

VISION

Envisioning itself as a learning organization whose members – animated by faith, service and communion – engage in holistic development work and good governance for nation building, KKK dreams of the Philippines as a nation of empowered communities, a just society.

Hangad na maging isang samahang pagkatuto kung saan ang mga kasapi—buhay sa pananampalataya, paglilingkod at banal na pakikipagkaisa—ay lumalahok sa panlahatang gawaing pangkaunlaran at mabuting pamamahala para sa pagbubuo't pagpapatatag ng bayan, pangarap ng KKK na ang Pilipinas ay maging isang bansa ng mga pamayanang nakapangyayari, isang makatarungang bayan.

MISSION

Its mission is to advocate for the relevant and integrative application of various academic disciplines in the interest of marginalized or basic sectors in the Philippine society. It promotes awareness of development theory and practice, trains youth leaders toward responsible citizenship, and helps build and sustain various forms of university and community partnerships.

Misyon niyang itampok ang makabuluhan at integratibong paggamit sa iba't ibang disiplinang akademiko para sa interes ng mga nasa batayang sector, silang mga nasa laylayan ng lipunang Pilipino. Payayabungin niya ang kamalayan hinggil sa teorya at gawaing pangkaunlaran, sasanayin niya ang mga lider-kabataan tungo sa responsableng pagkamamamayan, at tutulong siya sa pagbubuo't pagpapatuloy ng iba't ibang porma ng pagtutulungan ng pamantasan at pamayanan.

PREAMBLE

We the members of *Kapatiran ng mga Kabataan Para sa Kaunlaran* (KKK), subscribing to the regulations and policies of De La Salle University, assert our democratic right as students to establish this organization in hopes of educating and equipping the student body with the knowledge and awareness for development and how each student can contribute to such endeavors.

ARTICLE I – NAME AND SEAT

Section 1. The name of this professional organization, established under this Constitution, shall hereby be known as the *Kapatiran ng mga Kabataan Para sa Kaunlaran*, which shall hereinafter be referred to as KKK.

Section 2. The seat of KKK shall be in the De La Salle University – Manila, 2401 Taft Avenue, Manila.

ARTICLE II – DECLARATION OF PRINCIPLES AND OBJECTIVES

PRINCIPLES

- Section 1. The organization shall be guided by the Mission Statement of the University: “building a community of learners and scholars who value the pursuit of new knowledge within the perspective of Christian ideals and values.”
- Section 2. The organization is founded on the principles of representation, participatory democracy, decentralization, equity, justice, unity, munificence and fortitude in decision making and in delivery of services.
- Section 3. The organization shall also recognize and be guided by the principles of our patron saint interceded by our Lasallian Brothers, which is servicing the youth while equipping them with Christian values and morals.

OBJECTIVES

- Section 4. The organization shall be recognized as a professional organization for Development Studies which will help its members be socially aware of the relevant issues in the Philippine society and empower its members to initiate social change.
- Section 5. The organization aims to expand its potential by reaching out and promoting social awareness on the relevant issues of the Philippine society to the De La Salle University community.

ARTICLE III – MEMBERSHIP

- Section 1. The organization shall recognize undergraduate and graduate students of De La Salle University – Manila.
- Section 2. The organization recognizes the holistic nature of the discipline therefore membership is not limited to students of De La Salle University – Manila who are taking up AB Development Studies as their undergraduate degree.
- Section 3. The members of the organization should ideally be open-minded regarding different social issues for their opinion is considered relevant not only in decision making but also in developing responsible citizenry.
- Section 4. The members of the organization should ideally display quality workmanship since the organization shall be structured in a way where competencies are developed through working with different characters.
- Section 5. The organization shall recognize the students undertaking other degree programs than AB Development Studies as associate members.

Nevertheless, associate members would also comply to the rights and duties of the members stated in the Constitution of KKK.

ARTICLE IV – RIGHTS AND DUTIES OF THE MEMBERS

- Section 1. The members of the organization are entitled the right to voice out his/her opinion.
- Section 2. The members of the organization are entitled the right to choose which committee they would like to be under training with.
- Section 3. The members of the organization are entitled to right to have active democratic and liberal participation in decision making.
- Section 4. The members of the organization are entitled the responsibility of involving himself/herself in the planning, organizing and executing the activities of the organization.
- Section 5. The members of the organization are entitled to the responsibility of upholding and following the constitution and by-laws of the organization.

ARTICLE V – THE EXECUTIVE BOARD AND THE EXECUTIVE COMMITTEE

THE EXECUTIVE BOARD

- Section 1. The Executive Board, also hereinafter be recognized as EB, shall be recognized as the highest governing body in the organization with the President as the head and shall be recognized as the representing body of the organization within University grounds.
- Section 2. The EB shall be composed of the following:
 - 2.1. President
 - 2.2. Executive Vice President for Finance
 - 2.3. Executive Vice President for Internal Affairs
 - 2.4. Executive Vice President for External Affairs
 - 2.5. Executive Secretary
- Section 3. Under the Executive Board shall be the Executive Committee, hereinafter be recognized as EXECOMM, and shall be recognized as the representing body of the committees their respective committees.
- Section 4. The EXECOMM shall be composed of the following:
 - 4.1. Vice President for Finance
 - 4.2. Vice President for Operations and Logistics

- 4.3. Vice President for Academics
- 4.4. Vice President for Membership
- 4.5. Vice President for Marketing and Sponsorship
- 4.6. Vice President for Publicity
- 4.7. Vice President for Documentations
- 4.8. Assistant Vice President for Finance
- 4.9. Assistant Vice President for Operations and Logistics
- 4.10. Assistant Vice President for Academics
- 4.11. Assistant Vice President for Membership
- 4.12. Assistant Vice President for Marketing and Sponsorship
- 4.13. Assistant Vice President for Publicity
- 4.14. Assistant Vice President for Documentations

Section 5. The EB and the EXECOMM is for systematic communication between the organization and other organizations for matters which would concern the duties and responsibilities of the committee that they represent.

ARTICLE VI – DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD AND THE EXECUTIVE COMMITTEE

THE EXECUTIVE BOARD

Section 1. The duties and responsibilities of the **President** shall encompass the following:

- 1.1. Represent the organization in the meetings held by the Council of Student Organization (CSO) and the Office of the Student Leadership Involvement, Formation and Empowerment (S-Life)
- 1.2. Preside the internal meetings of the organization
- 1.3. Oversee the activities held by the organization

Section 2. The duties and responsibilities of the **Executive Secretary** shall encompass the following:

- 2.1 Responsible for recording and signing the minutes of the meeting
- 2.2 In-charge of securing a copy of the documents required by the CSO
- 2.3 Represent the organization in the meetings held by the Council of Student Organization (CSO) and the Office of the Student Leadership Involvement Formation and Empowerment (S-Life) in the absence of the President

Section 3. The duties and responsibilities of the **Executive Vice President for Internal Affairs** shall encompass the following:

- 3.1. Represent the Internal Affairs committee of the organization

- 3.2. In-charge of monitoring and coordinating the Internal Affairs Committee
- 3.3. Ensure that activities will be prioritized according to the Master Plan of Activities for the present school year unless be faced with unexpected circumstances
- 3.4. Responsible with coordinating with prospect partner organizations within the University
- 3.5. Represent the organization in the meetings held by the Council of Student Organization (CSO) and the Office of the Student Leadership Involvement Formation and Empowerment (S-Life)

Section 4. The duties and responsibilities of the **Executive Vice President for External Affairs** shall encompass the following:

- 4.1. Represent the External Affairs Committee of the organization
- 4.2. In-charge of monitoring and coordinating the External Affairs Committee
- 4.3. Responsible with coordinating with potential partner organizations external to the University
- 4.4. Represent the organization in the meetings held by the Council of Student Organization (CSO) and the Office of the Student Leadership Involvement Formation and Empowerment (S-Life) in the absence of the Representative for Internal Affairs

Section 5. The duties and responsibilities of the **Executive Vice President for Finance** shall encompass the following:

- 5.1. Represent the Finance Committee of the organization
- 5.2. In-charge of monitoring and coordinating the Finance Committee
- 5.3. Responsible with the turning in of all financial documents every term end
- 5.4. Accountable with financial decision making of the organization
- 5.5. Responsible of approval of budget proposals per activity
- 5.6. Represent the organization in the meetings held by the Council of Student Organization (CSO) and the Office of the Student Leadership Involvement Formation and Empowerment (S-Life) in the absence of the Representative for External Affairs
- 5.7. Oversee financial records and other financial concerns of the organization
- 5.8. Review all financial documents

THE EXECUTIVE COMMITTEE

Section 6. The duties and responsibilities of the **Vice President for Membership** shall encompass the following:

- 6.1. The spokesperson of the executive vice president for internal affairs
- 6.2. Responsible in engaging and updating the members regarding the organization activities
- 6.3. In-charge of the organizational development activities such as the general assembly and team building

Section 7. The duties and responsibilities of the **Vice President for Academics** shall encompass the following:

- 7.1. In-charge of all academic activities such as the seminar/talk, conferences, etc
- 7.2. Addresses the concerns of the students regarding their courses and other student concerns.

Section 8. The duties and responsibilities of the **Vice President for Operations and Logistics** shall encompass the following:

- 8.1. Shall ensure the procurement and proper utilization of resources
- 8.2. Reviews the venue and other equipment to be used for the activity by the assistant vice president for operations and logistics
- 8.3. Ensures the efficiency of the program flow

Section 9. The duties and responsibilities of the **Assistant Vice President for Membership** shall encompass the following:

- 9.1. Responsible for addressing the concerns and/or suggestions of the members
- 9.2. Spokesperson of the Vice President for Membership
- 9.3. In-charge of membership and organization relation in the absence of the vice president for Membership

Section 10. The duties and responsibilities of the **Assistant Vice President for Academics** shall encompass the following:

- Assists the project heads of the academic activities
- Addresses student concerns and about Development Studies
- In-charge of all academic related activities in the absence of the vice president for Academics

Section 11. The duties and responsibilities of the **Assistant Vice President for Operations and Logistics** shall encompass the following:

- 11.1. Ensures that all reservations for the activities of the organization are
- 11.2. planned at least 2 - 3 weeks before the activity

- 11.3. Creates the logistics plans and schedules for the activities
- 11.4. Assists the Vice President for Operations and Logistics regarding the efficiency of the program flow

Section 12. The duties and responsibilities of the **Vice President for Marketing and Sponsorship** shall encompass the following:

- 12.1. Handles all sponsorships and solicitations for the organization
- 12.2. Shall be in charge of the company partnerships
- 12.3. Includes contacting sponsors and partners for certain events for the organization
- 12.4. The spokesperson of the Executive Vice President For External Affairs

Section 13. The duties and responsibilities of the **Assistant Vice President for Marketing and Sponsorship** shall encompass the following:

- 13.1. Assists the Vice President for Marketing and Sponsorship in handing sponsorship and solicitations
- 13.2. Updates the companies on the progress of the partnerships and sponsorships
- 13.3. Updates the organizations' database of sponsors

Section 14. The duties and responsibilities of the **Vice President for Publicity** shall encompass the following:

- 14.1. Handles all promotional affairs of the organization such as, online paraphernalia, posters, tarpaulins, and social media accounts
- 14.2. Also in charge of designing packages for the different partners and updating databases and Facebook and Twitter accounts

Section 15. The duties and responsibilities of the **Assistant Vice President for Publicity** shall encompass the following:

Section 16. The duties and responsibilities of the **Vice President for Documentations** shall encompass the following:

- 16.1. Assist the secretary in handling the processing of the pre-activity and post-activity requirements for upcoming activities of the organization
- 16.2. Reviews and rechecks if there are possible mistakes or errors present in the paper after it goes through a screening process under the assistant vice president for documentations
- 16.3. Responsible for attending the minutes of the meeting in case the executive secretary is not available.

Section 17. The duties and responsibilities of the **Assistant Vice President for Documentations** shall encompass the following:

- 17.1. Responsible for the first screening process of the pre-activity and post-activity requirements before the vice president
- 17.2. Responsible in communicating with the project heads in case there are errors present in the documents
- 17.3. Responsible for assisting the vice president in handling the processing of documents before the final screening of the executive secretary

Section 18. The duties and responsibilities of the **Vice President for Finance** shall encompass the following:

- 18.1. Assists the finance head in processing the finance documents for upcoming activities of the organization
- 18.2. Accountable of the organization's money and should be able to keep record of its inflow and outflow

Section 19. The duties and responsibilities of the **Assistant Vice President for Finance** shall encompass the following:

- 19.1. Assists both the Finance head and VP in processing the finance documents that will be needed for the events of the organization
- 19.2. In-charge if both the head and VP will be unavailable due to other valid commitments

ARTICLE VII – THE ORGANIZATIONAL COMMITTEES

Section 1. Under the EXECOMM shall be the Organizational Committees hereby also recognized as Committees. The Committees in the organization are the following:

- 1.1. Internal Affairs Committee
- 1.2. External Affairs Committee
- 1.3. Finance Committee
- 1.4. Secretary Committee

Section 2. The Internal Affairs Committee is composed of the following teams:

- 2.1. Operations and Logistics Committee
 - 2.1.1. Responsible for securing the physical facilities reservations
 - 2.1.2. Responsible for the procurement and proper utilization of resources

2.2. Academics Team

- 2.3.1. Responsible for coming up with activities directly related to the undergraduate degree AB Development Studies
- 2.3.2. Responsible for the holding focus group discussions and tutorial sessions for the members of the organization taking up AB Development Studies as an undergraduate degree

2.4. Membership Team

- 2.4.1. Responsible for organizing the organization's Annual Recruitment Week (ARW), General Assembly activities and team building
- 2.4.2. Responsible for keeping and updating the database of the Organization

Section 3. The External Committee is composed of the following teams:

3.1. Publicity Team

- 3.1.1. Responsible for coming up with publicity materials for the activities of the organization
- 3.1.2. Responsible for information dissemination to the De La Salle University community regarding the activities of the organization
- 3.1.3. Responsible for coordinating with the Membership Team for information dissemination to the members of the organization

3.2. Marketing and Sponsorship Team

- 3.2.1. Responsible looking for sponsors and potential partner organizations for the activities of the organization
- 3.2.2. Responsible with building external relationships with different organizations outside De La Salle University - Manila

Section 4. The duties and responsibilities of the Finance Committee shall encompass the following:

- 4.1. Recognized as the coordinating and monitoring body of the organization regarding financial matters that will be utilized in the activities and projects of the organization
- 4.2. Responsible for coordinating with the Sponsorship Team and recording transactions

- 4.3. Responsible for the compilation of official transaction documents made by the organization

Section 5. The duties and responsibilities of the Secretary Committee shall encompass the following:

- 5.1. Responsible for making sure that documents required by the Council of Student Organizations (CSO) and S-Life are met
- 5.2. Responsible for producing a copy of the documents required by the Council of Student Organizations (CSO) and forwarding it to the Internal Affairs Representative for compilation
- 5.3. Responsible for securing the original documents required to the Council of Student Representative (CSO) and S-Life

ARTICLE VIII – DUTIES AND RESPONSIBILITIES OF THE FACULTY ADVISER/S

Section 1. The role of the faculty adviser/s is/are to guide the organization to achieve its objectives.

Section 2. The duties and responsibilities of the Faculty Adviser/s are the following:

- 2.1. Approval of activities that would signify that he/she has been properly consulted
- 2.2. Must give professional advice and recommendations to help the organization
- 2.3. The faculty adviser/s must be available for consultations
- 2.4. Must be present in the activities of the organizations
- 2.5. Attends to the S-Life initiated activities for faculty advisers
- 2.6. May call on a meeting whenever he/she feels like there is a need for it

ARTICLE IX – FEES AND CONTRIBUTIONS

Section 1. Annual recruitment fees will be collected during the Annual Recruitment Week.

Section 2. The organization may increase the membership fee advised or consulted with the Auditor of the organization.

Section 3. The organization will comply to the ceiling amount stated by the CSO.

ARTICLE X – GENERAL ASSEMBLIES

Section 1. All general meetings duly constituted represent the entire body members and its decision on matters proper for deliberation binding even upon the absenting member unless otherwise provided for in the Constitution.

- Section 2. The trimestral meeting of members of the organization shall be held at such place as may be designated by the project head, not later than thirty (30) days after the Annual Recruitment Week, at the time indicated in the notice sent to all members at least one week before the scheduled meeting.
- Section 3. All members present shall constitute the quorums of a meeting. Members who are absent during a meeting forfeit their voting rights and accept corresponding consequences.
- Section 4. The minutes of the meeting shall be made and signed by a representative from the Secretary Committee of the organization and approved by the presiding officer.

ARTICLE XI – ROLES IN THE COUNCIL OF STUDENT ORGANIZATIONS

- Section 1. KKK is part of the Council of Student Organization as a professional organization.
- Section 2. The organization shall comply with all necessary requirements set forth by the Executive Board of the Council of Student Organizations.
- Section 3. The organization shall participate in the activities of the Council of Student Organizations.
- Section 4. The organization shall send a representative to the meetings set forth by the Council of Student Organizations.

ARTICLE XII – ROLES IN THE OFFICE OF STUDENT-LIFE

- Section 1. The organization shall comply with all the necessary requirements set forth by the Office of Student Leadership, Involvement, Formation and Empowerment (Student-LIFE).
- Section 2. The organization shall comply with all the necessary requirements set forth by the Executive Board of the Office of the Student-LIFE.

ARTICLE XIII – ELECTORAL PROCESSES

- Section 1. The electoral process would be done every after 2 terms of service (2 academic school years) of the present EB unless faced with unexpected circumstances of underperformance, resignation or misrepresentation of roles and responsibilities specified in Article VI.

Section 2. The positions open for elections are the following:

2.1 President

- 2.1.1 After proper consideration of the qualifications stated in Article VI, the position of the President would be open for nomination
- 2.1.2 The position of the President should only be filled in by an Executive Board or an officer of the Executive Committee
- 2.1.2 Decision point would be a majority vote depending on the number of nominees for the position of the President

2.2 Executive Vice President for Finance

- 2.2.1 After proper consideration of the qualifications stated in Article VI, the position of the Executive Vice President for Finance would be open for nomination
- 2.2.2 The position of the President should only be filled in by an Executive Board or an officer of the Executive Committee
- 2.2.2 Decision point would be a majority vote depending on the number of nominees for the position of the Executive Vice President for Finance

2.3. Executive Vice President for Internal Affairs

- 2.3.1. After proper consideration of the qualifications stated in Article VI, the position of the Executive Vice President for Internal Affairs would be open for nomination
- 2.3.2. The position of the Executive Vice President for Internal Affairs should only be filled in by an Executive Board or an officer of the Executive Committee
- 2.3.2. Decision point would be a majority vote depending on the number of nominees for the position of the Executive Vice President for Internal Affairs

2.4 Executive Vice President for External Affairs

- 2.1.1 After proper consideration of the qualifications stated in Article VI, the position of the Executive Vice President for External Affairs would be open for nomination
- 2.1.2 The position of the Executive Vice President for External Affairs should only be filled in by an Executive Board or an officer of the Executive Committee
- 2.1.2 Decision point would be a majority vote depending on the number of nominees for the position of the Executive Vice President for External Affairs

2.5 Executive Secretary

- 2.1.1 After proper consideration of the qualifications stated in Article VI, the position of the Executive Secretary would be open for nomination
- 2.1.2 The position of the Executive Secretary should only be filled in by an Executive Board or an officer of the Central Committee
- 2.1.2 Decision point would be a majority vote depending on the number of nominees for the position of the Executive Secretary

ARTICLE XIV – APPOINTMENT PROCESS

- Section 1. The appointment process of the EXECOMM would be done after the electoral process of the EB unless faced with unexpected circumstances of underperformance, resignation or misrepresentation of roles and responsibilities specified in Article VI.
- Section 2. After proper consideration of the qualifications stated in Article VI, the EXECOMM positions would be open for application and shall be filled by an EXECOMM officer or an active member of the organization. The positions open for appointment are the following:
- 2.1. Vice President for Finance
 - 2.2. Vice President for Operations and Logistics
 - 2.3. Vice President for Academics
 - 2.4. Vice President for Membership
 - 2.5. Vice President for Marketing and Sponsorship
 - 2.6. Vice President for Publicity
 - 2.7. Vice President for Documentations
 - 2.8. Assistant Vice President for Finance
 - 2.9. Assistant Vice President for Operations and Logistics
 - 2.10. Assistant Vice President for Academics
 - 2.11. Assistant Vice President for Membership
 - 2.12. Assistant Vice President for Marketing and Sponsorship
 - 2.13. Assistant Vice President for Publicity
 - 2.14. Assistant Vice President for Documentations
- Section 3. The newly elected EB shall head the application process and the appointment of the EXECOMM at least thirty (30) after the electoral process.

ARTICLE XV – AMENDMENTS

- Section 1. Any amendment or revision of this Constitution may be proposed by the EB and EXECOMM through an initiative upon a vote of at least 70% of the organization.
- Section 2. Any amendment or revision of this Constitution shall be valid only when ratified by a majority of 50% + 1 of the organization.
- Section 3. No amendment or revision of this Constitution shall be authorized within three (3) years following the ratification of this Constitution.

ARTICLE XVI – EFFECTIVITY

- Section 1. The KKK Constitution shall take effect immediately upon ratification by the majority of the members of the organization.