



TPSF POLICY BOARD RESOLUTION NO. 02 Series of 2010

CREATING A NEW POLICY ON THE APPLICATION FOR THE POSITIONS UNDER THE EXECUTIVE COMMITTEES FOR FINANCE AND SECRETARIAT ONLY, DEFINING THEIR GENERAL DUTIES AND FUNCTIONS FOR OTHER PURPOSES

WHEREAS, pursuant to The Political Science Forum Constitution, the Policy Board shall be the governing body of The Political Science Forum and shall formulate general policies;

WHEREAS, pursuant to The Political Science Forum Constitution, the Policy Board shall confirm the appointments of the committee chairs, and may authorize the President to create new committees;

WHEREAS, to attain the provisions set by the Constitution, it is needed to create a policy on the application of positions under the executive committee to define their duties and functions for a systemic and orderly filling of vacancies.

WHEREAS, upon convening, the present members of the Policy Board has unanimously approved that the President appoint permanent chairs for executive committees for academic year 2012- 2013;

WHEREAS, it is incumbent to the members of the Policy Board the general welfare of the members of the Forum;

NOW, THEREFORE, on the motion raised by Rep. Kathleen Rodriguez, and unanimously approved by the all the members of the Policy Board be it;



RESOLVED AS IT IS HEREBY RESOLVED by the members of the Policy Board, this Resolution

Section 1. AUTHORIZATION. The Policy Board affirms that recommended committees of the President are essential for the efficient functioning and effective service delivery; hence, the following committees shall be filled by the President:

- a. Secretariat Committee
- b. Finance Committee
- c. Auditing Committee
- d. Programs Committee
- e. Research and Publications Committee
- f. Outreach and Community Development
- g. Public Relations Committee
- h. External Relations Committee
- i. Sports Committee
- j. Alumni Relations Committee
- k. Committee on Interest Guilds
- l. Committee for University- wide Programs and Advocacies

Section 2. COMPOSITION. The committee shall be composed of head and two assistant heads which will come from the general membership of The Political Science Forum, *provided*, however, that they possess all the qualifications and none of the disqualifications as set by the Policy Board;

Section 3. MANNER OF APPOINTMENT. The appointing power is solely vested to the President. The latter shall appoint from a list to be submitted by the Policy Board three (3) persons per committee.

SECTION 4. MANNER OF APPLICATION. Application forms will be released by the executive board and must duly be accomplished by the aspiring applicant for Executive committees on or before April 9, 2012. After which, a screening body composed of the members of the Policy board will assess and rate the applicants on April 10, 2012. Final list of the nominees for executive committees will be given to the President.

SECTION 5. ANNOUNCEMENT OF APPOINTEES. The announcement of appointed committee heads and assistant committee heads will commence on the 12th day of April



2012. The Executive Board is mandated to provide a scheme for an effective information dissemination of information.

Section 6. GENERAL QUALIFICATIONS. The qualifications for the Executive Committee are here as follows:

- a. Must not have any incurred any failing grade a semester immediately preceding the appointment.
- b. Must be a person of good moral character and
- c. Must not be an officer in any Political Party, and in any other college-based or university-wide organizations.

Section 7. FUNCTIONS. The general duties and functions of the committees is to give an efficient and effective service delivery first and foremost to the general membership of the Forum, to the Thomasian community and the nation through having significant contribution by excelling their own committees. They shall formulate plans and programs that are beneficial to the members of the Forum. However, the specific duties and functions of the committees shall promulgate also by the Policy Board

Section 8. CHECKS. To as the sure the effective and efficient service delivery of the executive committees and to uphold the principle of accountability, the Policy Board shall oversee the undertakings of these committees by requiring the heads of the committees to submit to the Policy Board, an accomplishment and narrative report of every program undertaken by a committee seven (7) days after the actual conduct of every program and project. This shall be evaluated by the Policy Board and an effectiveness analysis shall be forwarded to the President for his consideration ad appropriate action.

Section 9. REMOVAL. A member of the Executive committees may be removed from office through expulsion for:

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

Expulsion should be made upon the decision of the majority of votes by the Policy board members, adviser of the Forum and the President. The Policy Board in a separate resolution shall formulate clear and specific policies and guidelines concerning the process of removal from the office of the members of the executive committees.



RESOLVED FURTHER that the Policy Board shall assist and monitor the undertakings of the executive committees to assess its effectiveness in service;

RESOLVED FURTHERMORE, that the existence of the Executive Committees is permanent in nature and only another Resolution revoking the foregoing can cease the existence of the executive committees.

RESOLVED FINALLY to forward copies of this Resolution to the President of The Political Science Forum, the Adviser of the Forum and the general membership for their information, reference, and appropriate action;

APPROVED, on March 29, 2012 at the Faculty of Arts and Letters, University of Santo Tomas, Manila.

I HEREBY CERTIFY that the foregoing Resolution No. 2011-02 was duly approved by the Policy Board in its Fourth Special Meeting held on March 27 2012.

MIA CIELO MENDOZA
Secretary pro Tempore



Approved by:

A handwritten signature in black ink, appearing to read 'Rodriguez'.

REP. KATHLEEN ANDREA MARIE RODRIGUEZ
Presiding Officer/ Policy Board Chairman

A handwritten signature in black ink, appearing to read 'Mia Cielo Mendoza'.

REP. MIA CIELO MENDOZA
2nd year Policy Board

REP. IVAN CHRIS LUZURIAGA
2ND year Policy Board

A handwritten signature in black ink, appearing to read 'for Mia Cielo P. Mendoza'.

REP. JAE YEUN CHOI
4th year Policy Board

Noted by:

A handwritten signature in black ink, appearing to read 'Ma. Zenia M. Rodriguez' with the date '3/28/12' written next to it.

Asst. Prof. MA ZENIA M. RODRIGUEZ, M.EM.
Adviser, The Political Science Forum