

Artlets Student Council

Faculty of Arts and Letters
University of Santo Tomas
España, Manila

THE CONSTITUTION

PREAMBLE

We, the students of the Faculty of Arts and Letters, cognizant of the statutes of the University of Santo Tomas and the laws of the Republic of the Philippines and imploring the aid of Divine Providence in order to establish a student council that shall embody our ideals and aspirations, promote our general welfare, protect our rights and preserve our interests, do ordain and promulgate this Constitution.

ARTICLE I NAME, SEAL AND DOMICILE

Section 1: This organization shall be known as the Artlets Student Council and may also be referred to as ABSC.

Section 2. The Council shall have its own official seal.

Section 3. The principal place of business of the Council shall be at the Faculty of Arts and Letters, St. Raymund's Building, University of Santo Tomas.

ARTICLE II DECLARATION OF PRINCIPLES

Section 1. The Council is autonomous, democratic and representative. Sovereignty resides in its members.

Section 2. The Council shall recognize and uphold the rights of every member to participate in its legitimate activities.

Section 3. The administration of the Council shall manifest the collective effort of its members.

Section 4. The decision of the majority shall always prevail.

Section 5. The Council shall have the right to present its official position on matters directly concerning its welfare.

ARTICLE III DECLARATION OF OBJECTIVES

Section 1. The Council shall be the sole representative of the whole Artlets student body in any legitimate activity inside or outside the University.

Section 2. The Council shall organize the Artlet students in activities which will promote their academic excellence and academic freedom, socio-cultural formation and active participation in issues vital and relevant to the academic community.

Section 3. The Council shall make known to the Administration and Faculty sectors of this University its official position on matters affecting its interest.

ARTICLE IV BILL OF RIGHTS

Section 1. Every student of the Faculty of Arts and Letters shall have the right to vote and, if qualified, run for any elective position in the Council.

Section 2. Every student of the Faculty of Arts and Letters shall have the right to public information directly concerning his or her welfare.

Section 3. Every student of the Faculty of Arts and Letters shall have the right to be heard through the Council on matters directly concerning his or her welfare.

Section 4. Every student of the Faculty of Arts and Letters shall have the right to a prompt, proper and impartial disposition of his or her case.

Section 5. Every student of the Faculty of Arts and Letters, if accused, shall have the right to be heard for his or her defense.

Section 6. Students of the Faculty of Arts and Letters shall have the right to freely form and organize themselves for purposes not contrary to the provisions of this Constitution.

ARTICLE V MEMBERSHIP

Section 1. Every student of the Faculty of Arts and Letters shall, upon enrollment, automatically be a member of the Council and shall, by reason thereof, enjoy all the rights and privileges appurtenant thereto and correspondingly discharge his or her duties and obligations enumerated herein. Cross-enrollees shall not be granted membership in the Council.

Section 2. A membership fee shall be collected during enrollment every semester. The same shall be deposited for the account of the Council.

ARTICLE VI DUTIES OF MEMBERS

Section 1. It shall be the duty of every member to uphold the Constitution.

Section 2. It shall be the duty of every member to accord loyalty to the Council and contribute to its development and welfare.

Section 3. It shall be the duty of every member to abide by the rules and regulations promulgated by the Council.

Section 4. It shall be the duty of every member to protect the security and integrity of the Council.

**ARTICLE VII
THE BOARD OF MAJORS**

Section 1. The Board of Majors shall be composed of the Presidents of each Society.

Section 2. The Board of Majors shall elect from among themselves, a Speaker, who shall call and preside over all its meetings and prepare the agenda for the same.

Section 3. The Board of Majors shall be the sole interpreter of this Constitution. A two-thirds vote of all its members shall be required to declare an act as unconstitutional.

Section 4. The Board of Majors shall sit as the Impeachment Tribunal. All issues pertaining to the status of any member of the Council may be appealed to and shall be settled by the Board of Majors. However, no member from the Board of Majors can initiate any impeachment proceeding.

Section 5. The Board of Majors shall preside over impeachment proceedings, formulate impeachment procedures and decide on it with a two-thirds vote, wherein the decision shall be final.

**ARTICLE VIII
THE EXECUTIVE BOARD**

Section 1. The Executive Board shall be the administrative, implementing and coordinating body of the Council.

Section 2. The Executive Board shall be composed of a President, an External Vice-President, an Internal Vice-President, a Secretary, a Treasurer, an Auditor and a Public Relations Officer.

Section 3. The President of the Council shall:

- a. Be the Executive Head of the Council
- b. Call and preside over all meetings of the Executive Board
- c. Coordinate all the activities of the Council
- d. Have the power to create and dissolve standing ad hoc committees
- e. Have the power to appoint committee heads
- f. Be directly responsible to the Dean and Regent of the Faculty of Arts and Letters and to the Father Rector of the University of Santo Tomas

Section 4. The Vice-President External shall:

- a. Be the next in command to the President
- b. Perform the duties and functions of the President in case of the latter's official absence, resignation, impeachment or physical incapacity
- c. Represent the Council in meetings with the University Administration and Faculty sectors, as well as with other duly organized entities
- d. Supervise and coordinate projects and activities regarding the external affairs of the Council
- e. Perform such other functions as may be officially assigned to him or her by the President

Section 5. The Vice-President Internal shall:

- a. Supervise and coordinate the projects and activities regarding the internal affairs of the Council
- b. Perform such other functions as may be officially assigned to him or her by the President

Section 6. The Secretary shall:

- a. Record the minutes of the meetings of the Executive Board
- b. Properly inform all the Council officers of the dates of and the agenda for all its meetings
- c. Call the roll in every meeting of the Council
- d. Prepare all correspondences and submit them to the President for his or her approval and signature
- e. Keep all the records of the Executive Board and receive all correspondences addressed to the Council or any of its officers
- f. Perform such other functions as may be officially assigned to him or her by the President

Section 7. The Treasurer shall:

- a. Keep in trust and confidence all the funds and properties of the Council
- b. Collect and receive all dues required by the Council and the receivables from other sources and issue official receipts as acknowledgement thereof
- c. Keep accounts of the income and expenses of the Council
- d. Submit a statement of the Council's financial standing on the first regular meeting of the Council officers for the Academic Year, or upon request of the President
- e. Furnish the Dean of the Faculty of Arts and Letters and the Council Adviser a financial report at the end of every semester and post a copy thereof on the Council's bulletin board
- f. Perform such other functions as may be officially assigned to him or her by the President

Section 8. The Auditor shall:

- a. Receive and audit all financial reports after each Council activity
- b. Perform such other functions as may be officially assigned to him or her by the President

Section 9. The Public Relations Officer shall:

- a. Publicize and disseminate information regarding the activities and achievements of the Council
- b. Perform such other functions as may be officially assigned to him or her by the President

ARTICLE IX MEETINGS

Section 1. The quorum for any meeting shall consist of the simple majority of all members concerned.

Section 2. The order for business for any meeting shall be as follows:

- a. Call to order
- b. Reading and approval of the minutes of the previous meeting
- c. Reading of reports
- d. Discussion of the agenda
- e. Discussion of other businesses
- f. Adjournment of the meeting

Section 3. The decision of any meeting shall be valid upon the approval by the simple majority vote of all the members concerned and present, unless otherwise provided for by this Constitution.

Section 4. A special meeting may be called by the presiding officer upon the request of at least one-thirds of all the members concerned. However, no such meeting may be held without due notice.

Section 5. Any Council officer who has incurred three consecutive or five non-consecutive absences in regular meetings shall be subject to disciplinary action by the body concerned after due notice and hearing.

Section 6. Any Council officer may be ejected from a meeting by the Presiding Officer through a majority vote of all the members present for contempt or disorderly conduct.

ARTICLE X QUALIFICATIONS AND TERM OF OFFICE

Section 1. The members of the Executive Board:

- a. Must be a bona fide student of the Faculty of Arts and Letters, with at least seven months residency
- b. Must have a minimum weighted average of 2.5 prior to his or her election
- c. Must maintain such average during his or her stay in office
- d. Must not have incurred any failing grade a semester immediately preceding the elections
- e. Must have good moral character as certified by the Office of the Dean of the Faculty of Arts and Letters and the University's Office for Student Affairs
- f. Must have a minimum load of 15 academic units
- g. Must not hold any position in any school organization upon filing of his or her candidacy

Section 2. All Council officers shall discharge their corresponding duties and functions after they shall have been duly sworn into office, which shall not be later than one week after the election.

Section 3. The term of office of all Council officers shall commence at the time of their election and shall terminate after their successor shall have been duly sworn into office.

Section 4. No one shall hold more than one elective position in the Council at any time during the Academic Year.

Section 5. Any Council officer may resign from office by submitting a letter of resignation, stating his or her reasons, to the Executive Board, copy furnished the Dean's office.

Section 6. Any Council officer impeached or removed from office shall thereafter be permanently disqualified from holding any position in the Executive Board.

ARTICLE XI ELECTIONS

X Section 1. All elections must be completed within sixty schooldays prior to the end of the Academic Year.

Section 2. Campaigns may only be conducted within days prescribed by the Central Commission on Elections.

Section 3. All Council officers shall be elected by the Artlet students at large.

Section 4. All elections shall be by secret balloting.

Section 5. Neither voting in absentia nor proxy-voting shall be allowed.

Section 6. Any Council officer may be re-elected for no more than a second term for the same office.

Section 7. In case only one candidate runs for any elective position, a simple majority vote shall be required for his or her election into the position concerned.

Section 8. All permanent vacancies in the Executive Board shall be filled by special elections.

ARTICLE XII ACCOUNTABILITY OF COUNCIL OFFICERS

Section 1. Any student of the Faculty of Arts and Letters may initiate impeachment through the Board of Majors, unless otherwise prohibited by this Constitution.

Section 2. Any officer of the Executive Board may be impeached on any of the following grounds:

- a. Willful or culpable violation of any provision of this Constitution
- b. Gross negligence of duties
- c. Abusive use of power
- d. Failure in any academic subject during his or her term
- e. Any unbecoming conduct or behavior
- f. Malversation of the funds or properties of the organization

Section 3. Any accused officer of the Executive Board shall be given prior notice, of at least one week, of the charge/s against him or her and shall be given the opportunity to speak to the Impeachment Tribunal to defend himself or herself in a meeting called for the purpose.

Section 4. Any officer of the Executive Board against whom a motion for impeachment has been submitted shall be suspended from office and shall not be allowed to resign therefrom for the duration of the impeachment procedures.

ARTICLE XIII AMENDMENTS AND REVISIONS

Section 1. No part of this Constitution shall be repealed, amended or revised within the next five Academic Years, unless the need for such repeal, amendment or revision is favored for unanimously by the Council.

Section 2. Any member can initiate an amendment to or revision of this Constitution by filing a petition to the Board of Majors. However, no amendment or revision under this section shall be authorized within five Academic Years, following the ratification of this Constitution.

Section 3. Any amendment to or revision of this Constitution shall be done through a Constitutional Convention, which shall be composed of all class presidents, or any duly representative from each class. The body shall elect a Presiding Officer from among themselves.

Section 4. Any amendment to or revision of this Constitution shall be valid when ratified by a three-fifths affirmative vote cast in a plebiscite called for the purpose.

**ARTICLE XIV
TRANSITORY PROVISIONS**

Section 1. This Constitution must be ratified by a majority vote of all the students of the Faculty of Arts and Letters in a plebiscite to be held and conducted for the purpose on February 11, 2005.

Section 2. This Constitution, if ratified, shall take effect upon the start of the Academic Year 2005-2006.

Section 3. The offices of the present Executive Board shall terminate on the last day of the Academic Year 2004-2005.