



# CONSTITUTION AND BY-LAWS



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## **P R E A M B L E**

We, the members of the *Proficient Architects of Information Systems* (PRAXIS) within the Department of *College of Computing and Multimedia* (CCMS) in *Camarines Norte State College* (CNSC), adhere to the need to create an organization that will conceptualize our amplified ideals and aspirations to life's success and help to raise the systemization of excellence for the study of information systems while shadowing the guiding principles of justice, peace, and love.

## **A R T I C L E I.** **GENERAL PROVISIONS**

- Section 1.** This organization shall be known as the *Proficient Architects of Information Systems* or *PRAXIS*. The use of the Initialism of *PRAXIS* in this document will always be known as the Information Systems Student Organization.
- Section 2.** The purpose of *PRAXIS* is to empower BS Information Systems students in the ever-changing landscape of technology, innovation, and business management.
- Section 3.** The *PRAXIS* shall have an official symbol or logo, which shall only be changed via resolution and thorough selection.
- Section 4.** The organization shall have its principal address at the Camarines Norte State College Main Campus, F. Pimentel Avenue, Barangay II, Daet, Camarines Norte - 4600, Philippines.
- Section 5.** The *PRAXIS* will have a faculty advisor appointed by student organizations. The advisor will provide guidance and support to the organization, ensure compliance with school policies, and act as a liaison between the organization and the administration.

## **A R T I C L E II.** **DECLARATION OF OBJECTIVES AND PURPOSES**

### **OBJECTIVES**

- Section 1.** To foster a comprehensive understanding of information systems concepts and principles.
- Section 2.** To facilitate opportunities for BSIS students to develop and enhance their professional skills, including technical skills, project management, and communication.
- Section 3.** To support students in obtaining relevant certifications in information systems, enhancing their credentials and marketability.
- Section 4.** To engage students in projects that leverage information systems skills to benefit local communities or organizations.
- Section 5.** To explore the alignment of IT strategies with business objectives, fostering a deeper understanding of information systems' role in organizational success.
- Section 6.** Inclined to Information Technology Management, Business Intelligence, and factors under the General Management for the enrichment of IS students.

### **PURPOSES**

- Section 7.** To create programs and activities that promote the development of practical information systems skills for BSIS students.
- Section 8.** To foster a sense of community and collaboration among BSIS students.
- Section 9.** To promote ethical conduct and responsible use of technology.
- Section 10.** To provide opportunities for professional development and networking with industry professionals.
- Section 11.** To maintain open communication and transparency within the organization.



### **ARTICLE III. MEMBERSHIP**

- Section 1.** All officially enrolled students under the program Bachelor of Science in Information Systems will automatically become members of the organization.
- Section 2.** When the members are unofficially enrolled, their membership will automatically terminate.
- Section 3.** The organization members will become honorary members after they graduate from the institution.
- Section 4.** All BSIS freshmen (1<sup>st</sup> Year) are required to purchase the official organization membership.

### **ARTICLE IV. MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

- Section 1.** All Members of the Organization have the following rights;
- To participate in decision-making processes during regular, special, or emergency meetings, following proper procedures.
  - To express their views during meetings or assemblies within the framework of the CBL.
  - Not to be obligated to contribute money or services unless they choose to do so, with approval from the Representative Assembly or General Assembly.
  - To receive information about the organization's projects, activities, and any changes to policies or bylaws.
  - To be free from exploitation, cruelty, or unreasonable punishment within the organization.
  - To respectfully decline requests that conflict with their personal beliefs, as long as it doesn't violate the CBL.
- Section 2.** All members of the organization have the following privileges;
- To access relevant organizational records, reports, and documents upon request, with exceptions for confidential matters.
  - To vote on issues brought before meetings, following established procedures.
  - To run for leadership positions, serve on committees, or take on other roles that contribute to the organization's governance (depending on qualifications and nomination processes).
- Section 3.** All members of the organization have the following duties and responsibilities;
- To strive to attend regular meetings and participate actively when possible.
  - To adhere to the CBL, established policies, and regulations set by the organization.
  - To acknowledge and appreciate the efforts of leaders and fellow members.
  - To provide constructive criticism and suggestions for improvement to the organization's leadership.
  - To actively promote the organization's activities and goals within the campus community.
  - To contribute their knowledge and skills to benefit the organization.
  - To pay any required membership fees on time, following established procedures.
  - To adhere to university policies and guidelines related to student organizations.

### **ARTICLE V OFFICER PROVISION**

- Section 1.** All officials are expected to uphold the standards of ethical and responsible leadership as outlined in this CBL.
- Section 2.** In the case of misconduct, an official may face disciplinary action, including potential removal from office through impeachment proceedings.





## **ARTICLE VI.** **ORGANIZATION OFFICIALS**

### **EXECUTIVE BOARD**

- Section 1.** The Executive Board shall;
- Set the strategic direction for the Organization, ensuring its activities align with the mission and vision outlined in the CBL.
  - Serve as the official voice of the organization when interacting with university administration, faculty advisors, industry professionals, and potential sponsors.
  - Ensure the smooth execution of events, programs, and activities planned by the organization.

### **ELECTIVE POSITIONS**

- Section 2.** The President shall;
- Provides overall leadership and direction for the organization, setting strategic goals and ensuring alignment with the organization's mission and vision.
  - Represents the organization to university administration, faculty advisors, and external stakeholders.
  - Presides over and represents the organization at all official meetings and events.
  - Oversees the work of the Executive Board and ensures effective collaboration between all councils.
  - Acts as the final decision-maker on major issues within the organization's purview.
  - Signs all official documents of the organization.
  - Establishes ad hoc committees or task forces to address specific needs.
  - Appoints officials, with the consultation and approval of the Executive Board.
  - Supports other officers and executives in their work.

- Section 3.** The Vice-President for Internal Affairs shall;
- Collaborating with the President in making high-level decisions for the organization and performing the responsibilities of the President to succeed in the *raison d'être* of the President in their absence.
  - Responsible for day-to-day functions and processes that keep an organization running smoothly.
  - Develop and implement operational plans and procedures.
  - Supervises other Executive Board members (excluding the President) and assigns tasks based on their roles.
  - Managing and overseeing the various administrative functions to ensure efficiency, compliance, and alignment with organizational goals.
  - Monitor the college-wide activities and linkages with other sectors that will contribute to the development and other activities concerning the organizations.
  - Coordinates communication between different councils within the organization.

- Section 4.** The Vice-President for External Affairs shall;
- Focuses on developing and maintaining relationships with potential sponsors and partners.
  - Identifies and secures funding opportunities to support the organization's activities.
  - Oversees fundraising initiatives and manages the organization's budget in collaboration with the Vice-President for Financial Affairs.
  - May also explore business development opportunities that benefit BSIS students, such as internship placements or industry connections.
  - Ensuring accurate and timely financial reports acquisition for reviewing.



- Section 5.** The Vice-President for Financial Affairs shall;
- Manages the financial resources of the organizations, including budgeting, accounting, and financial reporting.
  - Develops and implements financial policies and procedures to ensure responsible financial management.
  - Oversees all financial transactions and ensures proper record-keeping.
  - Works with the Chief Business Director on fundraising activities and budget allocation.
  - Collect the dues and other fees and Signing of all financial statements.
- Section 6.** The Chief Auditing Director shall;
- Conducts internal audits to ensure financial accountability and adherence to established policies.
  - Identifies and addresses any financial irregularities or weaknesses in internal controls.
  - Presents audit findings and recommendations to the Executive Board and works with them to implement corrective actions.
  - Oversee risk management strategies for the organization.
- Section 7.** The Executive of Public Relations shall;
- Oversee the creation and distribution of high-quality content that promotes the organization's events, activities, and achievements.
  - Manage relationships with media outlets to generate positive press coverage.
  - Ensure smooth communication within the organization by keeping members informed about upcoming events, deadlines, and other important updates.
  - Collaborate with other Executive Board members and committees to ensure all communication efforts are aligned with the organization's goals.
  - Administrate the Official Media Page of the Organization.
- Section 8.** The Executive Media Officer shall;
- Oversees all communication efforts of the organization, including social media management and public relations activities.
  - Develop a communication strategy to promote events, initiatives, and accomplishments of the organization.
  - Collaborating with the Executive of Public Relations to develop and refine communication strategies and materials for use.
  - Responsible for the creation of all Publication Materials.
- Section 9.** The Executive Technical Officer shall;
- Oversees the technological aspects of the organization's events and activities, ensuring smooth operation and seamless integration of technology.
  - Manages any audio-visual equipment, presentation tools, or online platforms used by the organization.
  - Collaborates with the Executive Media Officer but focuses on event-specific technology needs.
  - In charge of technical trials before the events, activities, and projects.
  - Prepares all equipment necessary for the organization's events.
- Section 10.** The Executive Resources Manager shall;
- Identify and acquire resources needed by the organization, such as funding, equipment, space, and materials for events and activities.
  - Oversee and optimize supply chain processes to ensure timely and cost-effective delivery of products or services.



- c. Audit all of the organization's equipment, tools, and materials.
- d. Develop and oversee a system for managing resources efficiently and responsibly.
- e. Assess all purchase requisitions and purchase orders.

**Section 11.** The Executive Command of Sentinels shall;

- a. Develop and implement security protocols for the organization's events and activities to ensure the safety and well-being of members and participants.
- b. Coordinates with campus security or local authorities as needed.
- c. Ensures adherence to safety regulations and develops procedures for emergencies.
- d. Providing regular reports or updates to leadership regarding the status of monitored areas and any concerns or incidents.
- e. Maintain the orderliness of the venue during the organization's events.

### **APPOINTIVE POSITIONS**

**Section 12.** The General Secretary shall;

- a. Maintains official records of the organization, including meeting minutes, membership lists and information, and official documents.
- b. Distributes meeting minutes, reports, and other official documents to the Executive Board relevant parties.
- c. Handles communication on behalf of the President, drafting emails, letters, and other official documents.
- d. Be in charge of preparing documents.
- e. Prepare the narrative report after every activity alongside the secretariat committee.
- f. Prepare the accomplishment report for every semester.

**Section 13.** The Board Secretary shall;

- a. Organize and coordinate meetings, conferences, and events, including taking minutes, and ensuring follow-up on action items.
- b. Prepare the accomplishment report for every semester together with the General Secretary.
- c. Receive and keep communication documents pertaining to the activities duly signed by the secretary and the President.
- d. Prepare all activities and project evaluations.

### **SENATE COUNCIL**

**Section 14.** The Senate Council shall;

- a. They are the ones who craft all official document formats and veto any resolutions and memorandums of the Executive Board.
- b. Senate Council should be familiar with the CBL and relevant university regulations.
- c. Reviewing and approving proposed projects by the Executive Board.
- d. Reviewing and recommending policies for the organization.
- e. Providing oversight of activities to ensure they align with the organization's goals.
- f. Addressing member concerns and resolving disputes.
- g. Possessed all furnished copies of all official documents of the organization.
- h. Senate Council may be assigned to specific committees to delve deeper into specific topics and make recommendations to the full board.

### **ELECTIVE POSITIONS**

**Section 15.** The Senate Leader shall;





- a. Provides overall leadership and direction for the Senate Council, ensuring its smooth operation and adherence to the CBL.
- b. Presides over Senate Council meetings, maintaining order, recognizing speakers, and ensuring proper procedures are followed during discussions and voting.
- c. Works with the Senate Council and executive board to develop the agenda for Senate Council meetings.
- d. Leads the Senate Council in reviewing and recommending policies for the organization.
- e. Serves as the official spokesperson for the council in communication with the Executive Officers and House of Representatives.
- f. If a vote results in a tie, the Senate Council Leader casts the deciding vote.

**Section 16.** The Deputy Leader for Majority shall;

- a. Provides support and assistance to the Senate Leader in carrying out their duties.
- b. Assumes the responsibilities of the Senate Leader in their absence.
- c. Leads and coordinates discussions within the majority of members of the Senate Council.
- d. Mobilizes Senators who generally support the Executive Board's proposals to ensure a majority vote.
- e. Communicates the priorities and positions of the majority to the Senate Council and the general membership.

**Section 17.** The Deputy Leader for Minority shall;

- a. Provides direction and strategy for Senators who may oppose some executive board proposals.
- b. Ensures minority voices are heard and considered during discussions.
- c. Ensures that alternative viewpoints and concerns of the minority are heard and considered during discussions.
- d. Provides oversight of the Executive Board, raising questions and concerns on behalf of the minority.
- e. Communicates the positions and concerns of the minority to the Senate Council and the general membership.

**Section 18.** The Senate Council Members shall;

- a. Shall consist of all Block Representatives.
- b. Actively participate in all Senate Council meetings, contributing their ideas and perspectives to discussions.
- c. Review proposed policies, providing feedback and recommendations to the Senate Council.
- d. Hold the Executive Board accountable by monitoring their activities and ensuring they align with the organization's goals.
- e. Represent the interests of the general membership within the Senate Council.
- f. Cast informed votes based on their understanding of the issues and the organization's best interests.
- g. Keep abreast of current events and issues relevant to the field of information systems to inform their decisions.

## **APPOINTIVE POSITION**

**Section 19.** The Senate Secretary shall;

- a. Work with the Senate Council Leader to develop agendas that address important topics and ensure efficient use of meeting time.
- b. Capture all motions, discussions, votes, and decisions made during meetings.





- c. Ensure timely distribution of minutes to facilitate communication and transparency.
- d. Maintain an updated list of Senate Council members and their contact information.
- e. Maintain official records of the Senate Council.

## **HOUSE OF REPRESENTATIVES**

**Section 20.** The House of Representatives shall be composed of Block Officers—Vice to Councilors.

**Section 21.** The House of Representatives shall;

- a. They are obligated to respond to the Executive Board and Senate Council.
- b. Representing the interests of the general membership.
- c. Providing feedback on proposed policies and activities.
- d. Communicating information and updates from the leadership to the general membership.
- e. The Council disseminates important information to students about decisions made by the Executive Board and Senate Council.
- f. The House provides a platform for students to share suggestions, concerns, and even critical feedback with the Executive Board in a constructive way.
- g. The Council works collaboratively with the Senate Council to resolve any issues or concerns within the organization.

**Section 22.** The House Speaker shall;

- a. Presides over House of Representative meetings, ensuring order and adherence to procedures.
- b. Develop meeting agendas in collaboration with other Council members.
- c. Facilitates discussions and ensures all voices are heard.
- d. Casts the deciding vote in case of a tie.
- e. Represents the House of Representatives and BSIS students to the organization's Executive Board and other stakeholders.
- f. Works collaboratively with other Council leaders to ensure effective communication and representation.
- g. Designate a "Speaker Pro Tempore", a House of Representative member that would be designated who temporarily assumes the Speaker's duties in their absence.

**Section 23.** The Secretariat Committee shall;

- a. Responsible for maintaining accurate and detailed records of House of Representative meetings.
- b. Prepares meeting agendas and distributes them to Council members beforehand.
- c. Handles official correspondence for the Council, including communication with the general BSIS student body.
- d. Assist with tasks related to elections, membership management, or event organization.
- e. Directed by the General Secretary.

**Section 24.** The Editorial Team shall;

- a. Works collaboratively with the Public Relations Team to create high-quality content promoting House of Representative initiatives and events.
- b. This content could include articles for the PRAXIS website, social media posts, or press releases.
- c. Ensures consistent branding and messaging across all communication channels.
- d. Assist the Executive Media Officer with any activities and projects.



**Section 25.** The Public Relations Team shall;

- a. Develop and implement communication strategies to raise awareness about the House of Representatives and its activities.
- b. Manages relationships with media outlets to generate positive press coverage for the Council and BSIS students.
- c. Works with the Editorial Team on content creation and distribution.
- d. May organize outreach events or workshops to connect with the BSIS student body.
- e. Headed by the Executive of Public Relations.

**Section 26.** The Procurement Committee shall;

- a. Focus on identifying and securing resources needed for initiatives.
- b. Works with the Executive Resources Manager to develop a budget and manage resource allocation effectively.
- c. May assist with researching potential sponsors, grant opportunities, or partnerships that benefit the Council and BSIS students.

**Section 27.** The Logistics Committee shall;

- a. Focus on the logistical aspects of House of Representative events, ensuring smooth execution and a positive experience for participants.
- b. This can involve tasks like securing venues, arranging catering, coordinating transportation, and managing equipment rentals.
- c. Works with the Executive Resources Manager to develop and manage event budgets.

**Section 28.** The Technical Team shall;

- a. Provides technical support for events and activities.
- b. This might involve operating audio-visual equipment, managing online platforms, or troubleshooting technical issues.
- c. Works with the Executive Technical Officer to stay updated on relevant technologies and integrate them effectively into Council initiatives.

**Section 29.** The Security Unit shall;

- a. Ensures the safety and security of participants during organizational events.
- b. Develops and implements security protocols with the Executive Command of Sentinels.
- c. Manages crowd control and may collaborate with university security personnel if needed.

**ARTICLE VII.**  
**POWER, DUTIES, AND RESPONSIBILITIES OF OFFICIALS**  
**AUTHORITIES**

**Section 1.** Have the authority to enforce the organization's established policies, including those related to membership, conduct, and adherence to the Constitution and By-Laws.

**Section 2.** Represent the organization to the university administration, external partners, and the broader community.

**Section 3.** Can intervene and mediate in situations or conflicts that may arise within the organization, especially when they impact student welfare or violate established policies.

**DUTIES**

**Section 4.** Act as liaison between students and the university administration, conveying student concerns, needs, and feedback.



- Section 5.** Work collaboratively with each other and members to achieve the organization's common goals and objectives.
- Section 6.** Foster a sense of unity, belonging, and shared purpose among members of the organization.
- Section 7.** Facilitate effective communication within the organization, ensuring information flows freely between members and leadership.
- Section 8.** Promote an inclusive and diverse environment where all members feel respected and valued.
- Section 9.** Address conflicts and issues within the organization fairly and constructively, seeking solutions that benefit everyone involved.
- Section 10.** Uphold ethical standards and principles in all their actions and decisions.
- Section 11.** Regularly evaluate the organization's performance and work collaboratively to identify areas for improvement.
- Section 12.** During unforeseen circumstances or crises, select officials may be granted emergency powers to make rapid decisions. This could include the ability to reallocate resources, change operational procedures, or make financial decisions promptly, bypassing typical approval processes.

### **RESPONSIBILITIES**

- Section 13.** Responsible for upholding the core values and principles that define the organization's identity and purpose.
- Section 14.** Foster a positive and inclusive organizational culture that promotes respect, collaboration, and student well-being.
- Section 15.** Make informed decisions based on sound judgment and prioritize the best interests of the organization and its members.
- Section 16.** Adhere to the request of the President, Senate Leader, House Speaker, or the Student Body, with no severe cause.
- Section 17.** Strive to be fair and impartial during the organization's decision-making processes.

### **ARTICLE VIII ORGANIZATION ADVISER**

- Section 1.** The organization will appoint a faculty member to serve as its advisor.
- Section 2.** The selection process can involve nominations from the officers followed by approval from the appropriate department head or dean.
- Section 3.** Hold a relevant academic degree (preferably in Information Systems or a closely related field). Be a full-time faculty member with the department.
- Section 4.** Demonstrate a commitment to student development and success, with the ability to mentor and guide students in their academic and professional pursuits.
- Section 5.** The faculty advisor will serve as a resource and guide for the organization, providing support and advice in various areas. Their responsibilities include;
- Collaborating with the organization to develop skills, explore career opportunities, and achieve academic and professional goals.
  - Attending meetings and activities whenever possible to promote teamwork and offer guidance.
  - Assisting officers with projects, offering advice on problem-solving, decision-making, and effective leadership practices.
  - Supporting efforts to arrange networking events, guest speaker sessions, and industry engagement opportunities that benefit the organization's members.





- e. Providing guidance and support when the organization conducts activities off-campus or collaborates with other groups.
- f. Representing the organization at external events, building partnerships, and fostering collaboration with relevant university departments or external entities.
- g. Performing other duties as may be reasonably requested by the organization, consistent with the advisor's role and university policies.

**Section 6.** The advisor's term will typically be co-terminus with the Executive Board. However, the specific duration can be determined by the organization with the advisor's agreement.

**Section 7.** The removal of the advisor, if necessary, can be initiated by the organization with the approval of the relevant department head or dean, following a documented review process outlining reasonable cause (details can be established in a separate policy document).

## **ARTICLE IX.**

### **MEETINGS AND ASSEMBLIES**

**Section 1.** Regular Meetings;

- a. The organization will hold regular meetings at a designated time on a recurring basis (monthly). These meetings should not conflict with academic schedules.
- b. Regular meetings will address both ongoing business (Old Business) and new issues (New Business) raised by officers or members.
- c. Meeting agendas will be developed based on topics discussed at regular meetings.

**Section 2.** Special Meetings;

- a. Special meetings can be called under specific circumstances—By the initiative of the President, Senate Leader, House Speaker, or advisor. By a majority vote of the Executive Board, Senate Council, or House of Representatives. Upon a written request by a significant portion of members in good standing by 50% + 1.
- b. The purpose of the special meeting and the need for urgency should be clearly outlined in the request.

**Section 3.** Emergency Meetings;

- a. Emergency meetings can be convened to address critical issues or unforeseen circumstances.
- b. Such meetings can be called by the President, Senate Leader, House Speaker, or a majority vote of the membership.

**Section 4.** Notice of Meetings;

- a. The General Secretary will issue meeting notices at least three to five business days before the meeting date (excluding emergencies).
- b. Notices should include details like date, time, venue, and agenda to inform participants effectively.

**Section 5.** Quorum;

- a. Any infer of the organization will not be recognized, even with the inclination of business matters or transactions—barring the quorum is 50% + 1 of the expected attendees.

**Section 6.** Voting;

- a. Each member in good standing has one vote on any issue brought before a meeting.
- b. Voting methods (ballot, hand raising, virtual poll) can be determined based on the situation and agreed upon by the Senate Council Leader.



## **ARTICLE X.** **ELECTION**

### **Section 1.** Election Schedule;

- a. Elections for the Executive Board will be held in the May of the Second Semester.
- b. Elections for the Senate Council and House of Representatives will be held in the August of the First Semester.

### **Section 2.** Eligibility;

- a. Any student enrolled in the Bachelor of Science in Information Systems program and holding active membership in good standing within the organization is eligible to run for any position in any Organization Council.

### **Section 3.** Nominations;

- a. Nominations for all eligible positions will be held during an Election meeting open to all enrolled BSIS program members with active membership in the organization.
- b. During this assembly, any qualified member can nominate candidates for Executive Board, Senate Council, or House of Representative positions.

### **Section 4.** Voting Procedures;

- a. Following the nomination process, a designated committee will prepare and distribute official ballots.
- b. Voting will take place within a designated timeframe following the nomination meeting.
- c. Specific voting procedures can be established by the organization and outlined in a separate elections policy document.

### **Section 5.** Results and Transition;

- a. The official election results will be announced publicly within a specified timeframe after the voting period ends.
- b. Winning candidates will be determined by the highest number of votes received for each position.
- c. Elected officials will attend an orientation session to become familiar with their roles and responsibilities before assuming their duties.

### **Section 6.** Qualifications for Holding Office;

- a. Be a currently enrolled student in the Bachelor of Science in Information Systems program.
- b. Hold active membership in good standing within the organization.
- c. Not holding a leadership position in another organization within the institution (unless permitted by a waiver process issued by the Senate Council).
- d. Have no disciplinary record of major or intolerable violations within the university or organization.

### **Section 7.** Term Limits;

- a. All elected officials will serve a term of one (1) academic year.
- b. A two (2) term limit applies to all Executive Board positions.
- c. Senate Council and House of Representative members are limited to one (1) academic year term.



## **ARTICLE XI.**

### **DOCUMENTS**

- Section 1.** All official documents submitted to the organization must adhere to a standardized format established by the organization. Self-created formats may not be accepted.
- Section 2.** Official documents should be addressed to the designated recipient (e.g., President, Senate Leader, or House Speaker) and submitted through the designated communication channel.
- Section 3. Meeting Minutes:** Detailed and accurate records of all meetings, capturing key decisions, action items, and attendance. Minutes should be prepared by the designated secretary and approved by the relevant body (e.g., Executive Board, General Assembly).
- Section 4. Committee Reports:** Regular reports submitted by committees outlining their activities, progress on projects, and any recommendations for the organization's leadership.
- Section 5. Official Memos:** Formal communications issued by the organization's leadership to convey information, establish policies, or provide instructions. These should be clearly distinguished from the CBL and adhere to established guidelines.
- Section 6. Excuse Letters:** Excuse letters for missing events or activities must be submitted in writing by the member, stating a valid reason for the absence. These letters should be submitted to the designated official (e.g., General Secretary) for review and potential approval by a designated body (e.g., President, Committee Chair). Specific timeframes for submitting excuse letters can be established by the organization. It must be submitted no later than two (2) days prior or two (2) days after the scheduled event or meeting. Failure to comply shall result in the implementation of fines.
- Section 7. Letters:** Letters allow members to request exceptions or adjustments to organizational policies due to unforeseen circumstances. These letters must be submitted in writing by the member, with parental or guardian signature if applicable, and addressed to the designated official (e.g., General Secretary) for review and potential approval by a designated body (e.g., President, Committee Chair).
- Section 8. Clearance:** Officers will issue clearance documents to members and remaining officers upon successful completion of the clearance process. These documents will serve as official confirmation that all obligations and requirements have been fulfilled.

## **ARTICLE XII.**

### **MEMBERSHIP DUES, FEES, AND FINES**

- Section 1.** The Vice-President for Financial Affairs is responsible for collecting all fees, fines, dues, and contributions on behalf of the organization. These financial resources are subject to audit by the Chief Audit Director.
- Section 2.** All members are required to pay a semester membership fee of ₱100.00. This fee contributes to funding the organization's activities, programs, and initiatives.
- Section 3.** A mandatory semestral due of ₱100.00 is assessed to each member. This modest contribution fosters financial stability and supports the organization's ongoing activities, programs, and events throughout the year.
- Section 4.** All fees and dues must be collected by or on the designated due date set by the organization.





**Section 5.** The Vice-President for Financial Affairs is responsible for issuing official receipts for all collected funds. These receipts document members' financial contributions and promote transparency in the organization's financial management.

**Section 6.** Late Fees;

- a. A late fee of ₱5.00 per day will be applied to any outstanding payment after the designated due date.
- b. If payment remains outstanding for more than a week after the due date, a late fee of ₱20.00 per day will be charged.
- c. Members facing financial hardship may submit a written request for consideration within two days of the due date. Late fees will stop accruing upon approval.
- d. The maximum late fee remains ₱200.00.

**Section 7.** Fines;

- a. Officials who are late for meetings and events will be fined ₱50.00. Absences will incur a fine of ₱70.00.
- b. Members who are late for meetings and events will be fined ₱20.00. Absences will incur a fine of ₱50.00.

### **ARTICLE XIII.**

#### **REMOVAL FROM OFFICE**

**Section 1.** An officer may be removed from office for the following grounds;

- a. Deliberate breaches of the organization's governing document, the CBL.
- b. Failure to uphold the ethical standards and moral character expected for effective leadership.
- c. Repeated instances of neglecting or failing to fulfill assigned duties and responsibilities.
- d. Five or more unexcused absences from mandatory meetings.
- e. Intentional disregard for organizational policies, repeated failure to meet performance standards, or actions that undermine the organization's integrity and objectives.
- f. Misappropriation or mishandling of organizational funds.
- g. Using the organization's name for personal gain or without proper authorization.
- h. Being convicted of a crime recognized by the governing authority of the institution.
- i. Failure to fulfill organizational responsibilities or violation of ethical standards that affect the organization's integrity.

**Section 2.** The procedure process of removal of office will involve;

- a. Evidence supporting the allegations of misconduct is gathered and documented.
- b. The officer receives written notice of the allegations and an opportunity to be heard before the Senate Council.
- c. The Senate Council will review the evidence and make a recommendation regarding removal. The final decision on removal may rest with the Senate Leader or the full membership.

**Section 3.** Post-Removal Restrictions;

- a. Any officer removed from office through termination or impeachment will be ineligible to hold any office of any recognized within the organization for one academic year following the removal.

**Section 4.** Resignation;

- a. An officer may choose to resign from their position voluntarily. Resignation requires a formal written notification addressed to the President, Senate Leader, or House Speaker. Resigned officers are not eligible to reclaim their positions and may be subject to restrictions on participation in the organization for the remainder of the academic year.



**Section 5. Filling Vacancies;**

- a. In the event of a vacancy due to removal or resignation, the organization will follow established procedures to fill the vacant position. This may involve holding a special election or appointing an interim replacement until the next scheduled election.

**ARTICLE XIV**  
**AMENDMENTS**

**Section 1.** This Constitution and By-Laws may be amended or repealed in part by an affirmative vote of 50% + 1 majority of the members present at a regular or special meeting duly called for that purpose, provided a quorum is present. With at least 50% + 1 of the total population of the Organization are present. Proposed amendments must be submitted in writing to the Senate Leader at least 3 days prior to the meeting at which they will be considered. All proposed amendments must be made available to the membership for review before the vote.

**Section 2.** Any member of the organization may submit a proposal to amend the Constitution and By-Laws. Proposals should be submitted in writing to the Senate Leader and should clearly state the proposed changes and the rationale behind them.

**Section 3.** Once approved by the membership, all amendments to the Constitution and By-Laws must be formally ratified by the Senate Council. Following ratification, the amendments will be incorporated into the official documents of the organization.

**Section 4. Severability Clause:** If any provision of this Constitution and By-Laws is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall remain in full force and effect.

**Section 5. Repealing Clause:** This Constitution and Bylaws supersede all previous Constitutions and Bylaws of the organization. Any existing orders, rules, regulations, or other issues inconsistent with this Constitution and Bylaws are hereby repealed, amended, or modified accordingly.

**ARTICLE XV.**  
**TRANSITORY PROVISIONS**

**Section 1.** At the end of the current academic year, the outgoing officers shall be responsible for transferring all existing and remaining funds, documents, records, and resources to the incoming officers.

**Section 2.** All ongoing programs and initiatives undertaken prior to the adoption of this CBL will be subject to review by the new leadership team. The leadership team will determine whether these programs will continue, be modified, or be discontinued.

**Section 3.** All members in good standing at the time of the adoption of this CBL will automatically be considered members under the new guidelines.

**Section 4.** This Constitution and By-Laws (CBL) shall take effect on August 14, 2024, First Semester. Any amendments to this CBL shall become effective immediately upon approval by 50% + 1 majority vote of the members present at a regular or special meeting duly called for that purpose, provided a quorum is present.