

U.P. ARCHITECTS ASSOCIATION (UPAA)
MAGAZINE COMMITTEE GUIDELINES
(Including "Three Dimensions" Newsletter and Chairman Appointment via GBM)

PREAMBLE

This document outlines the structure, objectives, and operational guidelines of the **Magazine Committee** of the U.P. Architects Association (UPAA). The committee is entrusted with publishing the official UPAA magazine "Design Reconnect", incorporating the newsletter "Three Dimensions", with the aim of promoting knowledge sharing, creative documentation, and professional unity among architects of Uttar Pradesh.

These guidelines are hereby adopted and approved by the General Body Meeting (GBM) of the UPAA.

1. OBJECTIVE

The Magazine Committee shall be responsible for:

- Publishing *Design Reconnect* and the *Three Dimensions* newsletter.
- Representing the architectural fraternity of Uttar Pradesh through curated articles, creative content, and updates from UPAA activities.

2. FORMATION OF THE COMMITTEE

The committee shall be constituted under the guidance and approval of the UPAA President and General Secretary.

Committee Structure:

- **Chairman** – Appointed only by the GBM; tenure: Maximum four terms.
- **Editor-in-Chief**
- **Design & Creative Head**
- **Content & Research Team**
- **Marketing & Sponsorship Coordinator**
- **Zonal Representatives** – One from each of UPAA's four zones (Zone 01, Zone 02, Zone 03, Zone 04).
- **Ex-officio Members:** UPAA President and General Secretary.
- Maximum of three co-opted members from the profession, academia, or media (if required).

3. SELECTION OF MEMBERS

Editor-in-Chief:

- Selected on a rotational basis from active UPAA members expressing interest.
- Reappointment allowed if no new eligible applications are received.
- In case of multiple applications, the decision shall be made by an internal committee.

Other Positions:

- Design & Creative Head, Content & Research Team, and Marketing & Sponsorship Coordinator: Appointed based on member interest and recommendations for each UPAA tenure, extendable based on performance.
- Zonal Representatives: Recommended by the respective UPAA Vice President for the full tenure. Replacements may be nominated if performance is unsatisfactory.

4. RESPONSIBILITIES

Magazine – Design Reconnect:

- Decide the theme and frequency (quarterly/biannual/annual).
- Curate:
 - Architectural projects
 - Articles, poetry, essays
 - Interviews, opinions
 - Artwork, quotes
 - Member profiles, student work
- Oversee editing, design, printing, and release.

Newsletter – Three Dimensions:

- Compile UPAA news including GBM/ECM reports, zonal/chapter activities, and event highlights. All Data Shall be provided by General Secretary UPAA.
- Publish as a dedicated section in each *Design Reconnect* issue.

5. EDITORIAL & ETHICAL GUIDELINES

- Maintain neutrality, accuracy, and professional ethics.
- Avoid personal, political, or commercial bias.
- Ensure originality with proper contributor credits.
- Clearly distinguish editorial content from sponsored material.

6. SUBMISSION GUIDELINES

- Articles: 500–1000 words
- Reports/Updates: 150–300 words
- High-resolution visuals (minimum 300 DPI)
- Only original, non-plagiarized content accepted
- Adherence to submission deadlines
- Guidelines may be modified as per the theme of each issue.

7. SPONSORSHIP & ADVERTISING POLICY

- Follow UPAA's official rate card.
- Accept only ethical and relevant sponsorships.
- Sponsored content must be clearly labeled.
- All finances to be routed through UPAA accounts.

8. MEETINGS & REPORTING

- Monthly (or as required) meetings of the committee.
- Chairman and Editor-in-Chief to report progress to President & General Secretary.
- Maintain and document minutes of all meetings.

9. BUDGET & ACCOUNTS

- Budget to be prepared prior to each issue.
- Maintain accurate records of sponsorships and expenses.
- Submit final accounts to UPAA Treasurer.

10. DIGITAL PUBLISHING & ENGAGEMENT

- Release a digital version of the magazine and newsletter with each issue.
- Disseminate through UPAA's website, social media, and email platforms.
- Collect and review member feedback for improvement.

11. TENURE & GOVERNANCE

- Chairman: Appointed only by GBM; tenure of Maximum four terms.
- Other members: Serve concurrently with UPAA Executive Body's term.
- Committee may be reviewed/ reconstituted by President and General Secretary, excluding the Chairman.

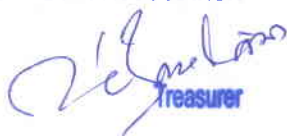
12. GOVERNANCE & DECISION-MAKING

- All decisions and approvals related to the *Design Reconnect* magazine and *Three Dimensions* newsletter shall be taken collectively by a core decision-making panel comprising:
 1. UPAA President
 2. UPAA General Secretary
 3. UPAA Treasurer
 4. Chairman, Magazine Committee
- All recommendations and suggestions provided by the Magazine Committee Chairman shall be duly considered by the panel before any final decision is made.
- In case of any disagreements or unresolved matters, **the decision of the UPAA President shall be final and binding.**

EFFECTIVE DATE

These guidelines come into effect immediately upon their adoption by the General Body Meeting of UPAA.

For U.P. ARCHITECTS ASSOCIATION



Ar. S K Gautam
Treasurer UPAA

For U.P. ARCHITECTS ASSOCIATION



Ar. Akshat Garg
General Secretary UPAA

For U.P. ARCHITECTS ASSOCIATION



Ar. Ankit Agarwal
President UPAA