

GRAFICTION

ASHS Grafiction
Council of Student Organizations

Constitution

2023 Edition

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PREAMBLE

We, the members of this organization, in order to ensure that the goals, mission, and vision of the organization are met, do establish this constitution to guide current and future members of **ASHS Grafiction**.

The **ASHS Grafiction** Constitution aims to illustrate all operational procedures, goals, and objectives of the organization under the Council of Student Organizations of the Ateneo de Manila Senior High School Sanggunian.

Article I Organization Introduction

Section 1. Name

The official name of this organization shall be the **ASHS Grafiction**, hereinafter referred to as **Grafiction**.

Section 2. Description

Grafiction is the premier comic-making organization of the Ateneo Senior High School. Here, comic enthusiasts, art lovers, and literary enjoyers can learn and even make their own comics. Many opportunities of self-expression, and competence in writing and art are available to all members. The organization itself has a rich history. Mr. Frederick V. Tomas started Grafiction back in SY 2010-2011, to provide a venue for comic-making in the old Ateneo High School. Over the years, a number of our alumni have become artists in their own right. The first year of Grafiction in the new Senior High School started in SY 2016-2017 when the High School system and curriculum changed. Under Rick Pingol and the new supervision of Mr. Joselito-Antonio H. Hidalgo, this school year was the first year wherein Grafiction finally put out its first published comic in the organization's entire existence. The following school year, under former organization head Arpee Alejandro, Grafiction was shut down due to lack of membership two weeks into its life; the remaining organization members were then integrated into Art Guild shortly after.

In SY 2019-2020, a small group of both Grade 12 and incoming Grade 11 students decided to start up Grafiction again in the SHS. Under the leadership of Ivan Sison, this batch of Grafiction made history mainly through two achievements: starting up a successful and active Facebook page that regularly posts members' comics, and Grafiction's first-ever comic anthology published online. Up to the present, Grafiction has existed for 5 years, welcoming people from all walks of life under the banner of comics, arts, and writing.

Section 3. Logo

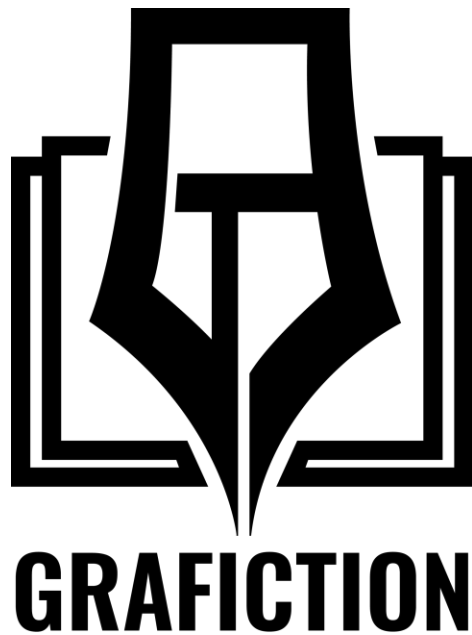


Figure 1. Grafiction Logo

Section 3.1. Logo Rationale

The final organization logo was completed with the combined efforts of Franco Ruiz and Gerard Antonio.

The central icon, that being the pen nib, was created by Ruiz who reasoned that the organization's logo must be recognizable and simple in appearance. With this in mind, he opted to make use of a pen nib as the core of the organization logo's design. Pen nibs, he rationalized, are one of the best ways one can identify or associate an idea with that of drawing, or writing culture. The idea in mind would be the organization Grafiction, wherein the members draw and write comics. To round out the design, Franco added the letters G and F incorporated into the nib to cement the organization's identity and for stylistic flair.

The logo was then handed over to Antonio who added an exterior representing either comic panels or a book outline surrounding the logo to further emphasize the organization's nature. The organization's name was added below, finishing the work. The font used in the logo is SemiBold Oswald.

Section 3.2. Proper Usage

The **Grafiction** logo may be used by the organization in their publication materials. It is only mandatory when the organization sends in publication materials for posting on the ASHS

Sanggunian Facebook page and optional but highly encouraged when publication materials are only posted on the organizations' own social media platforms.

Should external organizations wish to use the organization's logo in any publication material, the Organization Head must first be informed. Any unauthorized usage of the logo is recommended to be reported to the CSO Vice President.

The **Grafiction** logo comes in two variations:

1. White
2. Black

all of which may be used depending on the publication material that it will be placed on. Changing the color or theme is permitted so long as it maintains the shape and composition of the original logo.

Article II

Core Values

Section 1. Attributes of the Ateneo de Manila Senior High School

Section 1.1. Competence

The CSO intends for organizations to hone the skills and talents of its members through the vision and mission of each organization and districts under the CSO.

Section 1.2. Commitment

The CSO aims for organizations to promote an environment of committed students, willing to serve the student body through various projects and member development through the founding values of servant-leadership and camaraderie.

Section 1.3. Conscience

The CSO strives for organizations to promote conscientious choices to its members and to the community, and be able to discern ideas properly based on the organization's vision and mission in order to promote positive change in society.

Section 1.4. Compassion

The CSO aspires to foster compassionate organization members and student leaders through organizational projects that will allow them to tackle issues; sympathize and execute action points on the said issues; and act on the situations inside and outside the school, reaching out and helping others in need.

Section 1.5. Christ-Centeredness

The CSO aims for organizations and its members to become Christ-like, through the skills developed from the organization to become men and women for and with others, for the greater glory of God.

Section 2. Thrusts of the Office of Student Activities

Section 2.1. Sustainability

The CSO, its districts, and its organizations hope to promote projects that give utmost importance to feasibility and sustainability for the succeeding years of implementation while still achieving success today in response to the call to care for our common home by Pope Francis in his encyclical, *Laudato Si*.

Section 2.2. Nation Building

The CSO aims for organizations to promote nation-building by empowering Filipino culture and social involvement in national issues, and cultivating a culture of nationalism and social awareness among its members and the community through their various projects to ultimately create positive and transformative social impact.

Section 2.3. Diversity

The CSO celebrates the diversity among people in an organization. This celebration of diversity shows the inclusivity of the programs which encompasses race, gender, ethnic group, age, personality, among others.

Section 3. Sanggu-SHS Vision-Mission

Section 3.1. Vision

The Sanggu-SHS is a premiere vehicle and catalyst for positive social change and involvement within the student body of the Ateneo de Manila Senior High School grounded in the principles of the 5Cs and nation-building.

Section 3.2. Mission

The Sanggu-SHS holistically develops the student body of the Ateneo de Manila Senior High School by championing its rights and concerns inside and outside school premises, conducting activities and projects aimed at cultivating the 5Cs, and involving the student body in current socio-political and socio-cultural issues of Philippine society so as to foster nation-building.

Section 4. CSO Vision-Mission

Section 4.1. Vision

The Council of Student Organizations envisions itself as a community of globally competent student organizations, united in forming students to become excellent Filipino and Christian leaders who are able to create sustainable programs for nation building.

Section 4.2. Mission

The Council of Student Organizations aims to develop high quality organizations by aiding them to be collaborative, effective, and sustainable through empowering the vision and endeavors of the organizations. It provides support and assistance to the project implementation of the organizations as they bridge them to the offices of the Ateneo Senior High School.

Section 5. Grafiction Vision-Mission

Section 5.1. Vision

ASHS Grafiction will become the pioneering comic organization that fosters competence in the skills of comic-making (namely writing and visual art), promotes collaboration among all its members, and shares the local comics with the Ateneo Senior High School community. Grafiction is to become the home to the Philippine comics culture and its aspiring comic creators.

Section 5.2. Mission

We foster competence through comic-making and comic-critiquing sessions, collaboration through group works, and we share local comics to the organization and the ASHS through exposure to local comic works, as well as the art of comic-making.

Section 6. Objectives of the Grafiction

Section 6.1. Core Values

Commitment

Firstly, our organization will uphold commitment. This manifests mainly in commitment to the craft of comics. Comics, especially those of longer lengths, can be a mentally-taxing craft

in the long run. Thus, we will promote the commitment to keep working on one's own stories. This also manifests itself in the commitment to learning about comics. Comics are a complex craft. Because of this, we will promote continuous learning of the craft.

Respect

Secondly, we will uphold respect. Everyone has their own personal stories, journeys, and personalities. In the realm of comics, everyone will have their own ways of drawing, creating stories, and expressing themselves through the craft. We will ask all members to be receptive and sensitive towards other people's works and ideas.

Section 6.2. Projects and Requirements

Before the end of the year the organization must accomplish the yearly projects:

- a) Produce an anthology of members' comics to be posted on the organization website.
- b) Hold a workshop/talk with a speaker from the comic industry.
- c) Participate in a local comic convention to experience what it is like as an indie comic creator, whether by participating as an exhibitor or as an attendee to appreciate and connect with other local Filipino comic artists.

And each group of members in the organization must:

- a) Produce at least one published-quality comic.
- b) Participate in at least one event or project Grafiction is a part of.
- c) Become competent in both writing and visual art.

Section 4.3 Consideration

In the case that any of the necessary projects cannot be fulfilled (e.g. the comic convention), the organization's officers and its current batch of members must agree on an alternative requirement to accomplish that aligns with Grafiction's Mission and Vision. For any projects that are incomplete, they will be shelved and it will be up to the next generation of officers whether or not they will continue the project in their own school year.

Article III Organization Structure



Figure 2. Grafiction Structure

Article IV

Organization Composition

Section 1. Organization Core

The six (6) main Organization Officers are: Organization Heads, Organization Secretaries, Organization Creatives Officer, Organization Human Resources Officer, Organization Finance Officers, and Junior Organization Officers. In accordance with the Involvement Rule, these positions are all recognized as leadership positions. All other organization officer positions not included in this list are not recognized as leadership positions.

Section 1.1. Moderator

The Organization Moderator is the OSA representative and faculty member that oversees and approves of all integral and important organization matters. They are responsible for guiding the organization core in all aspects of running the organization as well as to be the one to have the final decision on whether or not a project is to be approved, revised, shelved, or terminated.

Section 1.2. Organization Head

The Organization Head (Org Head) is the overall head of their respective organization. The Org Head shall be in close contact with their Organization Moderator and their respective District Heads, and serve as the main representative of their organization in council and district matters. They are expected to partake in the conceptualization, preparation, and execution of projects they have in mind, and spearhead organization meetings and other initiatives for the duration of the school year.

Section 1.3. Organization Secretary

The Organization Secretary (Org Secretary) is in charge of the internal monitoring and documentation of organization matters. Furthermore, the Org Secretary directly reports to their District Secretary and regularly submits the attendance sheet every after organization session. Moreover, the Org Secretary takes the minutes of the official meetings held within the organization and properly organizes all organization documents in their respective Organization Google Accounts.

Section 1.4. Organization Human Resources Officer

The Organization Human Resources Officer (HR Officer) spearheads organization member development, work and performance management, member recruitment, and motivates members through org-specific activities. The HR Officer is in charge of directly communicating to all the members of the organization including the other officers in order to assess their current circumstances and progress with their tasks—which can be conducted through organization bonding sessions, kamustahan sessions, quarterly evaluation sessions, and individual member check-ups. The HR Officer primarily focuses on the wellness and mental health of their organization members to help the CSO fulfill its value of commitment

throughout the school year. Note that the organization may decide how specific roles of this officer will be in relation to the organization's structure provided that the responsibility is regarding member development and promoting wellness to the members. For Grafiction, the role is filled by the Vice Organization Head

Section 1.5. Organization Creatives Officer

The Organization Creatives Officer spearheads all of the publication materials of the organization, as well as the management of their own organization page. The Creatives Officer creates a promotional calendar for the organization's easy access and monitoring. Additionally, the Creatives Officer ensures that all materials released to the student body abide with the school's rules and protocols. Should the organization seek to have their material posted in the official Sanggunian page, the Creatives Officer files an A09 Form to the Communications Team for the execution of the posts prepared.

Section 1.6. Organization Finance Officer

The Organization Finance Officer serves as liaison to the Department of Finance and Audit (DFA) and AdMU-SHS for all purposes of organizational funding and maintains accurate and current account/s of all organizational funds. Moreover, the finance officer is responsible for disposing of funds in accordance with the goals and programs established by the organization.

Section 1.7. Junior Organization Officer(s)

The Junior Organization Officer is tasked to contribute to the internal matters of the organization as the official representative of the junior members. Each organization is required to have at least one (1) junior officer to further involve the juniors in the decision-making processes and execution of organization projects. The recommendations for positions include but are not limited to the following: (1) Co-head, (2) Undersecretary, and/or (3) Assistant HR Officer. For Grafiction, this position is the Undersecretary.

Section 2. Extended Core

Section 2.1. Senior Facebook Manager

The Organization Senior Facebook Manager is a senior student of the ASHS who manages the posts to be made for the organization's official Facebook page and website, and assists in leading the social media team dedicated to content creation. The Senior Facebook Manager also takes over Creatives officer's duties when the Creatives officer is unable to perform them. They also assist Org Head and Vice Org Head to coordinate online organization activities, mainly the Facebook Team.

Section 2.2. Junior Facebook Manager

The Organization Junior Facebook Manager is a junior student of the ASHS who assists the Senior Facebook Manager in managing the organization's official Facebook page and website, and assists in leading the social media team dedicated to content creation. The Junior Facebook Manager takes over Senior Facebook Manager's duties when the Senior Facebook Manager is unable to perform them.

Section 2.3. Senior Projects Manager

The Organization Senior Projects Manager is a senior student of the ASHS who assists the Organization Head and Vice Organization Head in handling project proposals and deadlines. Main point-person in assisting the officers and any existing project teams for the organization and branding for onsite events, projects, and activities. Leads and/or assists project teams in conceptualizing content focused on face-to-face events. Will be the one usually manning any onsite booths the organization may have for onsite events.

Section 2.4. Junior Projects Manager

The Organization Senior Projects Manager is a junior student of the ASHS who assists the Organization Senior Projects Manager in handling project proposals and deadlines. Secondary point-person in assisting the officers and any existing project teams for the organization and branding for onsite events, projects, and activities. Assists project teams in conceptualizing content focused on face-to-face events. Will be the one usually manning any onsite booths the organization may have for onsite events. Ensures project schedules are done on time.

Section 3. Committees

Section 3.1. Facebook Team

The Facebook Team is responsible for ensuring the Facebook page has regular content posted. The schedule of posting is on a bi-weekly basis. This committee is purely voluntary and is led by the Senior Facebook Manager. All submissions are to be screened by the core prior to posting. Any themes that go against the school policies are to be immediately canceled. While Grafiction as a whole is to be a place of self-expression, it is still a school organization and must follow protocol, and thus will not tolerate any violations.

Article V Organization Definition and Accreditation

Section 1. An Organization under the Council of Student Organizations

An organization is a cohesive assembly of individuals who come together with a common purpose to achieve shared objectives. It is meticulously structured and managed to address specific needs and pursue collective goals. Fundamental to every organization is a management structure that establishes and governs the relationships between members and activities. This structure effectively subdivides responsibilities, assigns roles, and delegates authority to ensure the successful execution of diverse tasks. Through this coordinated framework, organizations harness the collective potential of their members, enabling them to work collaboratively towards accomplishing their desired outcomes.

To begin with, accreditation is not a right to be given to each organization, but rather, a form of recognizing the organization's capabilities to further develop its members and to provide them the means and support to do so. An accredited organization will be given full support from the Council of Student Organizations (CSO, or Council) and the Office of Student Activities (OSA) in pursuing their projects and other endeavors.

Should an organization vie for accreditation, it must adhere to the following standards:

Section 2. Organization Accreditation Standards

Section 2.1. Moderator Availability

To serve as a guide through their endeavors, an organization must have a moderator. The moderator will serve as an adviser for the organization, helping the org through offering guidance and assistance, as well as assisting the organization in formal matters, such as signing documents, approving proposals, and the like. The moderator also assists the org leadership in making decisions and in planning organization endeavors.

Section 2.2. Presence of Student Leadership

Alongside the moderator, the organization must have at least the six (6) main org officers who will lead the organization in their endeavors. An organizational chart must be provided by the organization so that the description, function, and hierarchy of the org officers are set.

Section 2.3. Weekly Organizational Meetings

To ensure that the org sessions and org endeavors are consistently being worked on and planned, the org officers, along with the moderator, are required to hold weekly meetings at a regular time and venue. Information regarding time and venue must be made available to the CSO, so that the Council can check-up on the organization progress when necessary. The Council will require the presence of the org officers.

Section 2.4. Adherence to the School Policies

Being an accredited member of the CSO, and by virtue of receiving full support from the Office of Student Activities, the organization must ensure adherence to the CSO Core Values in all their projects and activities. To ensure this, the organization must provide, in their project proposals, the ways the aforementioned projects will adhere to the core values of the CSO, namely, sustainability, diversity, and nation-building. Moreover, the organization must also observe school rules and policies in org meetings and projects.

Section 2.5. Organization Sessions

The ASHS Administration will mandate the allotment of org sessions per week, with the given privilege of the organization to select their organization session time slot based on the provided time slots by the CSO. It is both the organization and the member's responsibility to adhere to the assigned timeslot, together with efficient organization meetings. In addition to this, organizations are not required, but encouraged to meet outside of organization time in order to maximize productivity and work scheduling for the organization's activities.

Section 2.6. Organization Membership

To ensure that the organization runs smoothly and that manpower will not arise as an issue, the Council requires each organization to have at least 15 students as org members, 6 main org officers included. Considerations will be in place for organizations who have met at least 10 members by the end of the Involvement Week. This will allow organizations to have enough members to work on projects. The org leadership are encouraged to create committees within the organization if it is deemed necessary to help ease delegation of tasks for projects.

Section 2.7. Organization Projects

Each organization must participate and/or collaborate on a minimum of one nation-building project related to their mission-vision and to ensure that each organization stays active and stays relevant. This is pending approval of a project proposal form to be duly filled out by the org leadership. This, like any other org activity, must be aligned to the CSO Core Values and must adhere to school policies.

Section 2.8. Planning and Evaluations

The org must hold a minimum of one planning and one evaluation session to ensure that each event is planned properly and is thoroughly evaluated afterwards. The organization must accomplish the Sanggunian Project Evaluations Form after every project. A project will only be recognized as concluded by the Office of Student Activities once the Project Evaluation Form is accomplished.

Section 2.9. Member Development

To help the organization members be molded into the ideal students as expressed in the organization's mission-vision, the Council encourages each organization to organize at least two events or activities for member development. These include, but are not limited to seminars, field trips, workshops, and team-building sessions. These activities must also be approved by the Council. Quarterly Member Check-Ups and Internal Evaluation Sessions to be headed by the Org Human Resources Officer are also required for each organization.

Article VI

Organization Projects and Events

Section 1. Core Projects

As the home of comic-makers, art enthusiasts, creative writers, and the like of the ASHS, it is vital for Grafiction to cater in showcasing the talent within the organization. Thus all projects must be connected in one way or the other to either: comics, visual art, or creative writing.

Section 1.1. Yearly Anthology

The Yearly Anthology is a Grafiction tradition wherein each iteration of the organization must yearly pick a theme and all create comics related to that theme through their own interpretations. All comics will be published at the end of the school year and released through Grafiction's website. All comic contents be it written or visuals will be screened by the organization core and moderator before being approved.

Section 1.2. Selling of Merchandise

Comic conventions As comic conventions are prevalent here in the Philippines, Grafiction must ensure that this culture is represented in at least one project throughout the year wherein they are to sell products such as stickers, prints, pins and the like for a cause, be it on the organization's own or with collaborations from other ASHS organizations and councils. It will not keep any proceeds for itself and must donate all proceeds to a chosen charity or NGO after paying all expenses used to create the products. All product designs will be screened by the organization core and moderator before being approved.

Section 2. Internal Systems

Section 2.1. Workload Tracker

As student-leaders, it is integral to prioritize academics above all else. Thus a workload tracker is accessible for the core in order for each member of the core to know and understand the situation of the other. This ensures that deliverables and workloads given can be adjusted accordingly.

Article VII Organization Protocols and Regulations

Section 1. Membership

To first become a member of ASHS Grafiction, applying members must be enrolled students at the Ateneo De Manila Senior High School. Applying members will then need to submit sample works through a portfolio during the “screening” period, prior to acceptance into the organization.

Section 1.1. Screening Process

A screening process is utilized in the form of a Google Form created by the newly instated batch of officers at the start of the year. The content of the form must at least have: an option to find out whether the applicant is a writer, artist or both, a submission bin for visual and/or literary works, and how the applicant works (do they write or draw traditionally or digitally).

Section 1.2. Responsibilities

As members of not only Grafiction, but also the Ateneo, it is imperative that each and every member embody the 5C’s as well as the passion for the arts and/or writing of comics. As members, each member is an example that reflects the organization as a whole and thus proper decorum must be maintained.

Section 2. Meetings

Aside from organization sessions conducted once a week be it onsite or online, there are more meetings that the organization is to conduct if required. Onsite meetings are to be conducted in the assigned venue for the session with the moderator, and facilitated by at least 1 officer. Should the organization session be online, the Google Classroom will be utilized for announcements, as well as Google Meet to have synchronous sessions if need be.

Section 2.1. General Meetings

General meetings are to be conducted if matters that involve the entire organization such as member development, schedule, and other miscellaneous topics are raised and need to be talked about. No general meetings will take place after 8PM, or on weekends and holidays.

Section 2.2. Officer Meetings

Officer meetings are to be conducted if matters that involve the organization’s management, projects and members that only the core need to be talked about. No officer meetings will take place after 8PM, or on weekends and holidays. Emergency meetings may take place given the conditions mentioned prior are met.

Section 3. Appointment of Extended Core Positions

The appointment of extended core positions are conducted in two phases: seniors and juniors. The senior phase is to happen within the organization’s pool of prior juniors-turned-seniors. These are to happen before the start of the school year and the organization sessions. The junior phase is to happen within the organization’s pool of current juniors. These are to happen prior to the 3rd session of the organization in the school year.

Section 3.1. Qualifications

All applicants must be a member of the organization. Each position has a specific criteria that must be met. Each position is also noted to only be open for a certain grade level. All seniors only positions for the extended core are as follows: Senior Facebook Manager and Senior Projects Manager. All juniors only positions for the extended core are as follows: Junior Facebook Manager and Junior Projects Manager.

The Facebook Managers must be adept at using Facebook to post comics, videos, and the like as well as be able to handle quick requests such as taking down a post, and thus need to be easily reachable.

The Project Managers need to be available onsite if need be and must be able to talk to people especially for onsite events such as boothing. They must also be able to handle pressure and be flexible in terms of schedules and work.

Section 3.2. Appointment Process

The appointment process first must start with an interview with the applicant wherein the central core will interview the applicant and ask questions related to the chosen positions they are applying for. After said interview, a deliberation of at least one week must be done before informing the applicant of the core's decision. If the candidate exemplifies qualities that fit for another position, the core will ask the applicant on what they prefer, either retain the position or accept the new one. At moments where there are no candidates, an officer will fulfill that position's duties until a reasonable conclusion is reached or a candidate is found.

Article VIII Information Dissemination Platforms

Section 1. Facebook Page

The primary purpose of the Grafiction Facebook page is to be the main outlet wherein Grafiction will post comics, projects, announcements, and more, on a school-wide scale online. This outlet is handled by the Facebook Managers. All contents that are to be posted

here are to be reviewed by the core and the moderator. Any posts found to be in violation of the school rules will be taken down.

Section 2. Grafiction Website

The primary purpose of the Grafiction website is to be the home of the yearly anthology project as well as other notable comics and projects throughout the organization's lifetime. This website is handled by the Senior Facebook Manager. All contents in the website are to be reviewed by the core and the moderator.

Article IX Organization Ethical Regulations

Section 1. Statement of Non-Discrimination

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, academic status, national origin, disability,

or other status. This policy will include, but not be limited to membership, organization, activities, or opportunities to hold office.

Section 2. Statement of Non-Hazing

This organization will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Section 3. Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, and national laws.

Section 4. Not-for-Profit Statement

The ASHS Grafiction is a not-for-profit organization.

Section 5. Financial Obligations

The majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. The finance officer of the organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article X Amendments

Section 1. Submission

Any proposed amendments or revisions to this constitution should be written in the CSO's Amendment Constitution Template and submitted through the form provided by the Council of Student Organization.

Section 2. Approval

Amendments to this manual may be proposed by any member of the organization, with the motion going through the review for validity of the Organization's moderator and the CSO Core. If found valid, this is reviewed by the CSO Moderator, if found valid, the motion then proceeds to the Student Activities Coordinator for his/her approval.

Section 3. Updating the Manual

Should the motion for amendment pass, the organization head must revise the manual no later than five (5) school days after the vote and inform the CSO Vice President of the changes.