



AURA LITERARY ARTS REVIEW

2026-2027 Operations Handbook

UAB
The University of
Alabama at Birmingham.

Student Media

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Welcome Letter

Dear reader,

Greetings and welcome to Aura! I'm glad you've chosen to work with us, and I hope you'll find the experience as fulfilling as it has been for me. Here at Aura Literary Arts Review, we showcase the work of creatives all over UAB and the Southeast. Whether it be poetry or prose, physical or digital; if it can fit on a page, we put it on proud display in our magazine. To this end, we also host programs and events to foster creativity and connect students on campus, including: workshops, crafts, and more. I, for one, cannot wait to hear your ideas, and through our shared effort, see their realization.

Cheers,

Trey Cantrell, Editor-in-Chief

Social Media Links:

- Instagram: https://www.instagram.com/aura_review/
- Twitter: https://twitter.com/Aura_Review
- Facebook: <https://www.facebook.com/uabaura>



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Aura Policies

Membership Requirements

- Membership will be open to all students at the University of Alabama at Birmingham.
Membership for students is open only to those in good academic standing as defined by the University of Alabama at Birmingham policies.
- Leadership Staff
 - A member appointed to the following positions and fulfilling the duties of said positions will be known as a Leadership Staff member: Managing Editor and Digital Manager.
 - To be appointed as a Leadership Staff member, a minimum GPA of 2.5 is required.
- General Members
 - A member outside of the Leadership Staff is considered a general staff member.
 - General members can apply for a Leadership Staff position after one semester as a general member.
- Editor-in-Chief
 - During the Spring term, the Editor-in-Chief will be selected to a one-year term by Aura staff election and confirmation from the Board of Publications. The Editor-in-Chief is also considered a part of the Leadership Staff.

Aura Property

- All members of the staff have access to the Student Media suite for activities related to magazine production, special events, and organizational business during regular business hours.
- Personal use of Student Media equipment is not permitted.
- Eating and drinking are not allowed near computers or other electronic equipment.
- Eating and drinking are allowed in the office; however, it is the responsibility of staff members to clean up behind themselves.
- All tobacco products, vapes, and other e-cigs are not allowed in any university-owned building, including the Student Media office.
- It is the responsibility of the entire staff to keep the office clean and in order.



Social Media

- Aura social media is run by the Social Media Coordinator.
- The Digital Manager and Social Media Coordinator will develop a social media calendar at the beginning of the semester.
- The Social Media Coordinator is included in all discussions about social media. The Digital Manager and Editor-in-Chief may delegate all social media related tasks to the Social Media Coordinator.
- Aura staff will represent Aura in a positive manner on social media. Aura social media will not be used for harassment or crude behavior.

Plagiarism

Any piece submitted to Aura is expected to be the creator's own original work. Any submissions that do not meet this standard will not be published. Any artist that knowingly tries to submit work that is not their own will not be published and will not be allowed to submit to Aura for one academic year.

- The Submissions Editor, Editor-in-Chief, and Managing Editor will include this statement in any call for submissions.
- The Submissions Editor is responsible for checking for plagiarism by searching the title and one line of each piece to be published.
- The Submissions Editor also delegates one copy editor to double-check for plagiarism by searching the title and one line of each piece to be published.
- Any concerns of plagiarism will be reported to the Editor-in-Chief and the Director of Student Media.

Use of Generative AI

The expectation that any piece submitted to Aura is the creator's original work includes the expectation that no generative AI was used during the creation of the piece. Any artist that



knowingly submits AI-generated work of any kind will not be allowed to submit to Aura for one academic year.

Copyright

No previously published material can be submitted to Aura for publication consideration unless the previous journal of publication stated otherwise. Submitters are responsible in this situation for notifying Aura of the submission's previous publication upon submission. Simultaneous submissions are accepted, but the submitter must notify Aura immediately if the submission is published elsewhere, so the submission can be removed for consideration of publication in Aura. NOTE: Once the magazine has reached the printing process, submissions can no longer be removed.

- The Submissions Editor, Editor-in-Chief, and Managing Editor will include this statement in any call for submissions.



General Conduct

Meetings

- The Leadership Staff meets weekly in the Student Media office or virtually to discuss publication progress, event planning, any relevant ideas/issues, etc.
- All staff meet biweekly in the Student Media office or virtually throughout Fall and Spring semesters, to discuss publication progress, event planning, any relevant ideas/issues, etc.
 - Attendance at organization meetings is expected. **A member must attend at least one meeting per month to remain in good standing as an Aura staff member.**
 - If a member must miss a meeting, correspondence with the Editor-in-Chief is expected at least 24 hours in advance. In the event of an emergency, correspondence with the Editor-in-Chief is expected ASAP. **A meeting will be scheduled between the Editor-in-Chief and a member upon their second instance of failure to correspond, and the member will be released from staff upon their third instance of failure to correspond.**
 - The Editor-in-Chief will make space for all staff members to express ideas and/or concerns. No discrimination or offensive behavior will be tolerated in staff meetings.
- The Editor-in-Chief meets weekly with the Director of Student Media to discuss any Aura ideas/concerns.
- The Editor-in-Chief, Managing Editor, and Digital Manager meet weekly with the Director of Student Media, Assistant Director of Student Media, and the Media Executive Leadership Team (MELT) to discuss Aura updates, questions, or concerns.
- Aura staff will meet at least once every semester to discuss and plan the magazine's layout.

Staff Trainings

- The Editor-in-Chief or their designee will organize at least one major staff training per semester that helps Aura staff develop skills for the world of publication.
 - These trainings can include guest speakers, technical workshops, creative field trips, etc. These trainings are designed to help staff with skills such as social media management, networking, video design, podcast production, writing for certain genres, team-building exercises, etc.



Event Planning Workflow

1. Any Aura staff member can suggest event ideas.
2. The Event Coordinator, supported by the Managing Editor, will work with staff to determine the logistics of the event.
3. The Event Coordinator, supported by the Managing Editor, will submit an event form.
4. The Event Coordinator, supported by the Managing Editor, will reserve a location for the event, reach out to necessary participants, post the event to Engage, and coordinate remaining event promotion (social media, flyers, etc.) beginning six weeks prior to the event.
5. Event promotion will be coordinated by the Digital Manager in coordination with the Website, Social Media Coordinator via Aura websites, social media, departmental newsletters, and any other platform available.
6. The Event Coordinator, Managing Editor and Editor-in-Chief will oversee day-of event logistics. All Aura staff members are highly encouraged to attend all Aura events.

Magazine Production Workflow

1. Submissions are emailed to the Aura email account or uploaded to the submissions form.
2. Readers then read through submissions and comment on them, including a “yes” or “no” with brief justification(s).
 - a. If there are designated Poetry/Prose/Art Editors, they look through their genre’s submissions closely and make detailed comments about pieces that may be featured/spotlighted.
 - b. If readers are assigned designated genres, they will look through their genre’s submissions closely and discuss pieces that may be featured/spotlighted with their genre Editors.
3. The Editor-in-Chief and Submissions Editor review submissions and file them in appropriate folders for various genres.
4. The Editor-in-chief and Submissions Editor meet to discuss potential themes/layout plans and bring them to the Layout Meeting.



5. During the Layout Meeting, the entire Aura staff meets to create a basic layout for the magazine.
6. The Editor-in-Chief and Submissions Editor transfer the submissions to InDesign and develop a formal first draft of the issue.
7. Copy Editors edit the formal first draft.
8. The Editor-in-Chief and Editors continue reviewing and drafting with Copy Editors until the Proof is established.
9. Proof is packaged and sent to the UAB Print Shop. Printing is supervised by the Editor-in-Chief and the Multimedia Editor.

Staff Submissions to the Magazine

1. Staff may submit to the magazine on a semester-by-semester basis to be determined by the Editor-in-Chief.
2. If staff are to submit, the Submissions Editor will accept submissions through a separate form.
3. All submission documents submitted through the form must not include identifying information.
4. The full staff, minus the Submissions Editor, will vote on the submissions to be published in the staff section of the magazine. The number of publications will be determined by the Editor-in-Chief.

Distribution of the Magazine

- The Editor-in-chief and Managing Editor will reserve a space for distributing the print magazine on campus.
- At least six weeks prior to Launch/Distribution Day, the Digital Manager and Social Media Coordinator will begin promotion via social media, flyers, email campaigns, digital advertising, etc.
- If possible, Leadership Staff will contact specific academic departments such as Art and English to plan the best way to get their faculty/staff copies of the magazine.



- The Editor-in-chief and Managing Editor will contact local businesses (galleries, museums, coffee shops, etc.) to drop off a limited number of copies for community access.
- The Event Coordinator, supported by the Managing Editor, will organize a Magazine promotional event such as a digital showcase or launch party banquet.
- Aura staff will assist Leadership Staff with on-campus and off-campus distribution.



Positions and Payment

Staff Positions

Universal Staff Position Responsibilities

- Attends staff meetings and trainings
- Attends and assists Aura with events
- Fosters Aura's positive relationships with the community

Editor-in-Chief

- Takes overall responsibility for magazine and event planning and execution
- Adapts semester's staff structure to Aura's current needs (with advice and approval of the Director of Student Media)
- Meets weekly with the Director of Student Media
- Appoints and dismisses all staff members
- Completes staff evaluations once a semester for titled members (Art/Prose/Poetry Editors and above)
- Works with the Director of Student Media to discuss and award staff payment
- Participates fully in discussions regarding budget
- Works with Managing Editor to plan for future semesters, updates handbook and bylaws, and prepares a document with relevant information (passwords, contact information, etc.) for succeeding Editor-in-Chief
- Identifies staff members for end-of-the-year awards based on outstanding merit, leadership, and accomplishments
- Is responsible for treating all staff members with respect and addressing any staff concerns
- Listens to new ideas and constantly seeks to improve Aura's structure and connections with the community
- Serves as the official student representative of the magazine in all matters, including communicating with magazine printing company



- Works with the Submissions Editor and Aura staff to evaluate and select submissions, determine issue layout, and print/launch/distribute magazine
- Sets magazine production schedule, event schedule, and staff meeting/training schedule
- Assists the Event Coordinator and Managing Editor in event planning, promotion, and implementation
- Establishes relationships with various campus and city partners, including but not limited to UAB's English Department, UAB's Arts Department, The Birmingham Museum of Art, Aura Alumni, Birmingham Area Writers, AEIVA, student organizations, etc.
- Meets weekly with Digital Manager to ensure the social media and website calendars are created and adhered to by the Social Media and Website Coordinators
- With Submissions Editor, considers submissions for online publication

Managing Editor

- Actively seeks original material for publication from individuals throughout the campus community
- Publicizes the call for submissions and event information, with assistance from the Editor-in-Chief
- Confirms that the Call for Submissions includes copyright and plagiarism statement
- Helps establish and maintain relationships with various campus and city partners, including but not limited to UAB's English Department, UAB's Arts Department, The Birmingham Museum of Art, Aura Alumni, Birmingham Area Writers, AEIVA, student organizations, etc.
- Meets weekly or on an as-needed basis with Event Coordinator to support regular functioning of position
- During publication period, meets weekly or on an as-needed basis with Submissions Editor to ensure regular meetings and communication is achieved between the Submissions Editor, genre Editors, and the Copy Editors
- Works with Editor-in-Chief to plan for future semesters
- Collaborates with Editor-in-Chief to aid in the development of publication layout using InDesign

Multimedia Editor



- Works with Editor-in-Chief to plan for future semesters
- Collaborates with Editor-in-Chief to aid in the development of publication layout using InDesign
- Establishes relationships with various campus and city partners, including but not limited to UAB's English Department, UAB's Arts Department, The Birmingham Museum of Art, Aura Alumni, Birmingham Area Writers, AEIVA, student organizations, etc.
- Works with the Director of Student Media to ensure the magazine is printed in a timely manner

Digital Manager

- Supports/oversees the functioning of the Website and Social Media Coordinators
- Meets weekly with the Editor-in-Chief to discuss progress
- Meets weekly or on an as-needed basis with the Website and Social Media Coordinators
- Plans and helps implement ways to develop relationships within the Birmingham community (off-campus) in coordination with the Website and Social Media Coordinators
- Tracks and manages website and social media data and works with Coordinators to maximize publicity and traction
- Oversees the creation of and adherence to the website and social media calendar

Illustrator

- Creates illustrations or graphic design content using any medium
- Scans illustrations if they are made with traditional mediums
- Ensures illustrations are of appropriate quality for print and digital reproduction
- Uploads illustrations and sorts them into appropriate folders
- Presents content to Editor-in-Chief for approval before publication
- Creates illustrations for the Blazer Media website or Aura social media accounts by request from the Editor-in-Chief or Managing Editor
- Actively engages with issue layout/planning
- Develops Aura's relationships with artists on campus and in the Birmingham community



Submissions Editor

- Meets weekly with Managing Editor or on an as-needed basis to be determined by Managing Editor
- Develops a Call for Submissions/Issue Tagline based on Aura staff and Editor-in-Chief input
- Confirms that the Call for Submissions includes copyright and plagiarism statement
- Assists the Editor-in-Chief with magazine production, planning, and execution
- With Editor-in-Chief, make final selection of pieces for publication
- Actively seeks original material for publication from individuals throughout the campus community
- Ensures Editors have copy editors double-check each piece for plagiarism by searching the title and one line of the piece
- Handles correspondence with a submitter if a piece must be edited before publication
- Aids in development of publication layout using InDesign

Event Coordinator

- Meets weekly with Managing Editor or on an as-needed basis to be determined by Managing Editor
- Leads community event planning, promotion, and implementation
- Considers budgetary constraints
- Follows university and department risk management, contracting and reservation policies

Social Media Coordinator

- Works with Digital Manager and Social Media Assistant to create the social media calendar
- Helps publicize the call for submissions and event information
- Maintains a social media presence on Instagram, Facebook, and Twitter through regular engagement about Aura events/news and through featuring Aura writers, artists, and staff
- Discusses new ways to generate positive attention on social media with the Editor-in-Chief, Digital Manager, and Aura staff



Social Media Assistant

- Develops social media posts promoting Aura events
- Creates graphics to post on social media for submissions, Aura updates, holidays, etc. using digital design programs
- Generally functions in support of Social Media Coordinator as determined by Social Media Coordinator

Website Coordinator

- With the Digital Manager, creates a website production calendar detailing article types and their respective posting dates at a rate of at least one article per month using WordPress
- Works with Social Media Coordinator to plan timing of posts
- Considers submissions for online publication, with input from Editor-in-Chief

Poetry Editor

- Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
- Responsible for evaluating and editing poetry submissions
- Ensures assigned copy editors review submissions
- Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action
- Actively engages with issue layout/planning
- Develops Aura's relationships with poets on campus and in the Birmingham community

Prose Editor

- Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
- Responsible for evaluating and editing prose submissions
- Ensures assigned copy editors review submissions
- Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action
- Actively engages with issue layout/planning



- Develops Aura's relationships with prose writers on campus and in the Birmingham community

Art Editor

- Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
- Responsible for evaluating and editing visual art submissions
- Ensures assigned copy editors review submissions
- Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action
- Actively engages with issue layout/planning
- Develops Aura's relationships with artists on campus and in the Birmingham community

Copy Editor(s)/Writer(s)

- Reads through submissions and provides comments and decisions
- Reviews issue drafts/proof, checking and correcting spelling, punctuation, grammar, and formatting errors
- Double-checks each piece reviewed for plagiarism by searching the title and one line of the piece
- Ensure that submissions appear in the same format assented to by the artist
- Actively engages with issue layout/planning
- Writes at least two articles per semester to be published on Aura's website
- Creates engaging articles with visual media relating to Aura announcements and events, local releases, spotlights, etc.

Payment

Stipends

- Stipends are determined by and awarded by the Director of Student Media.
- Any modifications desired for stipends must be proposed by the Editor-in-Chief and approved by the Director of Student Media.



- Current paid positions for Aura are Editor-in-chief at \$2,000 per semester and two supporting positions at \$750 each per semester, typically the Managing Editor and the Digital Manager. Students may also be eligible to serve a paid position for Aura through their work study agreements.



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Appendix A- Aura Literary Arts Reviews Bylaws

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM POLICIES AND PROCEDURES GOVERNING THE OPERATION OF AURA LITERARY ARTS REVIEW

The following document and appendices constitute the policies and procedures of Aura Literary Arts Review:

Article I - Name

The name of this organization will be the Aura Literary Arts Review, also known as Aura Review.

Article II - Purpose of the Magazine

Aura will be a literary arts magazine serving primarily UAB students and the Birmingham community. It will include original poetry, fiction, non-fiction, essays, graphics, photography, art, or any other visual display of creativity. Aura will be professionally oriented and in seeking that stature will provide experience for students in communications, program development, writing, art, photography, editing, magazine layout, and design.

Article III-Membership

1. Membership will be open to all students of the University of Alabama at Birmingham. Membership for students is open only to those in good academic standing as defined by the University of Alabama at Birmingham policies.
2. Leadership Staff
 - a. A member appointed to the following positions and fulfilling the duties of said positions will be known as a Leadership Staff member: Editor-in-Chief, Managing Editor and Digital Manager.
 - b. To be appointed as a Leadership Staff member, a minimum GPA of 2.5 is required.
3. General Staff
 - a. A member outside of the Leadership Staff is considered a general staff member.
 - b. General members can apply for a Leadership Staff position after one semester as a general member, unless otherwise approved by the Director of Student Media.

Article IV – Officers

The Aura Literary Arts Review will be composed of an Editor-in-Chief, who may hire subordinate leadership Staff under budgetary guidelines set forth by the Director of Student Media.

1. The staff officer authority and line of succession are as follow:
 - a. Editor-in-Chief
 - b. Managing Editor and Digital Manager
 - c. Multimedia Editor, Submissions Editor, Event Coordinator, Social Media Coordinator, and Website Coordinator
 - d. Poetry, Prose, & Art Editors, and Social Media Assistant
 - e. Writers and Copy Editors
2. The duties of appointed officers are to be generally as follows unless specified by the Editor-in-Chief, and then the changes must follow the amendment procedures of this



constitution. The Editor-in-Chief may make short-term alterations in duties with the consent of the staff.

Editor-in-Chief:

A. Selection of the Editor-in-Chief: During the Spring term, the Editor-in-Chief will be selected to a one-year term by Aura staff election and appointment from the Director of Student Media. Notices announcing the position will be sent to the chairpersons of the departments of English and Communication Studies, to the Office of Student Life, and to the presidents of all Student Government Associations. The Chairperson of the Board of Student Media or his/her designated representative will ensure that the position is publicized through all campus media.

B. Requirements:

1. Candidates for Editor-in-Chief must be either full- or part-time, graduate or undergraduate students of UAB, and registered for course work at the time of application. Candidates must have a cumulative grade point average of 2.5 at the time of application. Candidates must give the Board of Student Media the authority to check their academic records to verify this information.
2. Candidates for Editor-in-Chief are required to submit a resume and a 400-word vision statement as a part of the application process.
3. It is preferred that candidates for Editor-in-Chief have served no less than one year on the Aura staff or have the equivalent experience from another source that can be verified by recommendations.
4. As part of the application process, a candidate will become familiar with the policies and procedures of Aura.
5. Requirements to serve as Editor: An editor-in-chief must be a UAB student during their tenure as editor and must take at least six hours of course work during fall and spring terms. During the summer, the editor must take three hours of course work, in addition to any intern credit being sought.
6. The term of appointment will be for one year, beginning the day of selection of Editor-in-Chief by The Board. During this period, the Editor-in-Chief will publish at least two volumes of Aura, once during the Spring Semester and once during Fall Semester.

C. Rights and responsibilities. The principal student administrator of the magazine will be the Editor-in-Chief, who will have the following rights and responsibilities:

1. To take overall responsibility for the magazine, including planning, organization, production and distribution of the magazine. The Editor-in-Chief will make certain



that the magazine is produced and distributed at least once during the Fall Semester and at least once during the Spring Semester.

2. The Editor-in-Chief will set a production schedule with the Director of Student Media from which they will be paid based upon the completion of work and the meeting of established timelines. As a part of this requirement, regular conferences must take place to determine sufficient progress.
3. To determine basic content, format, and physical appearance of the magazine and to take responsibility for the same.
4. To actively seek original material for publication from individuals throughout the campus community.
5. To appoint and dismiss all staff members. The Editor-in-Chief will have overall responsibility for staff organization and direction and will not be bound by previous staff structures.
6. To approve wages for student staff members in consultation with the Director of Student Media and within financial boundaries set by the Director of Student Media.
7. To participate fully in all discussions regarding budget.
8. To serve as the official student representative of the magazine in all matters, including dealing with the company printing the magazine.

D. Replacement of Resigning Editor: Upon resignation of an Editor-in-Chief, the Director of Student Media, outgoing editor, and the Chairperson of the Board of Student Publications will meet and select, by majority vote, an interim editor to serve until the board convenes to select a new editor.

Managing Editor

1. Actively seeks original material for publication from individuals throughout the campus community
2. Publicizes the call for submissions and event information, with assistance from the Editor-in-Chief
3. Confirms that the Call for Submissions includes copyright and plagiarism statement
4. Helps establish and maintain relationships with various campus and city partners, including but not limited to UAB's English Department, UAB's Arts Department, The Birmingham Museum of Art, Aura Alumni, Birmingham Area Writers, AEIVA, student organizations, etc.
5. Meets weekly or on an as-needed basis with Event Coordinator to support regular functioning of position



6. During publication period, meets weekly or on an as-needed basis with Submissions Editor to ensure regular meetings and communication is achieved between the Submissions Editor, genre Editors, and the Copy Editors
7. Works with Editor-in-Chief to plan for future semesters
8. Collaborates with Editor-in-Chief to aid in the development of publication layout using InDesign

Digital Manager

1. Supports/oversees the functioning of the Website and Social Media Coordinators
2. Meets weekly with the Editor-in-Chief to discuss progress
3. Meets weekly or on an as-needed basis with the Website and Social Media Coordinators
4. Plans and helps implement ways to develop relationships within the Birmingham community (off-campus) in coordination with the Website and Social Media Coordinators
5. Tracks and manages website and social data and works with Coordinators to maximize publicity and traction
6. Oversees the creation of and adherence to the website and social media calendar

Multimedia Editor

1. Creates illustrations or graphic design content using any medium
2. Scans illustrations if they are made with traditional mediums
3. Ensures illustrations are of appropriate quality for print and digital reproduction
4. Uploads illustrations and sorts them into appropriate folders
5. Presents content to Editor-in-Chief for approval before publication
6. Creates illustrations for the Blazer Media website or Aura social media accounts by request from the Editor-in-Chief or Managing Editor
7. Actively engages with issue layout/planning
8. Develops Aura's relationships with artists on campus and in the Birmingham community

Submissions Editor

1. Meets weekly with Managing Editor or on an as-needed basis to be determined by Managing Editor
2. Develops a Call for Submissions/Issue Tagline based on Aura staff and Editor-in-Chief input
3. Confirms that the Call for Submissions includes copyright and plagiarism statement
4. Assists the Editor-in-Chief with magazine production, planning, and execution
5. With Editor-in-Chief, make final selection of pieces for publication
6. Actively seeks original material for publication from individuals throughout the campus community
7. Ensures Editors have copy editors double-check each piece for plagiarism by searching the title and one line of the piece
8. Handles correspondence with a submitter if a piece must be edited before publication
9. Aids in development of publication layout using InDesign

Event Coordinator



1. Meets weekly with Managing Editor or on an as-needed basis to be determined by Managing Editor
2. Leads community event planning, promotion, and implementation
3. Considers budgetary constraints
4. Follows university and department risk management, contracting and reservation policies

Social Media Coordinator

1. Works with Digital Manager and Social Media Assistant to create the social media calendar
2. Helps publicize the call for submissions and event information
3. Maintains a social media presence on Instagram, Facebook, and Twitter through regular engagement about Aura events/news and through featuring Aura writers, artists, and staff
4. Discusses new ways to generate positive attention on social media with the Editor-in-Chief, Digital Manager, and Aura staff

Social Media Assistant

1. Develops social media posts promoting Aura events
2. Creates graphics to post on social media for submissions, Aura updates, holidays, etc. using digital design programs
3. Generally functions in support of Social Media Coordinator as determined by Social Media Coordinator

Website Coordinator

1. With the Digital Manager, creates a website production calendar detailing article types and their respective posting dates at a rate of at least one article per month using WordPress
2. Works with Social Media Coordinator to plan timing of posts
3. Considers submissions for online publication, with input from Editor-in-Chief

Poetry Editor

1. Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
2. Responsible for evaluating and editing poetry submissions
3. Ensures assigned copy editors review submissions
4. Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action
5. Actively engages with issue layout/planning
6. Develops Aura's relationships with poets on campus and in the Birmingham community

Prose Editor

1. Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
2. Responsible for evaluating and editing prose submissions
3. Ensures assigned copy editors review submissions
4. Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action



5. Actively engages with issue layout/planning
6. Develops Aura's relationships with prose writers on campus and in the Birmingham community

Art Editor

1. Meets with Submissions Editor on an as-needed basis to be determined by Submissions Editor
2. Responsible for evaluating and editing visual art submissions
3. Ensures assigned copy editors review submissions
4. Identifies pieces of interest that require editing to publish and informs the Submissions Editor for further action
5. Actively engages with issue layout/planning
6. Develops Aura's relationships with artists on campus and in the Birmingham community

Copy Editor(s)/Writer(s)

1. Reads through submissions and provides comments and decisions
2. Reviews issue drafts/proof, checking and correcting spelling, punctuation, grammar, and formatting errors
3. Double-checks each piece reviewed for plagiarism by searching the title and one line of the piece
4. Ensure that submissions appear in the same format assented to by the artist
5. Actively engages with issue layout/planning
6. Writes at least two articles per semester to be published on Aura's website
7. Works with Lead Writer to create engaging articles with visual media relating to Aura announcements/events, local releases, spotlights, etc.

Article V - Organization

1. The student staff of Aura will conduct operations independent of and free from censorship, including economic interference from administration, faculty, staff and students. However, the right of these individuals to post-publication criticism and objections will be recognized.
2. By accepting a position with Aura, a person agrees to abide by the policies and procedures contained herein. Failure to do so could result in administrative or disciplinary measures, including dismissal.
3. Aura is advised by the Director of Student Media as hired by the University of Alabama at Birmingham. Aura may engage a faculty adviser.

Article VI - Grievances involving the Magazine:

In the event that any person has a complaint against Aura and has been unable to resolve in consultation with the Aura staff and the Media Adviser, that person will file a written statement setting forth the facts which constitute the basis for their complaint with the Board of Student Media.



Article VII- Resignation of Senior Staff Member

In order to resign from a Senior staff position, the member must give a notice of at least 10 business days to the Editor-in-Chief in writing. In order for the Editor-in-Chief to resign a notice of 15 business days must be given to the Director of Student Media.

Article VIII – Removal of a Staff Member

1. Any member of Aura, be it senior staff or general member, can be removed from staff for failure to properly perform one's duties, failure to work with others, or failure to comply with this constitution.
2. A staff member may be removed from their position with a written statement from the Editor-in-Chief stating reasons for removal and last day to work to which the staff member has one week to appeal before permanent removal.
3. The Editor-in-Chief has the power, during deadline situations, to call a vote of non-confidence to replace a senior staff member if they have failed to comply with their responsibilities. The Editor-in-chief may then substitute someone willing or able to do the job for that deadline only. Once the deadline has passed, the Editor-in-Chief must appoint a new member to fulfill the position.
4. Any member has the power to impeach an Editor-in-Chief if accompanied by at least one senior staff member and two general members. The members must construct an impeachment document informing the Editor-in-Chief of the reasons for impeachment. Both the members and the Editor-in-Chief will have two weeks to prepare their case. At the appointed time a mediator will be appointed and each side will present their case to all members. In order for the impeachment to result in the removal of the Editor-in-Chief two-thirds of the organization's members have to vote for it.

Article IX – Meetings

1. Regular meetings, including the entire staff, should take place once a week every term in the Student Media office, excluding summer terms.
2. The Aura staff will meet weekly to determine what submissions will be published in that semester's issue, to discuss and plan events, and to learn skills useful in the building of Aura.
3. The Editor-in-Chief and Leadership Staff will meet weekly to discuss upcoming events and projects and to also create the agenda for weekly staff meetings.
4. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the Editor-in-Chief is expected.

Article X – Stipends

1. Stipends are determined by and awarded by the Director of Student Media.
2. Any modifications desired for stipends must be proposed by the Editor-in-Chief and approved by the Director of Student Media.
3. Current paid positions for Aura are Editor-in-chief at \$2,000 per semester and two supporting positions at \$750 each per semester, typically the Managing Editor and Digital Manager. Students may also be eligible to serve a paid position for Aura through their Work Study agreements.



Article XI- Finances

Aura is funded by student services and its generated revenue. Funds are made available to Aura out of the joint departmental account overseen by the director.

Article XII – Aura Property

1. All members of the staff will have access to the Student Media Suite for activities related to magazine production, special events, and organizational business.
2. Personal use of Student Media equipment will not be permitted.
3. Eating, smoking, and drinking are not allowed near the computers or other electronic equipment. Eating and drinking are allowed in the office; however, it is the responsibility of the member to clean up behind themselves. Smoking is not allowed in any university owned building, including the Student Media office. It is the responsibility of the entire staff to keep the office clean and in order.

Article XIII – Dissolving the Organization

Dissolution may be proposed by any officer and must be approved by a unanimous vote of all officers, as well as a two-thirds majority of all active members present. All unspent Aura funds remain property of the Student Media, after 5 or more years of inactivity any privately obtained funds left in accounts will be donated to the Student Media account.

Article XIV - Printing Operations

The printing contract for Aura will be negotiated prior to the beginning of each fiscal year.

Article XV – Amendments

- a) Any member of the campus community may request that these policies and procedures be reviewed for amendment by writing to the Board Chair or their designee.
- b) Staff members in good standing may propose an amendment to these policies. An amendment succeeds with a 2/3 majority vote of membership. The Director of Student Media and Board chair must be informed within 2 business days upon amending these policies and procedures.

Article XVI – Non-discrimination Policy

The University of Alabama at Birmingham and Aura Literary Arts Review prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Article XVII – Implementation

These policies and procedures will supersede previous policies and procedures and any former practices.

Article XVIII – Review

These policies and procedures will be reviewed annually by the Board of Student Media.



Revised Summer, 2026



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