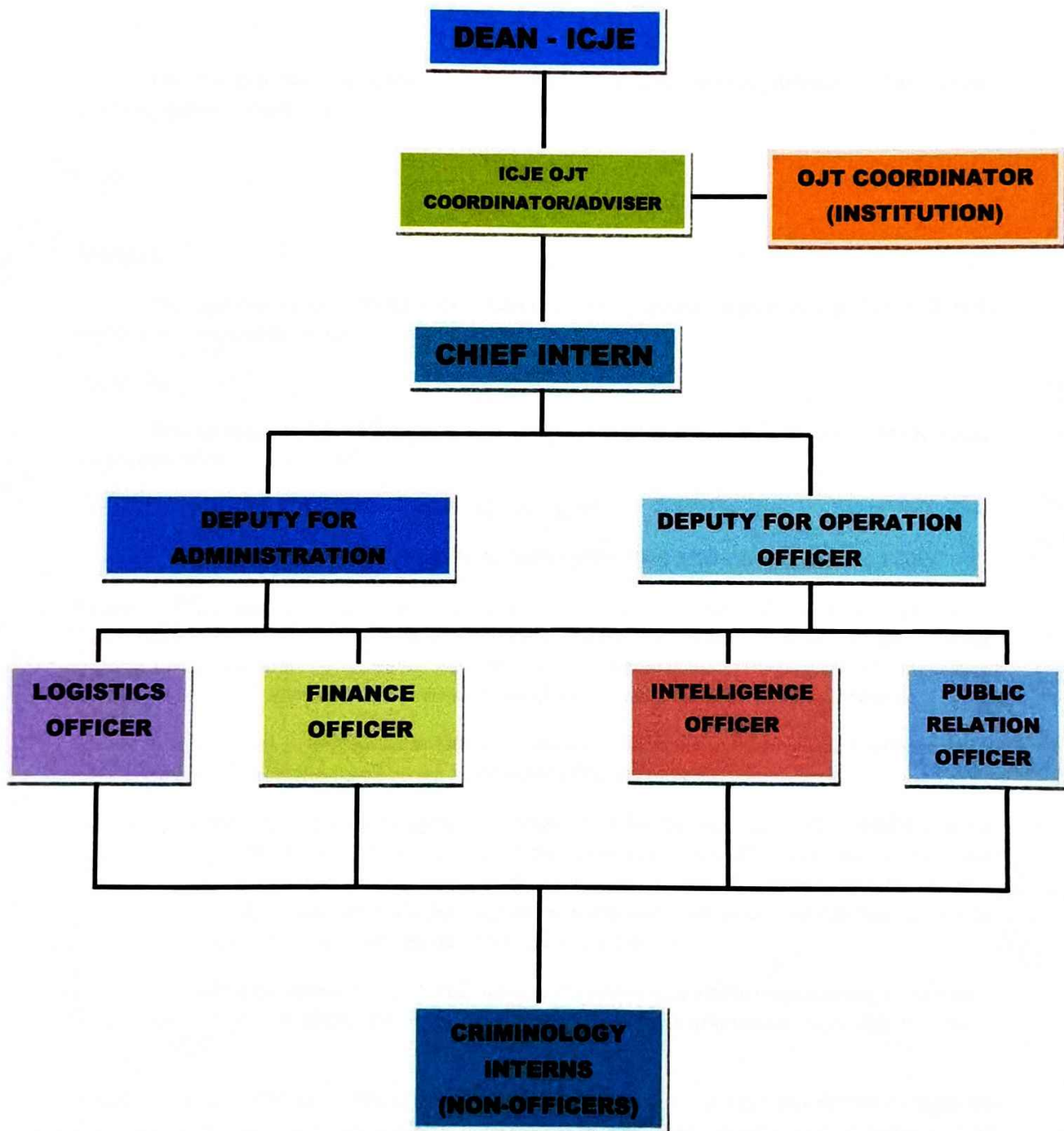




Gov. Alfonso D. Tan College
Institute of Criminal Justice Education
Maloro, Tanguib City



CRIMINOLOGY INTERN ORGANIZATIONAL CHART





CONSTITUTION AND BY-LAWS OF CRIMINOLOGY INTERN STUDENTS ORGANIZATION



ARTICLE I

NAME AND PLACE OF OFFICE

Section 1.

The name of the organization shall be Criminology Students Intern Organization (CSIO)

Section 2.

The principal place of office of the organization shall be in Gov. Alfonso D. Tan College Campus, Maloro, Tangub City.

ARTICLE II

OBJECTIVES

Section 1.

The organization aims to train the students of doing specific assignments in line with their position as a preparation for their future profession.

Section 2.

The organization shall help in addressing common concerns of its members' relative to promoting quality education.

ARTICLE III

FUNCTIONS AND POWERS OF THE CSIO OFFICERS AND BOARD DIRECTORS

Section 1. Chief Intern – The Chief Intern shall be the Chief Executive Officer of the organization. He/she shall preside all the CSIO meetings. He/she executes all resolutions and/or decisions of the organization. He/she shall be in-charged with organization, directing and overseeing the activities of the organization and shall appoint and have control over all members and officers of the organization.

Section 2. Deputy for Administration Officer – He/she shall be the assistant of the Chief Intern for administration matters. He/she shall do the paper works of the organization.

Section 3. Deputy for Operations Officer – He/she shall be the assistant of the Chief Intern for operation matters. He/she shall keep the seal of the organization and affix such real to any paper instrument requiring the same. He/she shall have the custody of the files of correspondence and all other pertinent papers of the organization. He/she shall also perform such other duties and functions as may be assigned to him/her from time to time by the Chief Intern and Adviser.

Section 4. Intelligence Officer – He/she shall serve as the eyes and ears of the organization, pertaining to threats against it and to his/her fellow officers. He/she must have information pertaining to what is happening around.

Section 5. Finance Officer – He/she shall be in-charge of the funds, receipt and disbursement of the organization, and keep all moneys of the organization in such bank as the Board of Directors, and whenever requires an account of financial condition of the organization and of all transactions made by him/her as finance officer. He/she shall also perform such other duties and functions as may be assigned him/her from time to time by the board of Directors.

Section 6. Logistics Officer – The Logistics Officer shall examine and audit financial records of the organization. He/she shall have charge of the valuables of the organization. He/she also performs such other duties and functions as may be assigned to him/her from time to time by the board Directors.

Section 7. Public Relation Officer – He/she shall be responsible for managing the organization's image and reputation. He/she must possess an excellent communication skill. He/she must be good at managing time and working with different kinds of people. There are no set of qualifications for this job, many public relations officers will have a degree qualifications.

Section 8. Board of Directors – they shall be the policy-making body of the organization, composed of the Dean of Students Affairs, Dean of ICJE, CIO Adviser/s, and First Class Officers.

Section 9. Selection of Officers and Terms of Office

- a. The selection of the CSIO officers will be decided through election by all OJT students with the total vote of two third (2/3).
- b. All officers and board of directors of the organization shall hold office for a term of one (1) year subject to re-election during General Assembly.
- c. An officer or member of board who fails to attend more than 50% of the regular board meetings shall be disqualified from continuing to serve as officer or member of the board. The board appoints a replacement from among the other member of the organization to serve for the unexpired term. The rule of replacement shall apply if any officers decide to stop schooling or resign as officer or member of the board.

Section 10. Quorum – A simple-majority of the regular members of the organization shall constitute quorum for the transaction of business.

ARTICLE IV

MEMBERSHIP

Section 1. Member – Refers to a student who is officially enrolled in OJT course, which shall be automatically a member of this organization and there will a membership fee of **50.00 pesos**, per member of the organization. This membership fee will use for emergency fund and community extension of the OJT's.

Section 2. Rights of Member – A member of the organization shall have the following rights:

- a. Right to be entertained during office hours.
- b. Right to examine the financial records of the organization during office hours.
- c. Right to participate in all general meetings of the organization.

Section 3. Duties and Responsibilities of the Member – A member of the organization shall have the following duties and responsibilities:

- a. To obey and comply with the By-Laws, rules and regulation that may be promulgated through a Resolution by the organization.
- b. To pass a medical certificate which undergo by a diagnostic centre accredited by the Department of Health during PFT activity.
- c. To attend all the CSIO activities and meetings organized by the organization for the benefits of the members.
- d. To obey and comply the OJT manual of the Institute and the Institution.

- e. To wear proper uniform at all times in campus and during on the actual On the Job Training.
- f. To comply all requirements given by the adviser/OJT coordinator.

Section 4. Non-Compliance – The non-compliance of the member and/or failure to follow the Article 4, Section 3, of this By-Laws shall be subjected for disciplinary system stipulated in the OJT manual.

ARTICLE V

CSIO OFFICERS

Section 1. The officers of this organization shall be composed of the Fourth Year/Intern Students of the said academic year/school year.

Section 2. The superior officers of the organization shall be the CSIO Chief Intern, Deputy for Administration Officer, Deputy for Operations Officers, Intelligence Officer, Finance Officer, Logistics Officer, and Public Relations Officer.

Section 3. The remaining interns shall compose of the members of the organization who will assist the superior officers in terms of field works.

ARTICLE VI

RANKS AND CLASSIFICATION

Section 1. Cadet Lieutenant Colonel – this rank shall be possessed by the Chief Intern and is the highest rank of the organization.

Section 2. Cadet Major – this rank shall be possessed by the Deputy for Administration Officer and Deputy for Operations Officer

Section 3. Cadet Captain – this rank shall be possessed by the Logistics Officer, Finance Officer, Intelligence Officer, and Public Relations Officer.

Section 4. Cadet Lieutenant – this rank shall be possessed by the criminology interns without designations.

ARTICLE VII

CSIO ACTIVITIES

Section 1. Inspection – All interns are required to attend inspection that should be conducted every Monday at exactly 6:00 in the morning before deployment of duty. The adviser together with the OJT teacher will be the one to inspect the interns before deployment.

Section 2. PFT – All interns are required to attend the PFT before the midterm and final exam to continue the physical health of every intern conducted by the Adviser and the OJT teacher.

ARTICLE VIII

FINES AND PUNISHMENT

Section 1. Punishment – In connection with Article 4 and non-compliance therewith, particularly, failure to attend in all the meetings called by the Organization, Inspection, and PFT without a valid reason a member who has sanctions shall be subjected to make an explanation letter.

ARTICLE IX

CSIO CLEARANCE

Section 1. The organization shall hold a clearance signing (1) week before the examination week. The 5 staff of the organization specifically the Chief Intern, Deputy for Administration, Deputy for Operations, Intelligence Officer, Finance Officer together with the CSIO Adviser of the Organization will only be the assign signatures for the midterm examination.

ARTICLE X

CSIO MEETINGS

Section 1. The organization shall hold meetings to discuss concerns relative to OJT activities, education/training or as need arises.

Section 2. Regular will be held every/before the signing of clearance from 1pm to 5pm at the CSIO Office, for the CSIO Officers

Section 3. The parliamentary rules of procedures shall be governing the conduct of the meetings or the board may promulgate the rules in the conduct of meetings.

ARTICLE XI

RESOLUTION

Section 1. Resolution – refers to a CSIO Command Authority that any organization agreements, amendments, decisions, financial reports, and the like, provided therein, the best interest of the members of the organization.

ARTICLE XII

AMENDMENTS

This constitution may be amended by a two thirds (2/3) vote of the regular member of the organization in which shall follow the provision of Article 10 of this By-Laws, provided that notice shall be given at the regular meeting preceding the one at which said amendments shall be voted upon.

Prepared by:


HONEY GRACE A. DELA ROSA, RCRIM

ICJE-Assistant OJT Coordinator

Approved by:


LOVE H. FALLORAN, MSCRIM

ICJE - DEAN