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THE POLITICAL SCIENCE FORUM CONSTITUTION

NAME:

This association shall be known as the Political Science Forum.

PRINCIPLES AND OBJECTIVES:

1. The Political Science Forum, first and foremost, is an association of and for the Faculty of Arts and Letters of the University of Santo Tomas. As such, this association consistent with the philosophy of the University is committed to their welfare, their intellectual development, and their preparation for productive and rewarding professional and personal lives in the service of the society.
2. The Political Science Forum encourages and supports the study of politics and Political Science-including, but not limited to, Public Affairs, Comparative Politics, International Relations and Political Theory.
3. The Political Science Forum is dedicated to the search for truth and advancement of active and shared learning. Toward these ends, the association is committed to academic freedom and freedom of expression within the Faculty, the University, and the Political Science Professors.

MEMBERSHIP:

1. Members: Students majoring in Political Science at the Faculty of Arts and Letters of the University of Santo Tomas shall be, ipso facto, be a Regular Member of the Political Science Forum.
2. Membership Fees and Dues: The membership fees and dues shall be fixed by the Policy Board, and shall be collected by the delegates of finance committee after the first Forum general assembly.

GENERAL ASSEMBLY:

The general assembly is a regular meeting of all members of the Forum.

PROVISIONS:

It shall be held at least twice a semester a schedule dependent on the discretion of the Forum President. Prior to the said assembly, the executive shall call for a meeting/consultation with all the class presidents of each section.

The general assembly shall be the venue for the following:

1. For the presentation on the standing decisions agreed upon by the Executive and class presidents.
2. For airing out of grievances, raising proposals for the purpose of setting the agenda for the next assembly.

OFFICERS:

A. THE POLICY BOARD

1. Composition: The Policy Board shall be a governing body of the Political Science Forum. Each year level shall elect two members of the Policy Board from the candidates with the qualification set by the constitution of the Political Science Forum. The Policy Board members shall then elect a chairman who shall be the presiding officer of the Policy Board.

2. Qualifications:

- a. Must not be an officer of any political organization.
- b. Has a general weighted average of at least 2.75.
- c. Has no failing grade in the semester immediately preceding the election, and
- d. Is of good moral character.

3. Powers and Functions

The Policy Board shall exercise the following powers and functions:

- a. Formulate general policies, approve and/or reject proposals from the Executive.
 - b. Approve the budget, the programs and the projects of the association
 - c. Set the membership fees and dues
 - d. Audit the accounts of the association at the end of the term of the President
 - e. Confirm the appointments of the committee chairs, and may authorize the president to create new committees
 - f. Shall receive a copy of the proposals or reports from the executive department not more than a day after the executive meeting
 - g. Shall deliberate among themselves the proposals from the executive and shall come up with a decision in not more than a day upon receipt of report
 - h. Propose amendments of this constitution
4. Meetings: The Policy Board shall meet at least twice a year before every regular business meeting of the association, and often at the discretion of the Chairman of the Policy board.
5. Removal

A member of the Policy Board may be removed from office through expulsion for:

- a. Culpable violation of this constitution
- b. Willful and gross negligence of duty; and
- c. Gross misconduct and immorality

Expulsion should be made upon the decision of the six (6) other policy board members, adviser of the forum and the Executive President

B. PRESIDENT:

1. The President of the Political Science Forum shall be the chief executive officer and shall be elected by a direct vote of the members.
2. Qualifications: No member may be elected President of The Political Science Forum unless he/she:
 - a. Is a regular Political Science student on the day of the election
 - b. Should have a residency of at least two semesters in the Faculty of Arts and Letters.
 - c. Has a general weighted average of at least 2.5
 - d. Has no failing grade in the semester immediately preceding the election; and
 - e. Is of good moral character
3. Powers and Functions:

The President shall exercise the following powers and functions:

 - a. Call and preside at all business meetings of the association
 - b. Implement approved policies, programs and projects
 - c. Modify proposals upon the recommendations of the Policy Board for approval

- d. Submit the budget, and the programs and projects to the Policy Board for approval
 - e. Direct and supervise all committees
 - f. Appoint all committee chairs, and create new committees with the consent of the Policy Board
 - g. Submit a comprehensive report on the state of the association in the Policy Board and the general membership during every regular business meeting and at his/her term
 - h. Perform such other functions as may be formulated by the Policy Board for the efficient and effective administration of the association
4. Disqualification: The President shall not hold any officer or position of responsibility in any organization, including the local or central student council, in the college and in the university.
 5. Removal

The President may be removed from the office through impeachment for:

- a. Culpable violation of this constitution
- b. Malversation of funds or properties of the association
- c. Willful and gross negligence of duty; and
- d. Gross misconduct and immorality

An impeachment proceeding may be initiated by any regular member of the association with the consistent 2/3 of all the Political Science forum members. The Policy Board, with the adviser as ex-officio presiding officer, shall have the sole power to try and decide cases of impeachment. The President and Vice-President shall not be impeached without the concurrence of 2/3 of all the members of the Policy Board.

C. VICE-PRESIDENT

1. The Vice-President of The Political Science Forum shall have the same qualifications, terms of office, disqualification and be elected with the same manner as the President. He/She may be removed from office at the same manner as the President.
2. Powers and Functions

The Vice-President shall exercise the following powers and functions:

- a. Immediately succeed as President when the incumbent President resigns, failed to enroll, file a leave of absence from the college, be impeached or permanently incapacitated.
- b. Perform other functions as may be given him/her by the President

D. COMMITTEE CHAIR

1. The Secretariat, Finance, Program, Research and Publications Committee and such other committees that may be created shall be headed by a chairperson who shall be appointed by the President with the consent of the Policy Board.
2. The Secretariat
The Secretariat shall:
 - a. Provide the administrative staff to the then President
 - b. Keep the record, membership rolls, and minutes of the meetings of the organization
 - c. Take charge of the press releases of the organization and the promotion and the dissemination of its activities; and
 - d. Submit accomplishment report to the President

3. Finance Committee

The Finance Committee shall:

- a. Prepare the budget of the association
- b. Collect membership fees and dues
- c. Undertake fund-generating projects
- d. Keep the funds and properties of the association
- e. Disburse funds with the approval of the President and in accordance with the approved budget
- f. Prepare and submit a financial report to the President at the end of the term; and
- g. Recommend to the President ways and means of adding to the financial resources of the association

4. Programs Committee

The Programs Committee shall:

- a. Formulate programs and projects in accordance with the purposes of the association
- b. Assist the President in the implementation of the approved programs and projects
- c. Submit accomplishment report to the President; and
- d. Recommend to the President ways and means of improving programs formulation and implementation

5. Research and Publications Committee

The Research and Publications Committee shall:

- a. Conduct researches and studies on matters of interest to the association and the membership
- b. Take charge of the Journal of the association, its editing and publication, and solicitation of articles from the membership for the publication; and
- c. Submit an accomplishment report to the President

6. Powers and Functions:

The chair of a committee shall exercise the following powers and functions:

- a. Assist the President in implementing programs and projects
- b. Advise the President on matters concerning his/her committee
- c. Submit accomplishment reports whenever the President so requires; and
- d. Responsible to the President for the efficient and effective administration of his/her committee

ADVISER

1. Selection: The Political Science Forum Adviser shall be appointed by the Dean of the faculty of arts and Letters from a list of three (3) nominees submitted by the Policy Board and recommended by the Political Science Forum Coordinator

2. Functions:

The Adviser of the Political Science Forum shall exercise the following functions:

- a. Provide the advice on matters referred to him/her by the President, the Policy Board, Committee Chairs or any officer of the association
- b. Provide moral guidance to the officers and members of the association
- c. Sit as an ex-officio President officer of the Policy Board but shall not vote, when the Policy Board tries to impeachment cases; and
- d. Suggest ways and means for the efficient and effective administration of the association

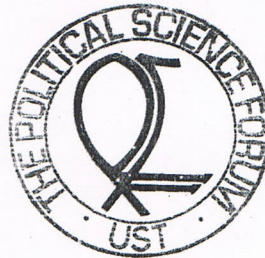
- e. Serve as the adviser of the Political Science Journal

COMMISSION ON ELECTIONS

1. **Composition:** There shall be a Commission on Elections composed of four members coming from each year level appointed by the President. The members then shall elect a Chairman who shall be the presiding officer. Members of the Commission on Elections must not have been candidates for any elective position to the immediate preceding election.
2. **Term of Office:** The Chairman and the Commissioners shall serve the organization in accordance with the discretion of the President with the consent of the Policy Board for a term of one school year without reappointment.
3. **Powers and Functions**
The Commission on Elections shall:
 - a. Formulate, enforce, and administer all policies regulations and guidelines concerning the conduct of the elections, plebiscites, or referendum in the association
 - b. Exercise exclusive jurisdiction over all contests relating to the elections, returns, and qualifications of all elective officers
 - c. Design and upgrade effective measures for conducting clean, orderly and honest elections
 - d. Submit to the President and to the Policy Board comprehensive report of the conduct of each election

MISCELLANEOUS PROVISIONS

1. **Main Domicile:** Unless otherwise provided by the Policy Board, the main place of business of the Political Science Forum shall be at the Faculty of Arts and Letters, University of Santo Tomas, España, Manila.
2. **Seal:** Unless otherwise provided by the Policy Board, the seal of The Political Science Forum shall be as follows:



3. **Journal:** The association shall establish and maintain a journal which will be repository of the scholarly works of its members in the annual roll of officers and members.
4. **Business Meeting:** Unless otherwise provided by the Policy Board, the Political Science Forum shall have two regular business meetings. The first to be held not earlier than fifteen days but not later than thirty days before the end of the school year. The President may call special and/or emergency meetings of the membership upon his/her discretion or upon the request of the Policy Board.
5. **Regular Elections:** Unless otherwise provided by the Policy Board, the regular election for President, Vice President and members of the Policy Board shall be held on the second Friday of February.

6. Special Elections: Vacancies in elective position according during the term may be filled up through special elections but the elected officer will serve only the unexpired position of the term.
7. Term of the Officers: Elected officers shall serve for one year which shall commence at noon on the second Friday of March and shall end at noon of the same date a year thereafter. Appointed officers without a fixed term shall serve at the pleasure of appointing power.

AMMENDMENTS OR REVISIONS:

1. Any amendments to or revision of this Constitution maybe proposed by the Policy Board, upon a vote of $\frac{3}{4}$ of all its members.
2. Any amendments to or revision of this Constitution shall be valid when ratified by majority of the votes cast in a plebiscite, which shall be held not later than 15 days after the presentation of the amended constitution to the members of The Political Science Forum.

TRANSITORY PROVISION

1. This Constitution shall take effect after the term of the transitory government who will be in charge of the election of officers following their term.
2. The first election of officers under this Constitution shall be held not later than March 20, 2009. The officers shall serve until noon of the second Friday of March 2010.
3. For the first election, a commission on election, a Commission on Elections shall formulate and implement guidelines for a clean, orderly and honest election.

Mission

As a student organization in the field of politics from the University of Santo Tomas, the Political Science Forum confers to itself the task of bringing out social and political issues within the Thomasian community, and to promote the excellence of its students outside the university.

Vision

The Political Science Forum envisions itself as an arena of responsive and empowered students capable of generating intellectual outputs. It also serves as a medium for social and political concerns and at the forefront of creating consciousness within the Thomasian community. It also committed in strengthening its relation with other universities and institutions in formulating and creating community services.