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**Preamble**

We, the members of Ritmo de Nationalian Dance Troupe, beseech guidance to Almighty God, to promote unity, creativity, and excellence in dance, establish policies for the National University-Clark. We pledge to uphold the principles and purposes set forth herein and to safeguard the rights and responsibilities of our members.

**ARTICLE I**

**NAME AND DOMICILE OF THE ORGANIZATION**

SECTION 1.The official name of the organization shall be known as "Ritmo de Nationalian Dance Troupe” referred to as Ritmo Dance Troupe

**ARTICLE II**

**THE ORGANIZATIONAL LOGO AND SEAL**

SECTION 1.

SECTION 2.

SECTION 3.

**ARTICLE III**

**MEMBERSHIP**

SECTION 1. All bona fide undergraduate students of NU Clark, who are enrolled and is registered for the current semester has the right to be a member of the Ritmo de Nationalian Dance Troupe.

SECTION 2. The following shall not be allowed for any position in Ritmo de Nationalian Dance Troupe:

2.1 Students who already have a position in any other organizations within the university, shall not run for any officer position in the Dance Troupe.

2.2 Student applicants who have been subjected to any academic probation or history of any academic dishonesty and violation within and outside the institution, based on the student handbook.

**ARTICLE IV**

**DECLARATION OF PRINCIPLES AND PURPOSES**

SECTION 1: Ritmo de Nationalian Dance Troupe should follow and acknowledge the organization’s By-Laws.

SECTION 2: Ritmo de Nationalian Dance Troupe should be committed in promoting creative expression and social engagement, creating an environment where people can freely explore, develop, and share fondness for dance.

SECTION 3: The Dance Troupe should prioritize and maintain inclusivity and respect among its members. Regardless of background, skills, or identity, every member shall be valued and respected.

SECTION 4: The Dance Troupe should uphold the core values of National University Clark at all times: Resilience, Patriotism, Integrity, Compassion, and Innovation.

SECTION 5: Ritmo de Nationalian Dance Troupe should create a safe and supportive space in prioritizing the well-being of its members.

SECTION 6: The Dance Troupe should be committed in promoting high caliber of creativity through different types of dance forms, showing the best levels of artistry.

**ARTICLE V**

**THE NATIONALIAN BILL OF RIGHTS**

SECTION 1. Each student from NU Clark has the right to be part, to be elected and/or appointed to any official position in the Ritmo de Nationalian, should they comply with the requirements as mandated by the Constitution and By - Laws.

SECTION 2. Every member in the Ritmo de Nationalian, with regards to the preceding section, shall only hold an exclusive position in the Ritmo de Nationalian, and cannot be elected in any position in any Registered Student Organization (RSO).

SECTION 3. The students shall have the right to defend themselves if there are any accusations of commission of violation charged against the student. No student shall be compelled to respond to an offense without the guarantee of due process, including a prompt and fair trial conducted by a constituted body with full jurisdiction over the case.

SECTION 4. Every student shall have the right to be a part of Registered Student Organizations (RSO) within the university to promote their common interests and goals, provided he/she is subject to the qualifications prescribed in the constitution.

SECTION 5. Every student shall not be subjected to involuntary servitude or cruel punishment.

SECTION 6. In accordance with this constitution, no student shall be divested of their rights except as expressly limited herein. They shall enjoy equal rights and remain immune from discrimination based on gender preferences, cultural heritage, linguistic affiliation, religious convictions, or the color of their skin, as enshrined within the law.

SECTION 7. Every student has the right to be academically assessed and evaluated based on academic and objective criteria which shall be disclosed to the students during the first week of classes.

SECTION 8. Every student has the right to receive quality instruction from the faculty.

SECTION 9. Every student has the right to informed and to take part in all community and academic related activities organized by the NU Clark-USC, governing bodies, and registered organizations.

SECTION 10. Every student has the right to access documents pertaining to but not limited to financial transactions, contracts, resolutions, memoranda issued and entered by the USC and RSO.

SECTION 11. Every student shall have the right to student - faculty discussions that shall focus on the evaluation of the following, namely:

11.1 Performance of faculty members

11.2 Teacher to Student relationship

11.3 Curriculum

11.4 Promotion of extra-curricular activities of students

11.5 University Student Council to student relationship

SECTION 12. Every Student, with regards to the preceding section, shall exercise their right to view confidentiality in terms of the individuals who part and issues discussed during the consultation.

SECTION 13. Every enrolled student shall be entitled to timely notification of any policy alterations proposed by the university administration. Such notifications shall be provided no less than thirty (30) days in advance of the intended implementation of said policy changes.

SECTION 14. No student shall be exempted from abiding by the regulations of the university with regard but not limited to wearing complete uniform, as prescribed in the student handbook, wearing of ID. unless in the of a valid reason. or in the event that the administration itself has suspended the implementation of such regulations.

SECTION 15. Every student shall have the right to exercise equal opportunity to utilize the university facilities and properties with proper stewardship.

SECTION 16. Every student shall have the right to access his/her academic record from the faculty during the consultation hours or at a scheduled time which had been agreed upon by both parties.

**ARTICLE VI**

**THE COUNCIL**

SECTION 1. The Executive Department of the Ritmo de Nationalian shall perform their executive functions.

SECTION 2. The President of the Ritmo de Nationalian is accountable for handling the decision-making of the executive function, as well as overseeing the plans and actions of the legislative positions.

SECTION 3. No member may be elected as President, as an Executive, or as a Legislative officer of the Ritmo de Nationalian unless he/she possesses the following qualifications:

3.1 A registered, bona fide student of NU Clark;

3.2 Has at least 15 units every semester since his/her admission into the University;

3.3 Must not have INCOMPLETE, FAILURE, DROPPED, REPEAT, or BLANK mark;

3.4 Must have a good moral and ethical character, as determined by the Discipline Office.

3.5 Must not be a candidate for graduation during the 1st semester of the upcoming academic year.

3.6 Must not be involved with any disciplinary actions under the Constitution and the By-laws.

3.7 Must not be involved with any position associated with the official organizations.

3.8 Must abide the background check that will be conducted by the Ritmo de Nationalian.

SECTION 4. All positions of the Ritmo de Nationalian, from Vice President to Monitor, are chosen alongside in the same way as the President, with the same criteria. They may be dismissed from the position in the same way as the President.

SECTION 5. All the Ritmo de Nationalian positions may be re-elected for the same position.

SECTION 6. The members of the academic community, especially the faculty, are strongly encouraged to take an active role in the development of the students by participating as advisers to student organizations.

**ARTICLE VII**

**DUTIES AND RESPONSIBILITIES**

SECTION 1. The NU Clark- Ritmo de Nationalian Dance Troupe shall be composed of the following officers duly elected by the bona fide students of NU Clark.

1.1

a. President

b. Vice President

c. Secretary

d. Treasurer

e. Auditor

f. Public Relation Officer

g. Monitor

1.2 The Legislative Department (Program Representatives) shall be any number in one program.

1. Bachelor of Arts in Communication
2. Bachelor of Arts in Political Science
3. Bachelor of Science in Accountancy
4. Bachelor of Science in BS Architecture
5. Bachelor of Science in Business Administration
6. Bachelor of Science in Civil Engineering
7. Bachelor of Science Computer Engineering
8. Bachelor of Science in Information Technology
9. Bachelor of Science in Psychology
10. Bachelor of Science in Tourism Management

SECTION 2. The Ritmo Officers are subjected to perform different functions, duties and responsibilities, as they will embody the position they have. The functions of every position are as follows.

**2.1 THE PRESIDENT**

The President is in charge of the dance troupe's leadership. The President is in charge of meetings, the development and operation of all activities, monitoring the progress of the dance troupe, communicating with the advisor, and initiating executive meetings once a week. Given that the President represents the Ritmo De Nationalian Dance Troupe, he or she must fulfill the qualifications and responsibilities listed below:

The President shall:

1. Represent the dance troupe in external matter
2. Lead all meetings and activities
3. Make final judgments on urgent problems.
4. Regulates the dance troupe's overall direction and vision.
5. Assist fellow officers with any duties entrusted to them.
6. If the President is unable to attend a meeting, the Vice President will supervise the meeting.
7. The president must be the only one who will sign the documents on behalf of her members.

**2.2 THE VICE PRESIDENT**

The Vice President will provide assistance to the president in terms of handling related affairs to Ritmo de Nationalian. In the case of the President's resignation or inability to perform their duties, the Vice President takes over as President. The Vice President is responsible for coordinating with the SDAO regarding the future activities of the dance troupe.

The Vice President shall:

1. Assist the President in their responsibilities.
2. In their absence, assume the President's responsibilities.
3. Participate with event organization and preparation.
4. Work with other members to guarantee that everything goes according to plan.
5. Coordinate with the SDAO about the upcoming activities.
6. Establish a connection between The Ritmo De Nationalian and other organizations.

**2.3 THE SECRETARY**

        The Secretary must oversee critical office duties. They should manage documentation thoroughly, including schedules and communication channels. The Secretary carefully records meeting minutes and maintains complete records. Their duties include informing all members of important updates and ensuring smooth communication flow within the dance troupe.

The Secretary shall:

1. Keep notes from meetings and significant details on documents.
2. Provide a copy of the notes from the meeting must be provided to the president.
3. Attend all meetings.
4. Supervise the troupe's communications.
5. Handle managerial duties and paperwork.
6. Organize schedules of meetings, events and other activities.
7. In charge of assisting The Ritmo Officers in preparing emails, letters  and notices, then send it to the PRO to send out the information.

**2.4 THE TREASURER**

The Treasurer's obligations include financial planning, savings, monetary transactions, and record-keeping. The Treasurer is assigned to the budget for costumes, performances, and other expenses. The Treasurer may also provide assistance with fundraising activities.

The Treasurer shall:

a. Provide financial planning for upcoming events

b .Provide documentation and receipts regarding money transactions.

c. Oversee the dance troupe's financial affairs.

d. Take care of payments, refunds, and financial reporting.

e. Collaborate closely with the auditor to ensure financial transparency and precision.

**2.1 THE AUDITOR**

The auditor guarantees that the accounting procedures are in line with the organization's goals and norms. Their commitment to transparency and integrity benefits The Ritmo De Nationalian overall financial health and accountability, reinforcing members' trust in the organization.

The Auditor shall:

1. Assess and analyze financial records and transactions.

Guarantee financial laws and regulations are followed.

Conduct an unbiased and fair evaluation of financial practices.

Locate gaps or variations in financial statements.

**2.2 THE PUBLIC RELATION OFFICER**

The Public Relation Officer are essential in shaping and maintaining The Ritmo De Nationalian’s reputation, as well as contributing to the dance troupe's overall success and positive perception. The PR Officer is tasked with planning and managing the fundraiser, as well as social media platforms and developing PR for every occasion and fundraising events.

The Public Relation Officer shall:

1. Manage publicity and external communication.
2. Respond to inquiries from the media and promote the troupe's events.
3. Use and handle the social media platforms of the dance troupe to increase exposure.
4. Ensure that the troupe is represented positively.
5. Assist The President in Decision making for the Dance Troupe.
6. Handle the public announcement and disseminate accurate information.

**2.3 THE MONITOR OFFICER**

The Monitor must have excellent interpersonal and organizational abilities, which allow them to efficiently track and offer feedback to members. The Monitoring Officer is critical to sustain the artistic quality and solidarity of NUCDT's outcomes, which contributes to the dance troupe's overall success and reputation.

The Monitor shall:

1. Support in ensuring the upkeep of discipline throughout rehearsals.
2. Assist with practice organization and coordination.
3. Serve as a connection between members and leadership.
4. Assist with the efficient operation of rehearsals and events.
5. Check the attendance of members.
6. Addresses team disputes or concerns, working toward decisions that take care of a harmonious atmosphere.

**ARTICLE IX**

**ELECTIONS**

SECTION 1. Suffrage shall be exercised only by a bona fide student at the National University Clark except under suspension due to an election violation.

SECTION 2. The Official List of Voters shall be the List of Students provided by the Office of the Registrar of the University.

SECTION 3. If the incumbent officer is unable to fulfill their duties, a formal procedure will be initiated to conduct an open election for the position in accordance with the established governance protocols.

SECTION 4. All executive positions under Ritmo de Nationalian can be voted for by the members regardless of their program.

SECTION 5. Individuals holding officer positions within other organizations are precluded from seeking candidacy for any position within Ritmo de Nationalian.

SECTION 5. Any other provisions related to the conduct of elections shall be further elucidated in the Student Election Code which will be drafted by the Commission on Student Elections.

**ARTICLE X**

**FISCAL POLICIES**

**ARTICLE XI**

**REGISTERED STUDENT ORGANIZATION**

SECTION 1. All Registered Student Organizations shall be under the supervision of the USC.

SECTION 2. All Presidents from the RSO shall report directly to their respective departments and shall coordinate with the President of the USC for any project proposal or

SECTION 3. The RSOs shall show their support by cooperating and assisting with each other's programs and projects.

SECTION 4. All RSOs shall provide a chance for students to engage in a structured partnership in their school's operation.

SECTION 5. All RSOs shall be responsible for the day-to-day operations and support academic and student services programs. Establishing and expanding the student support services throughout the organization.

SECTION 6. Registered Student Organizations can collect an internal membership fee of not greater than one hundred pesos (PI 00.00) per term and should be signed by their own President, USC Legislative and President.

SECTION 7. The USC is hereby granted the legal authority to collect a five percent (5%) allocation from the income generating programs from all Registered Student Organizations. These funds collected under this act shall be subject to strict transparency measures and rigorous auditing processes to ensure their proper allocation and utilization. The funds collected by USC shall be exclusively earmarked for programs and initiatives dedicated to the enhancement and well-being of the student body. These programs shall encompass a wide range of activities aimed at improving the studentry's academic, sports, social, and cultural experiences. All Registered Student Organizations are mandated to comply with the provisions outlined in this Act.

SECTION 8. The Student Development and Activities Office (SDAO) shall determine the process of accrediting Recognized Student Organizations.

**ARTICLE XII**

**MEETINGS AND REHEARSALS**

SECTION 1. Special meeting/rehearsal of the Ritmo de Nationalian shall be convened by the Ritmo President or by most of the Vice President.

SECTION 2. The minutes of the meeting/rehearsal are documented in a structured manner during the entire discussion by the Secretary.

SECTION 3. The presence of at least half (15) of the members shall constitute a quorum and may conduct hearings, investigations, practices, and deliberation should be involved by the Executive officers.

SECTION 4. *Waiver of Notice* - No notice of meeting/rehearsal may be waived unless otherwise postponed or cancelled by the Secretary and Public Relation Officer (PRO) upon the approval of the President and/or Adviser of the organization.

SECTION 5. *Penalty* - A disciplinary action shall be issued if an officer failed to attend three (3) consecutive meetings without a formal letter and valid reason. The officer should inform the PRO I hour prior to the set hour of the meeting. Disciplinary Actions shall be decided by the Ritmo Officers, alongside the Adviser.

**ARTICLE XIII**

**SANCTIONS AND VIOLATIONS**

SECTION I. *Disciplinary Actions* - This shall mean that students that violated the principles, norms, conducts, and policies of the University (refer to the Student Handbook) and the Constitution shall be subjected to disciplinary actions.

l. I This can be in the form of a letter of warning, penalty, or a direct meeting with the advisor.

I .2 The duration of the suspension shall depend on the offenses committed and shall be determined by the advisor.

SECTION 2. *Suspension, Termination, and Evulsion* — It is the temporary or permanent removal of all the rights and privileges of the offender. The weight of the decision shall be decided upon the severity of the case. The officers shall deliberate and decide whether the student shall be subjected to suspension, termination, or expulsion and shall then be reported to the Head of the Student Development and Activities Office.

SECTION 3. Upon confirmation of a behavior that violates Ritmo de Nationalian expectations, the Executive Board, with the president's approval, will specify the dates for any suspension given or the duration of any other consequence. It is understood that all suspensions will be served during the school year. Suspensions for using or possessing tobacco products, alcohol, or other mood- altering chemicals, or engaging in sexual, racial, or religious harassment and negligence to perform duties and attending meetings/rehearsals multiple times is subjected for impeachment proceedings shall be as following:

1st offense: one-week suspension and loss of position.

2nd offense: two-weeks suspension and loss of position.

3rd offense: Dismissal from Ritmo de Nationalian.

Members will be notified in writing of any suspension, dismissal, or other consequence imposed.

SECTION 4. *Behavioral/Attirude Policy* - Whereas Ritmo de Nationalian officers and members are to be performers of our school, and as performers are carrying the image of the university and are looked up to by all students in the school, no member should show disrespect to other members of the organization, teaching, and non-teaching personnel or towards the administration. If a member's conduct is not corrected after a warning by the President or Executive and Legislative Board and continues to be blatantly inappropriate, the member may be removed from organization though the impeachment process- If the member is not removed, he/she may be assigned an appropriate consequence as determined by the council including options of suspension from the organization, and/or making apologies.

**ARTICLE XIV**

**VACANCIES**

SECTION 1. The Ritmo Officers decides on actions required for vacant positions in the committee or organization through a meeting.

1.1 Once a position is vacant, the organization will decide if it will be succeeded by the officer below it and so forth, but it will be conducted by voting, or the organization will provide the list of candidates to interview in order to fill up the position in the Ritmo Officers following a special session.

SECTION 2. In case of incapacity in the discharge of duties, removal from committee or resignation of the President, the Vice President shall take the position of the President.

SECTION 3. In case of incapacity in the discharge of duties, removal from organization or resignation of any Organization officer aside from the President shall endorse a replacement that will be approved or denied by the whole organization. If denied, the rest of the Ritmo officers can assign the vacant position to a qualified chosen student by voting.

SECTION 4. Immediate resignation shall only be valid if it greatly concerns health, academics, among others, subject to the approval of the Ritmo officers or Adviser. In other cases, the resigning member shall submit a formal letter seven (7) days prior to the resignation. To allow the Ritmo officers to fill up the missing position to keep the organization working in balance. There shall be no leave of absence from the Ritmo officer duties, except for the case of incumbent Ritmo officers seeking to run for the committee in the next general elections. Such officers are, however, required to resume their original

posts and complete the term of their original office after the election.

**ARTICLE XV**

**IMPEACHMENT**

SECTION 1. The impeachment proceedings in the organization are expressed by the Ritmo Officers. Thus, the representatives shall have the sole power of grievance.

SECTION 2. Any officer of this organization shall be removed from the office by impeachment on a conviction of:

2.1 Guilty of violating the constitution and by-laws.

2.2 Gross and misconduct, violation to person in authority, negligence, and disloyalty to the cause of the Organization and the school.

2.3 Non-attendance in both regular and special meetings three times without valid cause or formal letter of absence; and,

2.4 Abuse or misuse of power and authority as well as the rules of the university.

2.5 If the vote proceedings will be agreed at least 7-10 votes coming from the Ritmo officers.

2.6 Overlapping the responsibilities and disrespect of duties under the role of the Constitution and bylaws will be a subject for impeachment.

SECTION 3. Advisors may be impeached or replaced, if convicted, removed from office by a majority of the voting members for not fulfilling their duties as described in the By-Laws of this Constitution.

SECTION 4. However, the officer charged shall be informed a week prior to where impeachment case proceedings of the charge/charges against him/her, to afford him/her the opportunity to be heard with or without counsel in his/her defense.

SECTION 5. The impeachment hearing shall have the presence of the Ritmo Officers, but when the President is unavailable, the Adviser or Discipline Office associate head shall preside.

SECTION 6. Any member may initiate a removal by the following:

6.1 The complainant should state the reason for removal.

6.2 The member shall then notify officers of the organization and call for a removal vote within fourteen days of filing the petition.

6.3 At the meeting for removal, the petition stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

SECTION 7. The final verdict regarding the tried officer will be sentenced by the President along with the advisory of the Ritmo de Nationalian.

**ARTICLE XVI**

**PROJECTS AND EVENTS**

SECTION 1. NU Clark – Ritmo de Nationalian projects and events are designed to entertain the students of NU Clark and promote the school.

SECTION 2. All projects, programs, and special events will be planned and implemented by the Ritmo de Nationalian together with the USC and SDAO.

SECTION 3. Projects and events conducted by the Ritmo de Nationalian are open to all students of NU Clark.

**ARTICLE XVII**

**REVISIONS AND AMENDMENTS**

SECTION 1. SECTION I. This Constitution and By-Laws made by the first ever USC Officers and Ritmo Officers, may be amended or revised in full or in part once in one (l) year from its official issuance.

SECTION 2. After one (1) year of its effectiveness, the elected Ritmo officers can amend or revise the Constitution.

SECTION 3. Any amendment to, or revision of, this Constitution may be proposed by a vote of at least a majority (50% + 1) of the bona fide members, in a meeting or general assembly called for such purpose.

**ARTICLE XVIII**

**EFFECTIVITY**

SECTION 1. This Constitution and By-Laws shall take effect upon its ratification and approval by the majority of the members present, provided that the members present shall constitute a quorum (50% + 1) of the total officers of the Ritmo de Nationalian. It shall take effect immediately 3 working days after its publication.

**ARTICLE XIX**

**GENERAL AND TRANSITORY PROVISIONS**

SECTION 1. This constitution shall be known as the National University-Clark Ritmo de Nationalian Dance Troupe.

SECTION 2. The provisions of this constitution shall govern and regulate the Ritmo Officers and all organization members.

SECTION 3. Separability Clause. If, for any reason, any section or provision of this Constitution or any part thereof, or the application of such section, provision or portion is declared invalid or unconstitutional, the remainder thereof shall not be affected by such declaration.

SECTION 4. Repealing Clause. All laws, presidential decrees, executive orders, rules, and regulations or part thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Prepared by:

**National University Clark - Ritmo de Nationalian**

**BENGBENG, PHILBINJED A.**President

**GALICIA, SAMANTHA EVE E.**Vice President

**NONATO, MA. ROSALYN D.**  
Treasurer

**PAGUIA, JENNY MANIELA V.**Public Relations Officer

**AQUINO, ASHTON NEO**  
Secretary

**GALANG, ANGEL INAH N.**Auditor

**SAN DIEGO, KELLY ANNE D.**Monitor

Noted by:

**ERWIN R. MAÑALAC, LPT, MAED**Adviser, Ritmo de Nationalian

**ANNA DOMINIQUE C. DAYRIT, LPT**Student Development and Activities Office