



The Rules of Procedure for Recognition of Student Organizations

Section 1. Only student organizations created with the purpose consistent with the mission and vision of the University may be recognized. Recognition of student organizations is a matter of privilege which may be granted upon the discretion of the University.

Section 2. The Petition for recognition of a student organization must be filed with the Office for Student Affairs on or before April 13th, unless otherwise re-recognized, the rights and privileges granted under such recognition expire on May 31st.

Section 3. The Petition for recognition must be signed by the duly elected president of the organization for the incoming academic year and endorsed by the current faculty adviser. For College-based organization, the Petition must be endorsed by the SWDB coordinator, the Dean and Regent.

Section 4. The petition must include as part of its annexes the following documents:

- if they have records*
- a) Student Organization's General Information Sheet prepared by the secretary and approved by the President, marked as Annex "A", Officer's Information Sheet marked as "Annex A-1 ...", and Member's Information Sheet marked as Annex "B-1 ...".
 - b) A Certification that the Articles of Association was ratified by the student-members, issued by the organization's secretary attested by the Student Welfare Development Board Coordinator
Further a certification shall be also issued by the Local COMELEC for college based student organizations, the Central COMELEC for University-wide student organizations marked as Annex "C".
 - c) A copy of the student organizations Articles of Association (Constitution and By-Laws), marked as Annex "C-1".
 - d) An impression of the Organization's logo with certification from the Secretary that the same was duly approved by its policy-making board or its members as the case may be, marked as Annex "D".
 - e) A duly accomplished Organizational Assessment Rubric prepared by the outgoing and incoming president/treasurer/secretary, and certified by the adviser, marked as Annex "E".
 - f) A financial report consisting of the following:
 - a) summary of receipts and disbursements, marked as Annex "F-1";
 - b) liquidation report marked as Annex "F-2";
 - c) statement of cash flow marked as Annex "F-3";
 - d) notes to cash flow statement, marked as Annex "F-4".

The report must be signed by the treasurer as the person who prepared the same, by the auditor who audited the financial report, and approved by the president and adviser.

Further, the report must be duly noted by the following University administrative officials: the SWDB Coordinator, the Dean, and the Regent.

- g) For **University-wide student organizations**, a letter containing the names of at least three faculty members nominated as faculty adviser to the organization, marked as Annex "G".
For **College-based student organizations**, a photocopy of the appointment letter of the adviser, marked as Annex "G".
to be issued by the Dean

Section 5. The Petition for College-based Organization must be prepared in triplicate Copies. The ORIGINAL copy, to be filed with OSA, the DUPLICATE copy, to the Dean's Office, the petitioner will retain the THIRD copy. All copies, including the annexes must be stamped "Received" by the Dean's Office of such College.

Section 6. All documents must be submitted in both soft and hard copies. The soft copy must be e-mailed to **ustosa@yahoo.com** and the hard copies submitted in CLEAR BOOK in the color as provided in section 7. Failure to submit the documents in both manner may cause the denial of the petition for recognition. *(Subject: Name of Organization) + Name of c/o Secretary and President*

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Section 7. The name of college- based student organizations shall contain a suffix as provided herein.

Example: Legal Management Society (AB).
University-wide student organizations shall not be followed by any suffix.

NAME OF COLLEGE	CLEAR BOOK COLOR	ABBREVIATION
University-wide	BLACK	* No suffix
College of Accountancy	BEIGE / CREAM	ACCT
Faculty of Arts and Letters	DARK BLUE	AB
Faculty of Civil Law	RED	LAW
College of Architecture	MAROON	ARC
College of Commerce	LIGHT YELLOW	COM
College of Education	ORANGE	EDUC
Faculty of Engineering	GRAY	ENG
College of Fine Arts and Design	BROWN	CFAD
Faculty of Medicine and Surgery	GOLDEN YELLOW	MED
Conservatory of Music	PINK	MUS
College of Nursing	GREEN	NUR
Faculty of Pharmacy	VIOLET	PHA
College of Rehabilitation Sciences	ROYAL BLUE	CRS
College of Science	MARIAN BLUE (UST seal background)	SCI
College of Tourism and Hospitality Management	APPLE GREEN	CTHM

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Section 8. Each student organization shall create an official e-mail address, where it may be officially notified of the Office for Student Affairs' communications. All notices, summons shall be considered served to the organization upon the sending of the message to the official e-mail address. Further, student organizations shall create a "facebook" account wherein 75% of its members have subscribed.

Section 9. Only university-wide student organizations may be granted an office space at the UST Tan Yan Kee Student Center building, provided it has been recognized as student organization for the last two consecutive years prior to its application for recognition.

Section 10. The petition shall contain a commitment to send the President of the Organization to the Leadership Training Seminar conducted by the Office for Student Affairs. In case of his/her incapacity and after submitting a written explanation of his reason for his incapacity, he/she shall nominate any of the following officers; Vice-President, Secretary, Treasurer to attend the Leadership Training Seminar. Failure of the Organization to send a representative to the said Leadership Training Seminar shall cause the denial of the petition.

Recommending Approval: *[Signature]*
 Approved: *[Signature]*