Tweaking the final document to edit any irregularities, typos and such, brought up by the Editor-in-Chief and Print Editors.

4.7.1.6 Having regular meetings with the Executives to discuss progress and keep them updated.

4.7.1.7 Attending The Tert's regular meetings to keep updated on all news and events.

4.8 Graphic Designer

4.8.1 The role of Graphic Designer will carry the responsibility of designing the printed magazines according to the themes and texts submitted. This includes:

4.8.1.1 Designing pages for specific texts assigned by the Head of Graphic Design. This includes:

- a) Creating boards with the other Graphic Designers to brainstorm ideas.

- b) Completing the design of pages according to the deadline set by the Head of Graphic Design.
- c) Learning to use the design software if not previously known.
- d) Designing according to The Tert's Handbook.

4.8.1.2 Keeping communication with the Head of Graphic Design and the other designers for progression updates.

4.8.1.3 Attending The Tert's regular meetings to keep updated on all news and events.

4.9 Head of Social Media

4.9.1 The role of Head of Social Media will carry the responsibility of managing The Tert's social media pages and website. This includes:

4.9.1.1 Organising the social media posts for each online article in accordance with The Tert's Handbook. This includes:

- a) Assigning articles with the relevant images to the Media Creators, discussing general aesthetics of each post.
- b) Managing the release of the social media content, to be posted minimum on the day and maximum seven (7) days after the online article has been posted.
- c) Making sure all platforms are aesthetically pleasing and organised.

4.9.1.2 Maintaining communication with the editors to give updates on social media progression.

4.9.1.3 Attending The Tert's regular meetings to keep updated on all news and events.

4.9.2 All social media posts must be approved and posted by the Head of Social Media.

4.10 Media Creators

4.10.1 The role of Media Creators will carry the responsibility of creating and designing media content for The Tert's social media pages. This includes:

4.10.1.1 Reading through the article assigned by the Head of Social Media and deciding on a general theme for the social media post.

4.10.1.2 Designing posts to fit the article and its themes.

4.10.1.3 Sending the finished post to the Head of Design to be approved of and posted.

4.10.1.4 Tweaking the final post to edit any irregularities, typos and such, brought up by the Head of Social Media.

4.10.1.5 Keeping communication with the Head of Social Media to give updates on design progress or any issues

4.10.1.6 Attending The Tert's regular meetings to keep updated on all news and events.

5. Participation

5.1 All members are expected to actively participate and contribute to the production and the promotion of The Tert throughout the year. This includes, but is not limited to:

5.1.1 Attending regular meetings consisting of a minimum of one (1) meeting a month. This includes:

- a) The average academic year, as well as,
- b) School holidays (public holidays exempt) and out-of-session dates.

5.1.2. Meeting internal deadlines and responding to communication in a timely manner.

5.1.3 Contributing to The Tert, as relevant to their role responsibilities.

5.1.4 Supporting issue launches and submission drives.

5.2 Members who do not participate for two (2) consecutive months may be replaced. The Tert team may have an open discussion and participate in a vote (refer to Clause 2.2.3).

6. Meetings

6.1 Weekly meetings shall be organised by the executive team to be held in The Tert office.

6.2. Weekly meetings shall be mandatory for all executive positions. The Tert Coordinator must be consulted for any exceptions.

6.3 The weekly meetings shall consist of:

- a) Discussion of old business, new business, actions and next steps.
- b) Updates from each of the executives on the separate teams progressions.
- c) General discussion and questions from the team members, including ideas for pitches, themes and such.

6.4 Meeting minutes must be taken at each meeting. Meeting minutes may be taken by any member of the team in accordance with the guidelines in The Tert Handbook.

6.5. Meeting minutes are then to be transcribed and sent to the team by the Coordinator.

7. Amendments

7.1 This constitution may be amended to reflect the evolving needs of the magazine.

7.2. Amendments may be proposed by any team member.

7.3 Proposed changes must be submitted in writing to the Coordinator and Editor-in-Chief at least fourteen (14) days before a scheduled meeting.

7.3.1 The Tert Coordinator must inform the team about the proposed amendment from the moment it is proposed. This must reflect the importance of the team's presence at the meeting for a vote.

7.4. An amendment will be adopted if approved by two-thirds of the entire team present at the meeting.

7.4.1 Presence at a meeting includes online, strictly phone calls and video calls.

7.4.2 To submit an absent vote, a member must contact the Tert Coordinator prior to the meeting. The Coordinator must approve all absent votes.

7.5. All approved amendments must be recorded in the updated constitution and shared by the Coordinator with WUSA.

8. Hiatus and Dissolution

8.1 Hiatus

8.1.1 In the event that the magazine is unable to operate (eg. due to lack of staff, funding, or submissions), it may enter a period of hiatus rather than permanent dissolution.

8.1.2 A hiatus may be declared by the Coordinator and Editor-in-Chief when continuation is not feasible in the short term.

8.1.3 During hiatus, the magazine remains in standby – retaining its name, assets and editorial identity – until operations can reasonably resume.

8.2 Dissolution

8.2.1 If no activity resumes after 18 consecutive months, a formal dissolution may be proposed and discussed with WUSA .

8.2.2 In the case of permanent dissolution, any remaining funds or materials shall be transferred to WUSA to support future student publications.