

CONSTITUTION

Institute of Computer Engineers of the Philippines

Student Edition

Region 7

CIT-U Chapter

PREAMBLE

ARTICLE I. NAME OF ORGANIZATION

Section 1 The name of the organization shall be the *Institute of Computer Engineers of the Philippines Student Edition Region 7 CIT-U Chapter*.

**From this point forward, the Institute of Computer Engineers of the Philippines Student Edition Region 7 CIT-U Chapter shall be referred to as ORGANIZATION.*

*** Institute of Computer Engineers of the Philippines Student Edition Region 7 shall be referred to as STUDENT REGIONAL ORGANIZATION.*

**** Institute of Computer Engineers of the Philippines Region 7 shall be referred to as REGIONAL ORGANIZATION.*

***** Institute of Computer Engineers of the Philippines shall be referred to as NATIONAL ORGANIZATION*

ARTICLE II. PURPOSE OF ORGANIZATION

Section 1 The purpose of the ORGANIZATION is to provide service to the computer engineering students of Cebu Institute of Technology University.

Section 2 To conduct various activities and programs for the enrichment of knowledge and experience of computer engineering students of CIT-U.

Section 3 To encourage aspiring students from the community to pursue a Bachelor of Science in Computer Engineering at CIT-U.

ARTICLE III. *AUTHORITY*

Section 1 This organization is a branch of the NATIONAL ORGANIZATION and adheres to the *bylaws and governing documents of which*.

Section 2 This organization shall serve as the liaison of the students to the NATIONAL ORGANIZATION, REGIONAL ORGANIZATION, and REGIONAL STUDENT ORGANIZATION.

Section 3 This organization is an *Independent* student organization under the guidance of the Student Affairs Office (SAO) and NO OTHER Organization.

ARTICLE IV. *MEMBERSHIP*

Section 1 All students under CIT-U Computer Engineering Department shall be constituents of this ORGANIZATION.

Section 2 All students are encouraged to avail of membership to the NATIONAL ORGANIZATION by paying the membership fee of Php 150.00 for the new students, and Php 100.00 for the old students, or any other prescribed membership fee of the NATIONAL ORGANIZATION.

Section 3 All students are also encouraged to avail of membership to the

CIT-U CHAPTER by paying the membership fee of Php 50.00 for new and old students, or any other prescribed membership fee of the ORGANIZATION.

Section 4 All CpE Council Officers must avail of membership to the NATIONAL ORGANIZATION and the CIT-U CHAPTER. Inability to comply will result in Disciplinary Actions.

Section 5 Aspiring Organization Committee Members must avail of membership to the NATIONAL ORGANIZATION and the CIT-U CHAPTER. It shall serve as the pre-requisite before being a bonafide member of the ORGANIZATION.

Section 6 A computer engineering student must not be denied participation in any activity hosted by this ORGANIZATION due to the sole reason that he or she is not a member of the NATIONAL ORGANIZATION or the ORGANIZATION.

ARTICLE V. OFFICERS

Section 1 The officers of this ORGANIZATION shall be:

*PRESIDENT,
VICE PRESIDENT-INTERNAL,
VICE PRESIDENT-EXTERNAL,
SECRETARY-INTERNAL,
SECRETARY-EXTERNAL,
TREASURER,
AUDITOR,
PIO,
PRO,
SSG REPRESENTATIVE(S),
BATCH REPRESENTATIVE(S),*

Section 2 Officers must be bonafide students of CIT-U, have good academic standing, possess good moral character, and are

subject to the official guidelines required by the Student Affairs Office.

Section 3 Officers must be enrolled in Bachelor of Science in Computer Engineering and, with the sole exception of the First Year Batch Representative, must have a residency in the Department of Computer Engineering for at least two (2) consecutive semesters. Summer semesters are not included.

Section 4 All officers shall serve a term of one Academic Year or until their successors shall be duly elected and qualified.

Section 5 Any officer who, during their term of office, ceases to be active, fails to maintain his good academic and moral character, or ceases to be enrolled as a Computer Engineering student (voluntary or expulsion) shall be removed from office and a replacement shall be elected.

Section 6 Any officer subjected to Section 5 of Article V shall inform the President and other members of the organization of his/her predicament.

Section 7 Any officer inactive for a period of, or over *60* days* shall be qualified under Section 5 of Article V.

Section 8 The aforementioned officers and representatives shall compose the *CpE Council*.

ARTICLE VI. MEETINGS

Section 1 Regular meetings shall be held every *1st Friday and 3rd Friday of the month*. It shall be only composed of all the CpE Council Officers.

Section 2 Emergency or special meetings can be mandated by the President or a majority of the members of the CpE Council. All members must be given a minimum of 24 hours of notice before

the meeting time. It shall be only composed of all the CpE Council Officers and may be composed of some if not all Organization Committee Members.

Section 3 Joint meetings can be mandated by the President or a majority of the members of the CpE Council. It shall be composed of all the CpE Council Officers and all the Organization Committee Members.

ARTICLE VII. *ADVISOR*

Section 1 The ORGANIZATION shall have an *Advisor* who is a graduate of Bachelor of Science in Computer Engineering either working in the industry or academe. (Preferably a master's or doctorate holder in a related field(s).)

Section 2 The *Advisor* shall be approached by the President and shall be accepted as Advisor with majority approval of the CpE Council.

ARTICLE VIII. *FINANCES*

Section 1 Membership dues set by the *NATIONAL ORGANIZATION* shall be duly collected by the *ORGANIZATION* through the treasurer and the total amount shall be forwarded to the *REGIONAL ORGANIZATION* Treasurer.

Section 2 Constituents and members who have not paid their dues shall lose their member-in-good-standing status and after a period of 60* days shall be considered inactive members.

Section 3 Accumulated finances must be spent for the greater good of the organization and constituents thereof. It shall NOT be used to further personal or political gain. *Violation of this Section will lead to disciplinary action.*

ARTICLE IX. *DISCIPLINE*

- Section 1** All members of the *ORGANIZATION* are expected to uphold the rules and regulations of the code of conduct set by CIT-U as well as the Laws of the Republic of the Philippines.
- Section 2** Members who violate the code of conduct and whose act is brought to the attention of the *ORGANIZATION* shall be subject to investigation.
- Section 3** Upon the verdict of the investigation, the offending party may be subject to disciplinary action.
- Section 4** Any individual found to be guilty of committing a violation will be subject to a membership re-evaluation.
- Section 5** The *ORGANIZATION* reserves the right to revoke the office of any individual in the CpE Council. This shall be subject to the CpE Council as a whole excluding the officer in question.
- Section 6** Vacant or vacated positions must be filled as soon as possible.

ARTICLE X. *AMENDMENTS AND RATIFICATION*

- Section 1** Proposed amendments to this constitution shall be developed by an amendments-and-review committee to be subject to review by the CpE council and to be made public to all constituents of the *ORGANIZATION*. Proposed amendments shall be made public two (2) weeks before the meeting that these proposed amendments are to be reviewed.
- Section 2** Constitution amendments require approval by two-thirds of the voting members of the CpE Council present at the meeting of review.
- Section 3** The amendment shall take effect after the current term concludes unless otherwise stipulated in the amendment or agreed upon by the CpE council.

Section 4 A copy of any amendments to this constitution and a new whole constitution shall be printed, bounded, and given to the Department chair, the Adviser, and be made public to the constituents of the organization.

Section 5 *Separability Clause*. Should any provision of this Constitution or any part thereof be declared invalid, the remaining provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

BYLAWS

Institute of Computer Engineers of the Philippines

Student Edition

Region 7

CIT-U Chapter

Section I. The officers of the *Institute of Computer Engineers of the Philippines Student Edition* shall be:

- a.) *PRESIDENT*
- b.) *VICE PRESIDENT-INTERNAL*
- c.) *VICE PRESIDENT-EXTERNAL*
- d.) *SECRETARY-INTERNAL,*
- e.) *SECRETARY-EXTERNAL,*
- f.) *TREASURER*
- g.) *AUDITOR*
- h.) *PIO*
- i.) *PRO*
- j.) *SSG REPRESENTATIVE(S)*
- k.) *BATCH REPRESENTATIVE(S)*

Section II. Powers and Duties of the officers:

- a.) The President shall serve as the head of the organization shall prepare the agenda and preside over all the organization's meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the organization.
- b.) The Vice President Internal shall serve as the second-in-command to the organization and shall supplement the position of the President in the event of incapacity, absence, or any form of necessity when the President is not available. The Vice President

Internal shall be the ORGANIZATION liaison to all the batches and is the head of all the Batch representatives. Anything about internal communication or internal ongoing of the organization shall be the responsibility of the VP Internal.

- c.) The Vice President External shall serve as the third-in-command in the organization and shall supplement the position of the President in the event of incapacity, or absence, of both the president and the Vice President Internal. The VP External shall serve as the liaison of the ORGANIZATION to other organizations both inside the school and outside. The VP External shall create and bridge valuable connections between the ORGANIZATION and other organizations, companies, and initiatives that will benefit the ORGANIZATION and its constituents.
- d.) The Secretary Internal shall function as the Chief Scribe and shall keep a record of all the ongoing internal matters of the organization. These shall include but shall not be limited to processing and responding to incoming letters, and writing, submitting, and storing minutes of the meeting.
- e.) The Secretary External shall function as the Deputy Chief Scribe and shall keep a record of all the ongoing external matters of the organization. These shall include but shall not be limited to writing and responding to outgoing letters, and writing and submitting narrative reports for the accomplished activities.
- f.) The Treasurer shall be the master of the coin of the organization and shall head all activities about money. All money collected shall be kept safe by the treasurer, and if the ORGANIZATION has a bank account, the signatories shall be the Treasurer, the President, and the Adviser.
- g.) The Auditor shall be the check and balance to the treasurer and shall produce reports of how the money is spent, by whom, and for what.
- h.) The Public Information Officer shall be in charge of all information dissemination for the organization and shall be an administrator or moderator on the ORGANIZATION's Facebook page. The PIO

shall be in charge of creating online content for the organization on all relevant platforms.

- i.) The Public Relations Officer shall be in charge of the engagement of the students with the ORGANIZATION. This officer shall work together with the PIO to inform and engage the students with opportunities. The PRO shall also be in charge of keeping the Bulletin Boards of the Organization updated.
- j.) *SSG REPRESENTATIVE(S)* will represent the CpE department to the Supreme Student Government. As these officers are elected by the SSG and COMELEC through a separate election, they are given an immediate position in the CpE Council.
- k.) *BATCH REPRESENTATIVE(S)* will represent each batch in the CpE Council. There will be at least 1 and at most 2 Batch Representatives per Year Level.

Section III. Qualifications to hold office in the *Institute of Computer Engineers of the Philippines Student Edition Region 7* are as follows:

- a.) Must be qualified under officer guidelines provided by the Student Affairs Office.
- b.) Must be a student with a residency of at least 2 consecutive semesters as a computer engineering student. (inclusive of the current semester enrolled)
- c.) No member shall hold more than one office.
- d.) No member shall serve more than 2 years in the same office.

Section IV. Elections

- a.) Elections are to be held in the 2nd Semester at least eight (8) weeks before the end of classes and no later than four (4) weeks before the end of classes.
- b.) Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.
- c.) Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

- d.) Candidates shall be asked to submit requirements that are deliberated by the CpE Council.
- e.) Candidates are preferable without political bias or connection.
- f.) All students who are enrolled in Computer Engineering shall be allowed to participate in the election of officers.
- g.) A separate election for the First Year Batch Representative shall be held in the First Semester at least three (3) weeks after the start of classes and no later than seven (7) weeks after the start of classes. The same rules as above shall also apply to the First Year Batch of Representative Elections.

Section V. Committees

- a.) All Officers of the CpE Council shall be part of a committee and are subject to be the Committee Head of the following committees.
- b.) All Registered Members of ORGANIZATION are eligible to be Committee Members for the following committees.
- c.) The list of committees is as follows:
 - i. Overseeing Committee
 - ii. Finance Committee
 - iii. Engagement Committee
 - iv. Information Committee
 - v. Creatives Committee
 - vi. Logistics Committee
 - vii. Sports and Cultural Committee
 - viii. Training and Seminar Committee
- d.) The Overseeing Committee shall oversee the other committees and shall be headed by the President. The overseeing committee shall act to guide other members and committees and shall be composed of the most experienced members and shall be the smallest committee.
- e.) The Finance Committee shall oversee all finances of the organization, and shall be in charge of the releasing of said finances. This committee shall also head fundraising activities when necessary.

- f.) The Engagement Committee shall organize and shall conduct activities that educate and enrich computer engineering students, as well as activities that encourage camaraderie and growth in the department and the organization as a whole.
- g.) The Information Committee shall be in charge of providing information to students through various mediums. Bulletin boards, online posts, etc.
- h.) The Creatives Committee shall be responsible for the design and editing of the organization's publication materials and documentation.
- i.) The Logistics Committee shall be responsible for securing reservations for venues of programs and events and preparation of all requirements for such programs and events.
- j.) The Sports and Cultural Committee shall be responsible for promoting and advancing sports and cultural activities within the organization.
- k.) The Training and Seminar Committee shall be responsible for the preparation and conduct of all training and seminar within the organization.

Section VI. Advisor(s)

- a.) The advisor shall help in guiding the organization and shall foster connections with relevant people and organizations.
- b.) Advisors shall serve on an A.Y. basis or until their successor has been selected.
- c.) The advisor shall actively participate in the organization and its activities to the best of his/her activity.
- d.) There must be at least two (2) advisors for this organization by the guidelines of the Student Affairs Office (SAO).
- e.) There will be no limit to the number of advisers in this organization.

Section VII. Meetings and Voting

- a.) Regular meetings shall be decided during the first meeting of the term with the new members of the CpE Region 7 Council.
- b.) There shall be a minimum of two (2) regular meetings per month.

- c.) Meetings may either be in person or online.

Section VIII. Special Committees

- a.) Special Committees may be established by the *CpE Region Council* and shall perform such duties as defined in their establishment.
- b.) The *CpE Region 7 Council* shall have the power to appoint or remove committee members and a Chairperson for each committee.

Section IX. Finances

- a.) A membership of Php 100.00 and or any set amount of membership dues by the National Organization shall be collected by the individual institutions and shall be forwarded to the Regional Organization.
- b.) As specified by the National Organization, all memberships shall be valid for only one (1) year from Jan 1st up to Dec 31st of the same year.
- c.) Occasionally, the *organization* may need to assess a fee or collect money from the members for special events/purposes. The number of funds collected shall be determined by a majority of the member at a regularly scheduled meeting.
- d.) Organization funds shall not be used to forward any personal or political gain.

Section X. Discipline of members

- a.) Misconduct in any form such as public indecency, theft, prostitution, and others stated in the Laws of the Republic of the Philippines, as well as in the CIT-U Handbook shall subject any member to disciplinary action.
- b.) Any accounts of misconduct shall be reviewed by the Advisor and CpE Council, and they will issue a verdict. Disciplinary actions may include but not be limited to:
 - i. Barred participation in organized activities
 - ii. Removal from Office
 - iii. Removal of membership
 - iv. Persona Non-Grata, etc.

c.) Fines:

- i. The ORGANIZATION waives the right to charge any individual a fine of any amount as a form of disciplinary action unless previously agreed upon by the body. (e.g. late fines for showing up to the meeting late.)
- ii. When Finances are involved and a party is accused of either stealing money or losing money. If the party is guilty then they must replace the money that was lost or stolen. If not, they shall be dishonorably discharged and their crime shall be made public.

d.) Inactivity & Negligence:

- i. If an officer incurred an unexcused absence from a regular meeting, he shall be issued a warning and be asked to explain the reason for his absence.
- ii. If an officer incurred unexcused absences from two (2) consecutive regular meetings or two (2) consecutive joint meetings or two (2) meetings that constitute both regular and joint meetings, he shall be contacted by the President or whoever is delegated for the task. If no response is given within 7 days, the Council shall consider the member as INACTIVE and shall seek a replacement.
- iii. If a Committee Member incurred unexcused absences from two (2) joint meetings, he shall be contacted by the President or whoever is delegated for the task. If no response is given within 7 days, the Council shall consider the member INACTIVE and may seek a replacement.
- iv. If the vacated position is a Batch Representative, the batch shall be contacted and the Council shall decide on their new representative.

e.) Failure of Organizational Membership

- i. If an officer failed to avail for the National Organization and the Local Chapter membership thirty (30) days after being inducted

to the office, he shall be issued a warning and be asked to explain the reason for his incompliance. Inability to provide any credible reason, which will be deliberated by the President or whoever is delegated for the task, he shall be subject to removal from office.

Section XI. Impeachment

Any member may initiate officer removal by the following procedure.

- a. Petition CpE Council with the signature of 1/3 of all voting members. The petition should state the reason(s) for removal.
- b. CpE Council shall then notify all members and shall call for a removal vote within fourteen (14) days of filing the petition if it is found to be valid.
- c. Members shall be notified at least one week before the removal vote meeting.
- d. 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.
- e. Removal from office shall require a vote of 2/3 of all voting members of the Council.

Section XII. Vacancy of Office

- a.) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the CpE Council.
- b.) The President shall call for an election within fourteen (14) days after the vacancy of any office.
- c.) Elections shall be conducted as stated in the bylaws.
- d.) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the elections process outlined in the bylaws.

Section XIII. Amendments



- a.) Proposed amendments to these bylaws shall be presented to the members, in writing, one meeting before the meeting where the amendment will be voted upon.
- b.) Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective upon the following term unless otherwise stipulated in the amendment.
- c.) A copy of any amendments to these bylaws and a new constitution must be submitted to the CpE Council as well as all member institutions in Region 7.



The Constitution and Bylaws were adopted on May 13, 2020, and most recently revised on **March 3, 2023**, by the **11/15** majority vote of the CpE Council Officers, and are effective immediately.





Kenette John Antonio,

SSG Representative and Amendment Maker



Jim Kenn Banilad Jr.,
President



Chris Rommelson Luna,
Vice President - Internal



Ira Hans Dedicatoria,
Secretary - Internal