



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

SAMAHAN Act No. 003-2425

AN ACT REQUIRING THE OFFICERS OF THE SAMAHAN TO CONDUCT A FORMAL TRANSITION OF LEADERSHIP TO THE INCOMING SET OF OFFICERS AND PROVIDING GUIDELINES THEREFOR

Authored by: Hon. Sung Goon L. Acosta

ARTICLE I *General Provisions*

SECTION 1 **Short Title.** This Act shall be known as the "SAMAHAN Leadership Transition Act of 2024."

SECTION 2 **Declaration of Policy.** It is the policy of the SAMAHAN to ensure that leadership transitions are seamless, transparent, and well-documented, thereby promoting institutional memory, operational efficiency, and sustained organizational growth.

SECTION 3 **Scope.** This Act shall apply to all elected and appointed officers of the SAMAHAN, specifically:

- a. SAMAHAN Central Board Officers, including the SAMAHAN President, Vice President, Secretary-General, Treasurer, and Student Executive Council Representatives.
- b. Other officers as may be determined by the SAMAHAN Constitution or governing rules.

SECTION 4 **Definition of Terms.** For the purposes of this Act, the following terms are defined as follows:

- a. Leadership Transition refers to the formal process of transferring responsibilities, resources, and institutional knowledge from outgoing officers to incoming officers.
- b. Transition Report refers to a comprehensive document detailing accomplishments, challenges, recommendations, and pending tasks for the incoming officers.
- c. Pertinent Documents include, but are not limited to, accomplishment reports, post-event evaluation reports, memorandums, and other official records necessary for continuity.



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

ARTICLE II Leadership Transition Process

SECTION 1 **Mandatory Leadership Transition Process.** Outgoing SAMAHAN officers are required to conduct a formal leadership transition process to their respective successors within one (1) month before the end of their term.

SECTION 2 **Components of the Leadership Transition Process.** The leadership transition process shall include, but not be limited to, the following:

- a. Transition Ceremony – A formal event to symbolically transfer leadership roles and responsibilities.
- b. Transition Report – A written document covering:
 - i. Overview of the previous term's accomplishments and challenges.
 - ii. Status of ongoing projects and initiatives.
 - iii. Recommendations for the incoming officers.
 - iv. Inventory of all SAMAHAN properties, funds, and resources.
- c. Orientation Session – A briefing for incoming officers on operational procedures, key contacts, and organizational policies.
- d. Handover of Pertinent Documents – Files and official documents, including accomplishment reports, post-event evaluation reports, memorandums, and financial records, must be organized and handed over to the incoming officers, except for documents that have only been consented to by the incumbent SCB officers and possess personally identifiable information or sensitive student data.

SECTION 3 **Monitoring and Compliance.** Outgoing officers must submit copies of the Transition Report and an inventory of handed-over documents to the Student Assembly and the SAMAHAN Student Court for verification and record-keeping.

ARTICLE III Accountability and Enforcement

SECTION 1 **Oversight Responsibilities.**

1.1 The Student Court shall oversee the compliance of outgoing officers with the requirements of this Act, investigate complaints



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

of non-compliance, and adjudicate disputes arising from the leadership transition process.

- 1.2 The Student Assembly shall monitor the implementation of the leadership transition process, ensuring its alignment with this Act and legislative priorities.

SECTION 2 **Responsibility of Outgoing Officers.** Failure to comply with the leadership transition process may result in the following sanctions:

- a. For Non-Graduating Students:
 - i. The outgoing officer shall be prohibited from running for any SAMAHAN office in subsequent elections for a period of one year or until they have demonstrated compliance with the transition requirements.
 - ii. The outgoing officer shall be barred from participating as a member of the organizing team for any SAMAHAN-led activities, projects, or events for a period of one year or until they have demonstrated compliance with the transition requirements.
 - iii. The case may be elevated to the Office of Student Affairs or equivalent authority for further review, which may result in additional sanctions as deemed appropriate.
- b. For Graduating Students:
 - i. The outgoing officer shall not receive their Certificate of Service, a formal recognition of their contributions, until they have satisfactorily complied with all transition requirements.
 - ii. The outgoing officer may not be endorsed for academic or extracurricular recognition by SAMAHAN until compliance is achieved.
 - iii. The student's failure to fulfill their leadership responsibilities shall be formally documented and communicated to relevant offices, which may affect recommendations for external opportunities such as internships or fellowships.

ARTICLE III *Final Provisions*

SECTION 1 **Repealing Clause.** All other laws, rules, or regulations contrary to or inconsistent with this Act are hereby repealed or modified accordingly.



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

SECTION 2 **Separability Clause.** If any provision of this Act is held to be invalid or unconstitutional, the remaining provisions shall continue in full force and effect.

SECTION 3 **Effectivity.** This Act shall take effect immediately, following its approval by the Student Assembly and publication in the official student government channels.



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

Approved by:

[Sgd.] HON. YVAN ZEDRICK C. LUZANO
External Vice President
Computer Studies Student Executive
Council

[Sgd.] HON. PAULA ISABELLE G. MANUEL
President
POWER AdDU

[Sgd.] HON. MATTHEW DATE E. PAYUMO
External Vice President
Humanities and Letters Student Executive
Council

**[Sgd.] HON. CZARLETTE VIANICA
ZURRIAGA**
External Vice President
Nursing Student Executive Council

[Sgd.] HON. TRISHA MAE B. MANAPOL
External Vice President
Accountancy Student Executive Council

**[Sgd.] HON. TWINKLE RACHELLE M.
ANIÑON**
External Vice President
Social Sciences Student Executive Council

**[Sgd.] HON. ALYANNA STEPHANIE ROSS
CASTAÑARES**
External Vice President
Business & Management Student Executive
Council

**[Sgd.] HON. DATU IZZAT HOFFER S.
AMPATUAN**
President
SALAM - The Ateneo Muslim Society

[Sgd.] HON. HANNAH O. AQUINO
Chairperson
Council of Class Presidents

[Sgd.] HON. CHRIS MAYNARD AMPON
President
College Athletic Council



The 4th Student Assembly

The official legislative arm of the SAMAHAN.

Attested by:

[Sgd.] HON. SUNG GOON L. ACOSTA
Chairperson & Chief Convener
4th Student Assembly

Signed by:

[Sgd.] LEEN JULIET S. LAPATIS
President
SAMAHAN Central Board