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TITLE

Special Guidelines for the Recognition / Renewal of Recognition of Student Organizations / Publications for AY 2021 – 2022 and Conduct of Activity

1. Objective

To provide specific guidelines for the recognition or renewal of recognition of student organizations and publications, and for the orderly management of student activities.

2. Scope

These guidelines shall apply to student organizations and publications seeking recognition or renewal of recognition and shall guide their activities.

3. Responsibility

The Office of Student Affairs (OSA) shall be responsible for the implementation and enforcement of these guidelines along with the endorsement of the advisers, dean and / or associate deans.

4. Guidelines

Belonging to a CICM and a Catholic university, SLU student organizations and publications are oriented towards developing students with a deep sense of service to society and the Church. Accordingly, these student organizations and publications are encouraged to promote meaningful and relevant activities, projects, and programs that reflect a distinctly missionary character. Hence, each activity duly adopted for the accreditation year shall be DILIGENTLY prepared and undertaken as planned. Activities shall be distinctly inspired by the CICM Principles and missionary vibrancy as well as faithfully implemented in accordance with pertinent University policies, not only to ensure optimum organizational operation but also for smooth transition or turn-over to the next Academic Year.

- 4.1. Given the pandemic situation and the distance learning modality adopted by the University, the accreditation of student organizations and publications last AY 2019 2020 is hereby extended to AY 2021 2022.
- 4.2. Pursuant to the immediately preceding section, bonafide students of the Saint Louis University are required to accomplish the OSA Application for Recognition / Renewal of Recognition Google Form to have their organization or publication 2021 2022 recognized or their recognition renewed for the AY2021-2022; PROVIDED THAT the bonafide students will use their organization or publication email address provided by SLU in accomplishing the said Google Form, not later than October 1, 2021. The accomplished Google Form shall be accompanied by the organization or publication's Strategic Plans, Annual Report, Constitution and By-Laws and List of Officers which shall be prepared in accordance with the succeeding items;
- 4.3. The Constitution and By-Laws or Editorial Policies of the student organization or publication submitted last academic year are automatically adopted for this new academic year, unless a revision or amendment is submitted. It shall be submitted via the



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Google Form in PDF format. Officers and advisers are highly encouraged to consider the following for CBL revision considerations or come up with supplemental guidelines that will be observed:

- 4.3.1. Qualifications of officers during elections, considering that there are only 4-year levels in the Engineering and Accountancy courses;
- 4.3.2. Membership inclusion of School of Advanced Studies students enrolled in graduate and post-graduate programs which are aligned to the co-curricular organization;
- 4.3.3. Provisions for electronic elections;
- 4.3.4. Deletion of a pegged amount of membership fee as this may limit decision on the amount of annual membership fee the organization may plan to ask from members WHEN membership fees will be allowed;
- 4.3.5. Ethics and etiquette guidelines in digital activities;
- 4.3.6. Inclusion of data privacy articles to consider how the officers can ensure data privacy and protection of data collected, used, stored and disposed by the organization and the focal person, officer or data privacy officer tasked to monitor this; and,
- 4.3.7. Provision for turnover of documents and bequeathing of responsibilities.
- 4.4. Through the Google Form, along with other pertinent information, the following will be submitted in PDF format to osadean@slu.edu.ph. The respective adviser/s, school dean/s and associate dean/s, department head/s and the KASAMA/SSC EXECOM shall be given an electronic copy by OSA once the renewal for recognition is approved.
 - a. <u>Strategic Plan / Semestral plan of activities and/or projects</u> to be undertaken by the said organization/publication. The activities, projects, programs should revolve around the vision-mission of Saint Louis University particularly the four (4) core values of: Christian Spirit, Competence; Creativity, and Social Involvement;

b. List of Officers

For this academic year 2021-2022, the certification of the officers and members of the student group will be waived given that face-to-face membership drives and conduct of elections are not allowed. Due to the resulting fluid guidelines set by government authorities of the new normal brought about by the pandemic, an option for student organizations and publications is to maintain the previous set of officers until such time that election provisions / selection of editorial board may be feasibly and safely conducted.

- 1) Hence the organization's or publication's previous officers, with due consultation with the adviser/s, can opt for any of the following:
 - Maintain the set of officers of AY 2020 2021;
 - Convene an Ad Hoc Transition Committee to continue with the organization or publication until such time that face-to-face communications allow for the conduct of elections or screening for publications;
 - Conduct online elections following approval from OSA of feasible



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guidelines and with the assurance that the electorate are members of the organization

- 2) As for the membership, co and extra-curricular organizations are instructed to
 - Include in their membership ALL duly enrolled students for AY 2021-2022 who meet the basic qualifications for membership outlined in their constitution and by-laws until such time that face-to-face communications are allowed. There will be NO COLLECTION of membership dues. Duly enrolled students who wish to formalize their membership in the organizations or publications have the choice to reach out to the student group's via available contact details this first semester or when face-to-face communications are allowed, students can formalize their membership in the organizations during membership drives and payment of dues.
- c. Annual Accomplishment Report or the Executive Summary of Activities
 This report of the organization / publication shall cover the last school year of operation.

Document	PDF Filename Format for	PDF Filename Format for
	Organization	Publication
Strategic Plans	Organization's Initials Strategic	Publication's Initials Strategic
	Plans 2021-2022	Plans 2021-2022
	i.e. POSAS Strategic Plans 2021-	i.e. Buttress Strategic Plans
	2022	2021-2022
Annual	Organization's Initials Annual	Publication's Initials Annual
Accomplishment	Accomplishment Report	Accomplishment Report
Report	i.e. SMLS Annual	i.e. SCHEMA Annual
	Accomplishment Report 2020-	Accomplishment Report
	2021	2020-2021
CBL	Organization's Initials CBL	Publication's Initials Ed
	i.e. SMN CBL 2020-2021	Policies
		i.e. W&B Ed Policies 2020-2021
Document	Excel Filename Format for	Excel Filename Format for
	Organization	Publication
List of Officers / Ad	Organization's Initials Officers	Publication's Initials Officers
Hoc Transition	2021-2022	i.e. Nurscene Officers 2021-
Committee	i.e. DLUSA Officers 2021-2022	2022
Members		
***Please make sure to match the		
positions mentioned		
in the CBL with the		
list that will be		
submitted to OSA		



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- 4.5. The roster of officers must be submitted to Office of Student Affairs within one week following their election or acceptance but not beyond 2 months after classes have begun.
 - a. Every officer must possess all the qualifications and none of the disqualifications as provided by the KASAMA/SSC Constitution and By-Laws, SLU Student Handbook, CHED Guidelines or pertinent Philippine Laws;
 - b. For Student Publications, it is highly encouraged that the current members of the editorial board comprise the stewards for this school year given that the usual practice of selection of the chief editor and the other members of the staff through competitive examinations will be cumbersome and impractical;
- 4.6. Once documents required have been submitted, student organizations/publications may avail of school facilities for their approved activities upon proper booking, reservation and arrangement with the Office of Student Affairs, consistent with the objectives of the organization in particular and the vision-mission of the University in general and when face-to-face gatherings will be allowed;
- 4.7. The "No Approved Activity Form–No Activity" requirement shall be strictly implemented. Non-adherence to the requirement shall mean that:
 - a. The activity is considered unauthorized, hence the officers and members involved can be liable for violation of the pertinent provisions of the Code of Discipline embodied in the SLU Student Handbook such as but not limited to provision #11 (re: Unauthorized Solicitation), provision#22(re: Unauthorized use of the name of SLU), #27 (re: Violating rules, regulations, valid order of competent University Authority) as well as the conditions of the Certificate of Recognition imposed on the organization;
 - b. No funds of the organization shall be utilized for any unapproved activity;
 - c. Next activity after/following an unauthorized activity can be withheld until the said unauthorized activity has been properly cleared by the Office of Student Affairs;
 - d. For the period where face-to-face gatherings are not allowed, processing of activity shall be via OSA Google Activity Form and/or OSA Google Posting Form.
 - i. For the OSA Google Activity Form, once this is duly accomplished, the OSA will be seeking the endorsement of the school dean and or associate school dean (as applicable) before deciding on the activity. OSA will be reviewing activity applications and will act on these accordingly. Once acted upon, electronic copy of the accomplished activity form shall be copy furnished to the organization or publication, adviser, department head, associate dean and dean as applicable. Only after the activity has been approved will the organization or publication be able to put out the information about the activity in their respective social media platforms. OSA Google Posting Form of the approved activity should be accomplished for documentation and monitoring purposes.
 - ii. For the OSA Google Posting Form, this is applicable to social media posts originally made by the organization and publication in their respective official social media platforms. Accomplishing the Google Posting Form is for documentation and



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monitoring of social media posts especially that these are posted bearing the name of the University and the organization or publication. The organization or publication can upload the posts once the OSA Google Posting Form is accomplished. There is no need to process an activity form, but the posting form will still be accomplished if the organization-made posts or publication-made posts are about the following: Catholic Holy Days of Obligation & Feasts, verified school announcements, mental wellness, voter registration & responsibility, verified COVID-19 helpful information, ethics and etiquette in the digital world, data privacy protection, verified Holiday announcements, safety & disaster risk reduction information, celebrations like Buwan ng Wika, Vocation Month and the like. There is no need to process an OSA Google Posting Form when sharing information from any of the official SLU social media pages in the official social media accounts of the organization and publication. For co-curricular organizations, there is no need to process an OSA Google Posting Form when sharing information from counterpart professional organizations and PRC announcements aligned to one's program.

- e. Activities during this period of flexible delivery of education shall also be those which will not involve face-to-face encounters. Expectedly, activities held online shall follow basic social media ethics, netiquette and good custom given that these activities carry the name and reputation of Saint Louis University. For monitoring purposes, it will be obligatory on the part of the duly recognized student organization and publication that for their approved online activities, to tag their adviser/s, academic/OSA dean & associate dean, department heads of their posts on all available social media handles. In addition, time frame of online activities shall not exceed three hours nor shall be scheduled beyond 5:00 PM during non-school days and 7:00 PM during school days.
- f. Pursuant to the SLU Data Privacy Policy (https://www.slu.edu.ph/privacy-policy/), collection of online student data by organizations and publications such as but not limited to the personal information of the students as well as responses to survey instruments, shall require clearance from OSA and pertinent offices if need be depending upon the nature and purpose of information collected.
- 4.8. Timely processing of related requirements shall be observed in accordance with the following conditions:
 - a. The requisite Activity Form/s must be properly and completely accomplished and processed within the prescribed period. If the activity requires funding, every detail of the fund sourcing mechanism/s, item budgeting of basic /projected and out-of-personal pocket expenses shall be declared on the Activity Forms;
 - b. Non-adherence to the prescribed number of days to submit Activity Forms to the Office of Student Affairs and non-compliance with the SLU Memorandum re: Cocurricular and Extra-Curricular Activities shall result in the disapproval of the activity;
 - c. On the other hand, Activity Forms properly processed and submitted on time but not acted upon by the OSA within the given period are deemed approved.



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- 4.9. In compliance with SLU President's Memo re: Effective Implementation of CHED Memorandum Order No. 63, Series of 2017 and pursuant to the SLU President's Memorandum issued on 12 December 2005 Re: OUT-OF-CAMPUS ACTIVITIES, and its references and attachments:
 - a. All other off-campus curricular and non-curricular activities that do not fall under the category of field trips shall be subject to the approval of the University President upon the endorsement of the Vice President for Academic Affairs and all other applicable offices; provided, that for mission-related non-curricular activities, the endorsement shall come from the Vice President for Mission and Identity. The School Dean / Head of Office concerned should at all times ensure the safety and welfare of the student participants. Further, the said activities will be subject to the university regulations and guidelines for Out-of-Campus Activities, i.e. Parent's Consent, Checklist before Any Out-of-Campus Activities, and the appropriate Activity Forms.
 - b. Relative to the required Parents' Consent allowing the individual member to join, it is strongly advised that each registered member should submit to the Organization Secretary a clear photocopy of at least one government-issued ID with photo and signature (Voter's ID, SSS, GSIS, Driver's License) of their parent(s) and/or legal guardian with the corresponding original signature affixed beside the photocopied version of the signature by the parent(s)/guardian to authenticate said signature/s;
 - c. Sanction/s: Holding out-of-campus activity without prior approval by the University President, whether directly or indirectly involving or using the name of the organization by the organization as a whole or by some members and/or in partnership with any entity within or outside the University shall cause, on first offense, suspension of recognition for at least 4 months as well as the imposition of appropriate disciplinary sanctions to individual students who conspired to hold the said unauthorized activity; reinstatement of recognition shall however be subject to the submission of a written appeal, the favorable decision of which shall contain strict terms and conditions;
 - N.B. Given the robust advisories on the policies and guidelines, ignorance of the same or lack of time to process, shall not be considered as sufficient justification for any unauthorized activity.
- 4.9. Duly accomplished Parent's Consent forms will NO LONGER BE REQUIRED for on-campus activities scheduled during school days which go beyond curfew, non-school days and/or holidays. However, participants and organizers will have to sign-in & sign- out in a log sheet prior and after the activity. Log sheets are available at the Office of Student Affairs and should be returned to the OSA during the first working day after the activity was held. Participants and organizers should also bear their duly registered SLU RFID for identification and recording purposes. DULY ACCOMPLISHED PARENT'S CONSENT FORMS WILL BE REQUIRED FOR ALL OFF-CAMPUS ACTIVITIES.

WARNING: Where the activity involves money, the following activities are absolutely prohibited without an approved Activity Form:



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- a. Collection, solicitation or any form of fund-raising activity from any source;
- b. Entering into any commitment, agreement, contract, compromise, or payment of any down payment in the form of earnest fee or reservation.
- c. Each organization/publication is likewise urged towards the implementation of up-to-date and accurate accounting and recording of generated funds as well as liquidation and reporting of each transaction with proper and official receipts pursuant to pertinent SLU Policies (i.e. Anti-Peddling Policy, etc.). And once the activity is approved, the organization shall institute basic safeguards with proper recording and supporting papers for all monetary collections and transactions under the watchful eye and diligent guidance of the Adviser;
- 4.10 An Evaluation Meeting or Evaluation Activity, whichever is applicable, shall be undertaken within 10 days after the activity, the Summary of Evaluation shall be submitted to OSA together with the duly accomplished Activity's Financial Statement Form (both forms are available at the Office of Student Affairs).
- 4.11. At least 5 days before the end of each semester, a complete accomplishment report for the term just concluded and the corresponding latest financial status report duly audited, and approved by the Faculty Adviser/s and the School Dean, shall be submitted to Office of Student Affairs. All financial liabilities of each member and officer must be settled before the conclusion of the approved period of operation; failure to comply with this requirement may jeopardize the organization's/publication's renewal application, without prejudice to the filing of the proper disciplinary action against any member or officer involved, if warranted;
- 4.12. All student organizations/publications come under the pertinent provisions of the Constitution and by Laws of the KASAMA/SSC, the policies of Saint Louis University, and of these guidelines. Once recognized, the student organization/publication through its duly elected officers, its faculty adviser(s) and academic department head, is duty-bound to abide by the rules and regulations of Saint Louis University. Failure to do so may result in the revocation of the recognition, without prejudice to other measures that the University may take under the circumstances;
- 4.13. To address information dissemination, training and implementation of OSA activities for student leaders and overall monitoring of activities, a Google Class will be created as well as SLU emails particular to the student organizations and publications;
- 4.14. The University reserves the right to revoke and/or cancel an organization or publication's recognition as well as to prevent any student organization / publication from undertaking activities which are deemed inimical or prejudicial to the objectives and ideals of Saint Louis University in particular, or to the general public.



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4.15. Recognition is a privilege and not a right; hence, all organizations, students, as well as advisers are reminded that their actions should always conform to the reasonable expectations of a conscientious student of a Catholic university. Everyone is encouraged to review pertinent laws and rules, as well as university issuances pertinent to the conduct of students inside and outside of the University. Particularly, students are reminded of the responsible use of social media. The Manual of Regulations for Private Higher Education (MORPHE) allows the University to impose sanctions even if the act was done outside the University and so postings in social media that are incendiary, contumacious, or libelous may result in the revocation of recognition and subject the student as well as the adviser to administrative proceedings.

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