



**CENTRAL STUDENT ORGANIZATION  
CONSTITUTION AND BY-LAWS**

**P R E A M B L E**

We, the Senior High students of the University of Cebu – Banilad Campus, imploring the aid of the higher order, to establish a Central Student Organization that shall embody our ideas and aspirations to promote our general welfare, protect and preserve our rights and liberties, foster a harmonious relationship among ourselves, the different organizations of the University of Cebu – Banilad Senior High students and the academic family, and instill in ourselves educational, social, cultural, physical, moral, spiritual and environmental growth and development, do hereby ordain and promulgate this Constitution and By-Laws:

**ARTICLE I.**

**Name, Domicile and Seal**

**Section 1.** This organization shall be known as the UC – Banilad Senior High School Central Student Organization; hereby referred to as the **UCB-SHS CSO**

**Section 2.** The UCB-SHS CSO is the highest governing student body organization presented by the collective strands and tracks of the Senior High Department of the University of Cebu – Banilad Campus.

**Section 3.** The UCB-SHS CSO shall have its conference room at room 701 of the Senior High School Building of the University of Cebu – Banilad Campus.

**Section 4.** The UCB-SHS CSO shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be:

**UNIVERSITY OF CEBU – BANILAD CAMPUS  
Senior High School Department  
CENTRAL STUDENT ORGANIZATION**



**ARTICLE II.**

**Objectives and Organizational Principle**

**Section 1.** The **UCB-SHS CSO** envisions serving the communal interests of the Senior High students, teaching, and non-teaching staff of the University of Cebu – Banilad Campus by promoting cooperation and enhancing collaboration among the students with different strands and tracks. The **UCB-SHS CSO** shall pursue programs that promote the student’s educational, social, cultural, physical, moral, spiritual, and environmental growth and development.

**Section 2.** The **UCB-SHS CSO** undertakes the mission to uphold and pursue the democratic

aspirations of the students in the University of Cebu – Banilad Campus by serving as a catalyst for students to associate with the administration, as well as with the teaching and non-teaching faculty members in promoting the core values of the University namely: Innovation, Camaraderie, Alignment, Respect and Excellence.

**Section 3. The UCB-SHS CSO** shall have the following objectives:

- a) **Effective Communication Channels:** The Central Student Organization should have clear and effective communication channels that allow students to provide feedback, express their concerns, and voice their opinions.
- b) **Accountability:** The Central Student Organization should be accountable to the students it serves and should have mechanisms in place to ensure that it is effective in meeting its goals.
- c) **Service:** Should strive to serve the needs of students by advocating their interests, providing resources, and organizing events that promote their well-being.
- d) **Representation:** To serve as a collective voice for all students on campus and to represent their needs and interests to the administration, faculty, and community.
- e) **Advocacy:** To advocate the student right, welfare, and safety on campus, and to raise awareness about important issues that impact students.
- f) **Engagement:** To foster a sense of community and social interaction among students, and to encourage their active engagement in academic and extracurricular activities.
- g) **Outreach:** To reach out to other student bodies, organizations, and communities to build partnerships, collaborate on projects, and to enhance the student experience.
- h) **Leadership Development:** To provide opportunities for students to develop leadership skills by organizing events, taking on leadership roles, and participating in training and development programs.
- i) **Cultural Diversity:** To promote awareness and appreciation of cultural differences among students and to celebrate diversity in all its forms.
- j) **Academic Support:** To provide academic support services such as peer tutoring, study groups, and student-led workshops to help fellow students succeed academically.
- k) **Positive Attitude:** The Central Student Organization should maintain a positive attitude and be committed to making a positive difference in the school community.

### **ARTICLE III.**

#### **Membership**

**Section 1. Members** - All bonafide senior high students of the University of Cebu – Banilad Campus who have paid the semestral membership fee shall become members of the **UCB-SHS CSO**.

**Section 2. Membership Fee** – All members of the **UCB-SHS CSO** are required to pay the semestral membership fee through their class treasurer and class auditor with the amount of **One Hundred Pesos (P100.00)** which should be remitted to the officers of the Commission on Budgetary and Treasury (CBT) and shall be kept by the CBT Chairperson of the **UCB-SHS CSO** during the first 2 months of every semester.

### **ARTICLE IV.**

## **Bill of Rights**

**Section 1.** Students shall have:

- a) The right to have their grievances heard and speedily released in the proper forum and in accordance with the Laws of the Land.
- b) The right to attend meetings and other various group activities of the **UCB SHS CSO** subject to the limitations as may be provided by the Student Manual and other laws, orders, rules, and regulations of the **UCCP-Banilad**.
- c) The right to access the financial statements of **UCB-SHS CSO** (see Article IX., Section 5).
- d) The right to access the Constitution and By laws through the organization's official website.

**Section 2.** **The students, through the UCB-SHS CSO officers,** have the right to be informed and consulted regarding the school policies and regulations with the guidance of the Prefect of Discipline, which may directly or indirectly affect them and be observed to present their views before such matters shall be adopted.

**Section 3.** **Students shall have the right to be represented through the UCB-SHS CSO** in the determination of the school policies in matters that directly or indirectly affect them provided such representation does not impair the authority granted by Law and/or DEPED regulations to University of Cebu – Banilad Campus.

**Section 4.** **Students shall have the right to free expression of opinions and suggestions through the UCB-SHS CSO.** Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions and to seek, receive, and impart information. This section is only applicable if the student's opinion does not harm oneself or others. Hence, everyone in the council should be open to criticisms regarding duty as an officer. Considering as follows:

a).

## **ARTICLE V. Organizational Structure**

**Section 1.** **The UCB-SHS CSO, which shall have an organization structure composed of the following:**

**I. COUNCIL OF ADVISERS**

- Senior High School Principal
- Student Development Coordinator
- Prefect of Discipline

**II. EXECUTIVES:**

- President
- Vice-President Internal Affairs
- Vice-President External Affairs
- Secretary

- Assistant Secretary
- Graphic Designer
- Layout Artist

### III. COMMISSION ON BUDGETARY AND TREASURY

- Chairperson
- Vice-Chairperson
- Financial Officer
- Class Treasurers and Auditors

### IV. PARTYLIST

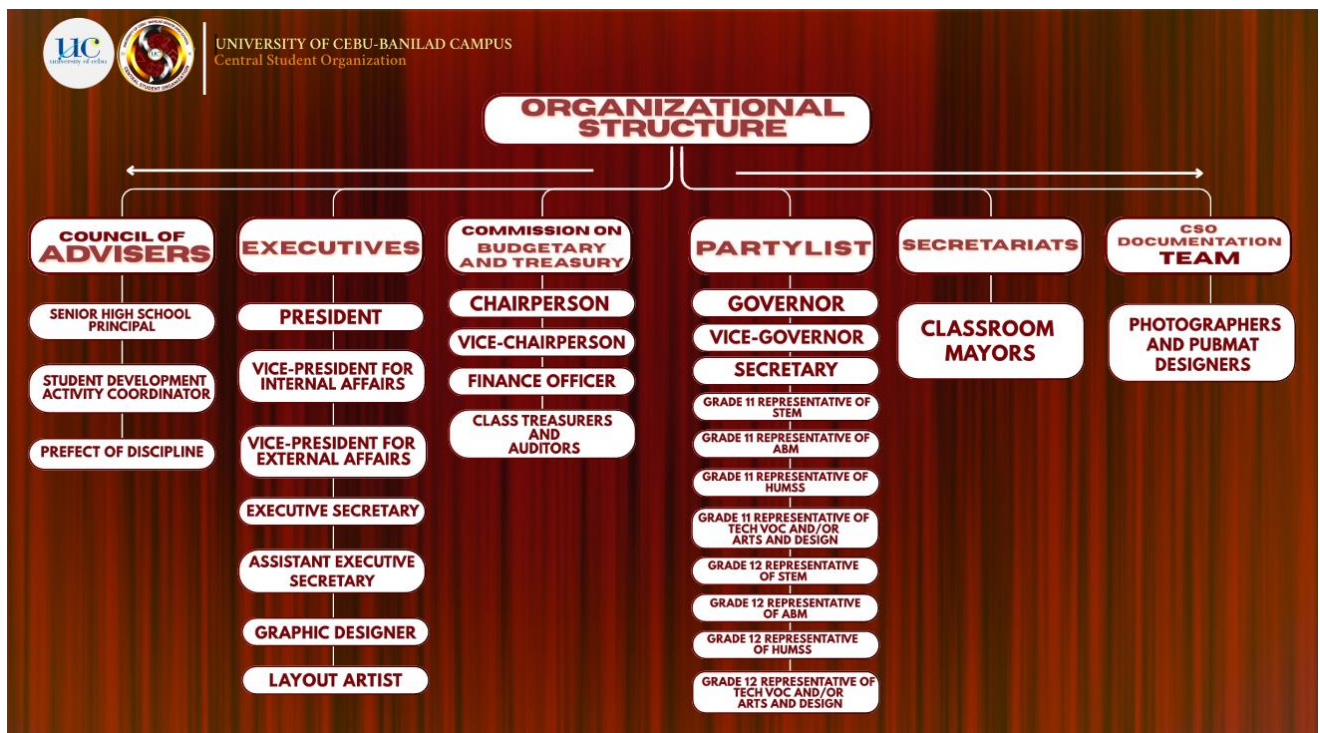
- Governor
- Vice-Governor
- Secretary
- Grade 11 Representative of STEM
- Grade 11 Representative of ABM
- Grade 11 Representative of HUMSS
- Grade 11 Representative of TECH VOC and/or Arts & Design
- Grade 12 Representative of STEM
- Grade 12 Representative of ABM
- Grade 12 Representative of HUMSS
- Grade 12 Representative of TECH VOC and/or Arts & Design

### V. SECRETARIATS

- Classroom Mayors

### VI. DOCUMENTATION TEAM

- Photographers and Pubmat Designers



**Section 2.** The UCB-SHS CSO shall have executive board members composed of executive officers, which shall be known as the **CENTRAL Board of Executives**, hereby known as **CENTRAL**.

**Section 3. Definition.** **CENTRAL** is the highest decision-making body of the organization and holds the final verdict in the execution of laws and/or decisions made and/or agreed

upon by the majority of the Central Student Organization.

**Section 4. Composition and Term.** **CENTRAL** shall be composed by the President, Vice Presidents, Executive Secretary, Assistant Secretary, Graphic Designer, Layout Artist, and the Chairperson Commission on Budgetary and Treasury.

**Section 5. Qualifications of a CENTRAL Executive Officer.** The **UCB-SHS CSO CENTRAL Board of Executives** shall be composed of bonafide senior high school students of the University of Cebu Banilad campus.

**Section 6. Rights, Functions, and Obligations of the President** – The President of the UCB-SHS CSO shall:

- a) Call and preside all meetings and deliberations of the Executive Committee either on a regular or special meeting;
- b) Have a general and active management of the affairs of the UCB-SHS CSO;
- c) Execute all obligations, ordinances, memoranda, orders, acts, and laws of the **CENTRAL** Board of Executives, Interdependent Commissions, and Secretariats;
- d) Have general supervision to all executive officers including those appointed ones and see to it that their respective duties are properly performed;
- e) Approves vouchers covering the expenditures of the UCB-SHS CSO projects and all other activities, except such is being not with his/her jurisdiction;
- f) Represent and be represented in his/her choice on behalf of the UCB-SHS CSO in matters when it is a concern with;
- g) Remain fair and impartial during organizational decision-making processes and;
- h) Perform such other functions as may be designated to them by the principal or the council advisers.

**Section 7. Rights, Functions, and Obligations of the Vice President for Internal Affairs** – The Vice President for Internal Affairs shall:

- a) Exercise functions and duties as the President may assign and designate concerning the preservation of harmony, tranquility, and peace in the internal affairs of the **UCB-SHS CSO**;
- b) Advise the President and other officers on the current student affairs in the campus;
- c) Update the President and other officers on social policies and DepEd regulations that directly or indirectly affect the senior high students of the University of Cebu – Banilad Campus;
- d) Directs constitutional updating or amendments of the bylaws of the council
- e) Facilitate the election of officers
- f) Handle the documentation
- g) Remain fair and impartial during organizational decision-making processes and;
- h) Perform such other functions as may be assigned to them by the President.

**Section 8. Rights, Functions, and Obligations of the Vice President for External Affairs** – The Vice President for External Affairs shall:

- a) Exercise functions and duties as the President may assign and designate concerning external and parallel organization which the **UCB-SHS CSO** is affiliated or is a member thereof, and has interest therein;
- b) Update the President and other officers on the current local and national

- development involving students' interest and welfare therein;
- c) Represent the Council in external meetings, such as meetings led by the University of Cebu Council of Presidents (UCCP) and other meetings or sessions from organizations outside the Senior High School department;
  - d) Be the external representative as the link of the council towards external organizations and councils such as the Student Affairs Office (SAO);
  - e) Remain fair and impartial during organizational decision-making processes and;
  - f) Perform such other functions as may be assigned to them by the President.

**Section 9. Rights, Functions, and Obligations of the Secretary** – The Secretary shall:

- a) Write the minutes of a meeting after every session of the **UCB-SHS CSO** and submit them to council advisers;
- b) Maintain attendance at all meetings of the **UCB-SHS CSO**;
- c) Keep a record of all members of the organization;
- d) Keep a record of all activities of the organization;
- e) Prepare an agenda with the President for all meetings;
- f) Keep all the necessary data forwarded by the member student body organization;
- g) Monitor the calendar of activities from the different members of the senior high strands and tracks the scheduled activities in the said calendar;
- h) Remain fair and impartial during organizational decision-making processes and;
- i) Perform such other functions as may be assigned to them by the President.
- j) In the instances of the absence of the Vice President of External Affairs, the Executive Secretary must fulfill the duty

**Section 10. Rights, Functions, and Obligations of the Assistant Secretary** – The Assistant Secretary shall:

- a) Write the minutes of a meeting after every session of the **UCB-SHS CSO** and submit them to council advisers
- b) Assist the secretary in maintaining the attendance of all meetings of the **UCB-SHS CSO**;
- c) Notify all members of meetings and presents the agenda in advance;
- d) Keep all the necessary data forwarded by the member student body organization;
- e) Monitor the calendar of activities from the different members of the senior high strands and tracks the scheduled activities in the said calendar;
- f) Must be a grade 11 student of any strand and track;
- g) Remain fair and impartial during organizational decision-making processes and;
- h) Perform such other functions as may be assigned to them by the President and/or Secretary.

**Section 11. Rights, Functions, and Obligations of the Graphic Designer** – The Graphic Designer shall:

- a) Design posters, flyers, banners, and other promotional materials to promote events and activities that the Central Student Organization has planned with the aid of the Production Team;
- b) Develop a strong visual identity for the organization, including creating logos and branding materials that represent the group's values, mission, and goals;
- c) Create attractive social media posts that have high engagement rates and promote the organization on social media platforms;
- d) The graphic designer can assist in the design of newsletters, magazines and other

- publications that the organization produces;
- e) They can work with the Production Team to create multimedia contents within the university's set of events;
  - f) They shall provide creative ideas and input to enhance the branding and marketing efforts of the organization to help them stand out from other student body organizations;
  - g) Can be grade 11 or a grade 12 student that has an artistic background or portfolio.

**Section 12. Rights, Functions, and Obligations of the Layout Artist** – The Layout Artist shall:

- a) Work with the Graphic Designer in order to promote a strong appearance to the Central Student Organizations without any errors, especially in a social media platform setting.
- b) Design posters, flyers, banners, and other promotional materials to promote events and activities that the Central Student Organization has planned.
- c) Create the stage/booths layout or design before the event and decorations that the UCB SHS-CSO will have.
- d) The layout artists should come up with branding the design concepts for the Central Student Organization, such as logos, t-shirts (Departmental T-shirts), stickers, and other merchandise.
- e) A layout artist should maintain the social media presence in terms of assisting in creating and updating the organization's social media platforms with visually captivating graphics, designs, and artworks.
- f) They shall help in crafting event programs in creating visually pleasing event programs for the organization's events or conferences held throughout the year.
- g) Design newsletters and bulletins as an effective means of communication to members and other related parties.
- h) And the layout artist should help organize and develop slides and presentation materials for department meetings and board meetings conducted by the organization and;
- i) Can be grade 11 or a grade 12 student that has an artistic background or portfolio.

**Section 13. Rights, Functions, and Obligations of the Commission on the Budget and Treasury:**

- a) It shall function to collect and keep organizational funds (such as membership fees) and manage its disbursement. They shall perform auditing, shall keep all financial records of the organization, shall prepare annual or monthly budget liquidation and manage requisition of funds. They shall coordinate in the fundraising drives and solicitations. They shall work out ways and means to make the financial standing of the **UCB-SHS CSO** sound and good.
- b) The CBT also performs tasks or may create a committee specifically tasked to do auditing which shall examine and settle all accounts, funds and/or properties of the **UCB-SHS CSO**. They shall promulgate accounting and auditing rules and regulations including those for the prevention of the irregular, unnecessary, excessive or extravagant expenditure or use of funds and/or properties, shall make reports to the Board whatever findings it may have when there is discrepancy in the financial reports or otherwise much more when it prejudices the interest of the **UCB-SHS CSO**. They shall advise the **CENTRAL Board of Executives** regarding financial matters. Officers in this commission are composed of Accountancy, Business and Management students.

#### **Section 14. Rights, Functions, and Obligations of the Partylist:**

- a) The School Partylist has the power to nominate and designate its representatives, propose legislation, and advocate for policies that promote the welfare of the education sector. It functions as the voice of the education sector in the legislature and represents the interests of students, teachers, non-teaching personnel, and other stakeholders. Finally, it is obliged to prioritize the education sector's interests, comply with regulations, and report its activities and finances to the Commission on Elections.
- b) The School Partylist has the power to nominate and designate its representatives to the House of Representatives. It has the power to propose, advocate and lobby for legislation that promotes the welfare of the education sector.
- c) The School Partylist serves as the voice of the education sector in the legislative branch of the government.
- d) It represents the interest of students, teachers, non-teaching personnel, and other stakeholders in the education sector.
- e) The School Partylist is obliged to prioritize the interests and concerns of the education sector in all its legislative initiatives.
- f) It is required to comply with the rules and regulations of the House of Representatives and the Commission on Elections.
- g) The School Partylist is also mandated to report its activities and financial expenditures to the Commission on Budget and Treasury.

#### **Section 15. Rights, Functions, and Obligations of the Governor** – The Partylist Governor shall:

- a) Represent their partylist in the CENTRAL Board of Executives, as well as in the Executive Board Members;
- b) Presides over meeting within a local scope;
- c) Leadership is exercised to retain the capability of the organization in carrying out the special duties of his/her commission;
- d) Give administrative assistance of the responsibilities assigned by CENTRAL Board of Executives for the division of labor;
- e) Communicate concerns to and from the commission or the general student community to the CENTRAL Board of Executives;
- f) Build strong relations within the students of his/her strand or track;
- g) Assist other officers within or from other commissions to carry out directives from the Central Board of Executives;
- h) Remains fair and impartial during the organization decision making process and;
- i) Perform such other functions assigned to them by the President.

#### **Section 16. Rights, Functions, and Obligations of the Vice - Governor** – The Partylist Vice-Governor shall:

- a) Assumes the duties of the Governor in his or her absence or assists the chairman in his/her duties and responsibilities;
- b) Assist co-officers in carrying out specialized tasks and directives from the executive arm;
- c) Coordinate with other commissions;
- d) Remains fair and impartial during the organization decision making process;
- e) Performs other duties as directed by the Chairman or President or Council Advisers.

**Section 17. Rights, Functions, and Obligations of the Partylist Secretary** – The Partylist Secretary shall:

- a) Assist the Governor in managing appointments;
- b) Write minutes of a local partylist meeting;
- c) Informant of the commission members and officers of recent updates or emergencies.
- d) Coordinates with the executive secretary;
- e) Keeps a record of all members of the commission;
- f) Keeps a record of all activities of the organization and commission;
- g) Prepares an agenda with the Chairman in local meetings;
- h) Notifies all officers and mayors within the commission of meetings;
- i) Keeps the commission informed of both organizational and university business j. Maintains attendance at all meetings of the commission's scope;
- j) Prepares and files any report required;
- k) Remains fair and impartial during the organization decision making process;
- l) Performs other duties as directed by the Chairman or President or Council Advisers.
- m) In the instances of the absence of the Vice President of External Affairs, the Executive Secretary must fulfill the duty.

**Section 18. Rights, Functions, and Obligations of the Grade 11 and 12 Representatives** – The Grade 11 and 12 Representatives shall:

- a) Implement events of the organization or execute tasks and plans assigned to their strand or to them;
- b) Communicate concerns of their constituents to the council;
- c) Influence the final decision of their commission that will ultimately influence the final executive decision that represents their strand;
- d) Represent and lead the secretariats;
- e) Give assistance to the council as directed by the officers for the betterment of the student community;
- f) Give feedback on events or suggest ideas to contribute meaningfully before the council implements plans;
- g) Becomes direct communicators and link of the council to every student in the Senior High School department;
- h) Remains fair and impartial during the organization decision making process;
- i) Performs other duties as directed by the Chairman or President.

**ARTICLE VI.  
Secretariats**

**Section 1. Definition** – The Secretariats are people duly elected as Mayors in their respective classrooms who represent every student in the Senior High School department in the University through their seat as a representative.

**Section 2. Composition and Term** – The Secretariats shall be composed of incumbent mayors from all strands and tracks in both levels, who shall immediately be given a seat in the house after being elected. The house representatives shall serve with pleasure of the commission they belong to and the CENTRAL Board of Executives. Their term shall have a length of one semester and shall be renewed once they are reelected for the

next semester or that their classroom does not hold a session of reelection, however the case may be.

**Section 3. Rights, Functions and Obligations of a Secretariat** – The Secretariats shall:

- a) Implement events of the organization or execute tasks and plans assigned to their strand or to them;
- b) Communicate concerns of their constituents to the council;
- c) Influence the final decision of their commission that will ultimately influence the final executive decision of CENTRAL or the Council Advisers;
- d) Represent and lead their classes;
- e) Give assistance to the council as directed by the officers for the betterment of the student community;
- f) Give feedback on events or suggest ideas to contribute meaningfully before the council implements plans;
- g) Become direct communicators and link of the council to every student in the Senior High School department;
- h) Remains fair and impartial during the organization decision making process;
- i) Performs other duties as directed by the Executives.

**Section 4. Rights, Functions, and Obligations of a DOCUMENTATION TEAM - The**

**Section 5. Conditions to Allow Reelection Sessions on the 2nd Semester.** Secretariats cannot hold a reelection session during the 2nd Semester to reelect a brand-new set of classroom officers to maintain continuity of rendering obligations and duties of all representatives effectively. A reelection session may be approved by the Central Student Organization if met with the following provisions:

- a) The Representative was diagnosed with an illness that has affected their health (both physical and mental) that may negatively affect their services to the council;
- b) The Representative has transferred to another school or has decided not to pursue their education in the next semester causing their seat to be vacated;
- c) The Representative has a conflict or violation that remains unresolved in the Prefect of Discipline, Student Affairs Office or any official office and administration of the university;
- d) The Representative has violated or met any provisions in Article IX;
- e) As mandated by the classroom adviser;
- f) Any grounds as may be determined by the Board through an ordinance.

## **ARTICLE VII.**

### **Elections and Vacancies**

**Section 1. Election Calendar.** The election calendar shall be directly related to the school calendar of the department. A Year-End Election, aligned with the memorandum given by the Students Affairs Office, shall be initiated, by the appointed officers who shall serve as the Committee on Elections. An Oath-Taking and Turning-Over Ceremony shall be done during the Inauguration Ceremony. In the first week of the opening of classes of the next academic year, the new **UCB-SHS CSO CENTRAL Board of Executives** shall hold another post to fill the vacancies of the organization.

**Section 2. Year-End Elections.** At the end of the second semester of the academic year, the outgoing officers of the **UCB-SHS CSO CENTRAL Board of Executives** shall initiate an election for the new congress of the next academic year. This shall be attended by all officers of the organization and the council advisers together with the

appointed officers as the Committee on Elections. The process of the election shall be done by the Partylist.

**Section 3. Partylists.** The partylists must have the officers needed in Article 5; the rest of the non-executive positions are optional and shall hold another nomination of right qualifications for the vacant positions (see Section 6). The partylists must be registered by the assigned office in the COMELEC. If their partylist is validated, they are allowed to promulgate their names to the public. The confirmed partylists will undergo a procedure of speech.

**Section 4. Dissolution of a Partylist or an Individual.** An individual or a partylist can be subject to dissolution if:

- a) A letter of appeal is made by protests of the UCB-SHS CSO members;
- b) A gross misconduct or breach of the student's code of conduct or the student's manual is done;
- c) There are illegal acts of promulgating their names in the public or campaigns even if their partylist is not yet validated;
- d) If an individual or partylist has not passed the screening by the COMELEC.

**Section 5. Oath Taking Ceremony.** Day/s after the Year-End Elections, the outgoing officers shall present themselves and muster to have their oath taking ceremony to be led by the principal.

**Section 6. Turning-Over Ceremony.** Week(s) after the Year-End Elections, the outgoing and newly-elected officers as well as the secretariats shall meet for the last time to formally conclude the era of the old congress. The following shall be the series of formal events:

- a) Outgoing officers shall award the members of the House of Representatives with an excellent profile and performance for their service to the organization for the academic year.
- b) Outgoing officers shall give their words of farewell to the remaining officers of the council and shall formally turn-over their responsibilities to begin a new congress.
- c) Newly-elected officers shall do their oath-taking in front of the outgoing officers, house of representatives, council advisers, and a representative from the SAO.
- d) The newly-elected officers shall meet with the council advisers to discuss when to have another session for the discussion of their platforms and action plan for the upcoming academic year and a formal session to review the bylaws of the organization.

**Section 7. UCB-SHS CSO Elections.** The new congress shall initiate another election to fill up vacancies and positions. This shall be attended by the appointed officers of the **UCB-SHS CSO**, which shall serve as the Committee on Elections (COMELEC), and the council advisers. The process of the election for vacancies shall be done by submitting a resume to the COMELEC, screening by the COMELEC, and speech.

**Section 8. Eligibility, Nominations and Speech.** Any individual shall be eligible to be nominated for any position so long as they meet the following requirements:

(Please refer to Article V respectively to see qualifications of the officer)

The nominated individual is then given the opportunity to present a short speech as to why they should be elected.

**Section 9. Vacancies.** For vacancies of any position in the council due to withdrawal of an officer to provide his/her service to the **UCB-SHS Central Student Organization**, they may

publish a post to invite interested individuals, who are qualified, to apply as a student leader for the organization or recruit members from the house of representatives with great performance and potential. After, a special session to interview these applicants or recruits shall take place on a date and time agreed by them. The interviewers shall be composed of three (3) officers; two (2) officers from the **CENTRAL Board of Executives**, and the Chairperson of the Interdependent Commission that the applicant/recruit belongs to. If the applicant/recruit gets approval from at least two (2) officers he/she may be appointed to a post and start his/her service to the council.

**Section 10. Withdrawal from Classroom Election Nominations.** To best ensure their continued commitment to serve the **UCB-SHS Central Student Organization**, officers shall be given the right to withdraw or void their nomination during Classroom Elections.

- a) **Grade 12 Officers.** A graduating **UCB-SHS CSO** officer shall be given the power to void and withdraw his/her nomination during Classroom or Homeroom elections upon his/her nomination. This is because graduating officers will be facing a lot of academic workloads; to ensure that he/she can focus on giving his/her best service and commitment to his/her obligations as an officer of the Central Student Organization, he/she may have this power.
- b) **Grade 11 Officers.** In the second semester, a Grade 11 officer shall be given the option to void and nullify his/her term as Mayor and hold a reelection or appointment session to fill his/her vacancy as class mayor. This is because these officers will be facing a more difficult academic workload and their continued commitment and servitude to the student council is necessary. This is especially for the preparation of the turning-over of council responsibilities during the Year-End Elections.

## **ARTICLE VIII.**

### **Punishment, Suspension, or Removal of Officers**

**Section 1. The UCB- SHS CSO** officers shall be, at all times, accountable to the principal, advisers and the students of the University of Cebu – Banilad Campus; serve them with utmost responsibility, integrity, loyalty and efficiency; act with patriotism, justice, and improve one's quality of life.

**Section 2. Grounds for punishment, suspension or removal of officers** – Any UCB-SHS CSO officer/s may be sanctioned, removed or punished for the following grounds:

- a) A major violation of the Senior High Students Manual and all other existing rules and policies of the school.
- b) Gross misconduct, immorality and conduct unbecoming of an officer;
- c) Bringing dishonor and discredit to the **UCB-SHS CSO**;
- d) Habitual absences, inactivity and/or three (3) consecutive uninformed absence in regular sessions or any committee thereof;
- e) Habitual absences, inactivity and/or three (3) consecutive uninformed absence in activities of the **UCB-SHS CSO**;
- f) Any grounds as may be determined by the Board through an ordinance.

**Section 3. Show Cause Order** - When the officer fails to attend a meeting, he/she shall be obliged to present his/her reason to the Executive Secretary or any members of the **CENTRAL Board of Executives** to make his absence excused and valid. Failure to execute his show cause order shall subject them to receive a notice of suspension or removal if he/she is still absent in the next meeting.

**Section 4. Notice of Suspension or Removal** - Before an officer shall be subjected for a due process of suspension or removal from their position, they shall receive a notice of suspension or removal which shall be emailed or messaged to them when they have two (2) consecutive uninformed absences in sessions or activities. When an officer shall go back to attending sessions and activities, the due process for their suspension or removal shall be suspended. However, if the officer shall go back to their habitual absences or inactivity, a notice of suspension or removal shall no longer be sent after violating the preceding provisions and a due process of law shall take effect immediately.

**Section 5. Due Process of Law** – In any of the above preceding provisions, there shall be a proper investigation by the President. Only the two-third votes (2/3) of all the members of the Officers excluding the member concerned can punish, suspend, or remove an officer.

**Section 6. Letter of Suspension or Removal** – When the officer has been punished, suspended, or removed from their position after due process of law; they shall receive a letter of suspension or removal which shall mark the termination of their services and obligations to the council.

## **ARTICLE IX. Funds and Disbursement**

**Section 1. General Funds** – There shall be a general fund of the **UCB-SHS CSO**, from which expenses that it may incur from time to time and which the **CENTRAL** Board of Executives may deem proper and reasonable, may be obtained.

The General Funds shall be obtained from the following sources:

- a) Membership Fee (See Article III., Section 2)
- b) Proceeds from Interests
- c) Proceeds from Fundraising Projects
- d) Donations and gifts that the **UCB-SHS CSO** may receive in the future
- e) Proceeds from the Administration
- f) Proceeds from fines, as the case may be
- g) Other contributions and assessments of the **UCB-SHS CSO**

**Section 2. Special Funds** – **The UCB-SHS CSO** may raise funds from time to time through the initiative of the Commission on Budget and Treasury subject to the approval of the **CENTRAL** Board of Executives for a special purpose for which the **UCB SHS CSO** may undertake. Any unused amount from such special funds shall become part of the general funds.

**Section 3. Collection and Keeping of Funds** – The Membership fees of the **UCB-SHS CSO** shall be forwarded by the student body organization President and the treasurer during the endorsement of office from the outgoing **CENTRAL** Board of Executives to the incoming officers not later than one (1) week after the induction of the latter to office. The funds taken from sources other than membership fees shall be collected and kept under the custody of the Chairman of the Commission for the Budget and Treasury who shall deposit the same to a bank at the choice of the **CENTRAL** Board of Executives.

**Section 4. Disbursement and Expenditure** – Any disbursement or expenditure from the funds shall be subjected to the proper accounting and auditing rules and regulations of the

**UCB-SHS CSO** as well as the approval of the **CENTRAL Board of Executives** and its signatories.

**Section 5. Transparency of Funds** - The **UCB SHS CSO Members** shall have the right to access the funds by making a letter addressed to the Treasurer, Auditor, and Council Advisers for educational, research, and other purposes.

**Section 6. Bank Signatories** – The Bank signatories shall be composed of the President, Chairman of the Commission on Budget and Treasury and two (2) Advisers.

## **ARTICLE X. Meetings and Sessions**

**Section 1. Regular Session of the CENTRAL Board of Executives and Interdependent Commissions** – There must be a regular session that will be called upon. The officers shall have its regular sessions twice a month at the time and place agreed upon by them.

**Section 2. Special or Emergency Quorum of the CENTRAL Board of Executives** – Special sessions may be called on as the need arises by the President or by one-third (1/3) votes of all members of the officers as when urgent matters are to be considered. Notice for such shall be given at least two days prior to the said date time unless it is under the ordain of the Principal or the Council Advisers.

**Section 3. Local Sessions involving the Secretariats** – A local session may be called upon by the Chairperson of the Commission on Budget and Treasury to discuss urgent matters or agenda with the Secretariats that belong to the scope of their responsibilities. A local session may also be called upon by the President when the need arises. One or two members from the **CENTRAL Board of Executives** shall foresee local sessions and be supervised by appointed officers or by the council advisers. Notice for such shall be given at least two days prior to the said date and time unless it is under the ordain of the Principal or the Council Advisers.

**Section 4. Proxy** – If a member of the officers cannot attend the session, the member concerned shall inform the Executive Secretary of his/her reason a day before the scheduled session and shall send representative on the former's behalf who is an officer of the former's college department student body organization specified in writing with the power to vote and to exercise the regular powers of the members so represented.

## **ARTICLE XI. The Council Advisers**

**Section 1. Purpose** – To ensure the concentration, coordination, and to check whether the actions of the **UCB-SHS CSO** and of its officers are bound within the existing rules and regulations of the **UCB-SHS CSO**, of the University of Cebu – Banilad Campus, the Department of Education, National Youth Commission, moral values and Laws of the Philippines, two (2) Council advisers shall be appointed by the principal or requested by the **UCB-SHS CSO**. Two (2) of which are regular Advisers.

**Section 2. Qualifications** – The following are qualification of the Council Advisers:

- a) A faculty member or non-teaching employee of the University of Cebu – Banilad Campus Senior High Department;
- b) Of proven integrity, independence, and probity.

**Section 3. Other Qualifications and Disqualifications** – The Board may promulgate and define other qualifications as well as disqualifications for the Council Advisers.

**Section 4. Manner of Selection** – The following procedure shall be considered in the selection of the Council Advisers:

- a) The candidate must be nominated by any member of the Board or as appointed by the principal together with the candidate's credentials.
- b) The CENTRAL Board of Executives shall, after deliberation, choose the three (3) most qualified candidates according to Sections 2 and 3 hereof.
- c) The President shall decide and select the Council Advisers with the majority of votes from its members.
- d) After compliance of the mentioned processes, the CENTRAL Board of Executives, through a resolution, shall announce the chosen Council Advisers.

**Section 5. Term of Office** – The Council Advisers shall enjoy their term of office with the confidence of the CENTRAL Board of Executive. In any case of vacancy, another selection shall follow in accordance with the processes and procedures sales in Section 4 hereof.

## **ARTICLE XII.**

### **Special Commission, Provisions, and Amendments**

**Section 1. Separate Entity and Dissolution.** The **UCB-SHS CSO** shall be an organization distinct from other entities under the department's organizational structure. The **UCB-SHS CSO** shall operate independently and shall not have its services or operations terminated unless met with at least one (1) of the following provisions:

- a) An official memorandum, letter, or notice coming from the Student Officer's Office addressed to the **UCB-SHS CSO** about the council's temporary suspension, closure, shutdown or dissolution.
- b) An official memorandum, letter, or notice coming from the UC-Banilad Campus or any legal administration from the University family addressed to the **UCB-SHS CSO** about the council's temporary suspension, closure, shutdown, or dissolution.
- c) A due process of law wherein two-thirds (2/3) of the faculty, coordinators, and the principal vote to suspend, close, shutdown, or dissolve the **UCB-SHS CSO** after an official session or discussion.

**Section 2. Dissolution Appeal.** If such a situation arises wherein the **UCB-SHS CSO** shall be on the verge of shutdown, suspension, or dissolution, however the case may be, they shall be given the right to appeal through the following:

- a) If the case of the shutdown is under Article XIII, Section Ia provision, the **UCB-SHS CSO** shall be given the right to write an appeal to the University of Cebu – Banilad Campus' administrators.
- b) If the case of the shutdown is under Article XIII, Section Ib provision, the **UCB-SHS CSO** shall be given the right to write an appeal to the University of Cebu – Banilad Campus' Student Affairs Office. If SAO does not respond, they may write an appeal to SAO from the Main Campus instead.
- c) If the case of the shutdown is under Article XIII, Section Ic provision, the **UCB-SHS CSO** shall be given the right to be notified at least three (3) days before the date of the official session of the discussion for the council's dissolution, shutdown, or suspension. They shall be given the right to attend the meeting physically and virtually. They shall also be given the right to defend and appeal to the faculty

members as to why the dissolution, shutdown, or temporary termination of services should be suspended.

- d) If the case of the shutdown does not meet any provision in preceding sections or does not follow its legal processes, the shutdown shall be nullified, and therefore, shall not take effect, and no action of appealing shall be necessary.

**Section 3. Creation and Functions of COMELEC.** The Commission on Elections (COMELEC) shall be responsible for the electoral activities of the **UCB SHS-CSO**. The Commission on Elections shall be composed of the 2 council advisers and their eight (8) appointed officers. The COMELEC shall give the following specified powers, duties and functions:

- a) To receive and authenticate certificates of candidacy;
- b) To credit partylists;
- c) To promulgate, enforce, and administer rules relative to the overall supervision and conduct of the election;
- d) To decide all cases pertaining to the qualifications of candidates;
- e) To announce to the student body the voting system and names of the official candidates of the UCB SHS - CSO at least 20 days before the election;
- f) To make known the results and proclaim the winners of the elections after canvassing the votes;
- g) To accept all protests formally presented provided the same is done within 24 hours after the election.

**Section 4.** In case of electoral irregularities involving any member of the COMELEC, the council adviser shall appoint a replacement for the person committing the irregularity. The person appointed must possess all the qualifications pertaining to the said position.

**Section 5. Amendments to Bylaws.** When the need arises, these bylaws may be amended, altered, or repealed by the affirmative vote of at least two-thirds (2/3) of the full CENTRAL Board of Executives or the entire UCB-SHS CSO officers at any regular or special meeting at any time or from time to time. The amendment to the bylaws must follow Robert's Rules of amending bylaws.

**Section 6. Revision of Bylaws.** In revising these bylaws, at least one (1) of the following provisions must be met for the revision plea approved by the Council Advisers:

- a) A change in organization name and structure.
- b) An amendment to more than 10 bylaws stated in this legal document.
- c. An emergency or urgent matter that explicitly needs a revision of the bylaws for the welfare of the student community, faculty, or the organization itself.
- d. Any grounds that require an immediate revision of by laws may be determined by the Board through an ordinance.

**Section 7. Due Process in the Revision of Bylaws.** In the revision of bylaws, the organization officers must follow the following legal due processes:

- a) Write a letter of request addressed to the council advisers to approve the council's need for the revision of bylaws.
- b) Once this letter is approved, the organization must create three committees which shall constitute of organization officers, which can be appointed by the President of the council advisers:
  - i. **Drafting Committee.** This committee shall take charge of drafting a whole new set of bylaws. They shall create new or remove old bylaws from the old

constitution, and they shall be given the freedom to preserve old bylaws and add it in the new draft. This committee shall need the greatest number of members.

- ii. **Revision Committee.** This committee shall take charge of examining the draft of the new bylaws. They shall examine inconsistencies and loopholes, and edit, suggest, or comment on the draft. This committee shall constitute the least number of members.
  - iii. **Executive Committee.** This committee shall take charge of the final legal process, which is either to accept, reject, or create an amendment to the new draft of bylaws.
- c) An official session shall be called to order by the President, and preparations by the Drafting and Revision Committee shall be made in advance before the official session. The official session shall only constitute the discussion of the executive committee on whether to accept, reject, or create an amendment to the new draft of bylaws. The official session must be supervised by at least one (1) council adviser to make proceedings of the session valid.
  - d) This shall constitute three sessions of which the council shall agree on which can be weeks or months in between.
  - e) The days between the first and second session shall be a term for the organization to test the bylaws if it is effective and find out if there are bylaws lacking that need to be added or existing bylaws to be amended or removed.
  - f) The final session shall be the executive session in finally ending the legal due process of the revision of bylaws, and have the new draft as official bylaws of the organization.

**Section 8. Health Crisis.** The **UCB-SHS CSO** should adopt new ways and cope up with the challenges built by COVID-19 and other diseases. This also applies to any other future pandemics or health crisis that will come upon the institution that will affect all the constituents. The **UCB SHS-CSO** should be equipped and ready to help the department, especially in these situations, making the burden of the administration of the department much lighter. Thus, handling student events appropriate for the current situation that is upon the institution is also included in this section.

**Section 9. Extension of Services.** The **UCB-SHS CSO** scope of its services shall not only be limited to physical services; they shall extend services however they can to aid students and fulfill the provisions in these bylaws, and they shall not be barred from doing so. Despite the lack of physical classes or as the case may be, the **UCB-SHS CSO** shall extend its services through:

- a) Updating the students who are officially enrolled through the official page of the said organization;
- b) Making the dissemination of important information with a greater reach;
- c) Providing financial aid through a virtual medium such as GCASH or PayMaya to aid students under the instructions of the council advisers.

