

CONSTITUTION AND BY-LAWS

Preamble

We, the members of the Society of Students-on-Grant of Saint Columban College, Pagadian City, who are committed to render an honest, efficient, sincere service to the school, to foster closer and wholesome relationship among all members of the administration, faculty and staff, and students of Saint Columban College, do hereby ordain and promulgate this Constitution and By-Laws.

Article I

Name and Domicile

- Section 1. This organization shall be officially called the Society of Students-on-Grant of Saint Columban College, Pagadian City, herein referred to as SSG.
- Section 2. The office of this organization shall be established within the Saint Columban College, Pagadian City.

Article II

Principles and Aims

- Section 1. In line with the Mission-Vision-Goals of the school, Saint Columban College of Pagadian City provides special grants through the SSG to poor but deserving students.
- Section 2. The SSG is service-oriented, non-political and shall not be utilized for dissemination of partisan principles or the promotion of self-vested interest.
- Section 3. The SSG, in cooperative manner and spirit, shall uphold the values and embodied in the preamble of this Constitution and By-Laws.
- Section 4. The major aims, for which the said organization is established, are:
- 4.1 To work towards integral human development;
 - 4.2 To render and promote better service to the school;
 - 4.3 To provide assistance to help facilitate various school activities;
 - 4.4 To work toward making the school conducive for learning; and
 - 4.5 To establish rapport among members of the Saint Columban community

Article III

Application and Membership

- Section 1. Any single Catholic student (preferably an incoming first year college student) can apply for MEMBERSHIP to the SSG provided that he/she complies with the requirements set by the school and of the organization.
- Section 2. No student who is a member or a worker of an organization/fraternity/sorority/gang whose activities can jeopardize the interest of the organization may become a member.
- Section 3. Applicants who are direct family (siblings or children) of any member of the faculty and staff, and of the SSG shall not be accepted to the organization.
- Section 4. Applicants described in ARTICLE III, section 3 May be accepted upon the decision of the administrative Team.
- Section 5. Applicants shall submit the following documents to the SSG Adviser on/or before the scheduled examination:
- 5.1 Application letter addressed to the School President **noted by the parents.**
 - 5.2 Parish Priest Recommendation
 - 5.3 **Baptismal Certification**
 - 5.4 **Indigency Certification**
- Section 6. Applicants, who passed the examination, shall undergo preliminary interviews conducted by **SSG Adviser, Vice President for Administration, and of either:**
- 6.1 Guidance Counselor,**
 - 6.2 Dean of Student Affairs**
- Section 7. Applicants, who have complied all the requirements and passed all preliminary steps, shall be accepted as member to the organization.
- Section 8. All member of the organization shall be officially called students-on-Grant or shall be referred to as SG's.

Article IV

Duties and Responsibilities

- Section 1. All SGs shall perform their duties from Monday to Saturday.

1.1 A member who is tasked for janitorial services shall:

- 1.1.1 Maintain cleanliness and orderliness of the areas assigned to them at all times before classes starts;
- 1.1.2 Check and monitor the condition of his/her area of assignment; and
- 1.1.3 Report any defect/s and deficiency/ies in the physical set-up or casualties, particularly the area where he/she is assigned, to the SSG Adviser for appropriate actions.

1.2 A member who is assigned in an office shall:

- 1.2.2 Render four **at least** (4) hours of service based on the work schedule set by the head of office, department or unit after taking into consideration
 - the class schedule of the SG concerned.
- 1.2.3 Refrain from using any mobile phone for personal reasons during duty hours.
- 1.2.4 Ask permission to the Office Head if there are any emergency/ies transactions that is needed to be attended during duty hours.
- 1.2.5 Ask permission to the Office Head if there are any scheduled personal activities/transactions that is needed to be attended during duty hours or days.

1.3 A member who shall strictly follow:

- 1.3.1 To time-in/log in in the daily attendance sheet to follow the attendance policy of the organization.
- 1.3.2 To follow the school dress code as dignified models of the school.

Section 2. All SGs, irrespective of the nature of work or assignment, may be called by the school authorities, through the SSG Adviser, to render extra duties depending on the exigency of the service called for.

Section 3. No SG can be transferred or reassigned to another work or job assignment without the consent of the SSG officers and adviser.

Section 4. Free hours of SGs may be spent in their assigned office upon prior arrangement with the head of the office, department or unit concerned.

Section 5. As a member of the SCC community and enjoying special privileges, certain traits and qualities are expected from an SG. These traits and qualities shall be always observed. Thus, an SG shall:

- 5.1 Uphold the name and honor of the school;
- 5.2 Internalize the philosophy and values of Wisdom, Charity and Justice;
- 5.3 Maintain an irreproachable conduct in and out of the school campus;
- 5.4 Manifest respect to his/her superiors, faculty and staff, fellow students, guests and visitors and the rest of the members of the SCC community;
- 5.5 Perform his/her duty and assigned task honestly, diligently, and efficiently;
- 5.6 Offer his/her services to the school in times of need or emergencies;
- 5.7 Observe resourcefulness with minimal supervision;
- 5.8 See to it that no property/equipment/supplies shall be used by others without the knowledge and consent of the concerned head of office or department; and:
- 5.9 Comply with all requirements for appointment, retention and approval of membership on time (e.g. letter of Intent before the semester ends).

- Section 6. All equipment and supplies needed in the assigned areas shall be requested by the SSG Adviser or by the assigned link personnel.
- Section 7. Non-consumable items needing replacement must be duly accounted for by the concerned SG to whom these items were issued to before replacement can be made.
- Section 8. All SGs shall attend to all monthly meetings, urgent meetings, and organizational events.
- Section 9. All SGs shall attend and participate in all monthly general cleanings and all emergency clean-ups.
- Section 10. Any SG who will be absent from duties, meetings stated in Section 9 and cleaning stated in Section 10 due to illness or other valid reasons subject to the approval of the SSG Adviser and officers shall:
 - 10.1 Submit a Leave of Absence to the SSG Adviser for recording purposes before the actual date of absence from duty, meetings and cleanings, if reason of the absence are due to perceivable or planned event/s;
 - 10.2 Submit an excuse letter, duly signed by the parent/s or guardian/s with contact number/s for verification purposes, to the SSG Adviser immediately after he/she comes back for duty; and
 - 10.3 Inform the SSG Adviser and officers, and his/her Head of Office, if he/she could not report for duty beforehand to give them time to make necessary arrangements to cover his/her absence.
- Section 11. SGs shall follow the scheduled time for cleaning in his/her assigned janitorial area every morning before classes starts at 6:00 am-6:50 am or in the afternoon after

classes at 8:00 pm-9:00 pm.

- Section 12. An SG who wants to discontinue his / her membership of the organization for the next academic semester or academic summer period must submit a resignation letter before the final exam or within the one-week duration after the final exam.

Article V

Benefits/Incentives

- Section 1. All SGs shall enjoy free tuition of eighteen (18) units of subject loads or its equivalent in each semester and six (6) units of subject loads or its equivalent during summer, matriculation fee, selected miscellaneous fees (library, medical/dental, athletic, guidance and audio-visual fees); one laboratory fee during the regular semester.

- Section 2. With the extension of the school in Buenavista Campus, all SG shall enjoy free school vehicle fare back-and-forth point from San Francisco Main Campus to Buenavista Campus, given that:

2.1 An SG will only ride the designated school vehicles, and;

2.2 An SG has their IDs as a fair proof of membership and shall be considered as fare pass.

- Section 3. All SGs assigned in offices shall be entitled to have a study/research period equivalent to one period/day.

- Section 4. All SGs shall be entitled to a monthly cash allowance of Two Hundred pesos (Php 200.00).

- Section 5. Any male SGs, based on the nature of work assignment, may stay in the SSG quarter provided that there is a vacant room to accommodate him, but shall be subjected to the recommendation of the SG occupants and SSG Adviser, and to the approval of the School President or the Vice-President for Administration.

- Section 6. An SG can avail to a cash loan of minimum of Two Hundred Pesos (Php 200.00) and a maximum of Five Hundred Pesos (Php 500.00) a month, subject to the availability of funds of the organization and the approval of the SSG Adviser and officers.

Section 7. An SG can avail of the medical assistance of not more than Five Hundred Pesos (Php 500.00) of the organization provided that official receipt/s is/are presented to the SSG Treasurer, subject to the availability of funds of the organization and the approval of the SSG Adviser and officers.

Section 8. An SG will receive monetary burial assistance of One Thousand Five Hundred Pesos (Php 1500.00) for a closely related deceased, subject to the availability of funds of the organization and the approval of the SSG Adviser and officers.

Article VI

SSG Shirt

Section 1. An SSG shirt is a complied organizational event shirt during Saint Columban Panagdait Festival.

Section 2. The SSG organization will only have the shirt if majority of the body agrees to have one, given that two months (2) worth of allowance will be allocated for the payment.

Section 3. The SSG shirt will serve as the school year official shirt of the organization and shall be worn during meetings, activities, and every Friday.

Section 4. The official layout of the shirt shall be voted and agreed by the body and shall consist of the school and organizations logo.

Section 5. Failure to wear the SSG shirt during the days and events stated in Section 3 of Article VI shall have a 50 pesos deduction from the allowance, equivalent to an absent in the attendance.

Section 6. To ensure that Section 5 of Article IV is followed, the members cooperation to report and acknowledge the failure of their co-member to comply, is encourage to have a fair jurisdiction.

Article VII

Officers

Section 1. The officers of the organization shall consist of the following: President, Vice President, Secretary, Treasurer, Auditor, and six (6) Link Personnel.

Section 2. Election of the officers shall be done before the first Sunday of March of the year and shall take office two (2) weeks after the proclamation of final result of the election.

Section 3. The following shall be the qualifications of the officers from the President to the Auditor:

3.1 He/She has been an SG for at least two (2) years in service.

3.2 He/She has leadership potentials,

3.3 He/She has been efficient in service; and

3.4 He/She shall not be a graduating student.

Section 4. The following shall be the qualifications of the Link Personnel:

4.1 He/She has been an SG for at least one (1) year in service;

4.2 He/She has leadership potentials; and

4.3 He/She has been efficient in service.

Article VIII

Duties and Responsibilities of the Officers

Section 1. The executive power shall be vested upon the President of the SSG who shall exercise the following powers and functions:

- 1.1 Shall defend and preserve the organization against any irregularities committed by its members.
- 1.2 Presides meetings of the organization;
- 1.3 Recommends and implements policies as duly agreed upon by the body;
- 1.4 Coordinates with the school administration regarding assigned activities;
- 1.5 Designates and assigns areas to work and duties to the members;
- 1.6 Monitors closely the activities of the organization;
- 1.7 Supervises the daily operation of the organization; and
- 1.8 Assumes the responsibility of maintaining the cleanliness and orderliness of areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG adviser.

Section 2. The Vice-President as the second highest executive has the following powers and functions:

- 2.1 Is responsible for instilling discipline in the organization.
- 2.2 Assists in the close monitoring of the performance of an SGs in their respective cleaning areas;

2.3 Assumes the responsibility of maintaining the cleanliness and orderliness of areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG Adviser.

2.4 Performs related function delegated by the President.

2.5 Presides officers' meetings of the organization;

Section 3. The Secretary shall perform the following duties and functions:

3.1 Keeps and maintains all records of the organization;

3.2 Writes and keeps minutes of every meeting;

3.3 Performs the necessary clerical task;

3.4 Assumes the responsibility of maintaining the cleanliness and orderliness of areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG Adviser; and

3.5 Performs related function delegated by the President.

Section 4. The Treasurer shall perform the following duties and functions:

4.1 Is responsible for all cash release of the organization;

4.2 Records and accounts all financial transactions of the organization;

4.3 Keeps and maintains the monthly report on cash receipts and disbursement;

4.4 Assumes the responsibility of maintaining the cleanliness and orderliness of areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG Adviser.

Section 5. The Auditor shall perform the following duties and functions:

5.1 Examines all financial statements of the organization;

5.2 Reports any anomalies or irregularities observed in all financial statements;

5.3 Keeps a copy of all audited financial statements of the organization;

5.4 Assumes the responsibility of maintaining the cleanliness and orderliness of areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG Adviser.

5.5 Performs related function delegated by the President.

Section 6. The Link Personnel shall perform the following duties and responsibilities:

8.1 Is responsible for the procurement of cleaning materials in the area assigned to him/her;

8.2 Reports unclean areas to the SSG Adviser;

8.3 Assumes the responsibility of maintaining the cleanliness and orderliness of

areas assigned to an SG who could not do his/her task due to illness or other valid reasons approved by the SSG Adviser.

8.4 Performs related function delegated by the President.

Article IX

Vacancies and Succession

Section 1. The following are the possible reasons that may cause vacancies in each position:

- 1.1 Non-enrollment
- 1.2 Illness which made the officer physically and/or mentally incapacitated to discharge and perform his functions;
- 1.3 Death;
- 1.4 Dismissal from the society; and
- 1.5 Other reasons determined by the SSG Adviser and other officers.

Section 2. If the position of the SSG President is deemed vacant due to the reasons stated in Article VIII, Section 1, the Vice-President shall automatically assume the Presidency including all his/her responsibilities and functions as well as power and authority vested by this Constitution and By-Laws.

Section 3. Should the position of the Vice-President, Secretary, Treasurer, or Auditor become vacant for the same reason stated in Article VIII, Section 1, the President may call for a special election to fill in each vacancy.

Section 4. Should the position of Link Personnel be left vacant, the President, with consent of the other officers and with the approval of the SSG Adviser, may appoint any member to fill in the position temporarily until the semester ends and a special election is already called before the start of the succeeding semester.

Article X

Sanctions

Section 1. Sanctions shall be delivered to any member of the SSG, who violated any provisions in the Articles IV and VII of this Constitution and By-Laws.

Section 2. Absence refers to being away from a place, an activity or an event. This also refers to arriving at an activity or event later than an hour.

Sanctions due to absences shall be the following:

2.1 Absence to janitorial duties:

- 2.1.1 First absence, without consent of the SSG Adviser, the SG shall be orally reprimanded by the SSG Adviser. This shall serve as a warning;
- 2.1.2 Second absence, without consent of the SSG Adviser, the SG shall present the parent/s or guardian/s to the SSG Adviser. This serve as the last warning; and
- 2.1.3 Third absence, without consent of the SSG Adviser, the SG shall be automatically expelled from the organization.

2.2 Absence to office duties:

- 2.2.1 First absence, without the consent of the SSG Adviser and Office Head, the SG shall be orally reprimanded by the SSG Adviser. This shall serve as a warning.
- 2.2.2 Second absence, without the consent of the SSG adviser and Office Head, the SG shall present the parent/s or guardian/s to the SSG Adviser. This shall serve as the last warning; and
- 2.2.3 Third absence, without the consent of the SSG Adviser and Office Head, the SG shall be automatically expelled from the organization.

2.3 Absence to monthly and urgent meetings; and general and emergency cleaning:

2.3.1 First absence, without consent of the SSG Adviser in any of the above-mentioned events, the SG shall be orally reprimanded by the SSG Adviser. This shall serve as a warning;

2.3.2 Second accumulated absences, without the consent of the SSG Adviser in any above-mentioned events, the SG shall present the parent/s or guardian/s to the SSG Adviser. This shall serve as the last warning;

2.3.3 Third accumulated absences, without the consent of the SSG Adviser in any above-mentioned events, the SG shall be automatically expelled from the organization; and

2.3.4 An amount of Fifty Pesos (Php 50.00) shall be collected from the SG in his/her every absence, with or without the consent of the SSG Adviser, from any of the above-mentioned events as penalty.

Section 3. Tardiness refers to being late for more than fifteen (15) minutes.

Section 4. Sanctions due to tardiness shall be the following:

4.1 Tardiness in the office duties:

4.1.1 If an SG has two (2) accumulated complaints or reports of tardiness from the Office Head, he/she shall be orally reprimanded by the SSG Adviser.

4.1.2 If an SG has three (3) accumulated complaints or reports of tardiness from the Office Head, he/she shall be marked absent for his/her duty.

In this case, sanctions stipulated in Section 2.2 shall apply.

Section 5. Laxity of duty/responsibility refers to insufficiency and unsatisfactory accomplishment of duties and responsibilities.

Section 6. Sanctions due to laxity of duty/ies or responsibility/ies.

6.1 Laxity in janitorial duties:

6.1.1 Accumulation of two (2) complaints/reports of laxity by the monitoring SSG officers, he/she shall be given written notice from the SSG Adviser;

6.1.2 Accumulation of three (3) complaints/reports of laxity by the monitoring SSG officers, he/she shall be orally reprimanded by the SSG Adviser. This shall serve as a warning;

6.1.3 Accumulation of four (4) complaints/reports of laxity by the monitoring SSG officers, his/her parent/s or guardian shall be called by the SSG Adviser;

6.1.4 Accumulation of five (5) complaints/reports of laxity by the monitoring SSG officers, he/she shall be subjected to probation; and

6.1.5 Accumulation of six (6) complaints/reports of laxity by the monitoring SSG officers, he/she shall be expelled from the organization.

6.2 Laxity of duties:

6.2.1 Accumulation of two (2) complaints/reports of laxity by the office head, he/she shall be given written notice from the SSG officers;

6.2.2 Accumulation of three (3) complaints/reports of laxity by the office head, he/she shall be orally reprimanded by the SSG Adviser. This shall serve as a warning;

6.2.3 Accumulation of four (4) complaints/reports of laxity by the office head, his/her parent/s or guardian shall be called by the SSG Adviser;

6.2.4 Accumulation of five (5) complaints/reports of laxity by the office head, he/she shall be subjected to probation; and

6.2.5 Accumulation of six (6) complaints/reports of laxity by the monitoring SSG officers, he/she shall be expelled from the organization.

Section 7. Failure to clean his/her assigned janitorial areas will have a deduction of 50 pesos from his/her monthly allowance and shall render 2 extra hours cleaning service to be designated by the officers.

Section 8. Failure to abide to what is stated in Section 12 under Article IV of this organization's bylaws shall have his / her discount for the finals returned.

Article XI

Intern / OJT SGs

Section 1. An SG is allowed to have one semester of internship given that he/she will be given two janitorial areas to clean and maintain, from Monday – Saturday, as they can no longer render at least 4 hours of service in their assigned offices.

Section 2. An OJT SG is required to submit a copy of letter of endorsement provided with the start and end date of their internship.

Section 3. As stated in Section 2, the excuse of attendance shall start and end only on the date of deployment noted in the endorsement letter.

Section 4. An OJT SG is still required to attend and participate during meetings/activities/programs scheduled during Saturday, Sundays, and Holidays given that they are still members of the organization.

Section 5. Given the nature of the internship which requires he/she to render extra hours of service to the offices in which he/she is assigned for the internship, which makes him/her unable to attend and participate during meetings/activities/programs

scheduled during Saturday, Sundays, and Holidays shall submit an excuse letter noted by the office head of the offices in which they are assigned for the internship.

Section 6 The same sanctions stated under Article X of this organization's by-laws shall apply the same to the OJT SG.

Section 7 An OJT SG known to be enrolled in any academic programs whose internship for an academic semester is outside the city in which the school is currently located, should attend to this section before their internship semester and therefore shall;

7.1. Render service in their assigned offices, from Monday – Saturday, for one academic summer period only before their internship semester, without monetary compensation given that they will be unable to fulfill their duties and responsibilities speculated in Article IV of this organization's by-laws during their internship;

7.2 Shall still abide to his/her duties and responsibilities speculated under Article IV from Monday – Saturday, for the whole duration of that academic summer period;

Section 8. An SG known to be enrolled in any academic programs in which they are required to have a one (1) year internship be required to attend to this section and therefore shall:

8.1 Be officially enrolled to the internship semester/s

8.2 Be known that internship is city based and to:

8.2.1 Abide their duties and responsibilities speculated in Article IV of this organization's by-laws as an OJT SG.

8.3 Be known that internship is outside city and to

8.3.1 Successfully served their duties speculated in Section 6, given with their accessibility to adherence to their supposed duties on city-based internship.

8.3.2 Not to be require to time-in / log in the organization's attendance during the internship period of the academic semester, given that they would provide a copy of their Daily-Time Record after their internship.

8.3.3 Not be assigned a janitorial area to clean and maintain from Monday – Saturday during their internship of academic semester, given that they have

already rendered their service during the whole academic summer period without monetary compensation.

8.3.4 Attend and participate in any activities and programs of the organization scheduled during that academic semester, in convenience of their internship schedule given that the internship is outside the city.

Section 9	The same sanctions stated under Article IX of this organization's by-laws shall apply the same to the SGs who are rendering service during the academic summer without monetary compensation due to the nature of the internship given that they are still members of the organization
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Article XII

Renewal and Dismissal

Section 1. The school reserves the right to reduce the total number of members to the SSG at any time due to financial constraints and other reasons as determined by the school administration.

Section 2. All SGs are required to submit Letter of Intent at the end of every semester or summer period to the school president through the SSG Adviser for the renewal membership.

Section 3. Any SG who fails to comply with the provision in Article X, Section 2 shall be deemed resigned.

Section 4. The approval of the application for retention shall be made by the school president at the start of every semester or summer period with the recommendation of the SSG Adviser based on the following:

4.1 Academic Performance. All SGs shall maintain passing marks in all subject.

4.1.1 Any SG who incurred failing/dropped mark/s shall be dismissed from the organization.

4.2 Tenure of Service. The SG with longer tenure will be given priority in renewal.

4.3 Evaluation. An SG shall be evaluated by his/her immediate superior/head, SSG officers and SSG Adviser based on his/her performance on his/her duties.

4.3.1 Any SG who got low evaluation rating shall be grounds for non renewal of membership.

Section 5. Any SG who violates any of the school rules and regulations and provisions of this Constitution and By-Laws shall be dismissed from the organization.

Section 6. Any SG who marries shall automatically forfeit his/her grant and shall be considered resigned.

Article XIII *Order of the Business*

Section 1. The following shall be the call to order:

- 1.1 Opening prayer
- 1.2 Checking of Attendance by the secretary
- 1.3 Reading of the Minutes of the Previous Meetings
- 1.4 Treasurer's Report
- 1.5 Unfinished Business/Comments
- 1.6 Reactions/Reflections/Insights
- 1.7 New Business
- 1.8 Closing Prayer
- 1.9 Adjournment

Article XIV *Standing Committee*

Section 1. The following shall be the standing committee of the SSG: 1.1
Committee on Liturgy

- 1.2 Hall Presentation Committee
- 1.3 Program Committee
- 1.4 Decoration Committee

1.5 Food Preparation Committee

Article XV
Amendments and Revisions

Sections 1. This Constitution and By-Laws may be amended by a meeting called for the purpose with the approval of the majority of the body of the SSG.

Section 2. Any amendment of this Constitution and By-Laws shall take effect immediately after the Ratification through an assembly meeting of the SSG.

Article XVI
School Year

The school year of the Society of Students-on-Grant shall cover the period from June 1 to May 31 of the following year.

Adopted this 4th day of August 2013 by the undersigned.

Witness our hands this 4th day of August 2013 in the City of Pagadian, Zamboanga del Sur, Philippines.