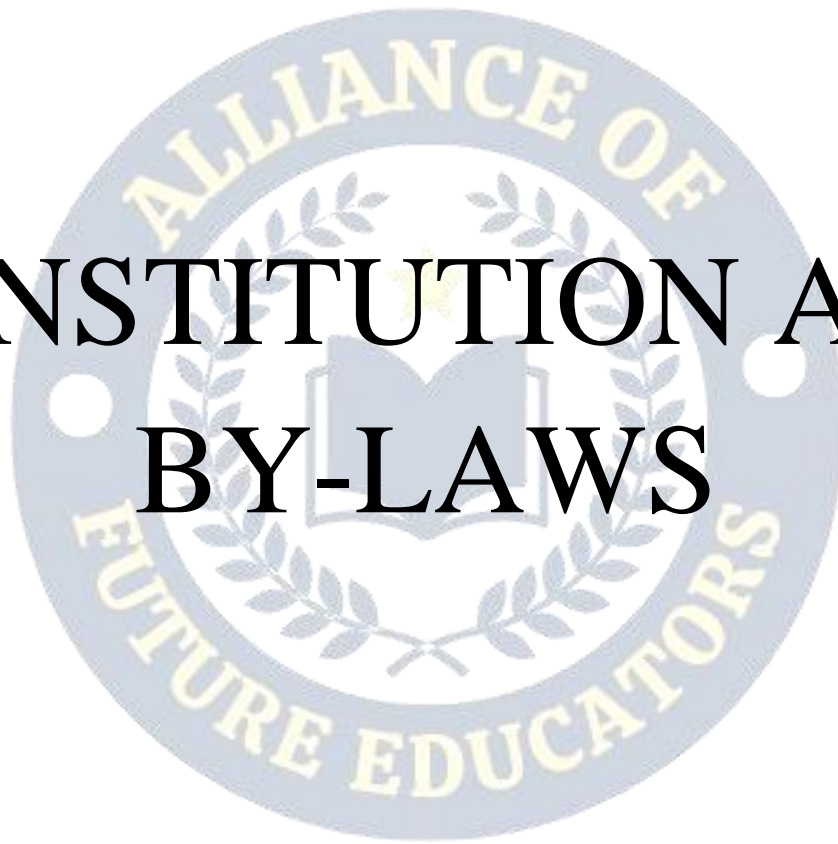


# CONSTITUTION AND BY-LAWS





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**CNSC – COLLEGE OF EDUCATION**  
**ALLIANCE OF FUTURE EDUCATORS**  
F. PIMENTEL AVENUE, DAET 4600 PHILIPPINES

***Vision***

*ISSO envisions empowering BSIS  
Students to excel in the global digital  
evolution and business landscapes.*

***Mission***

*ISSO is committed to harnessing the power of information systems and technology that  
nurtures innovation, enhances efficiency, and ensures the seamless operation of critical  
business processes to foster the development of practical skills of the BSIS Students.*

**P R E A M B L E**

We, the members of the *Information Systems Student Organization (ISSO)* within the Department of *Institute of Computer Studies (ICS)* in *Camarines Norte State College (CNSC)*, adhere to the need to create an organization that will conceptualize our amplified ideals and aspirations to life's success and help to raise the systemization of excellence for the study of information systems while shadowing the guiding principles of justice, peace, and love.

**ARTICLE I. GENERAL PROVISIONS AND DOMICILE**

**Section I.      *Name***

This organization shall be known as the *Information Systems Student Organization* or *ISSO*. The use of the Initialism of *ISSO* in this document will always be known as the Information Systems Student Organization.

**Section II.     *Authority***

The *ISSO* shall hold the executive authority over all students of the organizations.

**Section III.    *Logo***

The *ISSO* shall have an official symbol or logo, which shall only be changed via resolution and thorough selection.

**Section IV.    *Address***

The organization shall have its principal address at the Camarines Norte State College Main Campus, F. Pimentel Avenue, Barangay II, Daet, Camarines Norte - 4600, Philippines.

**Section V.     *Adviser***

The *ISSO* Adviser may attend and advise during assemblies and events.

**ARTICLE II. DECLARATION OF OBJECTIVES AND PURPOSES**

**Section I.      *Objectives***

- a. To evaluate a deeper understanding of what is Information Systems.
- b. To take an initiative for the Advancement and Systematization of Society.



- c. Facilitate opportunities for students to enhance their professional skills, including technical skills, project management, and communication.
- d. Support students in obtaining relevant certifications in information systems, enhancing their credentials and marketability.
- e. Engage in community service or outreach projects that leverage information systems skills to benefit local communities or nonprofit organizations.
- f. Explore the alignment of IT strategies with overall business objectives, fostering a deeper understanding of how information systems contribute to organizational success.
- g. Inclined to Information Technology Management, Business Intelligence, and factors under the General Management for the enrichment of IS students.

**Section II.** *Purposes*

- a. To create programs and interactive activities that will cause the redevelopment of understanding what Information Systems are.
- b. Promoting cultural diversity or expressing and exploring identities through events, activities, or discussions.
- c. To stand for the protection and rights of the students.
- d. Fostering a sense of community among students.
- e. To act with responsibility.
- f. Shall be Responsive.
- g. Shall be objective.
- h. To provide transparency in any affairs.
- i. Shall be an adequate and feasible leadership.

**ARTICLE III.**  
**MEMBERSHIP**

**Section I.** *Members*

- a. All officially enrolled students under the program Bachelor of Science in Information Systems will automatically become members of the organization.
- b. When the members are unofficially enrolled, their membership will automatically terminate.

**Section II.** *Honorary Members*

The organization members will become honorary members after they graduate from the academy.

**Section III.** *Membership Merchandise*

Only officially enrolled students under the baccalaureate Information Systems. Privilege to own exclusive membership merchandise. All Freshmen are required to purchase the products and shall only be optional to all higher





levels. The release of the products will vary based on the agreed-upon schedule of the Executive officials.

#### **ARTICLE IV.**

#### **ORGANIZATION MEMBERS**

##### **Section I.** *Members Roles*

- a. Actively engage in the organization's activities, meetings, and events.
- b. Adhere to the organization's bylaws, rules, and codes of conduct.
- c. Maintain open and respectful communication with fellow members and leaders.
- d. Actively contribute ideas, suggestions, and feedback to help improve the organization and its activities.
- e. Be adaptable to changes within the organization and its activities, especially in response to external factors or evolving goals.
- f. Fulfill financial obligations, such as paying membership dues, if applicable, and any other financial commitments outlined by the organization.

#### **ARTICLE V.**

#### **ORGANIZATION'S OFFICIALS**

##### **Section I.** *Officials*

The organization's officials are composed of two congresses: Executive officials and the House of Representatives.

##### **Section II.** *Executives*

- a. The executives are the President, Deputy President for Administrative Operations, Deputy President for Business and Accounts, Deputy President for Financial Affairs, Executive Secretary, General Secretary, Finance Secretary, Executive Auditing Officer, Information Director Officer, Media Director Officer, Technology Director Officer, Business Managing Officer, and Sentinel.
- b. The executive officers are herein to follow the request of the higher governing body. If the order does not cross any issues emerge any detrimental causes.

##### **Section III.** *House of Representatives*

- a. The House of Representatives is composed of all Information Systems Block Officers. President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, Business Manager, Technical Officer, Peace Officer, and Block Candidates.
- b. The House of Representatives should elect a House Speaker—they should be any of the President or Vice Presidents of all sections.



- c. All Representative Officers will be deriving from all Representatives—Secretariat Officers, Finance Officers, Audit Officers, Editorial Teams, Public Relations teams, Logistic Officers, Procurement Officers, Technical Teams, and Security Unit—three members per committee: Appointments of all committees will be varied to the decisions of Executives with the Approval of Members.
- d. They are required to follow the orders of the executives.
- e. They are obligated to respond when the executives call for meetings.

## **ARTICLE VI. POWER, DUTIES, AND RESPONSIBILITIES OF THE OFFICIALS**

### **Section I. *Power***

- a. Officials have the authority to enforce organizational policies, including those related to membership, conduct, and adherence to the organization's CBL.
- b. Student Officials represent the organization to the university, external entities, and the broader community.
- c. To handle situations or conflicts when they become unreasonable affecting the students' values, beliefs, and other factors.
- d. Officials have the authority to participate in decision-making processes related to the organization's goals, activities, and policies.

### **Section II. *Duties***

The duties of all officials shall incline toward what the student organization deems necessary;

- a. Serve as liaisons between students and administrators, conveying student opinions, needs, and feedback.
- b. Work collaboratively to achieve common goals and objectives.
- c. Foster a sense of unity and shared purpose among members.
- d. Facilitate effective communication within the organization.
- e. Promote an inclusive and diverse environment within the organization.
- f. Address conflicts and issues within the organization fairly and constructively.
- g. Uphold ethical standards and principles.
- h. Evaluate the organization's performance and make improvements as needed.

### **Section III. *Responsibilities***

The responsibilities of all officials are gravitated toward this Constitution and Bylaws but are not bound;

- a. Uphold the values and principles that define the organization.
- b. Foster a positive and inclusive organizational culture.



- c. Make informed decisions that serve the best interests of the organization and its members.
- d. Remain fair and impartial during the organization's decision-making process.
- e. The organization shall disclose all records to the student body.
- f. To take a stand for the well-being of the organization.

## **ARTICLE VII. EXECUTIVE OFFICIALS**

### **Section I. *President***

- Shall be the Chief Executive Officer of the organization. They shall;
- a. Make high-level decisions.
  - b. Implement any organizational activities, projects, or programs.
  - c. Preside and represent all official meetings and events.
  - d. Enforce the constitution, bylaws, and resolutions that were agreed to by the majority of the organization.
  - e. Oversees the general functioning of the organization, ensuring that its activities align with its mission and objectives.
  - f. Guide the organization toward its goals and objectives, making strategic decisions that align with its mission
  - g. Directs Constitutional updating and revisions of the Constitution and bylaws.
  - h. Sign all official papers of the organization.
  - i. Create committees for ad hoc committees.
  - j. Appoint officials that have no objection from the elected officials.
  - k. Supporting other officers and executives in their work.





**Section II.**     *Deputy President for Administrative Operations*

Shall be the Chief Operating Officer second to the President of the organization. They shall;

- a. Collaborating with the President in making high-level decisions for the organization and performing the responsibilities of the President to succeed in the raison d'être of the President in their absence.
- b. Responsible for day-to-day functions and processes that keep an organization running smoothly.
- c. Supervise the implementation of activities, programs, and projects of the organization.
- d. Managing and overseeing the various administrative functions to ensure efficiency, compliance, and alignment with organizational goals.
- e. Addressing challenges and solving problems related to administrative processes and operations.
- f. Monitor the college-wide activities and linkages with other sectors that will contribute to the development and other activities concerning the organizations.

**Section III.**     *Deputy President for Business and Accounts*

Shall be the chief marketing officer ensures the organization's strategy structure is relevant. They shall;

- a. Collaborating with the President and other leaders in making high-level decisions that impact the organization's business and financial functions.
- b. Ensuring accurate and timely financial reports acquisition for reviewing.
- c. Contributing to the development and implementation of business strategies that align with the organization's goals and mission.
- d. Exploring opportunities for organizational growth and development— the one that will direct all fund-raising events of the organization.
- e. Contributing to the development and implementation of policies related to business operations and financial management.
- f. Monitoring and overseeing the organization's budget to ensure fiscal responsibility and alignment with strategic objectives.
- g. Create internal report analysis and oversee all records and reports.
- h. Head of Procurement Officer.





**Section IV.** *Deputy President for Financial Affairs*

Shall be the chief financial officer of the organization. Serves as the treasurer, and manages the finances of the organization. They shall;

- a. Directing the strategic financial planning to support the organization's short-term and long-term goals and objectives.
- b. Overseeing the development, implementation, and monitoring of the organization's budget, ensuring financial resources are allocated appropriately.
- c. Overseeing internal and external audits, ensuring compliance with financial regulations.
- d. Monitoring and managing the organization's cash flow to ensure liquidity and financial stability.
- e. Communicating financial information effectively to the President, House Representatives members, and other relevant parties.
- f. The authorities craft a memorandum to collect fees and other financialrelated matters of the organization.
- g. Collect the dues and other fees.
- h. Signing and Finalization of all financial statements.
- i. Finance Head Officers.

**Section V.** *General Secretary*

Shall be the Chief Secretariat Committee of the organization. They shall; a. Prepare, edit, and proofread documents, reports, presentations, and other materials for the executive.

- b. Assist in managing projects, ensuring deadlines are met.
- c. Serve as a central point of communication between the organization's leadership, and members.
- d. Organize and coordinate meetings, conferences, and events, including taking minutes, and ensuring follow-up on action items.
- e. Ensuring the smooth functioning of an executive's office and facilitating effective communication and coordination within the organization.
- f. Provide comprehensive administrative support to executives, managing calendars, scheduling meetings, and handling correspondence.
- g. Take note of every gathering directed by the presiding Chair.
- h. Create all Internal narrative reports and summary of evaluations.
- i. Obtain all official papers of the student organization.



**Section VI.** *Executive Secretary*

Shall be the Chief Record Keeper of the organization that serves both Executives and the House of Representatives. They shall;

- a. Ensure that the organization operates in compliance with relevant laws, regulations, and governance requirements.
- b. Oversee and manage administrative functions, ensuring efficient day-to-day operations.
- c. Maintain accurate and organized records of important documents, decisions, and organizational activities.
- d. Plan and coordinate events, conferences, and other organizational activities.
- e. Maintaining a current list of residences, email addresses, student ID numbers, and phone numbers of the student organization officials, advisors, and members.
- f. Facilitate Attendance booth to all activities and events the organization is concerned about.
- g. Create all External Narrative reports and summary of evaluations.
- h. Have a copy of every record and report.
- i. Head of Secretariat Officers.

**Section VII.** *Finance Secretary*

Responsible for overseeing financial matters and administrative aspects related to finance. They shall;

- a. Ensure the organization's financial documentation is organized and easily accessible.
- b. Present reports to the executive team, members, or relevant committees.
- c. Verify the legitimacy and accuracy of financial transactions noted by the Deputy President for Financial Affairs.
- d. Facilitate financial transactions, such as payments and fund transfers.
- e. Assist in developing strategies for financial sustainability and growth.
- f. Oversee the collection of membership fees, ensuring timely and accurate processing.
- g. Collaborate closely with the Treasurer or other financial officers to align financial activities, share responsibilities, and collectively ensure sound financial management.

**Section VIII.** *Executive Auditing Officer*



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Shall be the Chief Audit Executive of the organization—ensuring the accuracy and reliability of financial statements and reports. They shall;

- a. Provide leadership and oversight of the organization's internal and external audit functions.
- b. Oversee financial audits to ensure the accuracy and reliability of financial statements.
- c. Implement measures to detect and prevent fraud within the organization.
- d. Prepare detailed audit reports, highlighting findings, recommendations, and areas for improvement.
- e. Conduct audits of operational processes to assess efficiency, effectiveness, and adherence to organizational goals
- f. Ensuring the organization's financial health, compliance with regulations, and effective risk management.
- g. Audit all financial reports from the Finance Secretary.
- h. Direct Audit Officers.

#### **Section IX. Information Director Officer**

Shall be the Chief Information Officer—ensure transparency, disseminate accurate information, and facilitate effective communication within the organization;

- a. Creates all endorsements with the approval of the President.
- b. Oversee the organization's communication strategies.
- c. Responsible management of information flow both internally and externally and ensuring consistency in messaging.
- d. Handles the organization's information management, including data, and records, and often involves aspects of information security.
- e. Engaging with the community to gather feedback, answer questions, and address concerns.
- f. Ensures that information is organized, accessible, and secure.
- g. Public Records Requests: Facilitating transparency and compliance.
- h. The Administrator of the Official Media Page of the Organization.
- i. Monitoring and Analysis.
- j. Head of Public Relations Team.





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**Section X. *Media Director Officer***

Shall be the Media Spokesperson, serves as a key representative of the organization when it comes to interacting with the media;

- a. The co-administrator of social media for the organization.
- b. Implementing endorsements through print, web, and social media.
- c. Collaborating with the Information Officers to develop and refine communication strategies and materials for use.
- d. Write and distribute press releases to communicate important news, events, or updates related to the organization.
- e. Oversee the organization's presence on social media platforms, ensuring consistent messaging and engagement.
- f. Ensuring that accurate and positive information is conveyed to the media and the public.
- g. Responsible for the creation of all Publication Materials.
- h. Head of Editorial Team.

**Section XI. *Technology Director Officer***

Shall be the Chief Technology Officer of the Organization—serve as the Head Technical Committee. They shall;

- a. Responsible for all technical conveniences.
- b. Prepares all equipment necessary for the organization's events.
- c. In charge of technical trials before the events.
- d. Ensure the smooth flow of technicalities during events.
- e. Monitor the Technical Performance.
- f. Cooperate with the Information, and Media Officer for Visual presentations.
- g. Leader of Technical Team.



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**Section XII. *Business Managing Officer***

Shall be the Operational Overseeing Officer—serves for allocating resources such as materials, personnel, and equipment to various departments and projects within the organization. They shall;

- a. Act as the property custodian of the organization.
- b. In charge of canvassing materials, equipment, and all needed materials for the organizations.
- c. Oversee and coordinate business projects, ensuring they align with organizational objectives and are completed on time and within budget.
- d. Oversee and optimize supply chain processes to ensure timely and costeffective delivery of products or services.
- e. Assess all purchase requisitions and purchase orders.
- f. Overseeing all fundraising programs.
- g. Provide all the purchase receipts.
- h. Logistic Head Committee.

**Section XIII. *Sentinel***

Shall be the Chief Commander Officer for Security Measurements, and Peace and Order—Head of Security Unit. They shall;

- a. Providing regular reports or updates to leadership regarding the status of monitored areas and any concerns or incidents.
- b. Acting as a first responder or coordinating responses in emergencies to minimize damage or disruption.
- c. Initiate when there are conflicts or serious arguments among students within the organization.
- d. Maintain the orderliness of the venue during the organization's events.
- e. Keeping a watchful eye on critical processes, systems, or activities to identify and address potential issues or risks.
- f. Responsible for Welcoming Participants in every event.

**ARTICLE VIII. THE HOUSE OF REPRESENTATIVES**



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**Section I.** *Block Representatives*

- a. They are the ones who are responsible for the major information dissemination that the organization’s officials agreed on.
- b. They are responsible for enabling the effectiveness of all dropped memoranda, resolutions, and all laws embedded in this Constitution and Bylaws.
- c. Led by the House Speaker.
- d. They will be the ones who deliver all the suggestions, recommendations, and comments (even vitriolic) without any repercussions to the Executives officials of the organizations.
- e. They will represent the voice of the Information Systems students to the organization.
- f. They have the right to retaliate against any decisions of the Executives that will probably affect certain rights of the Information Students (religion, beliefs, tradition, etc.).
- g. Make wrongs right.

**Section II.** *House Speaker Representative*

- a. The House Speaker Representative is the Head of the House of Representatives. They can have the capabilities of—Presiding Over Meetings, Enforcing Rules of Decorum, Ensuring Transparency, Parliamentary Expertise, Constituent Engagement, and Leadership Development—adhering as Speaker.
- b. They have the privilege to:
  - a. Collaborate with the Executive Officials to set the agenda.
  - b. Cast a tie-breaking vote in the event of a deadlock.
  - c. Craft resolutions Approved and Certified by the President.
  - d. Authority to appoint members to various committees.
  - e. Raise if the meetings have exceeded the allotted time.
  - f. Addressing Constituent Concerns.

**Section III.** *Composition of Block Officers*

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Auditor
- f. Public Information
- g. Business Manager
- h. Technical
- i. Peace Officer





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j. Block Candidate (Male and Female)

#### **Section IV. *Representative Officers***

##### **1. Secretariat Officer**

Are responsible for administrative tasks, such as managing records, and coordinating logistics. They ensure the organization runs smoothly, complies with regulations, and maintains clear communication.

##### **2. Finance Officer**

Finance Committees oversee the organization's finances, ensuring responsible budgeting, financial planning, and risk management to maintain financial stability and transparency.

##### **3. Auditing Officer**

The Auditing Committee oversees an organization's finances, ensuring accuracy in financial reporting and compliance with regulations. It assesses internal and external audit functions for transparency and accountability.

##### **4. Editorial Team**

The Editorial Team is responsible for creating and editing content for publications, ensuring it aligns with the organization's messaging. They play a crucial role in content development, quality control, and maintaining consistency in written materials.

##### **5. Public Relations Team**

The PR Team manages an organization's image and communication with the public, including media relations, and event planning. They aim to maintain a positive reputation and build relationships with the members. They are disseminating accurate and timely information to the public.

##### **6. Procurement Officer**

The Procurement officer shall be responsible for facilitating the acquisition of goods and services essential for the organization's operations while promoting transparency, efficiency, and value for money.

##### **7. Logistic Officer**

Logistic Committees manage event logistics, handling details like venue, equipment, transportation, and catering to ensure smooth operations and achieve organizational goals.



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## **8. Technical Team**

A technical team oversees the testing and evaluation of technical equipment or processes, ensuring the quality of conducting events will be as smooth as possible.

## **9. Security Unit**

A security unit's role is to protect an organization by implementing security measures, monitoring threats, and responding to incidents to maintain safety and safeguard assets and members.

# **ARTICLE IX. MEETINGS AND ASSEMBLIES**

## **Section I. *Regular Meetings***

Every last Friday of the month—the local organization officials with the House Representatives shall conduct a regular meeting at an agreed-upon time by the organization that will not conflict with academic hours. Encapsulated in regular meetings are the Old and New Business of the organization that should be raised by the President or any concerned Officials. Hence, it could reach the pinnacle of creating future agendas for the Organization.

## **Section II. *Special Meetings***

A special meeting may be called upon by the initiative of the President, House Speaker, the adviser, or by at least three executive officials, or upon the request of at least 50% of the members in good standing, and shall be scrutinized with the consent of all members present thereat. There will be only three (3) special meetings the organization can implement every month.

## **Section III. *Emergency Session***

An emergency meeting may be called by the initiative of the President or a majority vote of its members when it is deemed necessary to implement a high-level meeting convened to address significant issues or emergencies.

## **Section IV. *Executive Session***

An assembly that includes a cadence meeting with the business of Performance Review, Status Update, and Resolution meeting of Executive Officials. In this type of meeting the minutes may not be undertaken, partially or not recorded at all due to confidential matters that will arise amid the meeting protecting the rights of indulge individuals.



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**Section V.** *Legislation Assembly*

This assembly undergoes Oversight, Investigative, and Confirmation Hearings. All Executive officials shall attend this hearing consistently, including the House of Representatives—listening to testimony or evidence on a particular issue. At this meeting, the Parliamentary is strict—should be observed—constantly.

**Section VI.** *General Assembly*

The General Assembly (GA) is a democratic forum where organization members collectively make decisions, discuss policies, and share information. It promotes transparency, accountability, and member engagement, fostering a sense of community and inclusivity within the organization. All members of an organization members are required to come together.

**Section VII.** *Representative Assembly*

This meeting is called upon by the organization's Executive officials to all personnel of the House of Representatives—who represent the body on their behalf.

**Section VIII.** *Place of the Meetings*

All assemblies must be carried inside the school premises. Virtually, if infeasible. With the knowledge of the Organization's Adviser.

**Section IX.** *Voting*

Members are only allowed one personal vote during each meeting as the situation warrants it. Voting on any issues propound during the meeting may be done by ballot, hand raising, or virtual poll as agreed upon.

**Section X.** *Quorum*

Any infer of the organization will not be recognized, even with the inclination of business matters or transactions—barring the quorum is 50% + 1 of the expected attendees.





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**Section XI.** *Notice of the Meeting*

Informing participants about the meeting's details, including the date, time, venue, and agenda. The Executive Secretary shall issue notices at least three to five business days before the actual date of the meetings, excluding the emergency meetings.

**ARTICLE X.**  
**RIGHTS AND PRIVILEGES**

**Section I.** *Rights*

All members of this organization shall have the following rights:

- a. The right to participate in any decision-making that may occur during regular, special, or emergency meetings called by the officials with the approval of the President.
- b. The members have the freedom of speech to hold a peaceful assembly that would not affect the laws of the organization's Constitution and Bylaws.
- c. No member is obliged to contribute or donate any amount of money, value, or service unless otherwise amenable to the students, provided for the approval of the Representative, or General Assembly.
- d. The right to receive information on any project or activity of the organization to take part in such endeavors.
- e. To be informed of all laws and changes affecting them. Issued by the organization.
- f. No member shall be subjected to exploitation, cruelty, or unusual punishment.
- g. The right to reject any request that will affect certain beliefs that will not retaliate against the organization's Constitution and Bylaws.

**Section II.** *Privileges*



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All members of this organization shall have the following privileges:

- a. The privilege to go into all of the organization's records, reports, transactions, and other documents.
- b. The privilege to vote at any meeting organized whenever the situation warrants it.
- c. Members may have the privilege of running for leadership positions, serving on committees, or taking on roles that contribute to the organization's governance.

## **ARTICLE XI.**

### **DUTIES AND RESPONSIBILITIES**

#### **Section I. Duties**

All members of this organization shall have the following expressed duties and responsibilities:

- a. The duty to attend meetings, whether regular, special, or emergency, if needed.
- b. Adhere to the organization's constitution, bylaws, and any established policies.
- c. Acknowledge and appreciate the efforts of leaders and fellow members.
- d. Provide constructive feedback to leaders and the organization as a whole.
- e. Actively promote the organization within the campus community.
- f. Every member must contribute knowledge that they believe would be beneficial to the organization.

#### **Section II. Responsibilities**

- a. To willfully abide by the terms of this organization's constitution and bylaws, as well as any other rules that are prompt and made official by the organization.
- b. The work allocated to each committee member by any of the officials foretold to finish without any unauthorized delegation of that responsibility to another unauthorized member or nonmember.
- c. Respect and support decisions made by the organization's leaders.
- d. Adhere to university policies and guidelines related to student organizations.
- e. To pay all fees on the date allotted by the Deputy President for Financial Affairs in the Memorandum as mandated by this Constitution and Bylaws.



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## **ARTICLE XII.**

### **ELECTION MANNER AND TERM OF SERVICE**

#### **Section I. Election**

The election of student organization Executive officials shall be executed on the last month of the second semester, and the first month of the first semester is the election for the House of Representatives.

#### **Section II. Eligibility**

Any individual duly enrolled in the Bachelor of Science in Information Systems program and holding active membership in the Information Systems Student Organization (ISSO) shall be deemed eligible to contest for executive positions within the ISSO.

#### **Section III. Nomination Procedure**

The nomination process shall be conducted during the convened General Assembly, encompassing all enrolled participants in the Bachelor of Science in Information System program who maintain membership with the ISSO. The nomination process allows any qualified individual to propose nominations for executive positions within the ISSO.

#### **Section IV. Voting Procedure**

- a. After the Nomination Procedure, incumbent officers shall formulate and distribute official ballots to be utilized one (1) day following the conclusion of nominations. Voting activities shall commence one (1) day following the Nomination Procedure, facilitating the election process within the ISSO.
- b. In case of death, vacancy, permanent disability, removal from office, or resignation of any officials, this shall be filled by law by a special election called for the purpose and serve the unexpired term.

#### **Section V. Result and Transition**

The official election results shall be publicly announced one (1) day after following the cessation of the voting period. Successful candidates shall be determined based on the highest number of votes garnered. Elected officials shall partake in an orientation aimed at acquainting them with their respective roles and responsibilities before assuming their official duties.





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## **Section VI. Qualification**

The Qualification for running as a student organization official follows.

- a. Should not be an officer of another organization within the Institution.
- b. Can be a regular or irregular student.
- c. Must be a recognized member of the Organization.
- d. Do not have any restrictions to be an officer.
- e. Do not have a record of any types of intolerable violations.

## **Section VII. Term of Service**

- a. Any elected official will serve for one (1) Academic year.
- b. The term limit for all officials is two (2) Academic years, however.
- c. All House of Representatives only have one (1) academic year limit.

# **ARTICLE XIII QUALIFICATIONS AND RESPONSIBILITIES OF THE ADVISER**

## **Section I. Qualifications**

- a. The officers shall have the discretion to choose not more than two (2) Adviser, and Associate Adviser, with equal powers, functions, and responsibilities to be executed, and the nominations of the advisers shall be open to faculty that serves good leadership skills in the colleges/departments. The first two obtaining the highest number of votes shall be the advisers.
- b. Shall be a Degree holder in any related field, preferably in Information Systems.
- c. The advisers shall be full-time and competent faculty members of the Department therein. In the absence of an adviser, the associate adviser shall fill the position with the same ministerial duties, and possess strong communication, leadership, and organizational skills, along with proficiency in Technology and Information Systems tools and platforms.
- d. The advisers shall have the courage and character to support and protect the officers for what they believe is just and equal.
- e. Demonstrate a commitment to student development and success, with the ability to mentor, guide, and support students in their academic and professional endeavors.
- f. The term of office shall be co-terminus with the executive officers.

## **Section II. Responsibilities**

- a. Coordinate with the OSSD Coordinator in the department for any related activities that the office may undertake.



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- b. Assist the organization to develop skills, explore careers, and achieve their academic and professional goals.
- c. Attend meetings, and activities, and promote teamwork.
- d. Assist officers with projects, offering guidance on problem-solving and decision-making.
- e. Arrange networking events, guest speaker sessions, and industry engagement opportunities.
- f. Should be present if the organization’s activity is held off-campus or when the organization and all others may be involved.
- g. Assure the safety of all members of the organization and all others who may be involved in the activity.
- h. Build partnerships and represent the organization at external events, and other collaborations.
- i. Perform other functions as may be assigned by the organization.

#### **ARTICLE XIV**

#### **ORGANIZATION OFFICIALS PROVISION**

##### **Section I.** *Quality Provision*

The Organization officials should not be part of any Accredited Organization of the Institution. Otherwise, a Resolution or Order should be crafted to allow.

##### **Section II.** *Organization Officials' Fees and Dues*

Officials within the organization shall be exempt from semestral dues and membership fees. However, in upholding the standards of quality leadership, any official found guilty of misconduct and subsequently convicted of termination or impeachment shall face a penalty.

##### **Section III.** *Penalty Provision*

Accordingly, the dues applicable during their term shall be doubled. This provision stands irrespective of any attempts to challenge or overlook its enforcement.

#### **ARTICLE XV.**

#### **MEMBERSHIP DUES, FEES, AND FINES**



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**Section I.**     *Fees*

All fees, fines, dues, and contributions inside or outside the organization shall be obtained and acquired by the organization's Deputy President for Financial Affairs. The organization's Auditing Officer must thoroughly check it.

**Section II.**    *Membership Fee*

The membership fee, set at one hundred pesos (₱100.00), is a mandatory contribution required from all members on a semester basis. This financial commitment ensures sustainable funding for the organization's activities, programs, and initiatives.

**Section III.**   *Semestrial Dues*

Semestrial dues, set at One Hundred pesos (₱100.00) per member, are a mandatory financial commitment designed to sustain the organization's operational needs. The modest amount reflects the collective responsibility of members, fostering financial stability and supporting the organization's mission throughout the year for all ongoing activities, programs, and events.

**Section IV.**   *Collection and Receipt*

- a. Fees or any financial-related affairs should be collected before or on the allocated date given by the organization.
- b. The Deputy President for Financial Affairs is responsible for disseminating official receipts for all collections. This process ensures that members receive documented confirmation of their financial contributions, promoting trust and transparency in the organization's financial affairs.
- c. The Deputy President for Financial Management will provide an official receipt for all collections.





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## **Section V. Fines**

Any member of the organization who fails to follow the rules given shall face the following consequences.

- a. Five pesos (₱5.00) shall be added for every day late for the due date of collection. However, in case of negligence if one fails to give after a week from the start of the allotted time Twenty pesos (₱20.00) shall be added every day. In light of this, students will be excluded, if they pass a consideration letter Two Days after the allotted date of collection. The topup shall stop when reaches the maximum amount of Two Hundred TwentyFive Pesos (₱225).
- b. A fine per signature shall be collected from Officials; Fifty Pesos (₱50.00) for every lateness and One Hundred Pesos (₱100.00) for absences.
- c. A fine per signature shall be collected from Members; Twenty-Five Pesos (₱25.00) for every lateness and Seventy-Five Pesos (₱75.00) for absences.

## **ARTICLE XVI. DOCUMENTS**

All official letters shall have the format provided by the organization. Any self-created format will not be recognized and thereby declared invalid. Address the organization's President and send it to their office.

### **Section I. Membership Confirmation Letter**

Issued to individuals who have successfully joined the student organization, confirmed their membership status, and provided details about membership benefits.

### **Section II. Administrative and Executive Orders**

Administrative and Executive Letters are formal directives issued by the highest authority within the organization, superseding provisions outlined in the Constitution and By-laws.

#### **a. Administrative Letter:**

This letter, endorsed by all officials, encompasses provisions beyond the Organization's established governance documents. Its effectiveness extends universally and comprehensively throughout the Organization's operations.

#### **b. Executive Letter:**

Issued solely by the highest official, the President, an Executive Letter holds significant authority. However, its validity can be revoked by either the collective decision of other officials or the House Speaker Representative.



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**Section III.** *Excuse Letter*

All excuse letters for any events must be officially signed by the student, parent, or legal guardian indicated with a valid reason. Hence, it shall be passed to the General Secretary and be approved by the President. The passing of an excuse letter is two days before the event and two days after.

**Section IV.** *Consideration Letter*

All students are allowed to fill out a Letter for Consideration if an emergency has occurred that will affect their ability to follow the orders of the organization. Parents or legal guardians should duly sign this. Received by the General Secretary and approved by the President.

**Section IV.** *Official Resignation Letter*

They were submitted by officers who are resigning from their positions within the organization. This letter may include a statement of reasons for resignation.

**ARTICLE XVII.**  
**TERMINATION**

**Section I.** *Deliberate Violation of Constitution*

Official termination may be enforced if an individual deliberately breaches this constitution.

**Section II.** *Lack of Moral Ascendancy*

Termination may be invoked in cases where an official lacks the moral ascendancy required for effective governance.

**Section III.** *Gross Negligence of Duties*

Grounds for termination include instances of gross negligence in the execution of official duties.

**Section IV.** *Unexcused Absences*

Five unexcused absences from announced meetings warrant the initiation of termination proceedings.



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**Section V.** *Willful Negligence Conditions*

Termination shall be enforced under all conditions characterized by willful negligence, including but not limited to intentional disregard for organizational policies, repeated failure to meet performance standards, or any deliberate action that undermines the integrity and objectives of the organization.

**Section VI.** *Post-Termination Restrictions*

Any officer terminated cannot hold a position in any organization within the institution immediately following termination and for the subsequent academic year.

**Section VII.** *Monetary Penalty*

If an official of the organization has been convicted and terminated from their position, they must pay an amount of two hundred twenty-five pesos (₱225.00) to equate, at least, all the errors they have made.

**ARTICLE XVIII.**  
**IMPEACHMENT**

**Section I.** *Credibility Undermining Actions*

An organization official that could substantially harm the organization's reputation. In cases of impeachment, officials engaging in such actions may face legal repercussions. This measure aims to protect the organization's integrity, maintaining trust among members.

**Section II.** *Malversation of Organization Funds*

Dismissal is warranted if an official is found guilty of misappropriating or mishandling organization funds.

**Section III.** *Unauthorized Use of Organization Name*

Immediate dismissal is invoked if an official uses the organization's name without majority approval or the President's consent.

**Section IV.** *Conviction*

Dismissal follows any official's conviction for a crime recognized by the governing authority.

**Section V.** *Professional Negligence Conditions*

Any instance of professional negligence, encompassing a range of offenses affecting organizational duties, can lead to impeachment.





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- a. Failure to fulfill organizational responsibilities.
- b. Violation of ethical standards affecting organizational integrity.

**Section VI. *Post-Impeachment Restrictions***

An impeached officer is barred from holding any officer position in any organization within the institution immediately following impeachment and throughout the subsequent academic year. This measure ensures accountability and integrity within the institution.

**Section VII. *Monetary Penalty***

If an official of the organization has been convicted and terminated from their position, they must pay an amount of two hundred twenty-five pesos (₱225.00) to equate, at least, all the errors they have made.

**ARTICLE XIX. RESIGNATION**

**Section I. *Permissible Reasons for Resignation***

In the event of a resignation, the resigning official must present a permissible reason justifying their decision. Valid reasons may include personal circumstances, academic commitments, or any other justifiable cause.

**Section II. *No Reinstatement Privilege***

Officials voluntarily resigning from their positions forfeit any privilege to reclaim their roles. This policy is irrevocable, and former officials cannot be reinstated.

**Section III. *Restriction from Organizational Participation***

Resigning officials face a prohibition from joining any organization within the institution for the remainder of the Academic Year. This restriction is contingent upon the fulfillment of the resignation conditions.

**Section IV. *Immediate Election for New Officials***

Upon the occurrence of a mass resignation with valid reasons, the organization will promptly initiate an election process to appoint new officials. This ensures continuity and the swift restoration of a functional leadership team.

**ARTICLE XX. ORGANIZATION REPERCUSSIONS**



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## **Section I. Forbidden**

- a. Any harassing action towards another individual, especially one's religion, traditions, gender identification, or sexual orientation, and disrespecting any authorized personnel within the institution—violation shall face a call from the executives for the first attempt and go straight to the guidance counselor, or upon the decision of the department authorities, for the next violation. Strips all rights and removes the privilege of joining any events of the organization. Thirteen (13) days after the second violation, however, they are still mandated to pay all fees that the organization charges.
- b. Any disobedience of the members to the order of organization officials that is not stepping on any student rights will lose all their rights and privileges under the Constitution and Bylaws for seven (7) days after the violation.
- c. Fill in for other students' absences or tardiness on the organization's programs—including the attendance. The repercussions will be upon the order of the organization's Executive Order.
- d. Stealing organizations or school properties herein under crime law is forbidden and profoundly prohibited—students who are proven to be involved in or convicted of this action shall pay how much the stolen property is and return the stolen item or items. They shall have to go under probation and do two (2) days of community service.
- e. It is not allowed for all the members to tamper with the identification card or any sort of object on the ID plate. That causes an alteration of the identity of the member. The students who will be convicted for this rule shall perform community service for one (1) day.
- f. Any willful and repeated negligence to the Constitution and Bylaws— shall strip all rights and privileges and exclude them from all events, activities, and programs of the organization for thirty-two (32) days. After this, they are still obligated to make all necessary payments that the organization orders.
- g. If an organization official commits any of the offenses listed under Section 1, Forbidden. They shall strip their positions alike if the condition falls for resignation and be excluded from all events, programs, and activities for the whole semester. Pay the same amount on termination or impeachment and pay all fees that the organization ordered.

## **ARTICLE XXI AMENDMENTS**



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**Section I.**     *Constitution and By-Laws*

This Constitution and Bylaws may be recommended for amendment or repeal in part by the affirmative vote of the majority of the members of the organization at any regular meeting of the members or in a special meeting duly called for that purpose and submitted for the approval of the ISSO President and the adviser.

**Section II.**    *Internal Rotation*

In the circumstances of internal rotations, the official's former position assumes a pivotal adjacency to their chosen office, a strategic alignment fortified by the Recommending Approval of the President. This judicious positioning embodies a seamless transition, harmonizing expertise and responsibilities with precision and foresight, ensuring organizational synergy and effectiveness.

**Section III**    *Election Amendments*

The election procedures may be amended by a fifty percent plus one (50% + 1) majority vote of the Legislation Assembly, provided that a written proposal is submitted and reviewed by the organization's Adviser. Before implementation, all proposed changes to these election procedures must be formally documented and submitted for review by the organization's adviser to ensure compliance with applicable laws and regulations.

**Section IV.**    *Resignation*

If there is a case of the resignation of an official. Their resignation will not be approved until they have someone to replace their position to ameliorate such a situation. The resignation shall take effect once approved by the President and the organization's adviser, provided that all obligations of the official are properly turned over to the appointed member.

**Section V.**     *Emergency Powers*

- a. Officials are granted emergency powers to make rapid decisions during crises. This could include the ability to reallocate resources, change operational procedures, or make financial decisions without typical approval processes.
- b. In terms of the position of President being vacant, the following Executive officials shall fill in the office—assume—until the President returns or a New President has been elected.





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**Section VI. *Collection***

- a. Upon the approved Memorandums from the office of the Deputy President for Financial Affairs. However, if the Membership Fee has been scheduled for collection, Semestrial Dues must be moved two months after the collection of the Membership fee to minimize students' expenses.
- b. Upon the inability of a member to pay necessary fees of the Organization and does not create a Consideration letter. Following the rule of Fines has been applied, under the power given, an Individual can craft a Letter to minimize or completely remove the penalty. Despite that, the rule of fines shall follow.

**Section VI. *Clearance***

- a. Before the Academic Year concludes, clearance by members and officials shall be issued by the Outgoing Officers. To track records of the organizations, resources, medium, finances, and other matters.
- b. Any members of the organization neglect the issuance of clearance. Full individual records shall be stamped on the permanent receipt. Submit to the Incoming officials for embedding to the member's permanent record.

**ARTICLE XXII.**  
**TRANSITORY PROVISIONS**

**Section I. *Transfer of Resources and Records***

At the end of the current academic year, the outgoing officers shall be responsible for transferring all existing and remaining funds, documents, records, and resources to the incoming officers.

**Section II. *Severability Clause***

If any portion or provision of this Constitution and Bylaws is declared unconstitutional, the same shall not affect the validity and effectiveness of the other provisions not affected thereby.

**Section III. *Repealing Clause***

This Constitution and Bylaws supersede all previous Constitutions and Bylaws of the ISSO. Any existing orders, rules, regulations, or other issues inconsistent with this Constitution and Bylaws are hereby repealed, amended, or modified accordingly.



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**Section V.** *Effectivity of the CBL*

This Constitution and Bylaws are effective from the first ratification and will be effective for the current academic year until the next ratification of the bylaws even if they are amended or repealed in the meantime.

