CONSTITUTION AND BY-LAWS

PREAMBLE

We, the students of Benguet State University, imploring the aid and guidance of our almighty God, establish a student organization that shall embody our ideals and progressive aspirations, promote democratic leadership, high standards for educational development, discipline, cooperation, brotherhood, and service; foster closer ties and understanding with the Benguet State University administration and the community; keep our people aware of the changing needs; contribute on the realization of the vision, mission, goals, and objectives of our university, local and national community; and promote peace and justice to all, do ordain and promulgate this Constitution and By-laws.

CONSTITUTION

Article I
Name and Domicile

Section 1. This organization herein established shall be known as the Benguet State University-Supreme Student Government.

Section 2. The acronym BSU-SSG shall denote the name of the organization which represents humility connote service, synergy and good governance.

Section 3. The office of the organization shall be located at SC-101, OSS Building, Benguet State University, La Trinidad, Benguet.

Article II
Vision

Section 1. A competently developed Benguet State University for the holistic empowerment of students.

Article III
Mission

Section 1. Serve and lead Benguet State University students with passion, commitment and excellence.

Article IV
Declaration of Principles, Goals, and Objectives

Section 1. The BSU-SSG shall be independent, democratic, patriotic and responsive in securing the rights, interests and welfare of the students.

Section 2. The BSU-SSG shall abide by the rules and regulations promote the standard education and protect the name of the University.

Section 3. The organization recognizes the potentials and capabilities of members and shall enhance their total development.

Section 4. The primary concern of the organization is the participation of every member in any activity that promotes general interest and welfare.

Section 5. The organization adheres to democratic leadership, discipline, cooperation, industry, brotherhood, and harmony among its constituents towards constructive ends.

Section 6. The organization advocates equality in upholding the rule of majority and preserving the rights of the minority.

Section 7. The organization shall raise funds through appropriate, moral and legal means in financing worthwhile projects and programs of the BSU-SSG and other organizations.

Section 8. The BSU-SSG shall pursue the following specific objectives:

a. Serve as an active forum for students ideas and sentiments;
b. Uphold the ideals of the University geared towards ensuring well-rounded, social, cultural, physical, intellectual and spiritual development of the students;
c. Develop a sense of service an responsibility among the students for the welfare of the society;
d. Pursue a dynamic program of student involvement in campus activities so as to enhance their skills and talents in serving the University.
e. Strengthen the ties among the students, faculty, administration, and other sectors of the academic community by way of discussing problems and plans through peaceful and intellectual means so the common good may be achieved;
f. Fortify the rights and welfare of the students; and,
g. Promote the social and national consciousness among students.

Article V
Functions of the Organization

Section 1. Organize and coordinate worthwhile student activities designed to improve the general welfare of the students as well as to prepare them for constructive citizenship and to develop sound and critical thinking among members;

Section 2. Represent the students in the Academic and Administrative Councils of the University and other activities concerning the students;

Section 3. Coordinate with the Office of Student Services on student matters and concerns;

Section 4. Help students in dealing with the faculty, administration and other members of the academe, or in matters concerning their participation in seminars, workshops and other seminar activities as representative of the University.

Section 5. Encourage and support University Recognized Student Organizations (RSOs) in promoting a holistic development of the common student and;

Section 6. Serve as an instrument in voicing out the legitimate grievances of the students in accordance with their rights and prerogatives under the Philippine Constitution and existing laws of the Republic.

Article VI
Organization

Section 1. The BSU-SSG, a mandated student organization, shall be composed of all undergraduate students enrolled in the different curricular offerings of the University.

Section 2. The BSU-SSG shall be the mother student organization of the university thereby assisting and coordinating with the Recognized Student Organizations (RSOs).

a. The RSOs is composed of other mandated Organizations, College Based Organization and Independent Organizations
b. All RSOs shall be given the privilege to select their own set of officers provided by their own CBL, however that the provisions of such CBL do not contradict this Constitution. If such case is not stipulated under their own Constitution, the JUDICIAL BOARD shall be given the authority to decide with the concurrence and the consideration of all the recommendations of the organization involved and endorse to the EXECUTIVE BOARD for appropriate action.

Section 3. There shall be a High Council of Student Leaders (HCSL) that shall be composed of all the officers of all duly Recognized Student Organizations (RSOs).

Section 4. The HCSL shall have the following officers:

a. BSU-SSG Executive Vice President (EVP) as Chairperson;
b. HCSL Representative as Co-Chairperson;
c. HCSL Secretary; and
d. HCSL Assistant Secretary

Section 5. There shall be a council of Governors (COG) that shall be composed of all Governors of all the College Student Government (CSG).

Article VII
Official Seal



Section 1. The seal of the BSU-SSG shall bear the name of the institution, the name of the Organization, the founding year of the organization, and a torch.

a. The book, terraces, and a sun forming the torch.

Section 2. The shape of the BSU-SSG logo resembles a Solibao which is an ethnic instrument symbolizing cultural heritage.

Section 3. The book symbolizes learning and the record achievements of the organization.

Section 4. The terraces symbolize leadership, skills and industry.

Section 5. The rising sun with its six rays shall symbolize discipline, progress, knowledge, and token of new era in education, brotherhood, and cooperation.

Section 6. The color of the organization's official seal shall be a combination of blue, brown, green, red, black, white, and yellow.

Article VIII
Members and Membership Fee

Section 1. The members of the organization shall be classified as regular, honorary and special honorary members:

a. Regular members shall consist of all bona fide undergraduate students enrolled within the semester.

b. Honorary members are those interested students of the graduate school of the institution who may apply to commit themselves for service in the organization.
c. Special honorary members are interested BSU-Secondary Laboratory School Students who are willing to commit themselves for services in the organization.

Section 3. There shall be a membership fee of Php.30.00 for every regular and honorary member, which shall be collected upon enrolment every semester. No membership fee will be collected from special honorary member.

Section 4. The membership fee shall be collected by any of the newly elected BSU-SSG officers during the enrolment.

Article IX
Rights of Members

Section 1. All members shall have the freedom of press and speech, and peaceful assembly not contrary to the CBL of the BSU-SSG and existing Laws governing such rights.

Section 2. All members have the right to file candidacy as prescribed by article 15.

Section 3. All members shall have the right to vote.

Section 4. All members have the right to petition the proper authorities through the organization for redress of grievance, present views and opinions conducive to broad, sound and healthy thinking of vital issues concerning the welfare of the students.

Section 5. Every member has the right to be informed of the rules and regulations governing him.

Section 6. Every member has the right to have reasonable protection, in case of arrest within the school premises; coordination shall be accorded to the school authorities.

Section 7. No member shall be subjected to exploitation, involuntary servitude or cruel or unusual punishment.

Section 8. All members have the right to form, assist and join school-based and non school based organization, alliances and federations for their integral development.

Section 9. Every member shall have free access on records, reports and other documents of the organization.

Section 10. All members may avail of all the facilities of the organization for school related activities within the school campus.

Article X
Structure of the Government

Section 1. The governing body shall be composed of the BSU-SSG officers.

Section 2. The BSU-SSG shall be composed of three branches, namely: the Executive Board (EXECBOARD), the Legislative Board (LEGBOARD), and the Judicial Board (JUDBOARD).

Section 3. The EXECBOARD shall be composed of the BSU-SSG President, BSU-SSG Executive Vice President, Vice President for External Affairs, Vice President for Independent Organization, Executive Secretary, Secretary for Budget and Finance, Secretary for Audit and Inventory, Secretary for Business Affairs, Public Information Officer, and two (2) Sentinels.

Section 4. The LEGBOARD shall be composed of ten senators; a senate president, a senate pro-tempore, a senate secretary and seven members.

Section 5. The JUDBOARD shall be composed of eleven justices: On Chief Justice, one clerk of courts, and nine other Justices.

Article XI
The Branches of BSU-SSG

EXECUTIVE BOARD

Section 1. The EXECUTIVE BOARD (EXECBOARD) shall have the following powers and responsibilities:

a. Implement statutes, policies, projects and programs adopted or enacted by the LEGBOARD.
b. Shall have the steering and supervising core in activities, projects and programs that shall be undertaken by the BSU-SSG unless otherwise restricted by the Law;
c. Act for and in behalf of the BSU-SSG and the BSU students in matters deemed required for immediate actions;
d. Draft the annual or semestral program of activities of the BSU-SSG for consideration of the LEGBOARD.

Section 2. The EXECBOARD shall be the coordinating, administrative and implementing body thereof, which shall be headed by the President as the Chief Executive, and with the Vice Presidents, Secretaries, PIO, and Sentinels.

Section 3. The EXECBOARD shall convene not less than twice a month or as often as the President may determine.

LEGISLATIVE BOARD

Section 4. The legislative power is vested in the LEGISLATIVE BOARD (LEGBOARD).

Section 5. The LEGBOARD shall have the powers to:

a. Update internal student policies;

b. Deliberate and decide on all policy matters of appropriations for student activities involving the BSU-SSG fund;
c. Adopt internal policies that promote student welfare and development;
d. Elect their own officers and create standing ad hoc committees they may deem necessary in the performance of their duties;
e. Override the veto power of the President by a 2/3 vote of all its members;
f. Study, amend, and revise this CBL for ratification by the student body if deemed appropriate and necessary by the times;
g. Formulate, review and revise policies, projects and programs of the BSU-SSG except to the extent inherent bestowed upon the President, the EXECBOARD and COGs in exercising their administrative and executive functions;
h. Determine the rules of its respective proceedings;
i. Keep a record of its proceedings and shall be made open to the students;
j. Discipline its members for disorderly conduct, an upon 2/3 vote, may suspend for a maximum of three sessions or expel a member;
k. Conduct researches and inquiries in aid of legislation;
l. Consider the recommendation of the President for speedy and efficient implementation of policies and programs.

Section 6. The LEGBOARD shall submit to the President a report of its operations and activities at the end of every semester.

JUDICIAL BOARD

Section 7. The Judicial powers are vested in the Judicial Board (JUDBOARD) and shall have the powers to decide over:

a. Cases involving interpretation of this CBL and other CBLs of RSOs;
b. Cases involving interpretation of laws or acts passed by the LEGBOARD or the BSU-SSG President;
c. Questions involving students rights and duties under this Constitution and By-Laws;
d. Cases involving the interpretation of the scope of powers, rights and duties of an officer of the BSU-SSG;
e. Conflicts between this constitution and constitution of the Recognized Student Organizations;
f. Conflicts regarding student issues.

Section 8. The JUDBOARD shall have the power to promulgate rules and regulations to govern its internal proceedings;

Section 9. Formulate effective rules that shall compel the attendance in all meetings and shall govern the proper conducts and dispositions of members as well as the speedy accomplishments of duties delegated thereto.

Section 10. The JUDBOARD shall submit to the President a report of its operations and activities at the end of every semester.

Article XII
Duties and Responsibilities of Officers

Section 1. PRESIDENT

a. The Executive Power is vested in the President of the Supreme Student Government and all executive departments, bureaus, special commissions and the EXECBOARD members shall be responsible thereto.
b. Act as the head of the organization.
c. Act as the Head of the Procuring Entity.
d. Represent the student Sector in the university, administrative council and in activities that needs representation thereof.
e. Preside over general, regular, special and emergency meetings of the organization.
f. Sign documents and pertinent papers belonging and check progress reports thereof.
g. Coordinate all activities of the organization and check progress reports thereof.
h. Approve or veto bill/s passed by the LEGBOARD.
i. Create, with the concurrence of the governing body, executive departments, special commissions, committees, offices, and bureaus, and appoint members thereof as long as it's in consonance with the organization's objectives.
j. Certify the necessity for the immediate passage of bill/s or resolution/s in the LEGBOARD.
k. Issue executive orders for speedy disposition of administrative functions.
l. Authorize any BSU-SSG officers to exercise specific executive functions as the need may arise.
m. Authorize and countersign all disbursements made by the organization.
n. Take active participation over the properties, interest, business and affairs of the organization.
o. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 2. EXECUTIVE VICE PRESIDENT (EVP)

a. Act as the second head of the organization.
b. Assist the president in all official matters where his assistance is required.
c. Take over the duties of the president in cases of absence, disability, resignation, or incapacity.
d. Act as the Chairperson of the HCSL.
e. Monitor the activities of the CSG.
f. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 3. VICE PRESIDENT FOR EXTERNAL AFFAIRS (VPEA)

a. Supervise and coordinate the conduct of legal activities outside the institution.
b. Plan and spearhead outreach programs.
c. Coordinate with the adopted and integrated schools of the institution for possible linkages and joint activities.

d. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 4. VICE PRESIDENT FOR INDEPENDENT ORGANIZATION (VPIO)

a. Supervise and coordinate the activities of the Independent organizations.
b. Monitor action plans of the Independent Organizations.
c. Monitor areas of responsibilities of the Independent organizations set forth by the BSU-SSG or the University.
d. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 5. EXECUTIVE SECRETARY (EXECSEC)

a. Assist the President in any affair of the organization as pertaining to his/her office.
b. Be the custodian of all the records of the minutes of meetings and document of the organization, and be responsible for their safekeeping.
c. Prepare communications pertaining to the activities of the organization.
d. Prepare accomplishment report at the end of every semester.
e. Head the Secretariat Committee; this shall be composed of the BSU-SSG secretaries. The committees function is to document all the activities and programs of the organization.
f. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

SECTION 6. SECRETARY FOR BUDGET AND FINANCE (SBF)

a. Be the custodian of all the BSU-SSG funds.
b. Keep the book of accounts that shall be subject to monthly audit by the Secretary for Audit and Inventory.
c. Have the authority to transact deposits and withdrawals upon the supervision of the SAI, President and the Adviser.
d. The SBF is not allowed to make any expenditure regarding the BSU-SSG fund unless the President or the Secretary for Business Affairs has duly authorized it.
e. Prepare and publish a financial statement/report at the end of every month verified by the SAI, attested by the President and noted by the Adviser/s.
f. Prepare a financial report together with the spearhead of the activity.
g. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

SECTION 7. SECRETARY FOR AUDIT AND INVENTORY (SAI)

a. Scrutinize and audit the expenditures of the organization.
b. Countersign requisitions and disbursements by the SBF and SBA, respectively or other authorized officer.
c. Check the validity of any collection being made before the final approval.
d. Prepare and publish an inventory report of the office equipment and materials at the end of every semester verified by the sentinels.

e. Certify the legality of the expenses incurred by the organization.
f. Perform other lawful duties as the organization may direct so long as it is consonance with their functions

Section 8. SECRETARY FOR BUSINESS AFFAIRS (SBA)

a. Take charge of the business affairs of the organization.
b. Plan, organize and coordinate with proper authorities (if needed) income generating projects for the augmentation of the funds of the organization.
c. Person in-charge of the purchase of any item approved by the organization.
d. Perform other lawful duties as the organization may direct so long as it is consonance with their functions.

Section 9. PUBLIC INFORMATION OFFICER (PIO)

a. Handle all official matters related to information dissemination regarding the organization.
b. Act as the spokesperson of the organization to the students.
c. Head the Mass Media Committee.
d. Act as assistant executive secretary.
e. Assist the Executive Secretary in preparing the accomplishment report and in documenting all the activities and programs of the organization at the end of every semester.
f. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 10. SENTINELS

a. Act as the co-chairpersons of Student Marshals.
b. Act as marshals of discipline, peace, and order in the University especially during meetings and programs by the organization.
c. Assist the SAI in making inventories of the organization.
d. Be the custodian of all the materials, supplies, and equipments.
e. Prepare reports on the status of the supplies, materials, paraphernalia, and equipments of the organization every semester to be submitted to the SAI.
f. Check and scrutinize the grades and class schedules of BSU-SSG officers to be submitted to the LEGBOARD for evaluation and proper action.
g. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 11. SENATE PRESIDENT

a. Be the head and shall be the person in-charge of all the actions undertaken by the LEGBOARD;
b. Perform all the duties of the presiding officer in the absence of the President and ExecutiveVice President.

c. Sign all documents referring to the LEGBOARD including all outgoing and incoming documents;
d. Have the power to decide on matters that do not need to be undertaken in a meeting for the LEGBOARD provided that he/she shall inform the body of the decision undertaken; and
e. Be the official voice of the LEGBOARD unless he/she delegates one.
h. Perform lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 12. SENATORS

a. Act as the liaison officer between the EXECBOARD and the CSG Governors.
b. Prepare necessary resolutions for the organization.
c. Author necessary bills.
i. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 13. CHIEF JUSTICE

a. Head of the JUDBOARD.
b. Are vested with and has the right to exercise Judicial Powers and functions.
c. Act as the presiding officer in the absence of the President, Executive Vice President and the Senate President.
d. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions

Section 14. JUSTICES

a. Are vested with and has the right to exercise judicial powers and functions.
b. Assist the chief justice in all matters where his/her assistance is required.
c. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 15. HCSL Representative

a. Act as spokesperson of the HCSL during the Common Board Meeting.
b. Perform other lawful duties as the organization may direct so long as it is in consonance with their functions.

Section 16. All officers shall maintain passing grades during his/her term.

Article XIII
Manner of Election

Section 1. The president, Vice Presidents, Secretaries, PIO, Sentinels, and Senators shall be elected every academic year in accordance with the rules and regulations promulgated by the BSU-SSG CBL and the provisions under the BSU-STUDENT ELECTION CODE.

Section 2. The EXECBOARD and the LEGBOARD shall be elected at large through secret balloting by the students.

Section 3. The manner of election for the Recognized Student Organizations (RSOs) officers shall depend on their respective CBLs.

Section 4. Any other requirements shall be provided by the BSU STUDENT ELECTION CODE and shall be the main reference and guide during the start and end of the election process.

Section 5. The manner of election for HCSL Representative and HCSL Secretary will be through nomination and raising of hands during the first HCSL meeting.

Article XIV
Manner of Justices Selection

Section 1. Endorsements will be forwarded by the different College Student Governments

Section 2. There shall be a series of interview by the incumbent officers of the three Boards.

a. EXECBOARD will assess the applicant's knowledge regarding the organization.
b. LEGBOARD will assess the applicant's knowledge regarding Parliamentary Procedures.
c. JUDBOARD will assess the applicant's critical thinking.

Section 3. All of the members of the JUDBOARD shall be appointed by the President with the concurrence of the LEGBOARD

Section 4. Selection shall take place on the first week of March.

Article XV
Qualifications of Officers

Section 1. General Qualifications:

a. Must be a bona fide undergraduate student of the University, carrying not less than twelve units and not more than the regular load allowed in his/her college.
b. Does not have any disciplinary or academic probationary records during his/her stay in the University.
c. Has not been impeached from any organization he/she joined in, and has not been convicted of any felony in the local community.
d. No failing grades and/or academic deficiencies in any academic subject during the preceding semester. Grades of dropped and/or completed academic deficiencies from the preceding semester shall be considered.
e. Should not be an officer or member of any illegal organization or group contrary to law.
f. Should not be graduating at the middle of the school year.

g. Must not have stayed in the University for seven (7) college years for CA, CAS, CHET, CF, CN, and CTE; eight (8) college years for CEAT; and nine (9) college years for CVM students.
h. Must possess good leadership ability
i. Must not have violated any provisions in the BSU-Student Code.
j. Preferably held any position in a duly recognized organization in the University for at least one term.
k. Preferably knowledgeable of processing activity permits and Accomplishment Reports and knows the different offices in the University.

Section 2. PRESIDENT

a. Must have at least two (2) years residency in the University.
b. Must be able to preside over meetings smoothly preferably through Parliamentary Procedures.
c. Preferably not having his/her On the Job Training (OJT), thesis, and Student Teaching (ST) during his/her term of office.

Section 3. EXECUTIVE VICE PRESIDENT (EVP)

a. Must have at least two (2) years residency in the University.
b. Must be able to preside over meetings smoothly preferably through Parliamentary Procedures.
c. Must not be a candidate for graduation during his/her term.

Section 4.VICE PRESIDENT FOR EXTERNAL AFFAIRS (VPEA)

a. Must have at least two (2) years residency in the University.
b. Must have good communication skills, writing ability, simple math comprehension.
c. Must possess good leadership ability, good moral character, and public relation.

Section 5. VICE PRESIDENT FOR INDEPENDENT ORGANIZATIONS (VPIO)

a. Must have at least two (2) years residency in the University.
b. Must have good communication skills, writing ability, simple math comprehension.
c. Preferably a bona fide officer of an Independent Organization before his/her term of office.

Section 6. EXECUTIVE SECRETARY (EXECSEC)

a. Must be computer literate.
b. Must know how to record minutes of meetings.
c. Must know how to make communication letters.
d. Must have at least two (2) years residency in the University.
e. Must not be a candidate for graduation.

Section 7. SECRETARY FOR BUDGET AND FINANCE (SBF)

a. Must be exemplary honest and trustworthy.
b. Must be able to keep accurate records, accounts, and disbursements of the organization.
c. Must be mathematical competent.
d. Must have at least one (1) year residency in the University.
e. Preferably not having his/her OJT or ST outside the campus.

Section 8. SECRETARY FOR AUDIT AND INVENTORY (SAI)

a. Must be exemplary honest and trustworthy.
b. Must be able to scrutinize all accounts pertaining to the organization's funds and properties.
c. Must be mathematical competent.
d. Must have at least one (1) year residency in the University.
e. Preferably not having his/her OJT or ST outside the campus.

Section 9. SECRETARY FOR BUSINESS AFFAIRS (SBA)

a. Must be industrious, honest and trustworthy.
b. Must be knowledgeable in business management and transactions.
c. Must have at least one (1) year residency in the University.
d. Must be mathematically competent.

Section 10. PUBLIC INFORMATION OFFICER (PIO)

a. Must have at least one (1) year residency in the University.
b. Must have good communication skills, writing ability, simple math comprehension.
c. Must be able to write an article, preferably has a background on journalism.

Section 11. SENTINELS

a. Must have a good communication skills and will power, courageous, hardworking and not afraid to antagonize.
b. Must have at least one (1) year residency in the University.
c. Must be honest and trustworthy.

Section 12. SENATORS

a. Must have at least one (1) year residency in the University.
b. Preferably know how to make resolutions.
c. He/she must have good communication skills either oral or written.

Section 13. JUSTICES

a. Must have at least one (1) year residency in the University.
b. Must be able to preside over meetings smoothly, has critical thinking and unprejudiced.
c. Must be knowledgeable of the BSU Student Code of Conduct.

Article XVI
Tenure and Vacancy

Section 1. BSU-SSG President must serve for only one academic year.

Section 2. The Vice Presidents, Secretaries and Senators can serve the same position for two consecutive terms only.

Section 3. The Justices shall serve their respective offices until they graduate; provided that they are still qualified as stipulated in this CBL.

Section 4. In case of drop-outs, transfer, voluntary resignation or impeachment of a BSU-SSG officer, or any vacancy in the offices, the President shall immediately appoint one to serve the unexpired term of the former with the concurrence of the LEGBOARD.

Section 5. The induction of the SSG officer shall take place prior to the turn over.

Section 6. In case of vacancy in the office of the President, the EVP shall act as president and shall exercise the powers and responsibilities thereof.

Section 7. If the office of the EVP shall become vacant, the president shall choose from the Vice Presidents and then an appointee of the President from the LEGBOARD shall occupy the vacated office. The vacancy created by the LEGBOARD shall be filled from the endorsement of College Governors by appointment of the BSU-SSG President.

a. College Governors must endorse two student from their organization.

Section 8. If the President and the VP's offices shall become vacant, the Senate President shall assume the office of the president and shall choose VPs accordingly.

Section 9. In case of vacancy in the office of the Senate President, the Pro Tempore shall exercise the powers and responsibilities thereof.

Section 10. In case of vacancy in the office of the Chief Justice, the President shall appoint from the remaining Justices.

Article XVII
Suspension, Impeachment and Accountability of Officers

Section 1. All officers must be enrolled in the university while occupying the BSU-SSG position. Any officers who is not enrolled during his/her term is automatically removed of his/her position.

Section 2. All BSU-SSG officers are compelled to attend all meetings, activities, programs and projects undertaken by the organization and the school. They shall serve the student with the

highest degree of responsibility, integrity, courage, efficiency, and willingness and shall remain responsible and accountable to students.

Section 3. An officer of the organization may be removed from office for just cause by at least two-third (2/3) vote of the BSU-SSG officers in a meeting called for this purpose, provided that the officer concerned shall have been notified at least one week of the proposed action and allow to defend him/herself if he/she desires at the meeting with the concurrence of the BSU-SSG adviser.

Section 4. Officers shall be expelled / suspended / impeached on the following grounds:

1. Non-fulfillment of duties and responsibilities;
2. Violation of the CBL and other provisions promulgated and adopted by the organization.
3. Commission of any grave offense, which destroys the good name of the organization.
4. Three (3) unexcused consecutive and five (5) unexcused cumulative absences from regular meetings and activities organize by the organization;
5. Malversation of funds.

Section 5. Any officer who has been suspended twice shall automatically be removed from his/her officership.

Section 6. The LEGBOARD shall have the exclusive power to decide all cases of impeachment. If the President is on trial, the Chief Justice shall preside but shall not vote. No officer shall be convicted without the concurrence of at least two-third (2/3) of all of the members of the Senate. Judgments shall not exceed further than removal from the office and disqualification to run in any BSU-SSG position.

Section 7. A verified complaint for impeachment maybe filed by any member of the BSU-SSG upon a letter of complaint / resolution / petition discussing and/or enumerating why a certain officer should be impeached. Upon the receipt of the complaint the LEGBOARD shall immediately form a team that shall probe the charges and act accordingly.

Section 8. At least one-fourth (1/4) vote of the total number of the Senators shall be sufficient to adopt the resolution that shall in itself constitute the articles of impeachment.
Section 9. Thereafter, impeachment trial shall be scheduled within the next session day or especially for that purpose provided that arraignment shall have been conducted.

Section 10. Impeachment trial shall forthwith proceed as scheduled notwithstanding the absence of the officer on trial provided that he/she shall have notified and his/her failure to appear is unjustifiable.

Section 11. The BSU-SSG shall promulgate the rules on impeachment to effectively carry out the purpose of this article.

Section 12. The BSU-SSG President shall have the power to remove from the office any appointed officer with just a cause except with just the Chief Justice.

Article XVIII
Impeachable Officials

Section 1. Any BSU-SSG officer are impeachable.

Article XIX
Meeting and Quorum

Section 1. There shall be regular meetings at least twice a month. During such meetings all BSU-SSG officers are compelled to attend. A separate house rule may be adopted by the organization depending on what is deemed appropriate and necessary by at least two-third (2/3) vote.

Section 2. Regular meetings must require a quorum. Fifty percent (50%) plus one (1) of all the officers shall constitute a quorum. Special meeting shall not require a quorum.

Section 3. Special meeting may be called as often as necessary by any officer. The officer calling the meeting shall provide the agenda and necessary facts and should be consulted with the president.

Section 4. The President shall have exclusive meetings with the College Governors as deemed necessary. Minutes of the meeting shall be submitted to the Executive Secretary.

Section 5. If and whenever a majority if all members in good standing is not obtained, the members the voting and present may move and adopt themselves as a quorum by a unanimous vote.

Section 6. In case there has been no quorum for two consecutive regular meetings, the next meeting shall proceed as if quorum has been obtained.

Section 7. The EXECSEC should prepare the notices. The PIO should disseminate and post the notices at least five (5) days before the meeting unless circumstances prohibit it.

Section 8. The different branches of shall schedule their own respective sessions/meetings.

Section 9. The HSCL meetings shall be schedules under the discretion of the BSU-SSG Executive Vice President with the concurrence of the President.

Section 10. Parliamentary procedures shall be exercised during meetings. The BSU-SSG officialdom must therefore plan and organize a Parliamentary Debate and Procedure Seminar-Workshop a week after their induction.

Article XX
Administrative Committees

Section 1. Administrative Committees shall be formed as deemed necessary.

Section 2. The President shall have the executive power to appoint the chairperson for the respective Administrative Committees. Appointees may be any officer of the BSU-SSG.

Section 3. The Administrative Committees shall coordinate, manage and direct all activities engulfed by the specific tasks and functions.

Section 4. The Administrative Committees are required to submit reports to the President and the Executive Secretary.

Section 5. The Administrative Committees shall have a chairperson, co-chairperson, secretary and as many members deemed as necessary for the success and proper functioning of the committee.

Section 6. The appointed chairpersons shall be given the privilege to appoint and choose the committee members provided that he/she shall update the President.

Section 7. The Administrative Committees shall be the following:

a. Committee on Maintenance and Development
b. Committee on Sports Development
c. Committee on Environmental Awareness
d. Committee on Health and Sanitation
e. Committee on Election
f. Mass Media Committee
g. Bids and Awards Committee

Section 8. Ad Hoc Committee shall be formed as deemed necessary.

Article XXI
Amendments

Section 1. Any SSG officer can propose amendments to this CBL and pass to the Executive Secretary for compilation provided they are consistent with the aims of the organization.

Section 2. Amendments shall be valid provided two-thirds (2/3) vote of the LEGBOARD shall approve it.

Section 3. Majority vote membership in an election specially called for the purpose.

Article XXII
Separability Clause

Section 1. If any of this Constitution is declared invalid by any competent agency of Government (provided that the BSU-SSG officialdom shall have made an action and decision on the claim), the remainder or any provision not affected thereby remain valid and effective.

Section 2. If a profusely relative amount of the provision is affected, the LEGBOARD shall prioritize the flaw and make immediate amendments/ revisions to the Constitution and be presented to the EXECBOARD for final approval.

Article XXIII

Transitory Provisions

Section 1. The first election under this constitution shall be held 3 weeks before the final examination of SY 2013-2014.

Section 2. The first justice selection shall be on the firts (1st) week of March SY 2013-2014.

Section 3. Any amendments to this Constitution shall be entertained after two (2) years upon the Ratification of this Constitution.

Section 4. This Constitution shall supersede all previous constitutions of this Organization.

Section 5. The functions of the Administrative Committees shall be determined by the President with the concurrence of the LEGBOARD members.

Section 6. The jurisdiction of OSS over the BSU-SSG shall be discussed and determine by the first members of the LEGBOARD and shall undertake as form of resolution and shall be integrated as part of the by-laws after four years. If there are better schemes within the four-year moratorium, it shall be considered.

Section 7. There shall be a convention wherein the organization shall discuss and determine the proper PROTOCOL and flow of communication for the entire organization. The output would take for as a resolution then after four years. If there are better schemes within the four-year moratorium, it shall be considered.

Section 8. Any provisions/ situations under this constitution that has not been addressed shall be tackled by the JUDBOARD.

Section 9. The newly elected officers shall be guided by the CBL including the next set of officers.

BY-LAWS

Article I
Provision of the Constitution

Section 1. This CBL shall be known as the CBL of the BSU-SSG and shall be the fundamental and basic law of the BSU-SSG.

Section 2. All provisions contained in the Constitution of the Benguet State University- Supreme Student Government (BSU-SSG) shall be considered part of the By-Laws, VICE VERSA.

Article II
Manner of Deposit and Disbursement

Section 1. All monetary collections such as fees, collectible and other dues of the organization shall be deposited at the bank chosen by the EXECBOARD through the SBF. The bankbook of

the organization shall strictly be under the custody of the SBF unless irregularities occur, then the EXECBOARD shall define who is going to be the custodian.

Section 2. Withdrawals can only be made with the signatures of the President, SBF and Adviser on a resolution made for that purpose.

Section 3. All expenses incurred by the organization should be supported by true receipts and documents; consistency between the amount released and its allocation with the corresponding evident papers shall strictly be observed.

Section 4. The utilization of the organization's funds shall be limited to the general concern and official matters of the organization and should never be premised to personal interest or incentives only.

Section 5. There shall always be a financial report of the spearhead of the activity and the SBF duly certified by the SAI and noted by the President and Adviser after an activity is accomplished. Semestral reports on the financial status of the organization shall be published in the school organ and /or organization's publication.

Section 6. The financial status of the organization shall be open to scrutiny of any active member.

Article III
Indebtedness

Section 1. No debt shall be incurred by the organization.

Section 2. The BSU-SSG shall not lend any amount of money from its fund.

Article IV
Supplementary Rules

Section 1. The Robert's Rule of Order shall be the official guidebook of the organization during the meetings and sessions.

Article V
BSU-STUDENT COMMITTEE ON ELECTION

Section 1. There shall be a Committee on Election to be composed of thirty (30) members at most.

Section 2. The prospective members of the BSU-STUDENT COMELEC shall file for the application and shall pass the qualifications to be prepared by the Screening Committee

composed of the COMELEC chair as chairperson, BSU-SSG President as vice chair, and COMELEC officers as members.

Section 3. The qualified members shall elect their own set of officers based on the Student Election Code.

Section 4. The COMELEC shall submit a budget proposal on the last week of January to the LEGBOARD for evaluation. Records of disbursements shall be submitted to the LEGBOARD two weeks after the election for scrutiny.

Section 5. The BSU-STUDENT COMELEC shall be responsible for the conduct of the election of BSU-SSG, be it regular or special as guided by this Constitution and the Student Election Code.

Section 6. The election of BSU-SSG officers shall be conducted every last week of February.

Section 7. The date of BSU-SSG Officers' election is subject to changes through resolutions if deemed necessary.

Section 8. The COMELEC shall abide by the provision by this Constitution and shall set additional rules and regulations guided by their own ELECTION CODE provided it will be in consonance with this Constitution and By-laws.

Section 9. Any provision under the Election Code contrary to this Constitution shall be declared invalid unless the said provision is a real requirement for the conduct of the election process.

Section 10. The Student Election Code shall be subject to the approval of the BSU-SSG officers.

Article VI
Activities and Projects

Section 1. Activities and projects that the BSU-SSG plans to undertake shall be geared towards students as well as local and national welfare and development.

Section 2. Organizations requesting for financial assistance or sponsorship from the BSU-SSG should submit a proposal to the LEGBOARD for evaluation and endorsement for the approval by the President, provided that the requesting party shall be granted only once per semester.

Section 3. The organization shall decide and make a program of activities for the whole duration of the school year.

Section 4. There shall be at least one (1) tangible project implemented each semester.

Article VII
BSU-SSG Adviser/s

Section 1. Qualifications:

a. He/ she should be a faculty member of the University.
b. Preferably a former student leader.
c. Preferably single.

d. He/she should be amiable, open-minded, just, knowledgeable on governance, and devoted to the organization.
e. Must not be an adviser of any other Recognized Student Organization (RSO).

Section 2. Selection Manner

a. The organization should nominate at least five prospective advisers (PA).
b. The committee created for this purpose shall inform the prospective advisers and ask for confirmation.
c. The Prospective Adviser with the highest votes shall be the BSU-SSG adviser.
d. The BSU-SSG Officialdom to be selected by the organization.
e. The number of advisers shall depend upon the decision of the organization.

Section 3. Functions

a. Shall supervise the organization's undertakings.
b. Shall attend meetings, programs and activities to the organization.
c. Shall guide, give advice and share his/her opinion to the organization and officers especially before commencing in a significant activity.
d. Shall have the power to issue memoranda to the officers if they are not performing and during their duties for the compliance.
e. Shall update and inform the officers regularly the functions/ things they should do.

Section 4. The BSU-SSG adviser can be removed/ replaced under the following grounds:

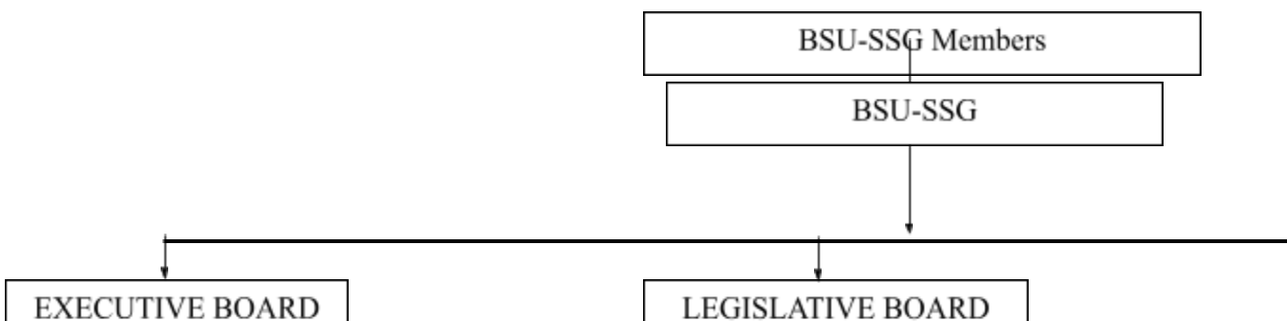
a. Gross negligence of function;
b. Two third (2/3) vote of all BSU-SSG officers.

Section 5. Any BSU-SSG officer can file a complaint against the adviser/s to the LEGBOARD for initial action and pass to the EXECBOARD for final action. The EXECBOARD shall convene all the officers especially for this purpose.

Article VIII
Effectively of CBL

Section 1. This CBL shall take effect immediately after ratification by the students who casted their votes in the election.

Annex A.
Organizational Structure of the BSU-SSG



Annex B

Organizational Structure of the BSU-SSG/ Communication Flow Top to Bottom

