



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus
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COMPUTER SCIENCE STUDENT ORGANIZATION

CONSTITUTION AND BY-LAWS

PREAMBLE

Computer Science Student Organization (CSSO) is legally recognized organization that serves Computer Science students, to the extent possible by law, emphasizes participation of students from groups with low rates of eligibility to four-year institutions. CSSO offers a pipeline of extra-curricular services from first year to fourth year students to increase the number of students who graduated with Bachelor of Science in Computer Science. The CSSO was established to assist, advice and develop BSCS students to achieve optimum academic and technical performance in chosen field of specialty.

MISSION

The Computer Science Student Organization assists the Dean of the College of Engineering and Information Technology in accomplishing the university's mission to be a national leader providing experience-enhanced education and conducting interdisciplinary research in Computer Science, and fostering closer ties between School and its Constituents.

Article I

NAME AND DOMEICLE

Section 1. The name of the organization shall be the Computer Science Student Organization (CSSO) of the College of Engineering and Information Technology (CEIT) at Cavite State University (CvSU).

Section 2. The official seal of the council.



Section 3. The CSSO logo represents the course Computer Science. The globe stands for being globally competitive of Computer Science students. Computer (Laptop) represents the medium used by computer science students in the development and innovation of new technologies. The five connected dots represent the four-year levels and the professors showing that they share same ideologies and goals as an organization. The continuous branching of bus represents the innovative ideas inside the organization which can be further be developed outside the organization.

Article II

DECLARATION OF PRINCIPLES

Section 1. The organization adhere rules, regulation and directives of this University.

Section 2. The organization adhere the principle of equity, cooperation and harmony within itself and with other organization.

Article III

GOALS OF THE ORGANIZATION

Section 1. The overall goal of the council is to serve as the advisory group to the Chairman and Dean on matters related to academic performance of students, strategic planning, and goal setting research, industry relations, and external funding.

Article IV

OBJECTIVES OF THE ORGANIZATION

Section 1. To promote teamwork in helping co-members develop and enhance innovative ideas.

Section 2. To develop valuable computer program for the benefit of all students and university as a whole.

Section 3. To create a well-balanced computer environment as a center of excellence.

Section 4. To encourage every member to offer optimum academic performance in all subjects to achieve quality standard education in the University.

Article V MEMBERSHIP

Section 1. All bona fide Computer Science students of the College of Engineering and Information Technology.

Section 2. Organizational fee

- a. A student council fee of sixty pesos (PHP 50.00) shall be collected from the officers and members every semester, with which the Treasurer shall take charge.
- b. The collected fees shall be deposited in the official bank account of the organization.

Section 3. The purpose of the organizational fee is to entitle the member to all privileges they must have. This shall also serve as the main source of fund to be used for the activities and projects sponsored by the organization, for the achievement of the objectives set by the organization itself.

Section 4. The organization shall ensure that all students will pay the required fees during the enrollment. If in case the students fail to fulfill the responsibility of payment, the organization shall decide on the course of action to take to facilitate collection.

Article VI ADMINISTRATION

Section 1. The officers of the organization shall be the declared winners of an election held for the purpose.

- Section 2.** The officers of the organization shall hold its administration and give direction to all its affairs and activities.
- Section 3.** The organization shall have the following officers namely, the President, the Vice President for Internal Affairs, the Vice President for External Affairs, the Secretary, the Treasurer, the Auditor, the Business Manager, and the Public Relations Officer.
- Section 4.** **The Support Council**
The organization, upon the approval of the elected officers, shall give way to the formation of a Support Council, consisting of members that will assist the organization in disseminating all the information that the members should know.
- Section 5.** **The Executive Committee**
The organization shall give way to the formation of an Executive Committee, consisting of all class representatives of the organization.
- Section 6.** **The Advisers**
The organization shall perform its duties and responsibilities under the supervision of its advisers. The organization shall have freedom in selecting its advisers with the agreement of the officers. The organization shall have two (2) faculty advisers: one (1) senior adviser and one (1) junior adviser.
- Section 7.** Authority of the officers referred to in the above sections shall be exercised for the direction and implementation of the activities of the organization under specific standards and guidelines. The officers shall exercise equal rights and obligations in the conduct of meetings and other activities.

Article VII

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

The officers of the Council shall have the following duties and responsibilities:

Section 1.

President. The President shall:

- a. preside at all meetings of the Council and shall carry out the policies established by the Council. In questions of procedure during meetings, the President shall follow Robert's Rule of Order. The President shall act as the Official Executive Council Spokesperson: appoint task forces in consultation with the Chairman and Dean of CEIT;
- b. call meetings of the Officers. The President is an ex-officio member of all standing and special task forces. Supervise the business and activities of the Organization; and
- c. sign, endorse and present document in behalf of the organization with signatories of advisers and chairman of the department.

Section 2.

Vice President for Internal Affairs. The VP for Internal Affairs shall:

- a. prepare and disseminate the information to each section;
- b. be in-charge in collecting the requirements for the recognition of the organization in the Office of Student Affairs and Services;
- c. assist the President in all the internal activities of the Organization; and
- d. be the direct authority over all the meetings and perform all duties and responsibilities of the Chairman in the absence of the later

Section 3.

Vice President for External Affairs. The VP for External Affairs shall:

- a. assist the President in all the external activities of the Organization; and
- b. be the direct authority over all the meetings and perform all duties and responsibilities of the Chairman in the absence of the later

Section 4.

Secretary. The Secretary shall:

- a. record and keep the minutes of the meeting of the organization;
- b. prepare all documents of the organization;
- c. prepare an Accomplishment Report every after an activity;
- d. report the status of the committee to the President; and
- e. keep all records accurate and updated.

- Section 5. Treasurer.** The Treasurer shall:
- collect all funds of the organization;
 - prepare and submit financial report every end of the month;
 - be responsible in all financial record of the organization; and
 - keep and protect the organization funds in the bank.
- Section 6. Auditor.** The Auditor shall:
- audit all collections and expenditures of the organization -Verify and check all financial records.
- Section 7. Business Manager.** The Business Manager shall:
- be responsible for all business transactions of the organization;
 - assists the President in planning the business transaction; and
 - examine, verify and check the quality of the materials to be used.
- Section 8. Public Relations Officer.** The PRO shall:
- be the head of announcing all events of the organization;
 - help the Vice President of Documentation in preparing the information that will be disseminated to each section; and
 - be responsible in communicating the board of representatives.
- Section 9. CSSO Executive Committee.** The committee shall:
- composed of one representative of every section per year of computer science in meetings and activities of the organization;
 - assists the Public Relations Officer in dissemination of information;
 - act as the Board of Canvassers during the Election period; and
 - assists the Treasurer and Business Manager on all business transactions.
- Section 10. CSSO Support Council.** The support council shall:
- assist the Public Relations Officer in managing the social media accounts of the organization; and
 - help the Public Relations Officer in creating the publicity materials needed for the dissemination of information from the council.

Section 11.

Advisers. The advisers shall:

- a. be a Computer Science instructor of the College of Engineering and Information Technology of the Cavite State University; and
- b. be informed into the conduct of the student officer election within the organization. When one or two the adviser/s leave, the officers of the organization shall choose an adviser from the faculty eligible to occupy the position.
 - i. **Senior Adviser** shall:
 - a. act as Chief of Board Canvassers during elections;
 - b. assists the organization in holding projects and activities; and
 - c. guide and control the officers during meetings and forum.
 - ii. **Junior Adviser** shall:
 - a. assist the senior adviser;
 - b. take over the responsibility of the Senior Adviser, if not available; and
 - c. act as a member of the Board of Canvassers during election.

Article VIII

RIGHTS AND OBLIGATIONS OF THE MEMBERS

- Section 1.** Every member shall be given an identification card as proof of their membership.
- Section 2.** Every member has the right to vote.
- Section 3.** Every member has an access to the facilities and records of the organization, with proper permission.
- Section 4.** The member of the organization has the right to air grievances. They have the right to protest against excessive fines or unusual infliction of punishment.

- Section 5.** The members of the organization have the right to suspend or impeach any officer or member subject to rules and procedures in Article XII.
- Section 6.** Every member will give excellent performance to fulfil academic excellence.
- Section 7.** Every member shall uphold the Constitution and By-Laws of the Organization.
- Section 8.** All members shall preserve the honor and dignity of the organization and the University in general.
- Section 9.** All members are required to participate in all activities of the organization.
- Section 10.** All members shall pay all necessary fees as approved by the organization.
- Section 11.** All members shall preserve the facilities of the organization and particular the university in general.
- Section 12.** All members shall attend special meetings called by the President of the Organization.

Article IX

MEETINGS AND SPECIAL ACTIVITIES

- Section 1.** Officers shall have regular meeting upon agreement of the body.
- Section 2.** The President shall act as chief officer of the meeting and activities whenever need arise.
- Section 3.** There must be a quorum during the meeting: a quorum shall consist of at least 50% + 1.

Section 4. The organization shall have at least 1 special activity every semester in forms of symposium, seminar, or exposure trip.

Article X

ELECTION OF OFFICERS

Section 1. The election period shall start on the first week of May.

Section 2. Procedures of election will be based on the guidelines made by the electoral board formed by the officers of the Charter Executive Team.

Section 3. **Election Procedure**

1. **Announcement of Vacancy** – Positions in the organization shall be vacated for the election of a new set of officers. The Support Council and the Executive Committee shall act as the poll watchers and the advisers as the coordinators of the election. Announcement of vacancies shall be disseminated by the officers.
2. **Formulation of Party Lists** – Students aspiring for the positions shall form their own party list with the complete line up of officers. The party list should have a distinct name for easier identification for voters. Every party list is obliged to follow the election rules and regulations set by the Commission on Election.
3. **Independent Candidates** – In case any student aspires to run for any position in the Council, they may run independently if he/she has satisfactorily met the requirements of becoming an officer.
4. **Filing of Candidacy** – The procedures in filing of candidacy are as follows:
 - a. Each aspiring candidate should accomplish an application form to be distributed by the Commission on Election.
 - b. The president of each party list shall compile the accomplished application forms of his members, with the other required documents attached.

- c. The candidates shall submit these documents to the Commission on Election on or before the deadline of screening.

5. **Declaration of Official Candidates** – Names of the official candidates shall be announced.

6. **Campaign Period** – The campaign period shall start on the date the official candidates are declared.

- a. Each party list/independent candidate has the rights to create their own campaign materials. All campaign materials are subject to inspection by the Commission on Elections before distribution.
- b. Each party list/independent candidate shall be given time to conduct a room-to-room campaign. Faculty and staff of the college shall be notified of the schedule for the campaign.

7. **End of Campaign Period** – The campaign period shall end according to the date set by the Election Officers. Neither the candidate nor the party list nor their supporters shall be seen vandalizing campaign materials. Anyone caught doing so shall be subjected to disciplinary actions or immediate disqualification from the elections based on the decision of the Election Officers.

8. **Voting Period** – The voting period shall start from 8 am to 5 pm of the date set by the Commission on Election. Bona fide students of the college shall have the right to vote. The Commission on Election, in order to verify the names of the qualified voters and to ensure that one student shall only vote once, shall provide a master list of the students of the college.

9. **Canvassing of Votes** – Canvassing of votes shall start immediately once the voting period ends. It shall be conducted in the presence of the Commission on Election, poll watchers, coordinators, and representatives from each party list or of the independent candidates.

10. **Tallying of Votes** – tallying of votes shall commence after declaring the last ballot. The candidate gathering the highest number of votes shall be declared as the winner.

11. **Announcement of New Set of Officers** – The announcement of the newly elected set of officers shall be done immediately upon the approval of the Commission on Election and coordinators.

Article XI

IMPEACHMENT AND SUSPENSION OF OFFICERS AND MEMBERS

Section 1. Any officer shall be impeached or removed from the office due to the following violations:

- a. grave violence of any provision of the Constitution and By-Laws CSSO;
- b. inefficiency and negligence of the duty and responsibilities; and
- c. abuse of authority.

Section 2. Any members shall be suspended on any of the following violations:

- a. grave violation of the Student Norm of Conduct; and
- b. grave violation of any provision of the Constitution and By-Laws of CSSO.

Section 3. Impeachment or suspension proceeding of the officers and members shall be executed by the special committee formed by the advisers to serve for this purpose and shall be approved by 2/3 votes of the members.

Article XII

AMMENDMENTS

Section 1. The Constitution and By-Laws shall be amended by the constitution committee appointed by the officers and approved by the adviser

Section 2. Amendments approved by the constitutional committee shall be discussed with the officers in a meeting called for a purpose.

Section 3. Amendments approved shall be presented to the body ratification.

Section 4. Amendments shall be approved by the 2/3 votes of the body.

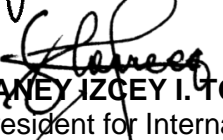
Article XIII

EFFECTIVTY DATE

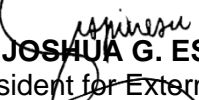
Section 1. The Constitution and By-Laws of the Organization shall take effective upon recognition of the Dean of the Office of Student Affairs.



TROY JIMWELL R. PERMA
President



STEFANEY IZCEY I. TORREA
Vice President for Internal Affairs



AARON JOSHUA G. ESPINOSA
Vice President for External Affairs



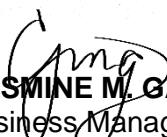
GLAIRE JOY C. LANUSA
Secretary



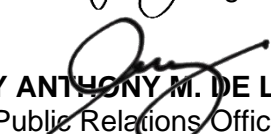
BIANCA A. AJON
Treasurer



RUTHY FAYE C. ROSALES
Auditor



CIARA JASMINE M. GALLETES
Business Manager



REY ANTHONY M. DE LUNA
Public Relations Officer



EZRA MARIE F. RAMOS
Junior Adviser



MARLON R. PEREÑA
Senior Adviser