# Handbook of Student Organizations

**Supreme Student Council (SSC-FORTIS), iCONNECT, MATRIX, ESS, and CBA**

# Preamble

We, the students of **AMA Computer College – Lipa Campus**, united under the principles of leadership, service, innovation, and excellence, do hereby establish this **Handbook of Constitutions and By-Laws of the Supreme Student Council (SSC-FORTIS), iCONNECT, and MATRIX**. Guided by our vision and mission, we commit ourselves to represent the student body, nurture academic and technical competence, foster collaboration, and uphold the values of responsibility, integrity, and transformative service for the greater good of our community and institution.

# Part I – Supreme Student Council (SSC-FORTIS)

**Constitution and By-Laws**

# Article I – Name

The organization shall be known as the **Supreme Student Council (SSC)**, carrying the official name **Federation of Organized Representative Transformative Institutional Service (FORTIS)**.

# Article II – Vision

To represent, unite, and empower all students across all departments, fostering leadership, service, and institutional transformation.

# Article III – Mission

To uphold the rights and welfare of students, serve as their official representative body, and promote holistic development through leadership, service, and transformative programs.

# Article IV – Objectives

1.  Serve as the highest governing student body across departments.

2.  Represent students in institutional and external affairs.

3.  Coordinate with department councils and organizations.

4.  Promote student leadership, discipline, and responsibility.

5.  Initiate and support academic, social, and cultural programs for student development.

# Article V – Membership

●  All bona fide students are represented under SSC-FORTIS.

●  Membership is automatic upon enrollment.

●  A membership fee of **₱100** shall be collected per student per trimester.

# Article VI – Organizational Structure

1.  President: John Mark M. Espiritu

2.  Internal Vice: President: Zhai Vaughn S. Saba

3.  External Vice President: Kathlyn Thea Recede

4.  Secretary: Eunice Audrey L

5.  Treasurer: Sheina Mae G. Abelong

6.  Internal Auditor: Kathryne Anne G. Sapon

7.  External Auditor: Ericka Joy R. Perlada

8.  Board of Director 1: Nadine G. De Guzman

9.  Board of Director 2: Marvin Paul C. Orozco

10. Committee Head on Sustainable Development Goals (SDGs): Camille L. De Guzman

11. Committee Head on Disaster Risks Reduction and Management (DRRM): John Ivan M. Perjez

12. Committee Head on Gender and Development: Kim Albert D. Panoso

13. Committee Head on Health and E/Sports: Neptali Kyle F. Layrit

14. Committee Head on Technical Operations: Vanessa M. Sangalang

15. Committee Head on Technical Operations: Kaila P. Palma

16. Committee Head on Technical Operations: Charles Lois Viñalon

17. College Representative of Computer Studies: Regine Candido

18. College Representative of Engineering: Glen Dominique Amada

19. College Representative of Business Administration: Angel Kyle Loberio

# Article VII – Elections

- General elections shall be conducted annually before the start of the academic year.

- All bona fide students are eligible to vote.

- Candidates must be enrolled students with good academic and disciplinary standing.

- The SSC will establish the Election Commission (Comelec) to ensure a fair, transparent, and democratic process.

- Winning candidates shall assume office immediately after the oath-taking ceremony.

# Article VIII – Election Guidelines

1. Campaign Period – The official campaign shall run for a maximum of two (2) weeks before election day.

2. Campaign Materials—Posters, flyers, and digital materials must be submitted to the Election Commission for approval before distribution.

3. Manner of Voting—Elections shall be conducted via secret ballot, either manually or electronically, supervised by the Election Commission.

4. Vote Counting: Votes shall be counted immediately after the election in the presence of the candidates' representatives.

5. Disqualification—Candidates proven guilty of vote buying, harassment, or misconduct shall be disqualified.

# Article IX – Duties and Responsibilities of Officers

**President**

- Serves as the chief executive officer of the organization.

- Presides over all meetings of the council/organization.

- Represents the organization in official functions inside and outside the institution.

- Oversees the implementation of programs, projects, and activities.

- He ensures that all officers perform their duties and maintains harmony within the organization.

**Internal Vice President**

- Assists the President in the execution of duties.

- Acts as President in the absence or incapacity of the latter.

- Supervises internal affairs, including coordination among officers and members.

- Ensures effective communication within the organization.

**External Vice President**

- Represents the organization in external affairs and partnerships.

- Establishes linkages with other organizations, institutions, and stakeholders.

- Coordinates with external agencies for projects, sponsorships, and collaborations.

- Acts as the organization's spokesperson in external functions when delegated.

**Secretary**

- Keeps accurate records of all meetings, proceedings, and official documents.

- Prepares agendas, minutes of meetings, and communications.

- Maintains an updated record of membership and attendance.

- Handles official correspondence of the organization.

**Treasurer**

- Manages all financial resources of the organization.

- Collects membership fees, contributions, and other revenues.

- Maintains an updated record of funds and financial transactions.

- Prepares financial reports for presentation to the body and adviser.

- Ensures transparent and accountable use of funds.

**Internal Auditor**

- Examines and reviews all financial transactions of the Treasurer.

- Ensures proper fund utilization in accordance with the constitution and by-laws.

- Provides quarterly audit reports to the council/organization.

**External Auditor**

- Validates financial reports and audit results for transparency.

- Coordinates with external stakeholders for independent financial verification.

- Provides recommendations for financial accountability and improvement.

**Board of Director 1 & Board of Director 2**

- Serve as policy-making members of the council.

- Assist in decision-making and long-term organizational planning.

- Provide support and advice to committees and officers.

- Represent the interest of the general membership in the board.

**Committee Head on Sustainable Development Goals (SDGs)**

- Leads the planning and implementation of SDG-related projects.

- Ensures organizational activities align with global and institutional sustainability goals.

- Coordinates with external partners and agencies related to SDGs.

**Committee Head on Disaster Risk Reduction and Management (DRRM)**

- Plans and organizes disaster preparedness, response, and recovery initiatives.

- Leads emergency drills and awareness programs.

- Coordinates with local authorities and school administration during crises.

**Committee Head on Gender and Development (GAD)**

- Promotes gender sensitivity and equality within the organization.

- Implements programs and campaigns aligned with gender rights and inclusivity.

- Coordinates with school GAD committees for joint initiatives.

**Committee Head on Health and E/Sports**

- Plans and supervises sports, wellness, and health-related activities.

- Encourages student participation in physical fitness and e-sports programs.

- Collaborates with health institutions and sports organizations for events.

**Technical Team 1, 2, and 3**

- Provide technical support in events, projects, and organizational activities.

- Handle multimedia, documentation, and ICT-related needs.

- Maintain official online platforms, social media, and technical equipment.

**College Representative of Computer Studies**

- Represents the College of Computer Studies in the council.

- Serves as the link between the council and the CCS student body.

- Addresses concerns and recommendations of CCS students.

**College Representative of Engineering**

- Represents the College of Engineering in the council.

- Serves as the link between the council and the engineering student body.

- Coordinates engineering-related initiatives and events.

**College Representative of Business Administration**

- Represents the College of Business Administration in the council.

- Serves as the link between the council and the BA student body.

- Coordinates BA-related programs, trainings, and student concerns.

# Article X – Removal and Succession of Officers

1. Grounds for Removal – Negligence, misconduct, violation of SSC policies, or academic ineligibility.

2. Procedure – A petition signed by at least 2/3 of council members followed by an investigation and voting.

3. Succession – In case of vacancy, the next officer in line shall assume the position (e.g., Vice President replaces the President).

# Article XI – Meetings

- Regular meetings at least once per month.

- Emergency meetings may be called by the President.

# Article XII – Finance

1. Funds shall be sourced from:

- Membership fees.

- Fundraising projects.

- Sponsorships and donations.

2. The Treasurer shall handle all financial transactions subject to audit.

3. Disbursement of funds shall require approval of the President, Treasurer, and Auditor.

# Article XIII – Amendments

Amendments require a 2/3 vote from department representatives and approval from the administration.

# Article XIV – Effectivity

This Constitution and By-Laws shall take effect immediately upon ratification by the majority of FORTIS members and shall remain valid unless amended or repealed in accordance with Article XI.

# Part II – iCONNECT

**Constitution and By-Laws**

# Article I – Name
The organization shall be known as **Intelligence Community of Networking, Nurturing Excellence in Computing and Technology (iCONNECT)** under the College of Computer Studies.

# Article II – Vision
To build a strong community of computing students that upholds excellence, collaboration, and innovation.

# Article III – Mission
To nurture student potential through training, research, and collaborative activities that enhance knowledge, leadership, and service.

# Article IV – Objectives

1. Promote academic and technical competence.

2. Provide professional growth opportunities.

3. Strengthen camaraderie and teamwork.

4. Support the College of Computer Studies programs.

5. Foster leadership, service, and excellence.

# Article V – Membership

- Regular Members: All students from the College of Computer Studies.

- Associate Members: Students from other colleges with ICT interests.

- A membership fee of **₱80** shall be collected per member per trimester.

# Article VI – Organizational Structure

1. President: John Mark M. Espiritu

2. Internal Vice President: Andrei David R. Roxas

3. External Vice President: Stephanie Cylde E. Jalbuena

4. Secretary: Camille Lozano

5. Treasurer: Rodolfo C. Guce III

6. Auditor: Vanessa M. Sangalang

7. Technical Team 1: Charles Lois T. Viñalon

8. Technical Team 2:

# Article VII – Elections

- iCONNECT officers shall be elected annually through a General Assembly election.

- Only bona fide members with at least one semester of active participation may run for office.

- The Election Committee shall ensure fairness and transparency.

- Elected officers shall serve for one academic year.

# Article VIII – Election Guidelines

1. Campaign Period – Official campaign shall last for one (1) week.

2. Campaign Materials – All materials must be approved by the Election Committee.

3. Voting – Conducted through secret ballot or electronic system authorized by iCONNECT.

4. Vote Counting – Carried out in the presence of candidates' representatives.

5. Disqualification – Includes academic dishonesty, violation of campaign rules, and unethical conduct.

# Article IX – Duties and Responsibilities of Officers

**President**

1. Serves as the chief executive officer and overall leader of iCONNECT.

2. Presides over all meetings, assemblies, and organizational activities.

3. Represents the organization in official functions inside and outside the institution.

4. Oversees the implementation of plans, programs, and projects of iCONNECT.

5. Ensures that the constitution, by-laws, and policies of the organization are observed.

6. Provides direction and guidance to officers and members for the advancement of the organization.

7. Serves as the official spokesperson of iCONNECT.

**Internal Vice President**

1. Assists the President in all organizational duties.

2. Assumes the powers and responsibilities of the President in his/her absence.

3. Supervises internal operations such as membership management, attendance, and active participation.

4. Coordinates activities and programs concerning the welfare of members.

5. Oversees internal committees and reports their progress to the President.

**External Vice President**

1. Assists the President in maintaining external relations and partnerships.

2. Represents iCONNECT in activities coordinated with other organizations or external institutions.

3. Establishes and strengthens linkages with industry partners, alumni, and community stakeholders.

4.  Assumes the role of President if both the President and Internal Vice President are absent.

5.  Leads external projects such as outreach, inter-college networking, and academic linkages.

**Secretary**

1.  Keeps accurate minutes of all meetings and assemblies.

2.  Maintains the official records, files, and correspondence of the organization.

3.  Prepares notices of meetings, events, and organizational activities.

4.  Prepares and submits annual reports of organizational activities and accomplishments.

5.  Ensures safekeeping of official documents, including constitution and by-laws.

**Treasurer**

1.  Responsible for the collection of membership fees (₱80) and other financial contributions.

2.  Manages and safeguards all funds of iCONNECT.

3.  Keeps updated records of all financial transactions.

4.  Prepares financial reports and presents them during meetings.

5.  Coordinates with the Auditor for financial audits.

6.  Ensures proper allocation and accountability of organizational funds.

**Auditor**

1.  Examines all financial transactions of the organization.

2.  Conducts audits on the Treasurer's reports and verifies supporting documents.

3.  Ensures transparency and accountability of all funds.

4. Prepares audit reports for submission to the President and members.

5. Advises the Treasurer and President on financial compliance and sustainability.

**Technical Team 1**

1. Provides technical assistance during organizational events (sound system, presentations, digital equipment).

2. Handles the setup, maintenance, and troubleshooting of IT-related resources.

3. Supports members in the use of software, applications, or technical platforms needed for activities.

4. Helps develop promotional materials, digital posters, or media content for events.

**Technical Team 2**

1. Focuses on system development, programming, and innovation projects of iCONNECT.

2. Assists in the creation of digital platforms, websites, or applications for organizational use.

3. Provides training and mentorship to members on technical skills (e.g., coding, networking, security).

4. Works with Technical Team 1 in ensuring smooth technological operations in all events.

# Article X – Removal and Succession of Officers

**Grounds** – Misconduct, negligence of duty, violation of ESS or SSC-FORTIS policies.

**Procedure** – A petition signed by at least 2/3 of members followed by deliberation.

**Succession** –

● Internal Vice President shall assume the position of President in case of vacancy.

● Other positions shall be filled by appointment and confirmation of the majority of officers.

# Article XI – Meetings

- General Assembly once per semester.

- Executive meetings monthly or as needed.

# Article XII – Finance

1. Funds shall be sourced from:

- Membership fees.

- Fundraising projects.

- Sponsorships and donations.

2. The Treasurer shall handle all financial transactions subject to audit.

3. Disbursement of funds shall require approval of the President, Treasurer, and Auditor.

# Article XIII – Amendments

Amendments require a 2/3 vote of the General Assembly and SSC-FORTIS approval.

# Article XIV – Effectivity

This Constitution and By-Laws shall take effect immediately upon ratification by the majority of ICONNECT members and shall remain valid unless amended or repealed in accordance with Article XI.

# Part III – MATRIX

**Constitution and By-Laws**

# Article I – Name
The sub-organization shall be known as **Minds Advancing Technology, Research, Innovation, and Xcellence (MATRIX)**, under iCONNECT.

# Article II – Vision
To be a leading student organization driving research, innovation, and technology advancement.

# Article III – Mission
To empower students through research and innovation-driven activities that enhance creativity and technical expertise.

# Article IV – Objectives

1. Conduct research and innovative projects.

2. Encourage participation in competitions and hackathons.

3. Provide a platform for collaborative problem-solving.

4. Support iCONNECT and the College of Computer Studies.

5. Develop leadership and teamwork among members.

# Article V – Membership

- Regular Members: Students of the College of Computer Studies who are also iCONNECT members.

- Probationary Members: New applicants under evaluation.

- A membership fee of **₱70** shall be collected per member per trimester.

# Article VI – Organizational Structure

1. President: Guce, Rodolfo III Castillo

2. Internal Vice President: Viñalon, Charles Lois Neil Tan

3. External Vice President: Isidro, Stephanie Bobier

4. Secretary: Señorin, Collen Kate Gabutero

5. Treasurer:

6. Auditor: Platon, Jay Rhuel Javier

7. Technical Team 1:Alaurin, Benj Maquiñana

8. Technical Team 2:

# Article VII – Elections

● Elections shall be held annually among MATRIX members.

● Only active members in good standing are eligible to run and vote.

● The Election Committee shall be formed in coordination with iCONNECT.

● Elected officers shall serve for one academic year.

# Article VIII – Election Guidelines

1. Campaign Period – Shall run for one (1) week before elections.

2. Campaign Materials – Must be reviewed and approved by the Election Committee.

3. Voting – Done through a secret ballot within the General Assembly.

4. Vote Counting – Conducted transparently with observers.

5. Disqualification – Applies to violations such as academic misconduct, tampering of votes, or breaking campaign rules.

# Article IX – Duties and Responsibilities of Officers

**President**

1.  Serves as the chief leader of MATRIX and presides over all meetings and assemblies.

2.  Represents the organization in official functions and coordinates with iCONNECT leadership.

3.  Ensures the implementation of research, innovation, and technology-driven activities.

4.  Guides officers and members in achieving MATRIX's goals in line with iCONNECT and SSC-FORTIS.

5.  Acts as spokesperson of the organization.

**Internal Vice President**

1.  Assists the President in managing internal operations.

2.  Takes charge of membership participation, discipline, and engagement in projects.

3.  Presides in the absence of the President.

4.  Oversees committees or working groups assigned to internal research and innovation activities.

**External Vice President**

1.  Strengthens collaboration with other student organizations, institutions, and external stakeholders.

2.  Leads in representing MATRIX in research fairs, competitions, and conferences.

3.  Coordinates outreach and extension activities involving technology and innovation.

4.  Acts as President when both the President and Internal Vice President are unavailable.

**Secretary**

1.  Documents minutes of meetings and keeps records of MATRIX's activities.

2. Manages correspondence, notices, and announcements.

3. Prepares and submits reports of activities to iCONNECT and SSC-FORTIS.

4. Ensures safekeeping of official documents, including research outputs and proposals.

**Treasurer**

1. Collects membership fees (₱70) and manages funds of MATRIX.

2. Keeps a detailed record of all financial transactions.

3. Presents financial reports during meetings.

4. Coordinates with the Auditor and Treasurer of iCONNECT for proper accountability.

5. Ensures transparent and efficient use of funds for innovation and research activities.

**Auditor**

1. Audits all financial transactions of MATRIX.

2. Verifies Treasurer's reports and supporting documents.

3. Ensures compliance with financial policies of iCONNECT and SSC-FORTIS.

4. Prepares audit reports and recommends measures for financial sustainability.

**Technical Team 1**

1. Provides technical support during MATRIX events, presentations, and research showcases.

2. Ensures functionality of ICT tools, equipment, and systems needed for activities.

3. Supports the creation of digital materials for promotion or research dissemination.

**Technical Team 2**

1. Focuses on innovation and research-related technical work (programming, prototyping, system design).

2. Leads the development of projects and assists members in technical skills-building.

3. Works with Technical Team 1 to ensure smooth execution of events and presentations.

4. Provides mentorship to members on specialized research/innovation technologies.

# Article X – Removal and Succession of Officers

**Grounds** – Misconduct, negligence of duty, violation of ESS or SSC-FORTIS policies.

**Procedure** – A petition signed by at least 2/3 of members followed by deliberation.

**Succession** –

- Internal Vice President shall assume the position of President in case of vacancy.

- Other positions shall be filled by appointment and confirmation of the majority of officers.

# Article XI – Meetings

- Regular meetings at least twice per month.

- Special meetings may be called by the Project Director.

# Article XII – Funds and Financial Management

1. Funds shall be sourced from:

- Membership fees.

- Fundraising projects.

- Sponsorships and donations.

2. The Treasurer shall handle all financial transactions subject to audit.

3. Disbursement of funds shall require approval of the President, Treasurer, and Auditor.

# Article XIII – Amendments

Amendments require a 2/3 vote of the General Assembly, concurrence from iCONNECT, and SSC-FORTIS approval.

# Article XIV – Effectivity

This Constitution and By-Laws shall take effect immediately upon ratification by the majority of MATRIX members and shall remain valid unless amended or repealed in accordance with Article XI.

# Part IV – Engineering Students Society (ESS)

**Constitution and By-Laws**

# Article I – Name

The organization shall be known as the **Engineering Students Society (ESS)** of AMA Computer College Lipa Campus.

# Article II – Vision

To be a dynamic and innovative engineering student organization that fosters excellence, leadership, and technological advancement.

# Article III – Mission

To empower engineering students through academic, technical, and leadership development while promoting innovation, collaboration, and service to the community.

# Article IV – Objectives

- Promote academic and technical excellence in engineering.

- Organize seminars, trainings, and workshops to enhance student competencies.

- Encourage innovation, research, and participation in engineering-related competitions.

- Foster leadership, discipline, and teamwork among members.

- Support the programs and objectives of AMA Computer College and the Supreme Student Council (SSC-FORTIS).

# Article V – Membership

**Regular Members** – Bona fide students of the Engineering Department.

**Probationary Members** – New applicants under evaluation.

**Membership Fee** – A membership fee of **₱100.00** shall be collected per member per trimester.

# Article VI – Organizational Structure

1. President: Glen Dominique F. Amada

2. Internal Vice President: John Ivan M. Perjes

3. External Vice President: Eunice Audrey Pillos
4. Secretary: Zhai Vaughn S. Saba

5. Treasurer: Kim Albert Pañoso

6. Auditor: Kathleen Thea Recede

7. Technical Team 1: Nadine G. de Guzman

8. Technical Team 2: Marvin Paul Orozco

# Article VII – Elections

- Elections shall be held annually among ESS members.

- Only active members in good standing are eligible to run and vote.

- The Election Committee shall be formed in coordination with SSC-FORTIS.

- Elected officers shall serve for one academic year.

# Article VIII – Election Guidelines

- **Campaign Period** – Shall run for one (1) week before elections.

- **Campaign Materials** – Must be reviewed and approved by the Election Committee.

- **Voting** – Done through a secret ballot within the General Assembly.

- **Vote Counting** – Conducted transparently with observers.

● **Disqualification** – Applies to violations such as academic misconduct, tampering of votes, or breaking campaign rules.

# Article IX – Duties and Responsibilities of Officers

**President**

- Serves as the chief leader of ESS and presides over all meetings and assemblies.

- Represents the organization in official functions and coordinates with SSC-FORTIS.

- Ensures the implementation of engineering-related activities and programs.

- Guides officers and members in achieving ESS's goals.

- Acts as spokesperson of the organization.

**Internal Vice President**

- Assists the President in managing internal operations.

- Oversees membership engagement, discipline, and involvement in projects.

- Presides in the absence of the President.

- Manages committees related to academic and technical programs.

**External Vice President**

- Coordinates with external organizations and stakeholders.

- Represents ESS in inter-school, community, and engineering-related events.

- Leads extension and outreach activities.

- Acts as President when both the President and Internal Vice President are unavailable.

**Secretary**

- Documents minutes of meetings and maintains records of ESS activities.

- Manages official correspondence, notices, and announcements.

- Submits reports to SSC-FORTIS and school administration.

- Ensures safekeeping of official documents.

**Treasurer**

- Collects membership fees and manages the funds of ESS.

- Keeps detailed records of financial transactions.

- Presents financial reports during meetings.

- Ensures transparent and efficient use of funds.

**Auditor**

- Audits all financial transactions of ESS.

- Verifies Treasurer's reports and documents.

- Prepares audit reports and ensures financial accountability.

**Technical Teams**

- Provides technical support for events, projects, and academic activities.

- Manages engineering-related technical tasks such as designs, presentations, and research assistance.

- Ensures functionality of equipment and technical resources.

- Assists in developing innovative student projects.

# Article X – Removal and Succession of Officers

**Grounds** – Misconduct, negligence of duty, violation of ESS or SSC-FORTIS policies.

**Procedure** – A petition signed by at least 2/3 of members followed by deliberation.

**Succession** –

- Internal Vice President shall assume the position of President in case of vacancy.

- Other positions shall be filled by appointment and confirmation of the majority of officers.

# Article XI – Meetings

- Regular meetings shall be held at least twice per month.

- Special meetings may be called by the President or majority of officers.

- General Assemblies shall be conducted at least once every semester.

# Article XII – Funds and Financial Management

1. Funds shall be sourced from:

   - Membership fees.

   - Fundraising projects.

   - Sponsorships and donations.

2. The Treasurer shall handle all financial transactions subject to audit.

3. Disbursement of funds shall require approval of the President, Treasurer, and Auditor.

# Article XIII – Amendments

Amendments require a **2/3 vote** of the General Assembly, concurrence from SSC-FORTIS, and approval of the College Administration.

# Article XIV – Effectivity

This Constitution and By-Laws shall take effect immediately upon ratification by the majority of ESS members and shall remain valid unless amended or repealed in accordance with Article XIII.

# Part V – College of Business Administration Students' Society (CBA-SS)

**Constitution and By-Laws**

# Article I – Name

The organization shall be known as the **College of Business Administration Students' Society (CBA-SS)** of AMA Computer College Lipa Campus.

# Article II – Vision

To be a premier student organization fostering leadership, professionalism, and business excellence among Business Administration students.

# Article III – Mission

To empower future business leaders through academic, entrepreneurial, and professional development programs that build competence, integrity, and social responsibility.

# Article IV – Objectives

- Promote academic excellence and business professionalism.

- Provide opportunities for leadership, entrepreneurship, and management development.

- Organize seminars, workshops, and training related to business and industry practices.

- Strengthen teamwork, discipline, and integrity among members.

- Support the programs and goals of AMA Computer College and SSC-FORTIS.

# Article V – Membership

**Regular Members** – Bona fide students of the College of Business Administration.

**Probationary Members** – New applicants under evaluation.

**Membership Fee** – A membership fee of **₱150.00** shall be collected per member per trimester.

# Article VI – Organizational Structure

1. President: Sheina Mae. G. Abelong

2. Internal Vice President: Kathryne Anne Sapon

3. External Vice President: Kaila P. Palma

4. Secretary:Angel Kyle V. Loberio

5. Treasurer: Neptali Kyle Layrit

6. Auditor: Ericka Joy R. Perlada

7. Technical Team 1: Mike Francis Pagobo

8. Technical Team 2 Gracel M. Bangcuyo

# Article VII – Elections

- Elections shall be held annually among CBA-SS members.

- Only active members in good standing are eligible to run and vote.

- The Election Committee shall be formed in coordination with SSC-FORTIS.

- Elected officers shall serve for one academic year.

# Article VIII – Election Guidelines

- **Campaign Period** – Shall run for one (1) week before elections.

- **Campaign Materials** – Must be reviewed and approved by the Election Committee.

- **Voting** – Done through a secret ballot within the General Assembly.

- **Vote Counting** – Conducted transparently with observers.

● **Disqualification** – Applies to violations such as academic misconduct, tampering of votes, or breaking campaign rules.

# Article IX – Duties and Responsibilities of Officers

**President**

- Leads and presides over all meetings and assemblies.

- Represents the organization in official functions and SSC-FORTIS coordination.

- Ensures the implementation of business-related activities and programs.

- Acts as spokesperson of the CBA-SS.

**Internal Vice President**

- Assists the President in managing internal affairs.

- Oversees membership participation, discipline, and involvement.

- Presides in the absence of the President.

- Supervises committees on academics, leadership, and entrepreneurship.

**External Vice President**

- Strengthens linkages with business organizations and external partners.

- Represents the CBA-SS in business-related events, forums, and conferences.

- Leads outreach and extension activities.

- Assumes leadership when both the President and Internal Vice President are unavailable.

**Secretary**

- Keeps records of meetings, events, and membership.

- Handles communication, notices, and correspondence.

- Submits reports to SSC-FORTIS and school administration.

- Safekeeps official documents and proposals.

**Treasurer**

- Collects membership fees and manages organization funds.

- Keeps detailed records of financial transactions.

- Presents financial reports during meetings.

- Ensures proper use of funds in coordination with the Auditor.

**Auditor**

- Audits all financial transactions of CBA-SS.

- Reviews Treasurer's reports and supporting documents.

- Ensures transparency and accountability in fund use.

- Submits audit reports every semester.

**Technical Team (1 and 2)**

- Provides technical support for seminars, trainings, and projects.

- Designs promotional materials and manages digital platforms.

- Assists in documentation and event execution.

- Supports academic activities through business-related technical expertise.

# Article X – Removal and Succession of Officers

**Grounds** – Misconduct, negligence, violation of CBA-SS or SSC-FORTIS policies.

**Procedure** – A petition signed by at least 2/3 of members followed by deliberation.

**Succession** –

- The Internal Vice President shall assume the President's position in case of vacancy.

- Other vacancies shall be filled by appointment confirmed by the majority of officers.

# Article XI – Meetings

- Regular meetings shall be held at least twice per month.

- Special meetings may be called by the President or majority of officers.

- General Assemblies shall be conducted at least once per semester.

# Article XII – Funds and Financial Management

1. Sources of funds:

   - Membership fees.

   - Fundraising projects.

   - Sponsorships and donations.

2. The treasurer shall handle all transactions subject to audit.

3. Disbursement of funds requires approval of the President, Treasurer, and Auditor.

# Article XIII – Amendments

Amendments require approval by **2/3 of the General Assembly**, concurrence of SSC-FORTIS, and recognition by the College Administration.

# Article XIV – Effectivity

This Constitution and By-Laws shall take effect immediately upon ratification by the majority of members and remain valid unless amended or repealed in accordance with Article XIII.

# General Provisions

1. **Alignment with Institution** – All organizations shall operate under the policies and guidelines of AMA Computer College – Lipa Campus and its Student Affairs Office.
2. **Collaboration** – SSC-FORTIS, iCONNECT, MATRIX, ESS, and CBA shall collaborate in leadership, academic, community, and extension programs for the holistic development of students.
3. **Membership Fees** – Each organization shall collect membership fees per trimester as follows:
   - **SSC-FORTIS** – ₱100.00

   - **iCONNECT** – ₱80.00

   - **MATRIX** – ₱70.00

   - **ESS** – ₱100.00

   - **CBA** – ₱150.00

4. **Elections** – All organizational elections shall be democratic, supervised by a recognized Election Committee, and monitored by SSC-FORTIS to ensure fairness, transparency, and inclusivity.
5. **Penalties** – All officers of the different organizations shall be subject to sanctions for non-compliance with attendance requirements during general meetings:
   - Officers shall be given **two (2) warnings** for tardiness or absence before fines are imposed.

   - After the warnings, a fine of **One Hundred Pesos (₱100.00)** shall be imposed for each instance of tardiness.

   - A fine of **One Hundred Fifty Pesos (₱150.00)** shall be imposed for each instance of absence.

6. **Amendments** – Any amendments to this Handbook shall require a **two-thirds (2/3) majority vote** of active members and confirmation from the higher governing body (SSC-FORTIS for iCONNECT and MATRIX) and the Student Affairs Office.
7. **Effectivity** – This Handbook shall take effect immediately upon ratification by the student body and approval by AMA Computer College – Lipa Campus administration.

**Prepared by:**


**Mr. TRISTAN JORGE CUARTERO**
Academic Coordinator, College

**Approved by:**

      **Mr. RICO G. PAYOYO**                   **Ms. REMELINE P. ALNARU**
           Campus Head                            School Director

# Closing Statement

This **Student Organizations Handbook of AMA Computer College Lipa Campus** serves as the guiding framework for student governance, leadership, and collaboration across all departments. It shall stand as a unifying document for SSC-FORTIS, iCONNECT, MATRIX, ESS, and CBA-SS, ensuring coordinated, transparent, and effective implementation of student-led initiatives in service of the academic community.