

THE CONSTITUTION AND BY-LAWS OF THE HOLY ANGEL UNIVERSITY STUDENT COUNCILS

PREAMBLE

We, the students of Holy Angel University, imploring the aid of Almighty God desirous of establishing a just and benevolent Student Council that will unite the studentry, promote and protect students' rights and welfare, foster a closer relationship among the students and other sectors of the University, and of the society, and to instill academic and national consciousness for the development of the University and the Filipino people, do hereby ordain and promulgate this Constitution.

ARTICLE I GENERAL PROVISIONS

Sec.1. TITLE. This Constitution shall be known as the "Constitution and By-Laws of the Holy Angel University Student Councils."

Sec.2. JURISDICTION. This Constitution shall govern the Student councils of Holy Angel University.

Sec.3. The official offices of the Student Councils shall be within the school premises.

Sec.4. For the purpose of this constitution, unless the context indicates otherwise,

- (a) "University" signifies the Holy Angel University
- (b) "Student Councils" refers collectively to both the University and College Students Councils
- (c) "University Authorities," "Administration" signify the duly constituted authorities or officials of the Holy Angel University
- (d) "Chairperson," "Vice Chairperson" and "Councilors" refer respectively to the members of the College Student Councils

- (e) "President," "Vice President," and "Senators" refer respectively to the members of the University Student Councils
- (f) Quorum for the purpose of this Constitution shall be two-thirds of the total membership of a council.

ARTICLE II DECLARATION OF PRINCIPLES AND OBJECTIVES

Sec.1. The Student Councils declare its guiding principle: to be a just and benevolent student organization that will embody the united and genuine interest of the Holy Angel studentry, instilling in them leadership, service, dedication, solidarity, loyalty and nationalism with integrity, equality and utmost responsibility."

Sec.2. The Student Councils shall at all times:

- (a) ensure an accessible education afforded by everyone
- (b) defend, promote and protect the rights and welfare of the students
- (c) serve as an active forum for student ideas and sentiments
- (d) uphold the ideals of the University geared towards ensuring a well-rounded development of every student mentally, socially, spiritually, emotionally, and physically
- (e) instill campus awareness and social consciousness among students
- (f) unite with concerned sectors of the University in the pursuit of the common good of the students
- (g) develop a responsible studentry who will put educational opportunity to optimal use and look after the unity and welfare of the students
- (h) develop a sense of service and responsibility in the society among students
- (i) seek and advocate educational reforms 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

Sec.1. POWERS. The Student Councils shall exercise the following powers:

- (a) formulate and adopt internal rules and regulations consistent with this Constitution and the rules and regulations of this University;
- (b) present and make recommendations, which shall or may directly or indirectly affect the general welfare of the students to the University Authorities;
- (c) initiate and conduct any activity that will serve the needs and wants of the students so long as it does not violate any rule and regulation of the University;
- (d) express disagreement in a legal and professional manner to any policies or decisions of the University that shall or may affect the common interest of the student;
- (e) create and publish resolutions, manifestos and measure of position in any matter that helps advance the cause for which the councils stand for;
- (f) draft and amend this Constitution and the student codes
- (g) have additional powers as the University Authorities may from time to time grant as delegated by it, consistent with its stated powers, principles and objectives as well as responsibilities.

Sec.2. DUTIES AND RESPONSIBILITIES. The student Councils shall have the following duties and responsibilities:

- (a) uphold and preserve the Constitution and By-Laws of the Student Councils;
- (b) make decisions, plans, programs and projects including budgetary appropriations;
- (c) evaluate new and existing policies of the University affecting the students and give recommendations for improvement
- (d) act on any student matter brought to its attention;
- (e) assist accredited student organization in the conduct of their activities, whenever necessary;
- (f) ensures the wise administration of council funds;
- (g) represent the students in all major policy-making bodies of the University when so provided by laws, rules and regulations promulgated by competent authority;
- (h) represent the students in the formulation and revision of the College Student Manual;
- (i) assist school authorities in disseminating information to students and educating them on proper conduct;
- (j) perform duties necessary in carrying out its function.

ARTICLE IV MEMBERSHIP AND QUALIFICATIONS

Sec.1. Any bonafide student duly enrolled in the undergraduate course of Holy Angel University may file a Certificate of Candidacy and run in any Student Council elective position provided the following qualifications are met:

The candidate,

(a) must carry at least 12-unit load in the succeeding semester

(b) must not be a graduating student of the current and immediately succeeding semester as certified by the Registrar's office

(c) must not have been found guilty of any major offense specified in the College Student Manual, as certified by the Chairman of the board of Discipline

(d) must not hold any editorial staff position in this University.

Sec.2. No student shall be allowed to run if the aspirant:

(a) have failed a subject of more than three units in the immediately preceding semester

(b) is on academic probation or disciplinary action

Sec.3. All positions in the council shall be filled in by qualified candidates garnering the highest number of votes during the election day, regardless of the voters' turn-out.

Sec.4. A candidate without an opponent wins by default.

ARTICLE V CAMPAIGN AND ELECTION

Sec.1. The campaign and election shall be governed by the University Election Code in accordance with this Constitution.

Sec.2. PERIOD. The regular election for the Student Councils shall be held every third week of February but not later than second week of March.

Sec.3. The campaign shall be done anywhere within the school premises for a period of time, provided no act of the party shall violate the provisions of the College Student Manual. Furthermore, party may organize their own **miting de avance** other than that organize by the University Students' Electoral Board (USEB), if all the following requisites are met:

(a) no disruption, disturbance or suspension of classes shall be done

(b) the party shall provide its own equipment and election paraphernalia

(c) the venue shall be held on places authorized by the USEB

Sec.4. Elections shall be held in the precincts designated by the USEB.

Sec.5. All bonafide College students of this University are qualified as voters.

Sec.6. The canvassing of votes shall be done the day after the election.

Sec.7. All matters not stated in this Article shall be covered by the University Election Code.

ARTICLE VI UNIVERSITY STUDENT COUNCIL

Sec.1. NATURE. The University Student Council, herein after referred to as the USC is the highest student governing body of the institution composed of the officers duly elected by the student of the University's Tertiary level.

Sec.2. The USC is a democratic student government that shall serve as the voice and liaison between the general student population and the University authorities.

Sec.3. The USC shall coordinate with the Office of Student Affairs any matter affecting the welfare and interest of the studentry and in the conduct of University-wide activities.

Sec.4. COMPOSITION. The USC shall be composed of the President, Vice-President for Internal Affairs, Vice-President for External Affairs and three (3) Senators from each College.

Sec.5. The USC President shall act as the chief executive officer, who shall take charge of the implementation and execution of laws, rules, policies and programs formulated by the council. In addition, he has the duty to:

(a) convene and preside over all meetings of the USC;

(b) sign all resolutions, communication and papers of the USC;

- (c) veto any decree, proposal, resolution, etc., of the Legislative Board when necessary;
- (d) represent the USC on occasions and events, in and out the campus, where representation is necessary;
- (e) create additional ad hoc or standing committees as may be necessary in the execution of its functions;
- (f) sign all requisitions and disbursements of the USC fund as endorsed by the Finance Officer;
- (g) certify the correctness of the minutes of meetings and other records in his custody;
- (h) do and perform any lawful act to promote and uphold the best interest of the USC and of the students;
- (i) supervise and monitor directly the activities of the Executive Board;
- (j) appoint members of the different committees, except in cases as provided by this Constitution;
- (k) perform such duties necessary or incidental to the discharge and performance of the functions of his office.

Sec.6. The Vice-President for Internal Affairs shall assume powers and functions of the President in the absence or incapacity of the latter and shall among others:

- (a) organize, supervise and monitor directly the activities of the Justice Advocacy Board;
- (b) coordinate with the different sectors of the University the internal affairs of the council whenever necessary;
- (c) act as a liaison between the USC and the CSCs;
- (d) perform other duties and functions as the Chairperson may assign

Sec.7. The Vice-President for External Affairs shall take over the position of the Vice-President for Internal Affairs in the absence or incapacity of the latter and shall among others:

- (a) organize, supervise and monitor directly the activities of the Legislative Board;
- (b) attend and represent the USC in all Board of Discipline hearings or appoint any member of the USC or Legislative Board to attend such in case of his inevitable absence;
- (c) coordinate with other schools, outside establishments and various sectors of the society any matter relevant and necessary in the implementation of USC activities or programs;
- (d) perform other duties and functions as the President may assign

Sec.8. The specific functions of the Senators shall depend on the committees where they shall be elected or assigned. Generally, the senators are expected to fulfill their task with prudence, tact and utmost responsibility.

Sec.9. The Treasurer, as identified in Sec.9 of Art.VII, shall have the additional responsibilities to:

- (a) keep a record, together with the supporting documents (official receipts, invoices, contracts, deposit and withdrawal slips, etc.) of all financial transactions of the USC;
- (b) replenish the petty cash fund whenever necessary;

- (c) guarantee that all disbursements are reasonable, justified and authorized;
- (d) update from time to time the financial status of the council and present a financial report when requested;
- (e) prepare the financial statement of the council every end of the semester

Sec.10. The Secretary-General, as designated according to Sec.10 of Art.VII, shall have the additional responsibilities to:

- (a) keep all the minutes of meetings and proceeding of the USC;
- (b) report to and update the council regarding its activities and involvement;
- (c) prepare the calendar of activities of the council and reminds them of the schedule;
- (d) post important announcements or advertisements in the USC board(s)

Sec.11. The Press Secretary, stated in Sec.10 of Art.VII, shall have the duty to:

- (a) coordinate to the college and university publications the activities the USC wish to publish;
- (b) promote good relations with the press and the public
- (c) answer inquiries about council activities
- (d) act as the spokesperson of the USC.

Sec.12. The Business Correspondent, referred to in Sec.10 of Art.VII, shall:

- (a) prepare letters and memos of the USC;
- (b) prepare the minutes of meetings and proceeding of the USC in the absence of the Secretary-General;
- (c) receive and file all papers and correspondence of the USC

Sec.13. The Property Manager, as defined in Sec.11 of Art.VII, shall:

- (a) act as the custodian of the properties of the USC;
- (b) keep and control the inventories / supplies of the USC;
- (c) canvass prices and quality of materials and equipment as may be needed.

Sec.14. The Senators shall perform other relevant duties the USC President may assign them.

Sec.15. REGULAR MEETING. The USC shall have its regular meeting at least once a week. A quorum of two-thirds shall be required to make decisions of the USC valid and enforceable.

Sec.16. SPECIAL MEETING. The USC however, may call a special meeting announced at least one day before the said meeting, whenever necessary. No decision shall be valid and enforceable if quorum is not met. However, in case of

urgent meeting where time and urgency is of main consideration, the rule of quorum maybe abolished by the USC President.

Sec.17. A USC member who is absent in any of the meetings stated in Sec.15-16 of this article, shall have the responsibility to update himself and read the minutes of the said meetings.

ARTICLE VII EXECUTIVE BOARD

Sec.1. The executive power shall be vested in the Executive Board of Directors headed by the USC President.

Sec.2. The Executive Board of Directors (EBOD) shall be composed of Senators duly elected by a majority vote of the members of the USC, provided a quorum is achieved during the meeting called for that purpose.

Sec.3. The following shall compose the Executive Board of Directors:

- (a) Director for Academic Affairs
- (b) Director for Music, Arts and Leisure
- (c) Director for Sports and Youth Development
- (d) Director for Finance and Resources Management
- (e) Director for Press Relations and Communications
- (f) Director for Facilities and Logistics

Sec.4. Each director, together with two assistant directors appointed by the former, shall head a committee accordingly.

Sec.5. The members of each committee shall compose of the president or authorized representative of each accredited organization, which shall be designated by the USC President accordingly. However, the director may appoint additional members of the committee in his discretion subject to the approval of the USC President.

Sec.6. The Directors for Academic Affairs shall head the Committee on Academic Affairs (COMAA) and shall be held responsible to act and proposed activities on all academic concerns of the students, which shall include but not limited to issues on: quality of teaching, misconduct of teachers, grades, curriculum, library and books, recognition of honors and other awards, scholarship and grants, etc.

Sec.7. The Director for Music, Arts and Leisure shall head the Committee on Music, Arts and Leisure (COMAL) and shall be tasked to initiate activities such as workshops, trainings and/ or programs intended to develop the full artistic potential and talents of different students and create recreations that shall advance social interaction among them.

Sec.8. The Director for Sports and Youth Development shall head the Committee on Sports and Youth Development (COSYD) and shall focus on the advancement of the athletes and youth leaders of this University.

Sec.9. The Director for Finance and Resources Management shall head the Committee on Finance and Resources Management (CONFIRM). He shall automatically be the treasurer and the petty cash custodian of the USC.

The CONFIRM shall have the primary responsibility of managing the financial resources of the USC which shall include: forecasting, budgeting, disbursing, accounting and preparation of financial statements. It shall also be its duty to solicit and find means to raise money for the USC activities as a whole.

Sec.10. The Director for Press Relations and Communications shall head the Press Relations and Communications Committee (PRECCOM). He shall automatically be the secretary-general of the USC. He shall also appoint from the assistant directors the Press Secretary and the Business Correspondent of the USC.

The PRECCOM shall be the center for communication and information of the USC and shall have the duty to disseminate information, communicate and market-sell the activities of the council to the students and other concerned parties.

Sec.11. The Director for Facilities and Logistics shall head the Facilities and Logistics Committee (FALCOM), which shall be responsible in the physical flow of properties and inventory control within the USC, venue and equipment reservations and concerns regarding the University facilities. He shall automatically be the Property Manager of the USC.

Sec.12. Concerns and other issues not falling within the meaning of the committees from Sec. 6-11 of this Article shall be covered by a special committee called Committee on Student Services (COSS). It shall be headed by the USC President and USC Vice Presidents for Internal and External affairs.

The COSS shall primarily focus on matters that will serve the needs, protect the rights and promote the welfare of the students. It shall concentrate on matters such as but not limited to: tuition fee increase, enrollment procedures, safety and security, and the like. It shall serve as the intermediary between the students and the University Authorities.

Sec.13. Special committees may be created by the COSS whenever necessary.

Sec.14. The Directors shall communicate all the activities of their respective committees with the USC President.

ARTICLE VIII JUSTICE ADVOCACY BOARD

Sec.1. The Justice Advocacy Board, herein after referred to as JAB shall be the avenue for students to express their dissatisfaction or disagreement to any existing policy, measures or undertaking of this University.

Sec.2. The JAB shall be composed of the College Student Council Chairpersons and headed by the Vice-President for Internal Affairs. Members of JAB shall be referred collectively as Justice Advocates.

Sec.3. The JAB shall convene at least twice a month to discuss issues or complaints received from their respective constituents and make proposals or plan of actions to resolve such issues.

Sec.4. The JAB must establish a connection to their respective constituent that shall provide students easy access to air to the board their grievances.

Sec.5. The JAB shall have the duty to reach and inform their constituents of resolved or answered issues of their concern.

Sec.6. For the purpose of this Article, the USC Vice-President for Internal Affairs shall have no power to meddle in the internal affairs of the College Student Councils.

ARTICLE IX LEGISLATIVE BOARD

Sec.1. The legislative power shall be vested in the legislative Board (LEBO), which shall consist of the Congressmen and be headed by the USC Vice-President for External Affairs, which shall be referred to as the Speaker of the House.

Sec.2. The Legislative board shall be the highest policy making body of the students.

Sec.3. POWERS. The legislative board has the power to create, amend and/or propose laws as deemed necessary, provided such laws are consistent with the prevailing laws, policies, rules of conduct and constitutions of the University and of the country.

Sec.4. A Congressman is an authorized representative of an established student political party in the University. A party is concerned established after surviving two consecutive elections.

Sec.5. Any of the Congressmen may be appointed to represent the council in the Board of Discipline hearings upon the discretion of the USC Vice-President for External Affairs.

Sec.6. The Congressmen shall have the privilege to ask the assistance of the USC in the conduct of their party-list activities, provided there is no conflict of interest.

Sec.7. The Congressmen shall be subject for the same grounds of termination with that of a Council Officer as enumerated in Section 2 of Article XIII of this constitution.

ARTICLE X COLLEGE STUDENT COUNCILS

Sec.1. College Student Councils, herein after referred to as CSC, is an independent and duly constituted central student organization or a unit that offers at least a bachelor's degree program.

Sec.2. The CSC is the supreme governing body in the College that shall ensure unity and cooperation among student groups within its jurisdiction.

Sec.3. The CSC shall be autonomous in the management of its own internal affairs and in the implementation of its programs and activities. However, in the conduct of university-wide activities, the CSC shall coordinate said activities with the USC.

Sec.4. COMPOSITION. The CSC of each college shall be composed of the Chairperson, Vice-Chairperson and eight Councilors duly elected by their respective constituents. However, if population of the College exceeded three thousand students, the CSC shall have an additional two councilors elected in the same way as the others.

Sec.5. The members of the CSC shall be elected in accordance with the provisions of this Constitution.

Sec.6. The CSC must elect the following positions at the minimum: Secretary, Finance Officer, Press Officer and Business Manager. The election shall be held in a meeting called for that purpose. The nominee garnering the highest votes in a quorum of two-thirds shall win the elective position.

Sec.7. The Chairperson is the chief executive officer of the CSC in their respective College and shall have the following duties and responsibilities:

- (a) convene and preside over all meetings of their respective council;
- (b) delegate task to the members of the council;
- (c) inform and update the council of all activities and involvement of the CSC;
- (d) set the plan and schedule of activities of the council;
- (e) communicate the plans, programs and activities of the council to their respective faculty adviser and Dean of the College and of the Student Affairs;
- (f) head and monitor the activities of the Class Presidents' League (CPL)
- (g) approve all cash disbursements of the council;
- (h) sign letters, communication papers and other pertinent documents of the council;
- (i) perform such duties necessary or incidental to the discharge and performance of the functions of his office.

Sec.8. The Vice-Chairperson shall assume powers and functions of the Chairperson in the absence or incapacity of the latter and shall among others:

- (a) monitor the activities and performance of the council members and see to it that tasks assigned to them are being accomplished
- (b) coordinate the activities of the council to the college-based organizations
- (c) perform other functions as the Chairperson may assign

Sec.9. The Finance Officer shall have the same duty as that of a USC Treasurer as enumerated in Sec.9 of Art.VI of this Constitution.

Sec.10. The Secretary shall have the duty to:

- (a) keep all the minutes of meetings and proceedings of the council;
- (b) prepare letters and memos of the council;

- (c) receive and file all papers and correspondence of the council;
- (d) prepare the calendar of activities of the council and remind them of the schedule;
- (e) post important announcements or ads in the council board.

Sec.11. The Business Manager shall have the same duty as that of USC Property Manager as enumerated in Sec.13 of Art.VI of this Constitution and in addition shall:

- (a) replenish from time to time the needed supplies of the council subject to the approval of the Chairperson
- (b) responsible for the reservation of facilities and equipment needed by the council

Sec.12. The Press Officer shall:

- (a) be responsible in the promotion of the programs and activities of the council;
- (b) inform their constituents the undertakings of the council, whenever necessary;
- (c) act as the spokesperson of the council.

Sec.13. The Chairperson shall form committees according to the needs of the college and appoint any councilor to head such.

Sec.14. The Committee Heads shall perform their duties within the meaning and scope of the authority defined by the Chairperson.

Sec.15. The Councilors shall perform other relevant duties the Chairperson may assign them.

ARTICLE XI CLASS PRESIDENTS' LEAGUE

Sec.1. The Class Presidents' League (CPL) is an association of all the class presidents in the University clustered according to their respective colleges. The CPL shall be headed by the CSC Chairperson of the College.

Sec.2. The CPL shall serve as a link between the CSC and their respective constituents, which shall provide an avenue for the CSC to communicate its programs and activities, resolutions and other matters concerning students. It shall also serve as a means for the students to air their needs to the councils.

Sec.3. The Class Presidents' League of each College shall elect its year-level representatives, which shall constitute the CPL Coordinators. The elective positions per College are as follows:

- (a) First year CPL Coordinator
- (b) Second year CPL Coordinator
- (c) Third year CPL Coordinator
- (d) Fourth year CPL Coordinator
- (e) Fifth year CPL Coordinator (if any)

Sec.4. The CPL Coordinator shall be elected by the highest number of votes, provided a quorum is achieved. Quorum for the purpose of this section is two-thirds of the total Class Presidents in the same year level of the same College.

Sec.5. The members of the CPL shall be allowed to vote only once and such is exclusive for the election of their respective CPL representative or coordinator.

Sec.6. A CPL meeting shall be convened by the CSC Chairperson at least once a month.

Sec.7. In case of absence or incapacity of the class president, the class vice president may take over the position of the former.

Sec.8. The CPL Coordinators shall serve for the whole semester in which they are elected.

ARTICLE XII FUNDS

Sec.1 The funds of the Students Councils shall primarily consist of student fees (USC and CSC fee) collected by the administration every semestral enrollment. The said funds shall be turned over and held in trust to the councils at the beginning of the semester.

Sec.2. The appropriation of funds for each CSC shall be based on the number of enrollees in its respective College. Whereas for the USC, it shall be based on the total number of enrollees.

Sec.3. The funds shall be deposited in a reputable bank agreed by the body with the following signatories: The President/Chairperson and the Treasurer/Finance Officer.

Sec.4. The council may maintain petty cash on hand fixed by the body.

Sec.5. No money shall be paid out of the funds without the approval of the President / Chairperson as endorsed by the Treasurer / Finance Officer. However, budgets of material amount shall be subjected to the approval of the council.

Sec.6. All expenditures of the council must be properly documented and supported by valid financial evidences.

Sec.7. The financial statements as of a given semester must be submitted to the Office of Student affairs not later than two weeks after the close of the said semester. The aforementioned statements shall be then forwarded to the Board of Auditors (BOA) for interim auditing and an audit report or recommendation shall be furnished to the council not later than two weeks after its submission.

Sec.8. The audited financial statements, particularly the Cash Flow Statement of the council must be published in any of the campus publications or posted for a period of at least one week in conspicuous places inside the campus. It shall be done anytime after the approval of BOA, but in any case, shall not be later than two weeks after the opening of the succeeding semester.

Sec.9. A year-end consolidated financial statement must be prepared at the end of the council term. It shall be submitted together with the first and second semester financial statements and original copies of supporting documents to the Office of Students Affairs and shall be audited by BOA.

Sec.10. The financial statements shall be open to all students for inquiries and inspection at any reasonable time.

Sec.11. Specific provisions not stated in this article shall be covered by the Student Fund Administration Code.

ARTICLE XIII DISCIPLINARY MEASURES

Sec.1. The following shall be considered minor offenses and shall be punished by a disciplinary action as determined by the council.

- (a) failure to submit reports on time
- (b) failure to attend a meeting without a valid reason
- (c) irregular and infrequent tardiness
- (d) had cause a delay or interruption in any of the council meetings

Sec.2. The following shall be considered major offenses and shall be a ground for suspension, termination or impeachment:

- (a) willful violation of this Constitution and By-Laws
- (b) acting beyond the powers conferred in one's position
- (c) malversation and misappropriation of council funds
- (d) neglect / abandonment of duties
- (e) disrespect whether in words or in deed, towards any member of the council
- (f) forging, falsifying and / or tampering Council papers and records or any school document of any kind
- (g) unauthorized lending of council equipment and use of supplies
- (h) three consecutive absences in the regular meetings of the council without notice
- (i) unauthorized representation of the council in any event or proceedings
- (j) willful destruction of properties of the council
- (k) disbursing funds for a legal transaction without a receipt, regardless of amount
- (l) any form of misconduct that destroys the image and dignity of any council member or the council as a whole

Sec.3. Any officer violating any provision of the offenses mentioned in this Article shall be subjected to investigation and observance of due process.

Sec.4. The head of the council shall create a special committee that will investigate the alleged violation of the respondent.

Sec.5. The respondent shall have no right to vote in any of the disciplinary proceedings. However, he shall be given the right to defend himself during a hearing set by the council.

Sec.6. If the respondent was proven guilty, an affirmative vote of two-thirds of the Council shall be required to terminate the former.

Sec.7. However, if the respondent has been proven to commit more than one major offense, the Sec.6 of this Article shall no longer be required and an automatic termination shall be ascertained by the council.

Sec.8. The decision shall be final and a copy of the proceedings shall be furnished to the Office of the Student Affairs (OSA) a week after the promulgation of the decision.

Sec.9. The OSA shall forward the case to the Board of Discipline for a hearing and the provisions in the Student Manual shall apply.

ARTICLE XIV VACANCY & TRANSITORY PROVISIONS

Sec.1. TERM OF OFFICE. The duly elected Student Councils shall hold office for one academic year including the summer term. The term of office shall start from the first day of the academic year succeeding election.

Sec.2. PERMANENT VACANCY. There is permanent vacancy when the office of a Council officer or member has been vacated by reason of death, resignation, impeachment, expulsion from the University or a permanent illness preventing him from performing his function in the office.

Sec.3. TEMPORARY VACANCY. Temporary vacancy exists when the office of a Council officer or member has been vacated by reason of temporary mental or physical incapacity, detention or any other reason that leaves the possibility of resuming his duties before the expiration of his term.

Sec.4. VACANCY IN USC OFFICE. Should there be a vacancy in the USC office, the following shall be observed:

- (a) Permanent vacancy in the office of the President shall be filled by the Vice-President for Internal Affairs, but should a permanent vacancy also exist in the position of Vice-President for Internal for any cause whatsoever, the Vice-President for External shall assume the highest office. In such case, the council shall elect a new Vice-President for Internal and External Affairs from the Senators.
- (b) Vacancy in the office of USC Senator shall be filled by the Senatorial candidate of the same College having the next highest votes in the most recent election.

Sec.5. VACANCY IN CSC OFFICE. Should there be a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume his office. But, if the vacancy occurs in the office of the latter, the highest ranking Councilor shall assume the

office of the former. Whereas, vacancy in the position of the Councilor shall be filled by the next ranking candidate for the same position in the most recent election.

Sec.6. However, should all the next ranking candidates for the same position refuse, or there are no more subsequent candidates to assume office, the President/Chairperson shall appoint a new Senator/Councilor as approved by the council.

Sec.7. The new council members, appointed to hold office by the Chairperson or President by reason of vacancy must meet the same qualifications as provided in Article IV of this Constitution.

Sec.8. All properties, records, supplies, facilities, equipment, money and other assets of the council under custody of the incumbent officers, as certified by the Board of Auditors shall be turned over to the succeeding officers.

Sec.9. The newly elected council shall not be held accountable to any liability incurred by the incumbent council officers.

ARTICLE XV AMENDMENTS

Sec.1. Any amendments to, or revision of this Constitution and By-Laws may be proposed by:

- (a) a student council (USC or CSC)
- (b) Legislative Board

Sec.2. This Constitution and By-Laws may only be amended by an affirmative vote of two-thirds of all the council members, provided that the proposed amendment must be presented in a meeting called for that purpose and copies thereof be sent to all the members at least three days prior to said meeting.

Sec.3. Any amendment to, or revision of this Constitution shall be valid when ratified by a majority of the votes cast in a plebiscite which shall be held not earlier than thirty days not later than sixty days after the approval of such amendment or revision.

ARTICLE XVI

EFFECTIVITY

Sec.1. This Constitution and By-Laws shall take effect immediately upon its ratification by a majority of the votes cast in a University-wide plebiscite called for this purpose and shall supersede all previous Constitutions.