

**Holy Name University
Central Student Government
Tagbilaran City**

PREAMBLE

We, the students of Holy Name University of Tagbilaran City, imploring the aid of Almighty God, in order to establish a government that shall promote our unity, embody our ideals, foster the principle of Christian Education and closer relationship among students and other sectors of the society, instill national consciousness for the advancement of the Filipino people, and protect the rights and welfare of the student, do hereby obtain and promulgate this Constitution.

**ARTICLE I
NAME AND ANTURE OF THE GOVERNMENT**

Sec. 1 This Government shall be named as the Central Student Government of Holy Name University of Tagbilaran City and shall be thereafter known as the CSG.

Sec. 2 It shall embody the principles of a democratic governing body and shall have jurisdiction over all students of the colleges of Holy Name University of Tagbilaran City or HNU-TC.

**ARTICLE II
DECLARATION OF PRINCIPLES, POWER AND OBJECTIVES**

Sec. 1 The Student Central Government believes:

- a) In God and in its promotion of the spirit of Christian Filipino nationalism, democracy, and freedom,
- b) That education should aim towards the full development of the physical, mental, social, emotional, cultural and spiritual potentials inn order to realize a humane existence for all;
- c) That mutual respect should exist among all entities or groups within the whole educational community; and
- d) In international alliance as an instrument of world peace.

Sec. 2 It is the principle of the CSG to uphold and protect campus press freedom and to promote its development and growth.

Sec. 3 The CSG holds allegiance to HNU-TC and to its objectives for the interests of the students.

Sec. 4 The Central Student Government shall, at all times, strive to look after the interest and protection of every student by:

- a) Serving as an active forum of the students' ideas and sentiments;
- b) Developing the spirit of camaraderie among the students;

- c) Upholding the ideas of the school geared towards ensuring the optimum intellectual, social, cultural, spiritual, moral, physical, and emotional development of the students;
- d) Developing social awareness and instilling national consciousness among the students;
- e) Uniting the various sectors of society in the pursuit of the common good which is the establishment of a just and humane society;
- f) Developing a sense of service and responsibility in every student for the welfare of the society;
- g) Putting educational opportunity to optimal use and looking after the unity and welfare of the whole student and our people;
- h) Organizing, coordinating, and directing student activities designed to improve their welfare as well as to prepare them to become constructive citizens of the country; and
- i) Protecting the rights and interests of every member of the student body by being the official representative of the students to the Academic Council and all major policy and decision making bodies of the school.

Sec. 5 The Central Student Government shall represent the HNU-TC studentry in external student activities.

ARTICLE III MEMBERSHIP

Sec. 1 All students of the colleges enrolled during the semester or the summer term in HNU-TC are *bona fide* members of the Central Student Government for the particular semester or summer term.

ARTICLE IV BILL OF RIGHTS

Sec. 1 Every student shall have the right to:

- a) Freedom of expression;
- b) Freedom of religious worship and spiritual practice;
- c) An immediate and speedy processing and release of transcript of records; and/or other requested documents, and the maintenance of the confidentiality of the scholastic policies;
- d) Competent instruction and access to school facilities subject to written and duly implemented school policies;
- e) Examine the records and files of the CSG and all the recognized Student Campus Organizations, which he/she may be a member subject to internal policies of the same;
- f) Form or assist and join in any student organization in which he/she is qualified; and
- g) Information and sufficient consultation on school policies, regulations and orders affecting the students.

Sec. 2 No policy, legislation, or regulation shall be enacted which would impair the rights of the students, individually or collectively, to:

- a) Have their grievances heard and speedily redressed;
- b) Organize and assemble for the purpose not contrary to the law of the land and school regulations; and
- c) Present their views to appropriate bodies before any policies or decisions affecting their rights and interests are adopted.

Sec. 3 No student shall be subjected to disciplinary action without due process of law.

ARTICLE V DUTIES AND OBLIGATIONS

Sec. 1 It shall be the duty of every student to:

- a) Observe at all times the laws of the Philippines and the rules and regulations of the school;
- b) Assist the school authorities in the dissemination and observance of the rules and regulations on student conduct and discipline among their fellow students; and
- c) Help establish an academic atmosphere conducive to harmony among various sectors in the school.

Sec. 2 Every student shall owe allegiance to and defend the Constitution of the CSG and shall abide by the promulgated policies and laws.

Sec. 3 Every student shall be obliged to pay any amount as CSG fee as may be provided by law.

ARTICLE VI SUFFRAGE

Sec. 1 The right of suffrage shall be exercised by all *bona fide* members of the Central Student Government.

ARTICLE VII LEGISLATIVE DEPARTMENT

Sec. 1 The legislative power shall be vested in the Student Congress, except to the extent reserved to the students by the provision on initiative and referendum.

Sec. 2 The Student Congress shall be composed of the CSG Vice-President, Senators, Department Representatives, and representatives from sectoral organizations which, as to their nature and number, may be determined by law.

Sec. 3 The CSG Vice-President shall be the head and presiding officer of the Student Congress.

Sec. 4 There shall be six (6) Senators who shall be elected at large by all *bona fide* members of the CSG for a term of one school year which will commence, unless otherwise provided by law, at the day after the summer class and shall end on the last day of the summer class the following year.

Sec. 5 No student shall be elected as CSG Vice-President or Senator unless he/she has the following qualifications:

- a) He/She must be a *bona fide* member of the Central Student Government and must have resided as a student of the HNU-TC for at least two (2) successive semesters immediately prior to his/her elections, excluding summer term;
- b) He/She must have a minimum average of 2.5 and must have no failing mark of 5.0 during the semester preceding the election;
- c) He/She must not be graduating during the first semester of his/her incumbency;
- d) He/She must have an academic load of at least 15 units during the semester of the election;
- e) He/She must have not been previously given a major disciplinary action by the school and/or by the CSG; and
- f) He/She must not be an intern outside the City of Tagbilaran during the school year of his/her incumbency.

Sec. 6 There shall be two (2) Department Representatives to be elected by the *bona fide* students of each college or department for a term of one school year which will commence, unless otherwise provided by law, at the day after the summer class and shall end on the last day of the summer class the following year.

Sec. 7 No student shall be elected Department Representatives unless he/she possesses the qualifications enumerated in Section 6 of this Article.

Sec. 8 In case of permanent vacancy in the Office of the Senator or Department Representative, the candidate who garnered the next highest number of votes during the last election shall assume office and shall only serve for the unexpired term. However, if the said position is uncontested, a special election may be called to fill such vacancy in manner prescribed by law but the Senator or Department Representative shall serve only for the unexpired term.

Sec. 9

- a) The Student Congress shall convene its opening session on the second Friday of June every school year, unless a different date is fixed by law, and shall continue to hold sessions and may call for a special session at any time.
- b) A majority of the Student Congress shall constitute a quorum to do business, but a smaller number may adjourn from session to session and may compel the attendance of absent members in such a manner and such penalties, as the House Rules may provide.
- c) The Student Congress may determine the rules of its proceedings, sanction its members for disorderly behavior, and with the concurrence of two-thirds (2/3) of all its members, suspend or expel a member. A penalty of suspension, which imposed, shall not exceed 31 days. The Student Congress shall keep record of its proceedings.

Sec. 10 The Student Congress or any of its Committees may conduct inquiries in aid of legislation, in accordance with its duly published rules and procedures. The rights of persons appearing as affected by such inquiries shall be respected.

Sec. 11 The Cabinet Members, upon their own initiative with the consent of the CSG President, or upon the request of the Student Congress, as the rules of the Student Congress may provide, appear before and be heard by the Student Congress on any matter pertaining to their reports. Written questions shall be submitted by the Vice-president of the CSG at least three (3) days before their scheduled appearance. Interpolations shall not be limited to written questions, but may cover matters related thereof.

Sec. 12 No member shall be questioned nor be held liable in any other place or any speech or debate in the Student Congress or any Committee thereof.

Sec. 13 The Student Congress shall, as early as possible, provide for a system of initiative and referendum, and the exceptions there from, whereby the students can directly propose and enact laws or approve or reject any act or law or part thereof passed by the Student Congress after the resignation or any petition thereof signed by at least ten per centum (10%) of the total number of students, of which every college must be represented by at least three per centum (3%) of the total number of students thereof except for the College of Law and Graduate School.

Sec. 14 The records of the Petty Cash Custodian of the Student Congress shall be preserved and opened to the public in accordance with law and such records shall be audited by the Commission on Audit, which shall establish once in every semester an itemized list of amounts paid to and expenses incurred. The Petty Cash Custodian shall be appointed by the Vice-President.

Sec. 15 There shall be a Secretary to the Student Congress who shall be appointed by the Vice-President for the purpose of assisting the Student Congress in the making and keeping of its journal of proceedings. An Assistant Secretary shall be appointed by the Secretary, who shall assume the duty of the secretary in case of his/her, absence due to important reasons.

ARTICLE VIII EXECUTIVE DEPARTMENT

Sec. 1 Executive power shall be vested in the President with the assistance of the members of the Cabinet.

Sec. 2 The President shall be elected by the bona fide members of the Central Student Government for a term of one (1) year which will commence, unless otherwise provided by law, at the day after the summer class and shall end on the last day of the summer class the following year.

Sec. 3 No student shall be elected as CSG President unless he/she possesses all the following qualifications:

- a) He/She must be a bona fide member of the Central Student Government and must have resided as a student of the HNU-TC for at least four (4) successive semesters immediately prior to his/her elections, excluding summer term;
- b) He/She must have a minimum average of 2.0 and must have no failing mark of 5.0 during the semester preceding the election;

- c) He/She must not be graduating during the first semester of his/her incumbency;
- d) He/She must have an academic load of at least 15 units during the semester of the election;
- e) He/She must have not been previously given a major disciplinary action by the school and/or by the CSG; and
- f) He/She must not be an intern during the school year.

Sec. 4 The President and the members of the Cabinet shall be responsible for the execution and implementation of the programs of the Central Student Government.

Sec. 5 It shall be the duty of and the power of the President to:

- a) Administer, enforce, and execute the laws and the resolution passed by the Student Congress;
- b) Represent and/or choose other representatives to attend and participate in external student activities;
- c) Lead in the close coordination of the offices of the school;
- d) Approve all financial transactions of the Central Student Government;
- e) Appoint the heads of the Executive Departments with the concurrence of the majority of the Student Congress;
- f) Appoint such other officials, as he/she deem necessary for the proper execution of the programs of the Central Student Government;
- g) Have control over all Executive Department and Offices;
- h) Have close supervision over Local Government Units and recognized Campus Student Organization;
- i) Coordinate with the Constitutional Commissions on the matters concerning the participation in the Central Student Government;
- j) Implement programs that will promote the total human development of the students;
- k) Formulate mechanisms and measures which are responsive and sensitive to the need of the students and the Central Student Government; and
- l) Exercise all other powers and authority which are incidental in nature for the purpose of carrying out properly the execution of executive functions.

Sec. 6 The Cabinet Secretaries shall be composed of the Executive Secretary, Deputy Executive Secretary for Operations, Deputy Executive Secretary for Administration, Secretary of Finance, Secretary of budget, Secretary of Local Affairs, Secretary of Ways and Means, Press and Information Secretary, Secretary of Student Rights and Welfare, Secretary of Academic Affairs, Secretary of External Affairs, and Secretary of Social Awareness and Secretaries of other departments as the president may deem necessary.

Sec. 7 Functions:

a) The Executive Secretary shall:

- 1) Assist the CSG President at all times;
- 2) Coordinate all the activities of the different Cabinet Secretaries;
- 3) Update the CSG President with the status of performance of the Cabinet;
- 4) Supervise the day-to-day affairs of the Cabinet;
- 5) Keep all papers and correspondence and certify all official acts of the Cabinet; and
- 6) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

b) The Deputy Executive Secretary for Operations shall:

- 1) Supervise and monitor the execution of activities of the Cabinet;
- 2) Implement a system of evaluation for the activities conducted by the CSG; and
- 3) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

c) The Deputy Executive Secretary for Administration shall:

- 1) Take charge with the administration of the Cabinet;
- 2) Keep a journal for the monitoring of the proceeding of the Cabinet;
- 3) Supervise the office operations of the CSG; and
- 4) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

d) The Secretary of Finance shall:

- 1) Head the Finance Department;
- 2) Supervise and monitor the Treasurer and the Accounting Clerk;
- 3) Countersign all supporting documents on cash disbursements;
- 4) Certify the financial report made by the Accounting Clerk;
- 5) Submit financial report to the Student Congress at the end of each semester such as a report shall be published in the CSG newsletter; and
- 6) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

e) The Secretary of Budget shall:

- 1) Prepare the Budget of the CSG for the current school year which shall serve as the basis of the general Appropriations Bill and submit the same to the Student Congress not later than one week after the Strategic Planning;

- 2) Certify all cash disbursements in accordance with the General Appropriations Act; and
- 3) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

f) Secretary of Ways and Means shall:

- 1) Act as Budget officer in supervising all businesses and fund-raising activities of the CSG;
- 2) Make update and keep an inventory, and take charge of all government properties in a manner prescribed by law;
- 3) Coordinate with the Budget Officer of the Local Government Unit;
- 4) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

g) Secretary of Press and Information shall:

- 1) Release news items regarding the CSG activities;
- 2) Promote good relations with the press and public;
- 3) Be the spokes person of the CSG;
- 4) Head the editorial board of the CSG Newsletter; and
- 5) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

h) The Secretary of Local Affairs shall:

- 1) Foster harmony and coordination among the local government units in order to avoid conflict of activities;
- 2) Serve as a link between the National Government and Local Government Units for the mutual coordination and assistance of both levels;
- 3) Exercise general supervision over the Local Government Unit to ensure local affairs are administered according to law; and
- 4) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

i) The Secretary of Student Rights and Welfare shall:

- 1) Monitor and solicit student complaints and grievances and take appropriate measures thereof.
- 2) Create teams/task forces brigades for emergency purposes for vigilant watch against thief, drug abuse and other related misconduct which endanger the students of their welfare and protection; and

- 3) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

j) The Secretary of Academic Affairs shall:

- 1) Strive to work for the attainment of a quality education in pursuance of the thrust for academic excellence;
- 2) Facilitate, in manner provided by law a system to check and counter-check the teaching approach of the faculty to determine its effectiveness and efficiency in coordination with the school administration or through the departments' own initiative;
- 3) Facilitate and coordinate in the evaluation of teachers/instructors by the students at least once per semester;
- 4) Submit to the Academic Council recommendations for the upgrading and improvements of the methods; and
- 5) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

k) The Secretary of External Affairs shall:

- 1) Establish a closer relationship between the HNU-TC Central Student Government and other groups of the community particularly student governing bodies from other institutions;
- 2) Spearhead the community outreach and civic action of the CSG; and
- 3) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

l) The Secretary of Social Awareness shall:

- 1) Institutionalize formation programs for the students which are in the line with social awareness.
- 2) Provides social awareness activities for the HNU-TC studentry;
- 3) Enhance and encourage student activism; and
- 4) Perform such other duties assigned to him/her by the CSG President or as may be provided by law.

Sec. 8 a) In case of death, permanent disability, removal from office, resignation of the CSG President, the Vice-President shall become the President to serve the unexpired term;

b) In case of death, permanent disability, removal from office of the CSG President and the Vice-President, the Student Congress shall elect among the Senators to replace the aforementioned vacant positions.

Sec. 9 Whenever there is a vacancy in the office of the CSG Vice-President during the term for which he/she was elected, the Student Congress shall elect from among the Senators of the CSG a Vice-President who shall serve the unexpired term.

Sec. 10 In case of absence due to official travels, trainings and seminars, and leave of absence of the CSG President, the CSG Vice-President shall be acting as President. In case of illness and unofficial absence of the CSG President, he/she shall transmit a written declaration inform the Vice President of his/her incapability to discharge the powers and duties of his/her office. Such powers and duties shall be discharged by the CSG Vice-President.

ARTICLE IX JUDICIAL DEPARTMENT

Sec. 1 Judicial power shall be vested in the Supreme Student Court and in such lower courts as may be provided by law.

Sec. 2 The HNU-TC Supreme Student Court shall be composed of a Chief Justice and six (6) Associate justices who shall be appointed by the CSG President with the concurrence of the majority of the Student Congress.

Sec. 3 A simple majority of all the members of the HNU-TC Supreme Student Court may hear, decide, and give final judgment.

Sec. 4 The jurisdiction of the lower courts shall be provided for by law.

Sec. 5 No student shall be appointed as a member of the Supreme Student Court unless he/she is a *bona fide* member of the CSG and has resided for at least two (2) consecutive semesters immediately prior to his/her appointment excluding summer term provided however, that the Chief Justice is a third year student of the College of Law, the first Senior Associate Justice and second Senior Associate Justice are third year Political Science students.

Sec. 6 The Chief Justice may assign any of the two Senior Justices to act on his/her behalf and perform his/her duties when he/she is temporarily absent or incapacitated. Such temporary absence or incapacity shall not be longer than two months without the consent of the Justices concerned.

Sec. 7 The Supreme Student Court shall perform the following duties and functions:

- a) Hear, decide and give final decision in:
 - 1) All cases committed within the jurisdiction of the CSG;
 - 2) All cases involving the violations of the provisions of the Constitution and laws passed by the Student Congress;
 - 3) All cases in which the constitutionality or validity of executive agreements, orders, regulations laws and ordinances is in question;
 - 4) All cases involving election disputes and irregularities provided that the administrative remedies are exhausted; and
 - 5) All cases involving the legality of any fine, contributions, and penalty imposed by the Central Student Government.
- b) Promulgate laws concerning pleadings, practices and procedures of speedy disposition of cases.

c) Appoint a Clerk of Court and other officers as it may be deemed important.

Sec. 8 The Supreme student Court shall render final judgment within thirty (30) days after the parties have rested their cases.

Sec. 9 The members of the Supreme Student Court shall hold office until such time they have resigned, incapacitated, graduated, terminated in their studies in the school provided however, that they may be removed from office by impeachment.

Sec. 10 Any student may file with the Supreme Student Court cases, pleadings, and complaints in accordance with law or the Rules of Supreme Student Court.

Sec. 11 The Chief Justice shall preside over the impeachment proceedings against the CSG Vice-President without the right to relinquish the chair for the purpose of joining the discussion or to vote for a decision.

Sec. 12 In case of permanent vacancy in the Offices of the Chief Justice and the two Senior Associate Justices, the President of the Central Student Government shall fill in the position through appropriate appointments with the concurrence of the majority Student Congress. However, the first and the second Associate Judges shall be given more consideration in the process.

ARTICLE X CONSTITUTIONAL COMMISSION

A. COMMON PROVISIONS

Sec. 1 The Constitutional Commissions which shall be independent are the Commission on Audit and Electoral Commission.

Sec. 2 The Constitutional Commission shall enjoy fiscal autonomy. Their approved semestral appropriations shall be automatically and regularly released.

Sec. 3 Each Commission shall decide by a majority vote of all its members any case or matter brought before it within sixty (60) days from the date of its submission for a decision or resolution. A case or matter is deemed submitted for decision or resolution upon the filing of last pleading, brief, communication, or memorandum required by the rules of the Commission or by the Commission itself.

Sec. 4 Each Commission shall perform such other functions as may be provided by law.

B. THE COMMISSION ON AUDIT

Sec. 1 There shall be a Commission on Audit composed of a Chief Commissioner, Deputy Chief Commissioner and twelve (12) Member Commissioners. They may all *sit en banc* or upon their discretion, in divisions of two or three members. The Chief Commissioner, duly assisted by the Deputy Commissioner shall exercise oversight functions.

Sec. 2 The Chief Commissioner, Deputy Chief Commissioner and the Member Commissioners, with the endorsement of the outgoing Chief Commissioner shall be appointed by the CSG President with the concurrence of the majority of the Student Congress and shall hold office for two (2) years without reappointment. Appointment to any vacancy shall be only for the unexpired term of the predecessor. In no case shall any member be appointed or designated in a temporary or acting capacity.

Sec. 3 No student shall be appointed Commissioner unless he/she has the following qualifications:

- a) He/She must be a *bona fide* member of the CSG and must have resided for at least two (2) consecutive semesters immediately prior to his/her appointment
- b) He/She must be an Accountancy or management Accounting student; and
- c) He/She must not have been previously given disciplinary action by the school and/or by the CSG.

Sec. 4 The Chief Commissioners, Deputy Chief Commissioner and Member Commissioners must not be an officer of the Central Student Government and the National Service Training Program, military Service. Neither must he/she be an officer of more than one (1) recognized Campus Student Organizations nor a member of the Editorial board or Staff of The Word. Further, no officer or member of the Commission on Audit must be a Senior Officer from the Treasurer to the Chairperson, of the Society of College Seniors.

Sec. 5 In case of permanent vacancy in the offices of the Chief Commissioner, Deputy Chief Commissioner, and Member Commissioner, the CSG President shall fill I such vacancies through appointments with the concurrence of the majority vote of the Student Congress.

Sec. 6 The Commission on Audit shall have the following powers and responsibilities:

- a) Promulgate accounting and auditing rules and regulations including those for the prevention of irregular, unnecessary, extravagant or excessive expenditures or uses of funds and properties of the CSG and other recognized Campus Student Organizations as may be provided by law;
- b) Perform an audit at least once a semester on the Constitutional commissions and Student government both national and local as may be provided by law or any of its subdivisions including ad hoc committees;
- c) Publish a semestral audit report in the CSG Newsletter and furnish a copy of it to the Student Affairs office;
- d) Certify the correctness of the financial reports of the Constitutional Commissions the CSG, or any of its subdivisions including ad hoc committees;
- e) Post duly audited financial reports of every Local government Units; and
- f) Perform such other duties as may be provided by law.

C. THE ELECTORAL COMMISSION

Sec. 1 a.) There shall be an Electoral Commission (ELECOM) composed of a Chairperson and six (6) Commissioners. It may sit en banc or in its discretion, I division of two or three members;

b.) The two (2) Commissioners of the ELECOM shall be faculty members appointed by the School President from among four (4) nominees submitted by the CSG President while the other five (5) Student Commissioners shall be directly appointed by the CSG President. All appointments and recommendations made by the CSG President shall be concurred by the Student Congress; and

c.) The Chairperson shall be selected from among the two (2) appointed faculty members through an election by the Commissioners of the ELECOM.

Sec. 2 The Student Commissioners shall hold office for two (2) years without reappointment while the Chairperson and Faculty Commissioner for three (3) years and may be reappointed. Appointments to any vacancy shall only be effected for the unexpired term of the predecessor. In no case shall any member be appointed or designated in a temporary or acting capacity.

Sec. 3 The ELECOM may deputize election clerks or canvassers during the election; provided however that the deputized clerks or canvassers are impartial, subject to the sound direction of the Electoral Commission.

Sec. 4 No member of the Electoral Commission shall be a candidate for any of the elective/appointive position during his/her incumbency in the CSG. He/She also must not hold any other position or office in the CSG during his/her tenure except in the recognized Campus Student Organizations.

Sec. 5 It shall be the duty of the ELECOM to supervise the Right of Suffrage.

Sec. 6 It shall be the duty of the ELECOM to have the exclusive charge of the formulation, enforcement and administration of rules and regulation relative to the conduct of elections, election protest, and on question affecting the right to vote, determination of the polling places and the number thereof unless otherwise provided by law, the appointment of election inspectors and other election officers and such other functions as may be conferred upon it by law.

Sec. 7

- a) It shall be the duty of the Commissioner to carry out the qualifications of the candidates provided for by this Constitution.
- b) Certificates of Candidacy shall be filed with the Commission two weeks before the day of the election. Protests and complaints of a registered candidate regarding the qualification of a candidate/s for the same post shall be filed within five (5) days from the deadline of the filing of certificate of candidacy. The Commission shall hear and decide the case within three (3) days from the time the complaint was filed and an appeal thereon shall be made within two (2) days after the Commission has decided. The Supreme Student Court shall hear and decide within three (3) days after the appeal was filed.

Sec. 8 The Commission shall proclaim the winners in all elections within five (5) days after the election date. Protest regarding the proclamation shall be filed before the ELECOM within two (2) days after the proclamation. Appeals shall be filed before the Supreme Student Court within five (5) days after the ELECOM has rendered final judgment.

Sec. 9 The Electoral Commission shall submit a comprehensive report on the conduct of election, plebiscite, initiative, referendum, or recall not later than one (1) week to the Student Congress after its opening session.

Sec. 10 The Commission shall adopt a system for the purpose of ensuring the secrecy and the sanctity of the vote.

Sec. 11 The Electoral Commission shall exercise its functions with impartiality; hence, any collaborations, campaign, and/or action favoring a party or candidate by any Officer or Member of the Commission shall be subjected to disciplinary measures as may be provided by law.

Sec. 12 In case of permanent vacancy in the Office of the members of the ELECOM, the CSG President, with the concurrence of the majority of the Student Congress, shall appoint or recommend a replacement as the case may be.

Sec. 13 The members and officers of the Electoral Commission shall hold office until their term has ended, permanently incapacitated, has been terminated from studies or by resignation or removal from office by impeachment.

ARTICLE XI LOCAL GOVERNMENT UNIT

Sec. 1 There shall be a Local Government Unit in every college or department which shall be composed of the Legislative Council and the local Executive Department. The Graduate School and the College of Law shall be given autonomy in the exercise of this administration to fit in their needs as an Administrative Unit of the Central Student Government.

Sec. 2 The Legislative power shall be vested in the Legislative Council of each Local Government Unit.

Sec. 3 The Legislative Council shall be composed of the Vice-Governor, and two representatives from each year level. The Governor and the Vice-Governor shall be elected by all the bona fide students of their respective colleges and shall hold office in a term of one (1) year which will commence, unless otherwise provided by law, at noon on the last day of the summer class.

Sec. 4 The two (2) First Year Representatives shall be appointed by the Vice-Governor with the concurrence of the majority of the Legislative Council of the Local Government Unit.

Sec. 5 The Vice-Governor of the LGU shall be the Head and Presiding Officer of the Legislative Council. However, the legislative Council shall choose such other officers as it deems necessary.

Sec. 6 No one shall be elected officer in the local Government Unit, excluding the first year representatives, unless he/she has the following qualifications:

- a) He/She must be a *bona fide* member of the Central Student Government and must have resided as a student for at least two consecutive semesters immediately prior to his/her election, except for the summer term;
- b) He/She must have a minimum average of 2.5 during the semester preceding his/her election;
- c) He/She must not be a graduating student during the first semester of his/her incumbency;
- d) He/She must have an academic load of at least 12 units;
- e) He/She must not be a member of the Editorial Board and Staff of the Word on the year he/she proposes to be elected;
- f) He/She must not have been given major disciplinary actions by the school and/or by the CSG.

Sec. 7 No member of the Legislative Council shall be a member of any of the agencies and departments of the Central Student Government and the National Service Training Program-Reserved Officer Training Corp (NSTP-ROTC). Neither shall he/she be an officer of more than two recognized Campus Student Organization or member of the Editorial Board and Staff of The Word.

Sec. 8 The Legislative Council shall provide in their House Rules the schedule of their sessions and the rules of its proceedings.

Sec. 9 The Local Executive Department shall be composed of the Governor, Secretary, Treasurer, Auditor, Budget Officer, and Press Information Officer. The abovementioned officers shall be elected by all the bona fide students of their respective colleges for a term of one year which will commence, unless otherwise provided by law at noon of the last day of the summer classes following their election and shall end on the morning of the last of the summer classes the following year.

Sec. 10 The Officers of the Executive Department shall the following functions:

a) The Governor shall:

- 1) Supervise all activities of the LGU;
- 2) Administer, enforce, and execute the ordinances passed by the Legislative Council;
- 3) Present to the Legislative Council the semestral plan of action and appropriations of the Local Government Unit;
- 4) Lead in the coordination with the Dean of the colleges;
- 5) Approve all financial transactions of the local Government Unit subject to national Government policies as may be provided by law;
- 6) Have control over the Local Executive Department;
- 7) Formulate mechanism and measures which are responsive to the needs of the student in his/her college;
- 8) Coordinate with the National Government through the CSG President or the Secretary of Local Affairs all activities of the Local Government Unit provided however that the autonomy of the local Government Unit will be guaranteed;
- 9) Appoint any other officer as deemed necessary; and
- 10) Perform such other duties as may be provided by law.

b) The Secretary shall:

- 1) Keep a record of proceedings of the Local Executive Department; and
- 2) Perform such other duties that the Governor may assign or as may be provided by law.

c) The Treasurer shall:

- 1) Keep records of funds and expenses of the LGU;

- 2) Submit a financial report certifies by the LGU Auditor to the Commission on Audit. Such report shall be posted in The LGU Bulletin Board and/or Department Bulletin Board;
- 3) Safeguard the LGU funds; and
- 4) Perform such other duties that the Governor may assign or as may be provided by law.

d) The Auditor shall:

- 1) Certify the correctness of the financial report prepared by the Treasurer of the Local Government Unit; and
- 2) Perform such other duties that the Governor may assign or as may be provided by law.

e) The Budget Officer shall:

- 1) Supervise all the fund raising activities of the LGU;
- 2) Prepare the budget proposal;
- 3) Monitor whether the expenses are within the budget; and
- 4) Perform such other duties that the Governor may assign or as may be provided by law.

f) The Press Information Officer shall:

- 1) Release new items regarding LGU activities to the CSG Newsletter;
- 2) Disseminate necessary information to the students in their respective colleges;
- 3) Keep the LGU informed of National activities; and
- 4) Perform such other duties that the Governor may assign or as may be provided by law.

Sec. 11 In case of death, permanent disability, removal from office, or resignation of the Governor, the Vice-Governor shall become the Governor who will serve the unexpired term.

In case of death, permanent disability, removal from office, or resignation of the Governor and the Vice-Governor, the Legislative Council shall elect from among themselves the Governor and the Vice-Governor who shall serve for the unexpired term.

Sec. 12 Whenever there is a vacancy in any of the offices of the Secretary, treasurer, Auditor, Budget Officer, and Press Information Officer, the Governor shall submit a list of three (3) nominees to the Legislative Council and shall concur with the majority of its members one of these three to fill-in such vacancy.

In case such vacancy occurs two (2) months before the end of the year term, the Governor shall appoint to fill in such vacancy.

Sec. 13 In case of permanent vacancy occurs in the office of the Year Level Representative, a special election may be called to fill-in such vacancy in the manner prescribed by law. The Year Level Representative thus elected shall serve only for the unexpired term.

Sec. 14 The Local Government Units may ask financial assistance from the national Government for any activity they wish to conduct which is line with the Central Student Government's principles and policies subject to the approval of the President. The release of allotment shall be dependent on the necessity of the LGU.

Sec. 15 Local Government Units shall conduct dialogues and consultations if deemed necessary.

Sec. 16 Local Government Units shall provide a documentation of their activities at the end of the semester. Such will be posted in their LGU Bulletin board, Department Bulletin Board and/or in any conspicuous places.

Sec. 17 The Legislative Council shall convene its opening session on the second Saturday of June of the school year unless a different date is fixed by law, and shall continue to hold sessions as it may deem necessary. The Local Strategic Planning shall be held on the first Saturday of June. A copy of the result of the Local Strategic Planning shall be given to the CSG President through the Secretary of Local Affairs not later than one (1) week after the said conduct of the activity.

Sec. 18 The Officers of the Local Government Unit through the Governors shall coordinate their activities and events with the CSG President through the Secretary of the Local Affairs not later than one (1) week before the conduct of such activity and event.

Sec. 19 The provisions of the laws and issuances passed and enacted by the Legislative Council must only cover the colleges to which it has specific jurisdiction. Said laws and issuances must be properly promulgated by posting it in conspicuous places within the colleges.

These laws and issuances passed and enacted by the Legislative Council must be in consonance and in accordance with the laws and issuances padded by the Student Congress and the provisions stated in this Constitution.

Sec. 20 The money collected from the fine and other revenues of the local government Unit maybe deposited in a bank. The signatories shall be the Governor and the Treasurer of the LGU concerned.

Sec. 21 The Treasurer may withdraw money from the bank from the LGU funds with a written approval of the Governor.

The manner of release shall be subject to the rules and regulations of the depository bank.

Sec. 22 The clearance of the LGU Officer shall be signed by the CSG President and/or the Vice-President.

In case of a graduating LGU Officer, he/she shall not be granted with the credentials unless he/she shall comply with all the requirements provided by law.

Sec. 23 LGU Officers shall comply with all the requirements a week before the expiration of their term of office.

Sec. 24 The Local Government Unit shall turn over their local funds, documents, and all other properties to the new set of officers upon commencement of their term the day after the summer class.

ARTICLE XII
THE RECOGNIZED CAMPUS STUDENT ORGANIZATIONS

Sec. 1 The Central Student Government shall respect the role of the recognized Campus Student Organization (CSO) in the promotion of student empowerment and participation.

Further, the Central Student Government recognizes the right of a student to join and organize student organizations which are duly recognized and not contrary to the law of the land and regulations of the school.

Sec. 2 The CSO shall enable the students to pursue and protect, within the democratic framework, their legitimate and collective interests and appropriations through peaceful and lawful means.

Sec. 3 The CSO shall be association of bona fide members of the Central Student Government with demonstrated capacity to promote interest of the students and with identifiable leadership, membership and structure.

Sec. 4 Aspiring student organizations shall first comply with the requirements set and established before they are to be recognized by the Students Affairs office hence called, recognized Campus Student Organizations.

Sec. 5 The officers of the recognized CSO shall convene on the second (2nd) Tuesday of the first semester to elect from among themselves the House Servant, Assistant Head Servant, Secretary, Treasurer, Auditor, two (2) PIOs and three (3) Business Managers. The officers, who must come from the different recognized CSO, will compose the CSO Core Officers.

Sec. 6 The functions of the Core officers and the members shall be determined by the Student Activities Coordinator of the Student Affairs Office.

Sec. 7 The head Servant shall represent the CSO Core Officers to the Student Congress. The Assistant Head Servant or any Core Officer duly appointed by the Head Servant may represent the CSO in his/her absence.

Sec. 8 The CSO Core shall formulate the suitable program intended for the harmony and close coordination of the various recognized Campus Student Organizations.

Sec. 9 The Head Servant shall coordinate the activities being planned and executed by the CSO Core with the student Congress.

Sec. 10 Any recognized Campus Student Organization is entitled to a financial assistance from the CSG funds through the Student Congress, provided that the request is for an organizational activity duly supported with proper documents.

ARTICLE XIII
FINANCE

Sec. 1 The National Government shall collect an amount as government fee as provided by law from every semester or summer term. The Finance Office of the school shall be the one to collect and keep the CSG fee provided, however, that the said movements in the cash flow and auditing shall be subject to policies of the Central Student Government.

Sec. 2 The government fee shall be collected in a manner provided by law and shall constitute the general funds of the CSG.

Sec. 3 All the money collected by the authority of the National Government for special purposes shall be treated as special funds and shall be paid for such purposes only. If the purpose of the special fund has been duly accomplished, the balance, if any, shall be transferred to the general funds of the National Government.

Sec. 4 The CSG Finance Department shall be composed of the Secretary of Finance together with his/her appointed Treasurer and Accounting clerk.

Sec. 5 The Treasurer shall:

- a) Act as the custodian of the cash on hand;
- b) Disburse cash from the general funds as may be provided by law; and
- c) Perform such other duties as may be provided by law or assigned by the CSG President.

The manner of release shall be subjected to the rules and regulations of the depository upon the presentation of the supporting document.

Sec. 6 The Auditing Clerk shall:

- a) Record all financial transactions, update and keep the books of account of the CSG;
- b) Make and submit all financial reports of the CSG at the end of every semester to the Finance Secretary; and
- c) Perform such other duties as may be provided by law or assigned by the CSG President.

Sec. 7 The Financial Report of the Finance Secretary shall be made available to the Student Congress and shall be published if deemed necessary.

Sec. 8 The outgoing CSG President and the Finance Secretary shall submit to the Student Affairs Office Director financial reports duly certified by the Commission on Audit before the newly elected National Officers shall assume office, provided however, the abovementioned officers shall be responsible to the Central Student Government for any unliquidated accounts. Said reports shall be immediately turned over to the newly-elected CSG President after assuming office.

ARTICLE XIV DISCIPLINE AND IMPEACHMENT

Sec. 1 If a member of the Student Congress fails to attend sessions, he/she shall be subjected to discipline in accordance with the House Rules of the Student Congress.

Sec. 2 The CSG President, Vice-President, senators and Department Representatives, all members of the Constitutional Bodies, and members of the Judicial Department shall be removed by impeachment for and upon conviction of any of the following:

- a) Grave and culpable violation of the Constitution;
- b) Gross negligence of duty;
- c) Bribery in connection with matters in his/her office;

- d) Grave misconduct and abuse of power;
- e) Unauthorized representation in extra campus activities bringing the name of the CSG;
- f) Malversation of funds; and
- g) Betrayal of Public Trust

Sec. 3

- a) The Student Congress shall have the exclusive power to try and decide for all cases of impeachment.
- b) A verified complaint may be filed by any member of the Student Congress or by any student upon resolution of endorsement by any thereof, which shall be included in the Order of Business of the Student Congress and shall be referred to the appropriate committee.
- c) The committee being referred with the impeachment shall hear the complaint for two (2) to five (5) consecutive hearings, and by a majority vote of all its members, shall submit its report to the Student Congress in a resolution form.
- d) The Student Congress in session shall have the sole power to try impeachment, when sitting for the purpose, the members shall be under oath of affirmation. No officer shall be convicted without the concurrence of at least two-thirds (2/3) of all members of the Student Congress.

Sec. 4 The Student Congress shall provide for a Code of Conduct which shall be enacted and properly promulgated for practice and observance in the Central Student Government.

**ARTICLE XV
GENERAL PROVISIONS**

Sec. 1 The Constitution shall be officially promulgated in English or Filipino text. In case of conflict, the English text shall prevail.

Sec. 2 A copy of the Constitution shall be given to each student duly enrolled in HNU-TC upon request.

Sec. 3 All officers of the CSG shall take an oath to support and defend this Constitution a week after assuming office.

Sec. 4 The CSG President shall inform the Student Affairs Office regarding activities organized or participated by the CSG.

Sec. 5 The CSG shall publish a newsletter at least twice every administrative year or as provided by law and shall post necessary information about the activities and other updates in the CSG Newsletter.

Sec. 6 The Student Congress may, by law, adopt a new CSG name and seal.

Sec. 7 The CSG has the right to use facilities of the school provided that the school policies and procedures are being followed.

Sec. 8 For the purpose of this Constitution, a major disciplinary action to an officer means suspension for at least three (3) weeks or removal or expulsion from his/her office.

Sec. 9 Provisions under the 2010 Constitution shall remain to be operative until amended, repealed or revised.

Sec. 10 Annual general elections shall be held on the first Friday of March, unless otherwise provided by law.

Sec. 11 All elections shall be by plurality vote provided that in case of a tie, the rules promulgated by the Electoral Commission shall govern.

Sec. 12 The induction of Officers of the CSG shall be held, unless otherwise provided by law, a week after assuming office in the presence of the school administration, faculty, and the student.

Sec. 13 No Vice-President or any member of the Student Congress and of the Cabinet and such other officers on the National Offices of the Executive Department shall be an officer or member of the Constitutional Commissions and the National service Training Program-Reserved Officers Training Corp. (NSTP-ROTC). Neither must he/she be an officer of more than one (1) recognized Campus Student Organization nor a member of the Editorial Board or Staff of the Word. Further, no member of the Executive Department an the Legislative Department must be a Senior Officer from the Treasurer to the Chairperson of the Society of the College Senior.

ARTICLE XIV AMENDMENTS

Sec. 1 Any amendments to, or revision of this Constitution may be proposed by the Student Congress upon a vote of three-fourths (3/4) of all its members or a Constitutional Convention.

Sec. 2 Amendments to this Constitution may likewise be directly proposed by the students through initiation upon a petition of at least ten per centum (10%) of the bona fide members of the CSG provided however that they are at least five per centum (5%) from every colleges.

Sec. 3 The Student Congress may, by a vote of two-thirds (2/3) of all its members, call a Constitutional Convention, or by a majority vote of all its members, submit to the electorate the questions of calling such convention.

Sec. 4 Any amendments 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 later than one (1) month after the approval of such amendment or revision.

ARTICLE XVII TRANSITORY PROVISION

Sec. 1 The existing laws, Executive Orders, and other issuances shall remain operative until amended, repealed or revoked.

Sec. 2 The incumbent Officers of the Central Student Government shall continue to exercise their powers and duties until a new set of officers shall have been elected or appointed under this Constitution.

Sec. 3 Incumbent Officers of the Constitutional Commissions shall continue office until they shall have been disqualified according to the provisions of this Constitution.

Sec. 4 All existing Officers shall remain operative unless their existence run counter to/rendered inoperative by the provisions of this Constitution.

Sec. 5 This Constitution shall take effect immediately upon its ratification by a majority of the votes cast during a plebiscite called for the purpose and shall supersede the Constitution of 2008.

This proposed 2010 CSG Constitution was approved by the members of the Constituent Assembly this Fifteenth day of February, two thousand and ten.

HON. JOHN ERIC AVERGONZADO

Senator

HON. FRANCIS BRAULIO MARUDO

Senator

HON. SANIE JOEL CAGOCO

Senator

HON. DRIS ASUNCION MELISIMO

Senator

HON. MARIA CRISTINE MARGATE

Senator

HON. AUGUSTUS CAEZAR OMANA

Senator

HON. VICTOR JOHN ANUNCIADO

Dept. Rep. College of Engineering

HON. RICHARD JEANJAQUET, JR.

Dept. Rep. College of Arts and Sciences

HON. JOVANNE AMOLAT

Dept. Rep. College of Engineering

HON. CHRISJOHN FRANCE JUGUAN

*Dept. Rep. College of Business and
Accountancy*

HON. FLORENCE DE VEYRA

Dept. Rep. College of Education

HON CECILIA ALEXANDRA NIZA

Rep. Campus Student Organizations

HON. SIMPLICIO GADUGDUG V

Dept. Rep. College of Education

HON. MONGKOLCHAI PAKSUANG

Dept. Rep. College of Nursing

HON. LITO GARCIA

Dept. Rep. College of Arts and Sciences

HON. ROY PAM-UT

Dept. Rep. College of Nursing

HON. MERIAM GUDES

Rep. Working Scholar

HON. CHRISTINE MARIE ZACAL

Dept. Rep. College of Computer Science

HON. JOEY EDUARD ARABEJO

CSG President

HON. REYCHEL JEM CAMACHO

*Dept. Rep. College of Business and
Accountancy*

Approved:

HON. ANTHONY R. ANISCAL

Presiding Officer

JENNIFER V. CAGAMAPANG

Secretary to the Constituent Assembly