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Google Developers

Google Developer Student Clubs Philippines

**Google Developer Student Club - Holy Name University**

The CONSTITUTION

Of the

**Google Developer Student Club - Holy Name University**

**Preamble**

*We, the members of the Google Developer Student Club* Holy Name University*, seeking God’s greater glory by establishing a governing body that shall represent our ideals and aspirations, protect our rights and sincere interests, promote our general welfare, enhance our personal growth and the growth of the Google Developer Student Clubs Philippines, do solemnly ordain and promulgate this Constitution.*

**Faustino B. Paumig lll Steven Jake J. Asoy**

**President/CEO Assistant Lead**

**Kaedei Cornelius Acedo Rezelle June G. Udtohan**

**Senior Programmer Junior Programmer**

**Nieca N. Tomarong**

**Managing Director**

**Mr. Lord Francis Navarro**

**Adviser**

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# ARTICLE I GENERAL PROVISIONS

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| Section 1. | This organization shall be officially known as the Google Developer Student Club Holy Name University. For brevity, it shall be called GDSC. GDSC is a community of students from any academic undergraduate background that aims to build students’ professional and personal network in technology, specifically software engineering, and at the same time get access to Google developer resources and work together to build solutions for local problems in a peer-to-peer learning environment. |
| Section 2. | This Constitution shall be known as the Constitution of the Google Developer Student Club Holy Name University and shall govern the officers and members of the organization. |
| Section 3. | The organization shall be governed by the Executive Board, and shall be guided by a Moderator and GDSC Philippines, a governing body for all GDSC Chapters in the Philippines. |

**Article II**

# DECLARATION OF VISION AND MISSION

Vision

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| Section 1. | To create a space for students, ranging from novice developers who are just starting, to advanced developers who want to further their skills where they can learn and collaborate as they solve real-world problems. |

Mission

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| Section 2. | 1. To bridge the gap between theory and practice. 2. To foster the ability to give back to society with the help of technology. 3. To create an ideal environment for learners in and around the campus. 4. To throw light on various technological advancements and how they willenrich our future. 5. To imbibe a sense of responsibility amongst students by making them understand the importance of collectively and effectively working in a team. |

**Article III**

# AUTHORITY

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| Section 1. | This organization is a recognized student organization at the Holy Name University and adheres to all campus policies. |
| Section 2. | This organization shall establish a Bylaws. It shall state the governing administrative and procedural matters (such as time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote (50% + 1) present during an executive board session. |

# MEMBERSHIP

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| Section 1. | Recruitment. Any bona fide undergraduate student of the Holy Name University, who is willing to work for the promotion and advancement of the organization’s vision and mission, shall be eligible for membership. |
| Section 2. | All aspiring members shall undergo an application process stated in the Bylaws. |
| Section 3. | Official members are those who have fulfilled the application process stated in the Bylaws. |
| Section 4.  Section  5. | Membership shall remain effective for the remainder of the school year, provided that the member remains a bona fide undergraduate student of the Holy Name University.  All the members and officers shall contribute Membership fee and Annual fee for the benefits of the organization. Thus, failure of compliance will be subject to expulsion or termination. |
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**Article IV**

# RIGHTS AND RESPONSIBILITIES OF MEMBERS

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| Section 1. | All members shall have the right and responsibility to know about and to participate in the activities of the organization. |
| Section 2. | All members shall have the right to access and to be informed of the contents of this Constitution. |
| Section 3. | All members shall have the right and privilege to utilize the resources available to the organization limited to official DSC activities. |
| Section 4. | All members have the right to information on matters concerning the organization. With the consent of the Executive Board, they shall have access to public organizational documents and records. |
| Section 5. | All members shall have the right to voice out their concerns regarding all organizational matters using the standard operating procedures stated in the Bylaws. |
| Section 6. | All members applying for renewal shall receive privileges as indicated in the Bylaws. |
| Section 7. | All members shall have the responsibility to abide by the laws and policies governing the organization, including those stated in this Constitution and in the Bylaws. |
| Section 8. | All members shall have the responsibility to abide by the decisions of the Executive Board over organizational matters. |

**Article V**

# THE EXECUTIVE BOARD

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| Section 1. | The Executive Board shall be the governing body of the organization. They shall spearhead the planning, implementation, coordination, and evaluation of the activities of the organization. They shall monitor the performance of the members of the organization. |
| Section 2. | The Executive Board shall be composed of the following duly appointed officials:   1. Adviser 2. Managing Director 3. Lead 4. Assistant Lead |
| Section 3. | The qualifications for any member of the Executive Board are:   1. All Executive Board members should neither have experienced academic probation nor have been a recipient of disciplinary charge. 2. All members of the Executive Board must be full-time students at the Holy Name University during their incumbency. 3. All members of the Executive Board must have never been impeached nor dismissed from the organization. |
| Section 4. | The term of office of the Executive Board shall be one school year and shall commence upon induction to office. |
| Section 5. | The Adviser shall perform the following tasks and responsibilities:   1. The Adviser shall help students define and develop realistic educational career plans through schedule planning for each semester and summer school, if appropriate. Each student should have an up- to-date academic schedule plan through to graduation. 2. The Adviser shall Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators. 3. The Adviser shall Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor’s office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre- registration advising. 4. He or she shall interpret and provide rationale for institutional policies, procedures, and requirements. 5. He or she shall come up with strategies that will help the organization thrive and effectively convert these to the organization’s initiatives, projects and processes. |

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| Section 6.  Section | The Managing Director shall perform the following tasks and responsibilities:   1. The Managing Director is responsible for overseeing the ongoing operations and all external relations and internal functions of the organization such as finance and partnerships. 2. The Managing Director shall direct and control the work and resources of the organization and ensure the recruitment and retention of the required numbers and types of well-motivated, trained and developed members to ensure that it achieves its mission and objectives. 3. The Managing Director shall establish and maintain effective formal and informal links with speakers, higher officials of the school and authorities, to exchange information and views and to ensure that the organization is providing the appropriate range and quality of services. 4. The Managing Director shall develop and maintain an effective marketing and public relations strategy to promote the workshops, services and image of the organization in the wider community. 5. The Managing Director shall provide strategic advice and guidance to the chair and members of the board, to keep them aware of developments within the industry and ensure that the appropriate policies are developed to meet the organization’s mission and objectives and to comply with all relevant statutory and other   regulations.  The Lead shall perform the following tasks and responsibilities:  a) The Lead shall be a DSC Lead unless Google terminates the DSC program in the Holy Name University. This position shall be appointed by the Google Developers Student Clubs Management.  b) The lead shall act as the main point of communication between DSC Philippines and the Executive Board.  c) The Lead is responsible for the overall vision, mission and financial well-being of the organization. He or she shall lead the growth of the entire organization by vigorously directing the entire board to the Vision and Mission of DSC.  d) The Lead shall provide technological and innovation workshops and training to improve the skills of the organization’s members and interested participants.  e) The Lead shall lead a team of students to do community engagement and partnerships and suggest technological solutions to their local problems and responsible for programs and logistics of events and other necessary external engagements. |

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| Section 8.  Section  1.  Section  2.  Section  3.  Section  4. | The Assistant Lead shall perform the following tasks and responsibilities:   1. The Assistant Lead shall be the right hand of the Lead and Managing Director within the organization. He or she shall be responsible to report to the Lead. 2. The Assistant Lead shall assist the Lead and the board of directors to design the company's overall mission, values, and strategic goals. 3. The Assistant Lead shall evaluate the success of the organization in achieving its goals and formulating plans to correct any issues if the organization is not achieving its goals. 4. The Assistant Lead shall advocate the organization’s image, experience and promise and for maintaining the excellent and consistent quality of marketing collaterals and multimedia that the DSC produces. 5. He or she shall be responsible for programs and logistics of events and other necessary external engagements.   **Article VI** APPOINTMENT AND VACANCY OF AN EXECUTIVE BOARD POSITION  |  |  | | --- | --- | |  | In the event that the Managing Director is unable to perform his or her responsibilities or has vacated his or her post due to impeachment or resignation in a given period, the Assistant Lead shall automatically assume the position and take the place of the Managing Director. This may be temporary or permanent. During the time that this is declared permanent, the Executive Board shall convene to vote for the replacement of the Assistant Lead from within the Executive Board or promote an officer to assume his or her position. | |  | In the event that the Lead is unable to perform his or her responsibilities or has vacated his or her post due to impeachment or resignation in a given period. The Managing Director and the Executive Board cannot appoint a direct officer or conduct a re-election to take over the position for only Google Company can appoint a new lead upon the advice and deliberation of the Executive Board. | |  | In the event that the Assistant Lead is unable to perform his or her responsibilities or has vacated his or her post due to impeachment or resignation in a given period, the Lead together with the Managing Director shall appoint a direct officer of the Assistant Lead to take over the position upon the advice and deliberation of the Executive Board. | |  | In the event that the Adviser is unable to perform his or her responsibilities or has vacated his or her post due to impeachment or resignation in a given period, the Dean of College of Engineering and Computer Studies shall appoint a new Computer Studies faculty to take over the position upon the advice and deliberation of the Dean and the Executive Board. | |

**Article VII DEPARTMENTS**

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| **Section 1.** | There are three (3) departments in the organization. These are the Core Team, Technical Department, and Non-Technical Department. |
| **Section 2.** | The Core Team shall have the following functions and activities:   1. The Core Team shall be headed by the Adviser, Managing Director, Lead, Assistant Lead, Senior Programmer, Assistant Senior Programmer, Junior Programmer and Assistant Junior Programmer. 2. The Core Team shall oversee all operations done by the organization and ensure that all are executed efficiently. 3. The Core Team shall create both effective and efficient operations strategies, policies, and systems. 4. The Core Team shall communicate these strategies, policies, and/or systems to the organization’s members and executive board. 5. The Core Team must foster an environment to guarantee that members’ work ethic and culture are bound by the organization’s goals. 6. The Core Team must oversee the recruitment, deployment, and management of members of the organization. 7. The Managing Director and Adviser would be in charge of the following tasks:    1. Organize the organization’s database and file systems    2. Ensure that everything is documented    3. Handles the finances of the organization    4. Send formal letters to club partners and event speakers 8. The Lead and Assistant Lead would be in charge of the following tasks: 9. Lead project manager of the organization and ensures that projects are on track and within scope 10. Lead human resource personnel to ensure the welfare of DSC members 11. Create proper documentation of the execution process, analysis of the project’s strengths and weaknesses, and proposal to address possible points of improvements |

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|  | 1. Plan, prepare, and manage Public Relations (PR) activities, events, and promotions 2. Coordinate with outside organizations for possible networking opportunities such as partnership and sponsor deals 3. Maintain and manage the communication between the members of the organization with possible partners and sponsors 4. The Senior and Junior Programmers would be in charge of the following: 5. creates software solutions for the benefit of the partner community 6. gathers and leads a team of student software engineers and programmers 7. holds workshops on software development to train the DSC members with the help of the Core Team 8. ensures that the software and systems that DSC uses are up- to-date |
| **Section 3.** | The Technical Department shall have the following functions and activities:   1. The Technical Department would be headed by the Technical Lead, Creatives Lead, and Photography/Documentation Lead. 2. The Technical Department shall oversee all technological and innovation aspects brought about in the organization. 3. The Technical Department shall train the DSC members and other interested non-DSC students on the technical side through technological and innovation workshops. 4. The Technical Department shall manage the creation of technological solutions to uplift partnered communities. 5. The Technical Department shall hold events that encourage technological innovations such as hackathons, webinars, trainings, and workshops. 6. The Technical Lead would be in charge of the following tasks:    1. collaborating with the Public Relations Lead and Community Development Lead to gather knowledge and insights from data for the benefit of partner communities    2. gathering and leading a team of student data scientists, analysts, and student’s that has a wide knowledge of hardware. |

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|  | 1. organizing locations and platform for workshops and trainings to train the DSC members and other interested participants. 2. checking the quality of equipment and facilities before and after the event. 3. The Creatives Lead would be in charge of the following tasks:    1. responsible for establishing the art direction of a project, developing marketing strategies and translating these ideas into creative campaigns for the organization’s various projects.    2. collaborates with its members in brainstorming for a project’s art direction.    3. acquiring graphic designers and illustrators.    4. training members of the Creatives Team.    5. translating marketing strategies into creative campaigns that communicates the necessary information through an excellent visual and design style    6. ensuring the quality of output produced is excellent and consistent with the organization’s branding 4. The Photography/Documentation Lead would be in charge of the following tasks: 5. collaborates with the Creative Lead in brainstorming for a project’s art direction 6. acquiring photographers, videographers and talent 7. training members of the Documentation Team. 8. utilizing various photography and videography techniques in executing deliverables 9. ensuring the quality of output produced is excellent and consistent with the organization’s branding |
| **Section 4.** | The Non-Technical Department shall have the following functions and activities:   1. The Non-Technical Department would be headed by the Public Relations Lead, and Community Development Lead. 2. The Community Development Lead shall oversee external relations with local community partners. This includes, but is not limited to: handling primary communication between the organization and its partners, creating and overseeing formal agreements, and managing the organization’s relationship with its partners and sponsors. 3. The Public Relations Officer shall perform the following tasks: 4. Work hand-in-hand with the Community Development Lead in contacting possible local community partners. 5. Consistently communicate with the local community partners and disseminate all relevant information to the executive board. 6. Keep the members of the organization up-to-date on the organization’s community partner developments and new partnerships. |
|  | MEETINGS  |  |  | | --- | --- | | Section 1. | Regular meetings shall be held weekly during the academic year. The schedule shall be determined through the availability of the majority or through the decision of the Lead and Managing Director.   1. Departmental meetings would be held on a weekly basis leading up to a project. The schedule shall be determined through the availability of the majority or through the decision of an Executive Board Officer. 2. A Project Timeframe should be established at the beginning of a project for the Executive Board to efficiently conduct meetings. | | Section 2. | Special meetings may be called by the Lead and Managing Director or a  majority of the Executive Board. All necessary members must be given a minimum of 24 hours’ notice prior to the meeting time | |

**Article VIII PROBATION/IMPEACHMENT/RESIGNATION**

**Probation**

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| Section 1. | Any member of the organization may be placed on probation for any of the following reasons:   1. any violation of this Constitution and its bylaws 2. disloyalty to the organization 3. gross disrespect to fellow members 4. grave misconduct 5. misuse and misappropriation of organization’s resources |
| Section 2. | Probationary status proceedings shall be initiated upon formal filing of charges by any member of the organization. |
| Section 3. | Probationary status shall be placed upon submission of the signed support of twenty percent (20%) of all the members of the organization. |
| Section 4. | Probationary status shall not last for more than a semester by which time a decision regarding the member’s status should have been made. After the said time period, the Executive Board shall decide either to lift the probationary status or to dismiss the member. |
| Section 5. | The rights and responsibilities of the member are retained while in probationary status. |

**Impeachment**

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| Section 1. | Any member of the Executive Board may be removed from office on impeachment for any of the following reasons:   1. any violation of this Constitution and its bylaws 2. gross neglect of duties and inefficiency 3. disloyalty to the organization 4. gross disrespect to fellow members 5. grave misconduct 6. receiving academic probation or disciplinary case 7. malversation of organization’s funds and resources |
| Section 2. | Impeachment proceedings shall be initiated upon formal filing of charges by any member of the organization. Upon the formal filing of charges, the officer charged may not intervene in the impeachment proceedings. |
| Section 3. | Impeachment shall be enacted upon the approval of the Executive Board. They shall then deliberate on the case. The moderator of the organization must always be present to facilitate during these deliberations. Impeachment shall be placed upon a majority vote which is fifty percent plus one (50% + 1) of the members of the Executive Board. The decision of the Executive Board shall be final. |
| Section 4. | After the impeachment of the Executive Board member, the Lead shall make appointments for the concerned position after due consultation with the members of the Executive Board. |

**Resignation**

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| Section 1. | Any member of the Executive Board or an Officer, may file for resignation. |
| Section 2. | The concerned executive board member must submit a resignation letter addressed to the Lead and Adviser. The concerned officer must submit a resignation letter addressed to their department head. |
| Section 3. | Once the letter of resignation is received, the Executive Board will deliberate on the acceptance of the resignation. |
| Section 4. | After the resignation of the Executive Board member has been approved, Article VI shall be invoked. |
| Section 5. | After the resignation of an Officer has been approved, the Executive Board shall deliberate on the necessary measures regarding the vacated position. |
| Section 6. | All Executive Board members and Officers whose resignation is accepted may continue assuming membership status. |

**Article IX ENABLING PROVISIONS**

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| Section 1. | Upon ratification and approval, this Constitution shall become effective immediately and shall supersede any previous Constitution of the DSC Holy Name University. |
| Section 2. | A copy of this constitution must be available to all members of the organization for transparency and freedom of information. The constitution is also available for showcasing to individuals outside the organization upon the approval of the Center for Student Affairs of Holy Name University. |
| Section 3. | A copy of this constitution must be submitted to the Center for Student Affairs of Holy Name University within two weeks after adoption. |