

CONSTITUTION
ALLIANCE OF IT STUDENT
Polytechnic University of the Philippines

ARTICLE 1: NAME

Section 1 The name of this organization shall be the [Name of Organization] at the Polytechnic University of the Philippines. [Optional: Include chapter designation if part of a national organization and/or the organization's founding date]

ARTICLE 2: PURPOSE

Section 1 The purpose of this organization is to [insert organization's mission or purpose statement].

ARTICLE 3: AUTHORITY

Section 1 This organization is a recognized student organization at the Polytechnic University of the Philippines and complies to the Polytechnic University of the Philippines University Code.

Section 2 [If applicable]: This organization is affiliated with [Name of National or Affiliated Organization] and adheres to the [National of Affiliated Organization Bylaws or Governing Document(s)].

Section 3 This organization will establish rules about how it will run and how things will be done (such as time and location of meetings, etc.). The bylaws can't go against this constitution. Bylaws can be made, changed, or put on hold temporarily with a majority vote at an organization meeting with a quorum (advance notice is not required).

ARTICLE 4: MEMBERSHIP

Section 1 Students who are enrolled full-time at the Polytechnic University of the Philippines and who [list the qualifications or criteria for membership] can join the group.

Section 2 No race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability can keep someone from becoming a member or running for a student officer position. The organization must not have any rules or policies that are unfair because of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 3 [Optional]: This group can have members who aren't PUP students or don't meet the other requirements. Associated members have all the same rights as members, except they can't vote or run for office. Based on what PUP SC COSOA does, no more than

20% of the members can be people who are not PUP students (e.g., community 3 How to Write Your Constitution & Bylaws members, students at other colleges, etc.).

Section 4 [Optional] Some organizations have different kinds of members, like honorary members. If this is the case, list the types of membership and the requirements and benefits that come with them.

Section 5 [Optional] You have to be invited to join some groups. If this is the case, explain who is allowed to invite people to join, how they are chosen, and if a vote is needed.

Section 6 [Optional] In some groups, new members have to go through a trial period before they can become full members. If this is the case, list the length of the probationary period, the privileges and voting rights of probationary members, the requirements and process to become a full member, the process and vote needed to get rid of a probationary member, and the vote needed to become a full member.

ARTICLE 5: OFFICERS

Section 1 The officers of the [insert name of student organization] shall be a PRESIDENT, VICE- PRESIDENT, SECRETARY AND TREASURER [Optional]: insert the name of additional officers if there are more or change the name to make them reflect what the organization will call them.

Section 2 In order to run for office in in the [insert name of student organization], members must have a minimum cumulative General Predicted Average (GPA) of 2.75.

Section 3 While in office officers must maintain a 2.75 GPA and must not have below 2.75 for more than one semester.

Section 4 Officers must be bona fide students of the Polytechnic University of the Philippines.

Section 5 All officers serve for a term of ONE (1) YEAR or until their successors shall be duly elected and qualified.

Section 6 Any officer who stops being a voting member, or stops being an undergraduate or graduate (with the exception of University organizations) student with a 2.75 GPA and good academic and disciplinary standing during their term of office will be removed from office and a new one will be chosen.

ARTICLE 6: MEETINGS

Section 1 Regular meetings shall be held [insert when meeting times, i.e., weekly, bi-weekly, monthly] during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Board/Committee. All members must be given a minimum of twenty-four (24) hours' notice prior to the meeting time.

Section 3 [Optional]: No business can be done unless at least a certain number of members are present. A quorum for this group means that most of the voting members are present. [Note: Groups can choose to have a lower quorum, like one-third of the members, or a set number of members.

Section 4 Members must be present to vote.

Section 5 Voting requires good standing. *Define "good standing." Dues, attendance, academic requirements, etc. If there is an attendance requirement, indicate the number of excused and/or unexcused absences that results in loss of voting privileges and define an excused absence.* Members must perform ten (10) hours of community service per academic year to remain in good standing.

ARTICLE 7: UNIVERSITY ADVISER

Section 1 The [name of the student organization] must have a University Adviser who is a full-time or part-time member of the University's faculty, staff, or administration. The adviser will do the things listed in the Club and Organization Guide for Advisers. Advisers will work for one school year or until their replacement has been chosen.

ARTICLE 8: FINANCES

Section 1 [Optional: Membership dues shall be [insert amount, i.e., PhpXX per semester or year].

Section 2 [Optional]: Dues shall be paid by [Specify due date, such as "second week of each semester.]

Section 3 [Optional]: Members who haven't paid their dues or special evaluations by the due date will not be in good standing and will lose all membership rights, including the right to vote, until the dues are paid.

Section 4 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE 9: DISCIPLINE

Section 1 All members of [insert organization name] are expected to follow the rules and regulations in the Polytechnic University of the Philippines Student Handbook and follow the policies and procedures set out in the PUP Student Handbook.

Section 2 Members who breach the PUP Student Handbook or other University policies may be subjected to disciplinary action.

ARTICLE 10: AMENDMENTS

Section 1 Proposed revisions to this constitution must be submitted in writing to the membership one meeting prior to the meeting at which the amendment will be voted on. [Optional]: Prior to membership consideration, the Executive Committee and/or Bylaws Committee shall evaluate and offer recommendations on all bylaw modifications.

Section 2 Amendments to the constitution must be approved by two-thirds of the voting members present at a regularly scheduled meeting. Unless otherwise specified in the amendment, the change shall become effective immediately.

BYLAWS
[Organization Name]
Polytechnic University of the Philippines

ARTICLE 11: OFFICERS

Section 1 The officers of the [insert organization name] shall be the composed of the following:

- A. [insert the title of the officer]
- B. [insert the title of the officer]
- C. [insert the title of the officer]
- D. [insert the title of the officer]

ARTICLE 12: POWER AND DUTIES

Section 1 The President shall function as the organization's top executive officer, shall preside over all organization meetings, and shall draft meeting agendas. The President appoints all committees and their respective chairmen. The President shall have additional authorities and responsibilities as specified by the organization.

Section 2 In the absence of the President, the Vice President presides over meetings of the organization. The Vice President shall carry out all legal responsibilities delegated by the President. If the presidency becomes vacant, the Vice President will assume the role.

Section 3 The Secretary shall record the minutes of all organization meetings, preserve them on file, and provide members with copies upon request. The Secretary is responsible for all organization correspondence and must maintain copies for the records. The Secretary shall maintain the organization's membership records.

Section 4 The Treasurer is responsible for managing the organization's finances and budget, maintaining all accounting records, and preparing financial reports for the membership. The Treasurer is responsible for collecting all dues (if applicable) and revenues and depositing them into the organization's on-campus or off-campus account.

Section 5 [Optional]: List duties of any additional elected or appointed officers.

ARTICLE 13: QUALIFICATIONS

Section 1 To be eligible for office at Polytechnic University of the Philippines, candidates must be in good academic and disciplinary standing and currently enrolled at Polytechnic University of the Philippines. Additionally, students must have a minimum GPA of 2.75 to be eligible for office.

Section 2 No member may hold several positions. No member may serve in the same office for longer than two years.

ARTICLE 14: ELECTIONS

Section 1 Elections are held no later than the second Friday of March at a regularly scheduled organization meeting where a quorum is present. A minimum of one week's notice must be given prior to any election-related meeting.

Section 2 At the regular meeting, immediately preceding an election, nominations for officers shall be made. Additionally, nominations may be made from the floor prior to the election for each office. Members are permitted to propose themselves for office.

Section 3 The election of officers shall be by majority vote. In the event that no candidate wins a majority of votes, a runoff election will be held between the two candidates with the most votes.

Section 4 Votes shall be cast by secret ballot, unless there is only one contender for a certain office, in which case a move to elect the candidate may be made.

ARTICLE 15: EXECUTIVE BOARD/COMMITTEE

Section 1 The Executive Board/Committee shall consist of the elected and appointed officers, with the adviser(s) serving as non-voting member(s).

Section 2 The Executive Board/Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 3 The Executive Board/Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board/Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE 16: UNIVERSITY ADVISER

Section 1 The adviser must fulfill the tasks outlined in the Student Handbook of the Polytechnic University of the Philippines. Advisers shall serve for one academic year or until their replacement is chosen.

ARTICLE 17: MEETINGS AND VOTING

Section 1 Regular meetings shall be scheduled [insert day if you know it, otherwise just say during the academic year] during the academic year.

Section 2 Special/Extraordinary meetings may be called by the President or a majority of the Executive Board/Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 3 If a quorum of the membership is not present, no business can be undertaken. A majority of the organization's voting membership constitutes a quorum.

Section 4 To vote, members must be present. Voting absentee or by proxy is not authorized.

ARTICLE 18: SPECIAL/AD HOC COMMITTEES

Section 1 [Optional]: if you have special/ad hoc committees, list their names and duties; otherwise, delete the first line and leave the last two].

Section 2 Special/Ad Hoc Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

Section 3 The Executive Board/Committee shall appoint, and may remove, committee members and a Chairperson for each committee.

ARTICLE 19: FINANCES

Section 1 Occasionally the [insert name of organization] may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.

ARTICLE 20: DISCIPLINE

Section 1 The President/Chairperson of [name of organization] shall assess the charge(s) and, if considered necessary, undertake a preliminary investigation. If the preliminary inquiry reveals that misbehavior appears to have occurred, the President/Chairperson will consult with the Executive Board/Committee to determine whether or not disciplinary action is required. Possible consequences may include expulsion, suspension, or lesser sanction(s) such as censure, removal from office, a fine, or other corrective measures.

ARTICLE 21: DISSOLUTION

Section 1 If the [insert the name of the student organization here] is dissolved for whatever reason, then all of the organization's work, funds, and property will be distributed as outlined in the previous sentence (action that will be taken).

ARTICLE 22: NON-HAZING CLAUSE

Section 1 The Polytechnic University of the Philippines prohibits any fraternity, sorority, or student organization from permitting any of its alumni, associates, possible new members, new members, members, or other individuals to participate in any kind of hazing. Hazing is defined as any planned or spontaneous activity or situation, on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means that impairs or destroys an individual's freedom of thought; or threatens or endangers the health or safety of an individual. These acts and circumstances include, but are not limited to:

- A. any type of paddling;
- B. any physical exertion that causes discomfort, suffering, or undue exhaustion;
- C. any morally degrading, embarrassing, or humiliating experience; and
- D. physical, mental, or emotional exertion.

Any superfluous, required activities that interfere with academic class schedules or other scholastic activities are seen to be inappropriate. Individual or organizational offenses will be investigated immediately, and if found guilty, suspension penalties will be enforced. Depending on the gravity of the infraction, additional punishments may be necessary.

ARTICLE 23: IMPEACHMENT

Section 1 Any member may initiate the removal of an officer using the following procedure:

- A. petition the executive board/committee with signatures of one-third (1/3) of all voting members;
- B. the Executive Board must then notify officers and arrange for a vote on removal within fourteen days of the petition's submission;
- C. memberships must be notified at least one week before a vote to remove;
- D. at the meeting for removal, the petition's stated grievances must be made public, and the charged officer must be permitted to respond to the petition's claims; and
- E. removal from office requires the approval of two-thirds (2/3) of all voting members.

ARTICLE 24: VACANCY OF OFFICE

Section 1 In the event of a resignation or removal of an officer, the Executive Board will select an interim officer.

Section 2 The President must call for an election within fourteen (14) days of any office becoming vacant.

Section 3 Elections must be performed in accordance with the bylaws.

Section 4 Should the position of President become vacant, the Vice President should complete the remainder of the President's term and call for a Vice Presidential election in accordance with the bylaws.

ARTICLE 25: TERM OF OFFICE

Section 1 The officers' term of office shall commence on 1 January and end on 31 December of every year.

ARTICLE 26: AMENDMENTS

Section 1 Constitutional amendments may be proposed by the Executive Board/Committee or by a written petition signed by at least ten percent (10%) of the general membership.

Section 2 No proposal shall be regarded an amendment and become part of this constitution until it has been adopted by a vote of two-thirds (2/3) of all the members of the plebiscite at a special meeting or a referendum organized for that purpose.

ARTICLE 27: EFFECTIVITY

Section 1 This Constitution and Bylaws shall take effect on the day following its ratification.

[Organization Name]
EXECUTIVE BOARD OFFICERS
A.Y. 'XX-'XX

LOREM IPSUM
President
(Signature over printed name)

LOREM IPSUM
Vice President
(Signature over printed name)

LOREM IPSUM
Secretary
(Signature over printed name)

Note: List all members of the Executive Board

ATTESTATION

The aforesaid Constitution and Bylaws of the **[Organization Name]** were approved and ratified by votes falling to the simple/super majority of the Executive Board officers present in the meeting on the ___ day of ___ 20XX.

LOREM IPSUM

Adviser

It is within the discretion of the Student Organization whether they will conform with the format provided

Reference:

How to Write Your Organizations Constitution & By-Laws. (n.d.). Elizabeth City State University. Retrieved October 20, 2022, from https://www.ecsu.edu/current-students/student-affairs/student-engagement/files/howtowriteyourconstitutionbylaws.pdf?fbclid=IwAR1-GV-UqB8ce6aSOWDp3QSvzl6YXx_5wRvplo66uzuoYVz01E8I8i0TcXE