
CONSTITUTION OF THE STUDENT COUNCIL

University of the Philippines Extension Program In Olongapo (UPEPO)

PREAMBLE

We, the students of the University of the Philippines Extension Program in Olongapo (UPEPO), desirous of establishing a student council that will unite the whole UPEPO studentry, of promoting and protecting students' rights and welfare, and of fostering a closer relationship among the students and the other sectors of society in order to instill national consciousness for the advancement of the Filipino people, do hereby ordain and promulgate this constitution.

Article I – GENERAL PROVISIONS

- SEC. 1. This Constitution shall be known as the "Constitution of the Student Council in the University of the Philippines Extension Program in Olongapo (UPEPO)".
- SEC. 2. This Constitution shall govern the Student Council in UPEPO.
- SEC. 3. For purposes of this Constitution, unless the context indicates otherwise,
- (a) UPEPO includes all programs in UPEPO.
 - (b) "Student Council", or "Council" refers to the Student Council in UPEPO.
 - (c) "University" signifies the University of the Philippines in Diliman.
 - (d) "University Authorities" signifies the duly constituted authorities or officials of UPEPO and of the University of the Philippines system insofar as UPEPO is concerned or affected.
 - (e) "President", "VP for Academic Affairs", "VP for Non-Academic Affairs", "Secretary General", "Treasurer", "Auditor", "Public Relations Officer", and "Program Representatives" refer to the members of the UPEPO Student Council so designated.
 - (f) "Council members" or "members of the Council" means the members of the UPEPO Student Council.
 - (g) "Program Representative" or "Representative" means a representative of the constituents of a UPEPO program to the Student Council.
 - (h) "UPEPO Program" or "Program" means any of the existing programs in UPEPO such as the Business Management program, Public Management program, Education Management program, or any other program that might be added in the future.
 - (i) "Permanent vacancy" exists when the office of a council member has been vacated by reason of death, resignation, impeachment, expulsion from the UPEPO Program, or a permanent illness preventing him/her from performing the functions of his/her office."
 - (j) "Temporary vacancy" exists when the office of a Council member has been vacated by reason of temporary mental or physical incapacity, detention, or any other reason that leaves the possibility of his/her resuming his/her duties before the expiration of his/her term.

Article II – DECLARATION OF PRINCIPLES AND OBJECTIVES

SEC. 1. The UPEPO Student Council believes in the following:

- (a) Access to education should be afforded to everyone;
- (b) Education should develop man's physical, mental, social, cultural, and spiritual potential to the full, in order to realize a human and humane existence for all;
- (c) Education should enhance critical thought and the ability to make informed judgment, free of dogma and myths.

SEC. 2. The UPEPO Student Council shall, at all times, strive to:

- (a) Defend and promote the rights and general welfare of the UPEPO studentry and the Filipino people;
- (b) Serve as an active forum for student ideas and sentiments;
- (c) Develop a university spirit among the ranks of the students;
- (d) Uphold the ideals of UPEPO, geared towards ensuring a well-rounded intellectual, social, cultural, and physical development for every student;
- (e) Develop social awareness and instill national consciousness among the students;
- (f) Unite with the various sectors of society in the pursuit of common interests, particularly in the establishment of a just and humane society;
- (g) Develop a responsible studentry who will put educational opportunity to optimal use and look after the unity and welfare of the whole studentry and the people;
- (h) Develop a sense of service and responsibility among the students for the welfare of society;
- (i) Seek and engender educational reform along nationalist, humanistic and scientific methods, for the full development of the human potential to respond to social realities and to promote academic freedom.

Article III – POWERS AND DUTIES OF THE COUNCIL

SEC. 1. The Student Council shall:

- (a) Adopt its own internal rules of government;
- (b) Organize, coordinate and direct student activities designed to improve their general welfare subject to the provisions of Article XI;
- (c) Represent the students in all major policy-making bodies of the University when so provided by laws, rules, and regulations promulgated by competent authority;
- (d) Advise and make recommendations to the UPEPO Director on student matters, affairs, and activities;
- (e) Represent UPEPO in external student activities;

- (f) Draft the UPEPO Student Election Code that shall govern the rules and regulations of the general elections of the Student Council;
- (g) Have such additional powers and duties as the University Authorities may, from time to time, grant or delegate to it, consistent with its stated powers, responsibilities and objectives.
- (h) Assist the Electoral Board in the preparation and orderly conduct of the Student Council election, except members who are running for re-election.

Article IV – BILL OF RIGHTS OF STUDENTS

SEC. 1. Every student shall have the right to:

- (a) Enjoy freedom of expression;
- (b) Exercise freedom of religious worship and spiritual practice;
- (c) Have his transcript of records and clearances speedily processed and the confidentiality of his records maintained;

SEC. 2. Students shall individually or collectively be entitled to:

- (a) Have their grievances heard and speedily redressed;
- (b) Organize and assemble for purposes not contrary to law and regulations;
- (c) Present their views to appropriate bodies before any policy or decision affecting their rights, interests and welfare is adopted.

SEC. 3. No student shall be subjected to exploitation, involuntary servitude, or cruel or unusual punishment.

SEC. 4. No student shall be subjected to disciplinary action without due process of law.

Article V – DUTIES AND OBLIGATIONS OF STUDENTS

SEC. 1. It is the obligation of every student to:

- (a) Observe, at all times, the laws of the Philippines and the rules and regulations of UPEPO;
- (b) Assist the school authorities in disseminating among the students, and educating them, on the rules and regulations on student conduct and discipline;
- (c) Help engender an academic atmosphere conducive to harmony among the various constituencies of UPEPO;
- (d) Exercise his or her rights responsibly.

Article VI – COMPOSITION OF THE UPEPO STUDENT COUNCIL

SEC. 1. The UPEPO Student Council shall be composed of its members. The members shall be composed of the President, VP for Academic Affairs, VP for Non-Academic Affairs, Secretary General, Treasurer, Auditor, Public Relations Officer, and Program Representatives all elected at large.

- SEC. 2. The members of the Council shall be elected every academic year in accordance with the rules promulgated by the UPEPO Electoral Board and the provisions of the UPEPO Election Code.
- SEC. 3. (a) Any permanent vacancy in the Office of the President shall be filled by the VP for Academic Affairs.
- (b) In all other permanent vacancies, a qualified candidate, preferably another member, through a majority vote of the council on quorum, shall fill the vacant position in an acting capacity.
- (c) If the remaining members of the council can no longer constitute a quorum, a special election may be held after a two-thirds vote of the remaining council members. In no case shall the Council be dissolved or rendered inoperative.
- SEC. 4. Every candidate for membership in the UPEPO Student Council must:
- (a) Have at least completed one semester in UPEPO;
- (b) Be currently enrolled and will be enrolled until the end of his or her term;
- (c) Have not been found guilty in any disciplinary action of any act involving moral turpitude.
- SEC. 5. Every council member shall hold office for one academic year or until his or her predecessor has been duly elected, qualified, and assumed office, provided that Council members who filled vacant seats shall hold office for the remainder of the unexpired term only.
- SEC. 6. The induction of council members shall take place within a week after their proclamation by the UPEPO Electoral Board, the oath to be administered by the UPEPO Director or his duly authorized representative.

Article VII – QUORUM

- SEC. 1. At least two-thirds of the members of the Council shall constitute a quorum for the transaction of its business and every decision of at least a majority of the elected members present at a meeting at which there is a quorum shall be valid as an act of the Council.

Article VIII – POWERS AND DUTIES OF THE MEMBERS

- SEC. 1. The President shall be the chief executive officer of the Council. It shall be his or her duty to:
- (a) Sign all resolutions, communications, and papers of the Council;
- (b) Preside over and take part in all meetings of the Council;
- (c) Create *ad hoc* committees and appoint the chairperson.
- (d) Represent the Council in his or her official capacity as President on occasions and events where the organization needs representation;
- (e) Head the Executive Committee;
- (f) Perform such duties as may be necessary or incidental to the discharge and performance of the functions of his or her office.
- SEC. 2. The VP for Academic Affairs shall:
- (a) Assist the President in all matters of academic nature where his or her assistance is required;

- (b) Take over the functions of the President whenever his or her office is vacant by reason of his or her death, resignation, removal, suspension, illness, absence or physical or mental incapacity, or failure to qualify for office.
- (c) Head the Academic Affairs Committee.

SEC. 3. The VP for Non-Academic Affairs shall:

- (a) Assist the President in all matters of non-academic nature where his or her assistance is required;
- (b) Supervise all social and fund-raising activities of the Council in coordination with the Treasurer.
- (c) Head the Ways and Means Committee.

SEC. 4. It shall be the duty of the Secretary General to:

- (a) Keep a journal of the proceedings of the council;
- (b) Keep all papers and correspondence of the same;
- (c) Certify all official acts of the same;
- (d) Perform other duties as the Council or President may from time to time assign him or her;
- (e) Head the Secretariat Committee.

SEC. 5. The Treasurer shall:

- (a) Act as a Custodian of the deposit in the bank of the funds of the Council;
- (b) Keep a record of the funds of the Council;
- (c) Disburse the same in accordance with an appropriation of the Council;
- (d) Submit a financial report at the end of each semester to the Council, which shall be published or posted in UPEPO.
- (e) Perform other duties as the Council or the President may, from time to time, assign him or her;
- (f) Head the Finance Committee.

SEC. 6. The Auditor shall:

- (a) Keep an inventory and take charge of all Council properties;
- (b) Monitor all business-related and fund-raising activities of the Council;
- (c) Head the Audit Committee.

SEC. 7. The Public Relations Officer shall:

- (a) Release news items regarding Council activities to all media;
- (b) Promote good relations with the press and the public;
- (c) Answer inquiries about the Council;
- (d) Head the Mass Media Committee.

- SEC. 8. The Program Representative shall:
- (a) Represent the constituency of his or her program;
 - (b) Be members of the Executive Committee.

Article IX – COMMITTEES

- SEC. 1. As a general rule, only Council members shall head the committees of the Council. Should this not be practicable, committee heads may be appointed from the studentry.
- SEC. 2. Standing Committees, other than those specified in this Constitution, may be created from time to time by the Council.
- SEC. 3. *Ad Hoc* committees may be created by the Council President.
- SEC. 4. The Heads of committees shall have the power to choose their respective committee members, who may not necessarily be members of the council.
- SEC. 5. The Executive Committee shall be composed of the Council President, the heads of all standing or *ad hoc* committees, and the Program Representatives.

Article X – EXPULSION AND DISCIPLINE OF COUNCIL MEMBERS

- SEC. 1. (a) If a council member fails to attend four consecutive regular council sessions without informing the body of his or her status or present valid reasons why he or she has not been attending or working, he or she shall automatically be dropped from the roll. He or she shall henceforth cease to be a member of the Council. A Regular Council Session is one in which it has at least a five-day notice prior to the session.
- (b) If the dropped Council member wishes to return, he or she should explain and justify his or her side. With the affirmative vote of two-thirds of all the Council members, he or she can be reinstated into the Council.
- SEC. 2. Any member of the Council may be expelled or suspended, as may be determined by the Council, for any of the following causes:
- (a) Willful violation of this Constitution;
 - (b) Gross neglect of duty;
 - (c) Any disorderly behavior during any council session;
 - (d) Any other form of misconduct, which undermines the integrity of the Council.
- SEC. 3. For purposes of expulsion, an affirmative vote of at least two-thirds of all the Council members shall be required.
- SEC. 4. For purposes of suspension, an affirmative vote of at least two-thirds of those present in the disciplinary proceedings at which the penalty is being determined, shall be required; provided that :
- (a) The members in attendance constitute a quorum, and
 - (b) The period of suspension shall not exceed 30 days.
- SEC. 5. The respondent(s) shall have no right to vote in any of the disciplinary proceedings.

Article XI – FUNDS OF THE COUNCIL

- SEC. 1. (a) The general funds of the Council shall consist of student fees collected by the UPEPO administration during every regular registration period and shall be deposited in a special fund in accordance with the university guidelines on budget and auditing rules and procedures.
- (b) All money collected by authority of the UPEPO Student Council for a special purpose shall be treated as a special fund and shall be paid out for such purposes only. If the purpose of the special fund created has been fulfilled or abandoned, the balance, if any, shall be transferred to the general funds of the Council.
- SEC. 2. (a) The Council shall formulate and adopt a budget, which shall embody a work plan of programs and projects together with estimated expenditures for the incoming year.
- (b) A copy of the budget shall be sent to the UPEPO Director for his or her review and approval who shall then endorse the same with respect to the legality of projects and the sufficiency of funds from Student Council fees.
- (c) No money shall be paid out of the funds of the Council except in pursuance of an appropriation authorized by the same.
- (d) All expenditures of the Council shall be audited by the Office of the University Auditor, which shall be the ex-officio auditor of the Council.
- SEC. 3. The balance of the Student Council for a specific term shall be returned as the funds for the next or succeeding term.

Article XII – FACULTY ADVISER

- SEC. 1. The UPEPO Director shall be the ex-officio adviser of the Council.

Article XIII – AMENDMENTS

- SEC. 1. (a) The UPEPO Student Council Constitution may be amended only by an affirmative vote of two-thirds of all council members, provided that the proposed amendment must be presented in writing at the previous meeting of the Council and copies thereof be sent to all Council members at least two weeks prior to its consideration.
- (b) Any amendment to, or revision of this Constitution shall be valid when approved by the UPEPO Director and ratified in the same manner as the adoption of this Constitution provided in the next succeeding section.

Article XIV – EFFECTIVITY

- SEC. 1. This Constitution shall take effect upon the approval of the UPEPO Director and its ratification in a UPEPO-wide plebiscite called for this purpose by a majority vote of all the votes cast by students qualified to vote under the UPEPO Election Code. It shall take precedence over all other constitutions, if any, in UPEPO.

FINAL COPY: 14 November 2002
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AMENDED: not yet

AMENDMENTS

None yet.