**VOX GRAPHIS CONSTITUTION 2024-2025**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Vox Graphis. This organization will utilize the name Vox Graphis in all publicity materials and correspondence.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Vox Graphis is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

Vox Graphis is established for the purpose of supporting all students, regardless of major or discipline, interested in graphic design. Vox Graphis allows its members to explore and promote academic and career issues related to the fields of design. This organization encourages the spread of design awareness to the community and engagement with the arts. Vox Graphis provides students with an opportunity to get to know one another outside the classroom and hone their design skills.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Vox Graphis shall be a registered student organization at the University of Florida. Vox Graphis shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Vox Graphis agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Vox Graphis agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.  Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Vox Graphis agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Vox Graphis becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Vox Graphisunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR VOX GRAPHIS**

Vox Graphis may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Vox Graphis agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term**.** The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The advisor should attend executive and general meetings. The advisor shall be nominated by the officers during the election period and confirmed by a majority vote of the members. The advisor shall be committed to serve a full term, consisting of one academic year. After that time, members will vote to reinstate the faculty member for another academic year or to nominate another, majority vote rules.

If necessary, a two-thirds majority vote can request the resignation of the Faculty Advisor. Appointment of the new faculty advisor shall also be selected by a two-thirds majority vote, in which the elected advisor can accept or deny the position for the remainder of the term. If denied, another election shall be held, and the process repeated.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

The elected officers of Vox Graphis shall be President, Vice-President, and Treasurer.

Section A: The elected officers of Vox Graphis shall be President, Vice-President, Treasurer, Fundraising Chair, Secretary, Ligature Chair, Communication Chair, and Vox Trip Chair. At no time should one person hold more than one of these positions.

Part 1: The President shall preside over planning and running all meetings and is head of the organization.

Part 2: The Vice President shall act as an assistant to the President, in addition to presiding over meetings when the President cannot attend.

Part 3: The Treasurer shall maintain all financial affairs and is to keep record of all income and expenditures, reporting on such matters when called to do so. In addition, the Treasurer will process budget, transfers, and special requests through the Student Government finance office.

Part 4: The Fundraising Chair shall coordinate and run all fundraising events. If required due to the depth of responsibilities, the position may be fulfilled by up to two Co-Chairs.

Part 5: The Secretary shall record meeting minutes of all meetings and track member attendance. The Secretary shall perform other duties as may be delegated.

Part 6: The Ligature Chair shall coordinate and run the annual Ligature Event, a graphic design symposium, in its entirety. If required due to the depth of responsibilities, the position may be fulfilled by up to three Co-Chairs.

Part 7: The Communication Chair shall manage all public-facing communication platforms including social media. If required due to the depth of responsibilities, the position may be fulfilled by up to two Co-Chairs.

Part 8: The Vox Trip Chair is responsible for planning the Fall and Spring annual professional advancement trips. If required due to the depth of responsibilities, the position may be fulfilled by up to two Co-Chairs.

Section B: The appointed officers of Vox Graphis shall be Art Bash Chair and may be instated provided each role is required.

Part 1: The Art Bash Chair shall be appointed by the President.

Part 2: The Art Bash Chair shall coordinate the Vox Graphis role at the Art Bash event hosted by the School of Art and Art History.

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed. All officers at the end of their term are expected to assist the incoming officers in their transfer to their elected/appointed positions.

Section D: Any officer of Vox Graphis may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: Impeachment by a two-thirds majority vote of members present at a general body meeting.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held. The same is applicable should a position become vacant through resignation.

Part 4: In the event of a Chair and Co-Chair no longer working well together, the cabinet and Advisor shall meet and put to a two-thirds majority vote which of the Chairs shall be removed from their position.

**ARTICLE IX. ELECTIONS**

Nominations for all officers will take place annually from the members at the second-to-last general meeting in April. Member may nominate themselves or another voting member. Nominations may also be made during the election meeting prior to closing of nominations. In order to be eligible to be elected as President an individual must have been a member of Vox Graphis for at least one academic year and attended at least half of all general body meetings. Any member is eligible to be nominated for all other officer roles. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the end of the meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections shall take place in early April to allow for turnover between the old and new board.

In the absence of clear direction on election, amendment, and /or voting procedures, Vox Graphis agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, Vox Graphis does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

Section A: Vox Graphis will apply for Student Government funding to cover base expenses.

Section B: Vox Graphis will host fundraising events including (but not limited to) local markets. All monies collected will be utilized to support Vox Graphis meetings, events, and travel including, but not limited to, General Body Meetings, Ligature, and Vox Trips. All members are expected to participate in fundraising activities.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Vox Graphis will leave any assets and outstanding funds to the National Foundation for Advancement in the Arts.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

This constitution may be amended at any regular meeting of Vox Graphis by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting and that the proposed amendment shall be subject to the approval of the Student Engagement.

All amended constitutions must be submitted directly to Student Engagement for review and approval.