**CONSTITUTION AND BY-LAWS**

**REVISED 2017**

# **ARTICLE I**

# **NAME, DOMICILE AND LOGO**

## **Section 1.** The official student union of the Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students of Polytechnic University of Philippines, Quezon City Branch shall be known as Commonwealth Information Technology Society.

## **Section 2.** The official domicile of the Commonwealth Information Technology Society shall be at the Commonwealth Information Technology Society Office, Polytechnic University of the Philippines Quezon City Branch, Don Fabian St., Brgy. Commonwealth, Quezon City.

## **Section 3.** The Commonwealth Information Technology Society shall have jurisdiction over the Polytechnic University of the Philippines, Quezon City Branch bonafide Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students.

## **Section 4.** The Commonwealth Information Technology Society reserves the right and authority to use the official logo described below in any official transaction in and off-campus.

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# **ARTICLE II**

# **VISION**

## **Section 1.** Quality Information Technology education towards competency among Polytechnic University of the Philippines, Quezon City Branch Students.

# **ARTICLE III**

# **MISSION**

## **Section 1.** Recognizing the importance of a scientific culture among Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students, the Society shall encourage and promote the advancement of Information Technology.

# **ARTICLE IV**

# **STATEMENT OF OBJECTIVES**

## **Section 1.** The Society shall have the following objectives:

### 1.1 Promote Research and Development in Information Technology.

### 1.2 Contribute in the improvement of Information Technology Education.

### 1.3 Promote the exchange of knowledge in Information Technology Education.

### 1.4 Advocate for university progressive policies and programs that affect the Information Technology Sector.

### 1.5 To promote healthy exchange of ideas and constructive criticisms in the form of forum, symposia, consultative discussions in the advancement of the members.

### 1.6 Establish linkages with other organization in the pursuit of common goals and;

### 1.7 To foster strong and harmonious relationship among all members of the Society.

# **ARTICLE V**

# **MEMBERSHIP**

## **Section 1.** All bonafide Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students of Polytechnic University of the Philippines are automatically member of the Commonwealth Information Technology Society.

# **ARTICLE VI**

# **DUTIES AND RESPONSIBILITIES OF MEMBERS**

## **Section 1.** It shall be the duty and responsibility of the member to:

### 1.1 Observe at all times the laws of the land, the rules and regulation of the University, the Supreme Student Council and the Commonwealth Information Technology Society.

### 1.2 Help promote an atmosphere conductive for peace and harmony among various sectors of the university.

### 1.3 Exercise their rights and responsibilities with due regard for the right of their fellow students and other members of the Polytechnic University of the Philippines, Quezon City Community.

### 1.4 Be responsible in carrying out the objectives of the Society, protecting its good name, maintaining a high degree of scientific standards, and abiding by the principles of ethics.

### 1.5 Pay Membership Fee levied by the Society.

# **ARTICLE VII**

# **BILL OF RIGHTS**

## **Section 1.** It shall be the right of the member to:

### 1.1 Know and be informed of the matters affecting them.

### 1.2 Exercise suffrage or right to vote and hold elective or appointive positions in the Society.

### 1.3 Represent the Society in and outside the campus.

### 1.4 Enjoy freedom of speech and of the press.

### 1.5 Undertake research, publish and discuss findings and recommendations relating to academic and non-academic endeavors in accordance with the principles of academic freedom.

### 1.6 Appeal decisions affecting their rights, interests and welfare.

### 1.7 Not be subjected to exploitation, harassment (in words and in deeds), cruel and/or unusual punishment.

# **ARTICLE VIII**

# **THE COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY**

## **Section 1.** The Commonwealth Information Technology is an Academic Organization that always towards the development of students’ personal relationships and encouraging them to participate in group activities especially in academic competitions.

## **Section 2.** The Commonwealth Information Technology Society shall compose of the President, Vice President for Internal Affairs, Vice President for External Affairs, Secretary General, Budget and Finance Officer, Associate Budget and Finance Officer, Auditor, Business Manager, Public Affairs Officer, Research and Development Head Officer, and four Research and Development Commissioners all elected at large by the Polytechnic University of The Philippines, Quezon City Branch Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students.

## **Section 3.** The Commonwealth Information Technology Society President shall exercise authority over his/her cabinet.

## **Section 4.** The Commonwealth Information Technology Society have the power to legislate, implement, approve and disapprove rules & regulations, policies and resolutions, programs and projects concerning Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students.

## **Section 5.** All decisions/resolutions made and passed by the Commonwealth Information Technology Society shall be approved by the required quorum and shall take effect after the required number of quorum voted as provided in other article and sections of this Constitution.

## **Section 6.** The Commonwealth Information Technology Society have the power to subject its members and officers for disciplinary measures as may be deemed appropriate and necessary by the Executive Officers.

## **Section 7.** The Commonwealth Information Technology Society shall be responsible for all its actions, decisions, programs, projects, activities and all other important matters concerning its members.

# **ARTICLE IX**

# **DUTIES AND RESPONSIBILITIES OF THE COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY OFFICERS**

## **Section 1.** The **President** shall have the following power, duties and responsibilities:

### 1.1 The President is the Chief Executive Officer of the Commonwealth Information Technology Society and s/he shall represent the Commonwealth Information Technology Society in all its official transactions.

### 1.2 Shall exercise over-all supervision and responsibility over the Society.

### 1.3 Shall determine the guidelines for policy-making and implementation.

### 1.4 Shall build up the integrity, strengthen camaraderie among its officers, and advance the interest, rights and welfare of the members.

### 1.5 Shall sign all communication letters, resolutions, memorandums and documents of the Society for official transaction.

### 1.6 Shall ensure the validity of any rule, regulation, resolution, memorandum, program, and special project of the Organization in accordance with existing rules and regulations of the Society, Council and the University.

### 1.7 Shall maintain the issuance of legal documents.

### 1.8 Shall handle the complaints and grievances of members and shall take and provide appropriate actions and solutions.

### 1.9 Shall enforce the provisions of this Constitution and all other rules and regulations that may be promulgated from time to time.

### 1.10 Shall have the sole jurisdiction to create positions, committees and special bureaus within the society as may be deemed appropriate and necessary.

## **Section 2.** The **Vice President for Internal Affairs** shall have the following power, duties and responsibilities:

### 2.1 Shall assume the Office in case of the latter’s absence, incapacity or resignation of the President.

### 2.2 Shall serve as the bridge of the organization to the university administration.

### 2.3 Shall have the responsibility for the procurement of supplies needed by the organization.

### 2.4 Shall be responsible for the records of all supplies, equipment and furniture of the organization.

### 2.5 Shall ensure the rules, regulation, resolution memorandum, programs, special project and others that concern the organization.

### 2.6 Shall report all in-campus concerns relating to the implementation of programs, projects, and activities of the organization.

### 2.7 Shall maintain records of related documents in the organization.

### 2.8 Shall ensure the functioning of all officers in your organization by proper orientation and supervision.

### 2.9 Shall perform other duties delegated by the President.

### 2.10 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

## **Section 3.** The **Vice President for External Affairs** shall have the following power, duties and responsibilities:

### 3.1 Shall serve as the bridge of the organization to the sponsors, speakers and other stakeholders outside campus.

### 3.2 Shall provide and keep track of the directory of sponsors for events, seminars, projects and activities.

### 3.3 Shall report all out-campus concerns relating to the implementation of programs, projects, and activities of the organization.

### 3.4 Shall perform other duties delegated by the President.

### 3.5 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

## **Section 4.** The **Secretary General** shall have the following power, duties and responsibilities:

### 4.1 Shall control all publications of the Commonwealth Information Technology.

### 4.2 Shall record and keep the minutes of the meeting and circulars relating on the implementation of plans, programs, projects and activities of the organization.

### 4.3 Shall perform other duties delegated by the President.

### 4.4 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

## **Section 5.** The **Budget and Finance Officer** shall have the following power, duties and responsibilities:

### 5.1 With the President shall be the only co-signatory of any check or withdrawal slip drawn against the bank account of the Society.

### 5.2 Shall be the Bookkeeper and Fund Administrator of the Society.

### 5.3 Shall record and keep control of the utilization of funds of the Society.

### 5.4 Shall maintain the proper documentation of cash receipts and disbursements of the Society.

### 5.5 Shall serve as the Treasurer of the Organization.

### 5.6 Shall provide and submit periodic, per project and activity financial report to the Council, the Student Affairs and to the Adviser for record-keeping and perusal.

### 5.7 Shall perform other duties delegated by the President.

### 5.8 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

## **Section 6.** The **Associate Budget and Finance Officer** shall have the following power, duties and responsibilities:

### 6.1 Shall collaborate with the Budget and Finance Officer concerning the financial state of the organization.

### 6.2 Shall assume the financial state in case of the latter’s absence, incapacity or resignation of the Budget and Finance Officer.

### 6.3 Shall perform other duties delegated by the President.

### 6.4 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 7.** The **Auditor** shall have the following power, duties and responsibilities:

* 1. Shall check and countercheck the accounts and expenditures of the Society.
  2. Shall verify and audit the financial reports of the Budget and Finance Officer.
  3. Shall make an inventory of the assets of the Society.
  4. Shall report financial discrepancies concerning the Society to the President.
  5. Shall perform other duties delegated by the President.
  6. Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 8.** The **Business Manager** shall have the following power, duties and responsibilities:

* 1. Shall be responsible for all fund-raising and income-generating projects and activities of the Society.
  2. Shall check the validation of receipts issued by the Society.
  3. Shall be responsible in coordinating and organizing special projects.
  4. Shall perform other duties delegated by the President.
  5. Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 9.** The **Public Affairs Officer** shall have the following power, duties and responsibilities:

* 1. Shall coordinate and disseminate information, announcements and advisories between and among the Officers and the Members.
  2. Shall keep the minutes of the meeting and circulars relating on the implementation of plans, programs, projects and activities of the organization for transparency.
  3. Shall perform other duties delegated by the President.
  4. Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 10.** The **Research and Development Team** shall have the following power, duties and responsibilities:

* 1. The Research and Development Team shall be composed of Research and Development Head Officer and four Commissioners.
  2. Shall provide and maintain the demographic record of all members of the Society.
  3. Shall be responsible in making accomplishment reports, evaluations and documentation of each activities/events of the Society.
  4. Shall be responsible in gathering feedback and suggestions of the members before, during and after an activity, event, workshop, training and seminar.
  5. Shall perform other duties delegated by the President
  6. Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 11.** The **Class Representative** shall have the following power, duties and responsibilities:

* 1. All Class Presidents are automatically the Class Representative.
  2. The Class President is the Chief Executive Officer of their respective class and s/he shall represent their class in the Society.
  3. Shall exercise over-all supervision and responsibility over their class.
  4. Shall coordinate and disseminate information to their section with proper supervision of the organization.
  5. Shall report all class concerns relating to the implementation of programs, projects, and activities of the Society.
  6. Shall ensure the functioning of all class officers by proper orientation and supervision.
  7. Shall perform other duties delegated by the President.
  8. Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**ARTICLE X**

**ELECTION OF THE OFFICERS**

**Section 1.** The Election of Officers shall be done before the last General Assembly of the Society. At the last General Assembly, the outgoing officers will introduce the new sets of officers. The outgoing officers will turnover their respective position to the new sets of officers and they will have the oath of office.

**Section 2.** The member of the organization shall elect from among the candidates the President, Vice President for Internal Affairs, Vice President for External Affairs, General Secretary, Budget and Finance, Associate Budget and Finance, Auditor, Business Management Officer, Public Affairs Officer and two Research and Development Officers

**Section 3.** The Candidates must have the following qualification for validation:

* 1. He/she must be a bonafide Bachelor of Science in Information Technology and Diploma in Information Communication Technology Student of the University and currently enrolled in the 2nd semester.
  2. He/she must have at least 1 year residence in the University.

**Section 4.** All Outgoing Officers will act as the Commissioners for the Election of the Officers.

* 1. The Commission on Election shall provide these services:
     1. To supervise and conduct the election, perform its duties in accordance with established election practices, carry and certify in writing the returns to the presiding officer.
     2. To recommend to the students’ effective measures to minimize all forms of elections frauds and malpractice.
     3. To register and accredit political parties in accordance with the laws.
     4. To pass judgment on election protests concerning elections returns and qualifications of candidates for elected position.
     5. To report the results of elections to the members and the entire organization.
  2. If an outgoing officer will run in any position for that election, he/she shall be excluded from facilitating the election.

**Section 5.** All decisions of the Commission on Election sitting en banc shall be final.

**Section 6.** There shall be a definite system to be observed in the election of officers of the Commonwealth Information Technology Society.

**Section 7.** The system shall be as follows:

7.1 The Commission on Election and the members shall use an automated voting system.

7.2 The member will use their Commonwealth Information Technology Society Members Identification Card for attendance by scanning through mobile provided by the Commission on Election connected to the Attendance Monitoring Module of the Commonwealth Information Technology Society Management System.

7.3 Once the member scanned their ID, he/she will assign to a unit where they will have the election and automatically log in to the voting system installed to the said unit.

7.4 There will have 2 minutes of time per batch.

**Section 8.** The newly elected officers shall be given an Oath of Office for the validity and proof of position assumed.

**ARTICLE XI**

**ORGANIZATION’S FUND**

**Section 1.** The Commonwealth Information Technology Society shall maintain a society fund to consist of General Fund, collected funds paid by the members for organizational fee and Special Fund, funds earned from Income Generated Projects and collected funds donated by Sponsors.

**Section 2.** The General Fund shall be drawn from the members’ organizational fee to be collected by the Society during the regular registration period of each semester.

**Section 3.** The Special Fund shall be those which are collected for specific purposes and which be disturbed for such purpose only.

**Section 4.** The General Fund shall be deposited in a bank and shall be used for purposes specifically authorized in the budget and duly approved by the Head of Student Affairs.

**Section 5.** The Commonwealth Information Technology Society President together with the Finance Officer shall submit a proposed semestral budget which shall be signed into law by the adviser.

**Section 6.** No money shall be paid out of the fund of the Commonwealth Information Technology Society shall be submitted to the adviser and to the University Internal Audit through the Student Affairs Head for the review.

**Section 7.** The audited semestral financial reports of the Commonwealth Information Technology Society shall be submitted to the adviser and to the University Internal Audit through the Student Affairs Head for the review.

**ARTICLE XIII**

**ACTION RESEARCH AND EXTENSION PROJECT**

**Section 1.**

**ARTICLE XIV**

**ACCOUNTABILITY OF THE OFFICERS**

**Section 1.** Commonwealth Information Technology Society officer has the Society’s trust. All officers must at all times be accountable to the Society whom they should serve with utmost responsibility, integrity, loyalty, efficiency and nationalism.

**Section 2.** All officers shall hold office provided that he/she is enrolled for the current semester.

**Section 3.** All elective officials may be removed by impeachment on the grounds of culpable violation of this constitution:

* 1. Negligence of responsibilities & duties.
  2. Culpable violation of this constitution.
  3. Betrayal in the Society’s trust.
  4. Bribery, treachery, sedition, graft and corruption and other high crimes.
  5. Other acts which violates the aims or objectives of the Commonwealth Information Technology Society.

Other appointed officials may be recalled from the office with just and reasonable cause upon orders of the appointing authority.

**Section 4.** Any officer removed from office subjected to impeachment may be for cause by 2/3 votes of the officers upon conviction of grounds stated at Section 3 Article 12 of this constitution.

**Section 5.** The process of filing an impeachment shall be as follows:

5.1 A letter of intent with attach of any articles violated by the candidate must be submitted to the President

5.2 If the President is the candidate for impeachment, the letter must be submitted to the Council of Leaders.

**Section 6.** The Council of Leaders shall have the sole authority to initiate the proceedings on all cases of impeachment. Any student upon the representation of the Commonwealth Information Technology Society may also file a complaint of impeachment.

**Section 7.** When vacancy occurs by reason of resignation, withdrawal, or expulsion, the vacancy shall be filled thru appointment subject to the approval of two-thirds (2/3) of Commonwealth Information Technology Society Officers.

**ARTICLE XV**

**STUDENT DISCIPLINARY MEASURES**

**Section 1.** Any student offenses shall be subjected to disciplinary measures by the Commonwealth Information Technology Society through the member of the organization may be removed due to the following grounds.

* 1. Culpable violation of the Commonwealth Information Technology Society Constitution and By-Laws.
  2. Dishonesty, discourtesy, disloyalty, and grave misconduct.

**ARTICLE XVI**

**BUSINESS MEETINGS**

**Section 1.** General meeting shall be done twice a month.

**Section 2.** Special meetings may be called by the officers concerned or the adviser of the Society.

**Section 3.** The Public Affairs Officer shall notify concerned people at least two (2) days before the meeting.

**Section 4.** Quorum for Commonwealth Information Technology Society Meeting - 50% plus 1 member shall constitute a quorum. A simple majority vote of the executive board members shall be a valid act.

**Section 5.** The Officers shall hold bimonthly meeting, which will be presided by the President. However, for matters immediate concern, the President through the Vice President either Internal or External may call a special meeting.

**Section 6.** In case of absence of the President at the bimonthly meeting,

* 1. The Vice-President, either Internal of External, shall preside the scheduled meeting.
  2. In case of absence of the President and the Vice-Presidents, they shall select among themselves a substitute presider.

**ARTICLE XVII**

**ADVISER**

**Section 1.** The Society must have an Adviser.

**Section 2.** The Adviser must be endorsed by the organization officers.

**Section 3.** The Adviser must have the following qualifications:

3.1 He/she must be a full-time faculty member;

3.2 and an Information Technology Professor of Polytechnic University of the Philippines, Quezon City Branch.

**Section 4.** The Adviser shall have the following duties and responsibilities:

* 1. Shall sign all communication letters, resolutions, memorandums and documents of the Society for official transaction.
  2. Shall guide the officers in all transactions concerning the Society.

**Section 5.** The Adviser shall have the following limitations:

* 1. The Adviser is not allowed in any way allowed to be the co-signatory of the Society’s bank account or hold any amount of the Society’s fund.
  2. The Adviser is not allowed to have more than one advisories.

**ARTICLE XVIII**

**AMENDMENTS**

**Section 1.** This Constitution may be amended or revised only through an initiative by an affirmative vote of two-thirds (2/3 or 75%) of the General Assembly present during a meeting, regular or special, called for that purpose or by majority vote of the entire Executive Board.

**ARTICLE XIX**

**SEPARABILITY CLAUSE**

**Section 1.** If any provision of this Constitution is declared and proven invalid or unconstitutional, the remainder thereof not affected thereby shall continue in full force and effect.

**ARTICLE XX**

**TENURE AND VACANCY**

**Section 1.** Vacancies in the Officers and Executive Board shall be filled up by the Board by appointing any member in good standing of the Commonwealth Information Technology Society members for a continuous period of one (1) year immediately preceding such appointment. The said appointee(s) shall hold office in acting capacity for the unexpired term of office of the immediate predecessors, or until special election therefore as authorized by the Executive Board.

**ARTICLE XXI**

**EFFECTIVITY**

**Section 1.** This constitution shall take effect in the day following its ratification.

Adopted and ratified this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the list of members, together with their signatures, who ratified the same appearing in Annex “A” hereof.

Ratified by:

John Nicole F. Esteleydes

President

Concurring:

Erwin Roy Arellano

Vice President for Internal Affairs

John Henry Fernandez

Vice President for External Affairs

Jerissa Estoque

Secretary

Lerry Ann Anical

Treasurer

Judy Ann Cawile

Assistant Treasurer

Peter Pagran

Auditor

Prince Zues Marzon

Business Manager

Ceriaco Respecia

Public Affairs Officer

Gervin Llosala

BSIT 2-1 Representative

Dan Angelo Corporal

BSIT 3-1 Representative

Arron Paul Lazo

DICT 3-1 Representative

Elizabeth Sabilao

DICT 3-2 Representative

Edrian Paul Valdez

BSIT 4-1 Representative