

THE LETRAN STUDENT COUNCIL CONSTITUTION S.Y. 2020-2021

ARTICLE I

NAME

Section 1. This student governing body established under this Constitution shall be known as the Letran Student Council, or shall be referred as L.S.C.

ARTICLE II

PRINCIPLES AND OBJECTIVES

Section 1. The L.S.C. shall serve as the duly constituted student governing body of Colegio de San Juan de Letran. Whereas, its officers shall represent the general welfare and interests of the student body.

Section 2. The L.S.C. shall believe in service as its foremost responsibility to its constituents.

Section 3. The L.S.C. shall be founded on the principles of representation participation and accountability.⁴

Section 4. All powers of the L.S.C. shall emanate from the collegiate student body.

Section 5. The L.S.C. shall at times, uphold the democratic rights and general welfare of the student body in promoting the objectives of the Colegio.

Section 6. The L.S.C. shall work with the Colegio in pursuing its objectives for the rights and welfare of the student body, implementing or adapting measures aimed at the total development of every student.

Section 7. The L.S.C. shall foster the social, political, moral and spiritual life of the students through the responsible exercise of freedom of expression and speech, press, assembly, and of worship; likewise, it shall form a dynamic and bold character in each constituent.

Section 8. The L.S.C. shall pursue the moral duty and obligation of all its members to dedicate their talents for the success of the student body, to work hard to obtain honors and to earn goodwill in the tradition of Deus, Patria, Letran.

ARTICLE III

MEMBERSHIP

Section 1. All duly registered or officially enrolled students of Colegio de San Juan de Letran shall be members of the Letran College student body.

Section 2. All members of the student body shall be bound by this Constitution except cross registrants and special students who are bound by their respective school's rules and regulations.

Section 3. A membership fee in an amount fixed by the Executive Council, subject to the approval of the Office of Student Welfare and Develop and Office of the Vice President for Academic Affairs, shall be collected from each student for every semester.

ARTICLE IV

BILL OF RIGHTS

Section 1. Every student shall have a personal responsibility to protect, promote, preserve and contribute to the general welfare of the student body.

Section 2. Fundamental rights of students shall be expressed for and in accordance with the general welfare of the student body.

Section 3. Every student shall have the right to conduct scholastic research freely and discuss publish and exchange findings and recommendations for the purpose of academic development.

Section 4. Every student shall have the right to be advised in writing of any disciplinary action against him.

Section 5. Every student shall have the right to speedy and proper disposition of his case.

Section 6. Every student shall have the right to have sufficient time to seek and maintain counsel, as well as to prepare his case.

Section 7. Every student shall have the right to protection from improper disclosure against him.

Section 8. Every student shall have the right to organize and join student organizations to promote his personal development and interest.

Section 9. Every student shall have the right to be considered for recognition upon fulfilling the requirements set by the giving body.

Section 10. Every student shall have the right to establish and to issue regular student-directed publications, subject to the canon of responsible journalism. Managers should be free to responsibly develop their own editorial policies and news coverage pertaining to school affairs.

Section 11. Every student shall have the right to invite and to listen to speakers of their own choice in convocations and assemblies organized in connection with the Office of Student and Cultural Affairs, subject to the Colegio's policies and regulations. School facilities which may be necessary on such occasions should be made available to the students upon fulfilling the required standard operational procedures. Students, however, are responsible for the care of the contracted facilities and their proper behavior during assemblies.

Section 12. Every student shall have the right to properly express his views on issues and on matters of general interest especially those that concern him/her and the Colegio.

Section 13. Every student shall have the right to vote and, if qualified, run for any elective position in the Student Council.

Section 14. Every student shall have the right to be clearly and properly informed about the changes in the policies of the Colegio affecting his welfare.

ARTICLE V

THE EXECUTIVE COUNCIL

Section 1. There shall be an Executive Council composed of a President, Vice-President, Secretary, Deputy Secretary, Treasurer, Auditor, and Public Relations Officer (P.R.O.), who shall facilitate the role-policy-making and implementing projects and programs of the Letran Student Council.

Section 2. The Executive Council shall serve as the official representative of the student body in official gatherings within and outside the Colegio that calls for the student representation.

Section 3. The Executive Council shall have the power to call student assemblies upon the approval of the administration; the power to operate committees and appoint its members as the need arises and propose resolutions and amendments producing programs for the betterment of the students subject for approval by the Student Senate.

Section 4. The members of the Executive Council shall be elected at large by the student body.

Section 5. The Executive Officers shall hold office for one school year effective after their oath-taking.

Section 6. The qualifications for the members of the Executive Council are as follow:

6.1 The President and Vice President should:

6.1.1 be a resident of the Colegio for at least two years before the start of their terms

6.1.2 have a general weighted average of 80% from the beginning of their stay in the Colegio

6.1.3 have no Unauthorized Withdrawal (UW), Incomplete grade (INC) and grades below 75 that they have taken from the beginning of their stay in the Colegio

6.1.4 not have any disciplinary violation

6.1.5 be a full-time non-working student

6.2 The Secretary, Deputy Secretary, Treasurer, Auditor, and P.R.O. should:

6.2.1 be residents of the Colegio for at least one year before the start of their term

6.2.2 have no Unauthorized Withdrawal (UW), Incomplete grade (INC) and grades below 75 that they have taken from the beginning of their stay in the Colegio

6.2.3 not have any disciplinary violation

6.2.4 be a full-time non-working student

6.3 The Treasurer and Auditor should:

6.3.1 have finished any one (1) accounting subject offered in their respective courses

Section 7. The Executive Council shall convene every 1st Friday of the month

Section 8. in case of vacancy in the presidency, the hierarchy of the LSC shall be followed. When there is vacancy in a position lower than the President, the Executive President shall appoint a new officer. An appointed officer shall serve only for the unexpired term.

Section 9. Vacancies may arise from any of the following:

9.1 Impeachment

9.2 An officer is no longer officially enrolled in the Colegio

9.3 An officer is incapacitated due to serious illness or death

9.4 Resignation

Section 10. The duties and responsibilities of the Executive Council are as follow:

10.1 The President

10.1.1 The President shall be the official representative of the students

10.1.2 The President shall preside in all the meetings of the Executive Council

10.1.3 The President shall, with the approval of the Executive Council, appoint the chairman and members of the committees which the Executive Council may create to carry out its objectives

10.1.4 The President shall supervise and assume full responsibility for all authorized activities of the Executive Council and the implementation of other executive orders

10.1.5 The President has the power and duty to represent the student body or to appoint any officer of the council to represent the Executive Council at any meeting, function, or assembly.

10.1.6 The President shall inform the student body of all accomplishments of the L.S.C. during his term, a week before the deadline of the filing of Certificate of Candidacy for the Student Council Election.

10.1.7 The President shall have the power to veto any student resolutions and amendments

10.2 The Vice-President

10.2.1 The Vice-President assumes the function of the President, in case of the latter's absence or incapacity

10.2.2 The Vice-President shall assist the President in carrying out the objectives of the Student Government and may perform such other functions delegated to him by the President

10.2.3 The Vice-President shall be the ex-officio chairman of the Student Senate legislative procedure, as provided in Article VI, Section 4 of this Constitution

10.3 The Secretary

10.3.1 The Secretary shall take charge of the safekeeping of the records of the Executive Council

10.3.2 The Secretary shall prepare, sign, and file communications and documents pertaining to the Executive Council

10.3.3 The Secretary shall, in behalf of the Executive Council, submit to the Head of the Office of Student and Cultural Affairs all records pertaining to the council; ten (10) days before the end of every semester

10.3.4 The Secretary shall perform such other functions delegated him/her by the President

10.4 The Deputy Secretary

10.4.1 The Deputy Secretary shall assist the Secretary in the performance of the latter's function

10.4.2 The Deputy Secretary shall assume the Office of the Secretary in case of the latter's absence or incapacity

10.4.3 The Deputy Secretary shall take the minutes of all the meetings of the Executive Council

10.4.4 The Deputy Secretary shall prepare and take the documentations, including photos, evaluation and narrative reports, of all activities of the L.S.C.

10.5 The Treasurer

10.5.1 The Treasurer shall take custody of such funds which may accrue to the L.S.C. as a result of its duly-approved activities. Funds of the L.S.C. shall be deposited by the Treasurer in a bank. The signatories shall be the President of the L.S.C., Adviser, and the Treasurer.

10.5.2 The Treasurer shall keep records of all financial transactions.

10.5.3 The Treasurer shall submit to the Director of the Office of the Student and Cultural Affairs a financial report and all other financial records, ten (10) days before the end of the school year. The report shall be countersigned by the President and the L.S.C. Adviser.

10.5.4 The Treasurer shall hand over the L.S.C. bankbook to the incoming treasurer after the term of the incumbent Executive Council expires.

10.6 The Auditor

10.6.1 The Auditor shall independently assess all the financial record and transactions of the Student Council.

10.6.2 The Auditor shall prepare and make the liquidation report of all the L.S.C. activities within seven (7) days after the implementation of the activity.

10.7 The Public Relations Officer (P.R.O.)

10.7.1 The P.R.O. shall be the Official Spokesman of the Executive Council.

10.7.2 The P.R.O. shall take charge of the preparation of the announcements, bulletins, and any other publication of all authorized L.S.C activities.

10.7.3 The P.R.O. shall be the ex-officio chairman of all the Recognized Student Organizations of the Colegio.

10.7.3.1 The P.R.O. shall coordinate with duly elected officers of the Recognized Student Organizations in matters of programs and projects.

10.7.3.2 The P.R.O. has the power to call for an assembly with the officers and member of the Recognized Student Organizations.

ARTICLE VI

THE STUDENT SENATE

Section 1. There shall be a student Senate composed of elected student representatives of all academic programs.

Section 2. The members of the Student Senate shall be elected by the students from their respective courses.

Section 3. The members of the Student Senate should:

3.1 be bona-fide students of the Colegio enrolled in at least fifteen (15) units. However, incoming fourth year students with less than fifteen (15) units are qualified.

3.2 not have failed more than nine (9) units on their stay in the Colegio.

Section 4. The Student Senate shall convene every 2nd Friday of the month. The Executive Vice-President shall be the ex-officio chairman and shall preside the monthly meeting.

Section 5. The members of the Student Senate shall elect their Senate President Pro-tempore who shall keep the roll of the official members and take the minutes of the Student Senate meetings.

Section 6. The members of the Student Senate shall elect their Majority and Minority Leaders who shall serve as spokesmen for their parties' positions with regard to varying issues.

6.1 The Majority and Minority Floor shall be determined through the results of the L.S.C. elections. In such case that there is an equal number of elected members of the Senate from both parties, the system of toss coin shall be facilitated by the ex-officio chairman of the Student Senate.

6.2 Independent and appointed members of the Senate shall have the discretion to select their respective floor.

Section 7. The Student Senate sessions shall be open to the public and all its minutes of meetings must be publicly disclosed through its official communication platforms.

Section 8. The members of the Student Senate shall hold the office for one year beginning from the day they take their oaths of office until the day of the year-end report presentation of the L.S.C.

Section 9. The Executive President shall appoint Student Senator/s in case of vacancies in the position immediately, and the newly appointed Student Senator shall serve only for the unexpired term.

Section 10. Vacancies may rise from, any of the following:

10.1 Impeachment

- 10.2 A representative is no longer officially enrolled in the College
- 10.3 The representative is incapacitated due to serious illness or death
- 10.4 Resignation

Section 11. The member of the Student Senate shall have the power to:

- 11.1 review all executive orders/or actions with a two-thirds vote of all its members;
- 11.2 reject/restrain the implementation of such executive orders given the same number of votes from all its members
- 11.3 prepare a budget on recommendations of the Executive President and Treasurer for every student activity and shall see to it that every appropriation shall specify the purpose for which it's intended, and shall be sponsored by funds actually available;
- 11.4 summon and Executive Officer for inquiry on matter pertaining to their duties;
- 11.5 retain the final power of impeachment of its members and any member of the Executive Council.
- 11.6 propose amendments to this Constitution, was provided by Article XI.

ARTICLE VIII

THE LETRAN STUDENT COUNCIL STAFF

Section 1. The L.S.C. shall have the power to appoint its Chief of Staff and members of the Staff at the start of their term.

Section 2. The qualifications of the Letran Student Council Staff are as follow:

2.1 The Chief of Staff should be:

- 2.1.1 be a resident of the Colegio for at least one (1) year before the start of his/her term.
- 2.1.2 not have failed more than nine (9) units on their entire stay in the Colegio.

2.2 The members of the Staff should be a bona fide student of Colegio de San Juan de Letran

Section 3. The duties and responsibilities of the Letran Student Council Staff are as follow:

3.1 The Chief of Staff

- 3.1.1 The Chief of Staff shall supervise and assume full responsibility for all authorized activities of the Letran Staff.
- 3.1.2. The Chief of Staff shall have the power to operate committees and facilitate projects and programs.

3.2 The Members of the Staff

- 3.2.1 The members of the LSC Staff shall assist in every activity of the Letran Student Council in accordance to its general principles and objectives.

ARTICLE VII

THE LSC ADVISER

Section 1. The L.S.C. shall have one (1) adviser, both for the Executive Council and the Student Senate.

Section 2. The L.S.C. Adviser shall be a faculty member carrying a load not less than twelve (12) units and must have taught in the Colegio for at least two (2) semesters before his appointment.

Section 3. The L.S.C. Adviser shall be nominated by the Executive President and shall assume office upon the recommendation of the Director of Student and Cultural Affairs and the approval of the Vice President of the Academic Affairs.

Section 4. The L.S.C. Adviser shall:

4.1 maintain as a liaison officer between the L.S.C and the Administration

4.2 uphold close relations with duly elected L.S.C. officers and shall settle internal matters between L.S.C. officers.

4.3 attend all the general meetings of the L.S.C.

4.4 be co-signatory with the Executive President and Treasurer in the Student Council funds deposited in a bank as stated in Article V, Section 10.5.1.

4.5 have no voting powers in the meetings and deliberation of decisions of the Student Council but shall have privilege of giving recommendations on matters to be discussed.

Section 5. The L.S.C. Adviser shall hold office for one (1) school year, begging from the day that he is appointed until the last day of the 2nd semester.

5.1 In case of vacancy in the office of the L.S.C. Adviser, the L.S.C. shall fill vacancy in the same manner stated in the Section 3 of this Article.

ARTICLE XII

IMPEACHMENT

Section 1. Any Executive Council Officer or member of the Student Senate may be impeached on any of the following grounds: **1.1** any unbecoming conduct or behavior;

1.2 failure on any academic subject during his term;

1.3 willful and negligence of duties;

1.4 malversation of the funds and/or properties of the L.S.C.

1.5 three (3) unexcused absences from official meetings/assemblies

Section 2. Matter concerning impeachment shall formally be passed to any Student Senators who shall deliberate on the case.

Section 3. Any officer of the Executive Council or Student Senate, mentioned in Section I, charged and subjected to impeachment, shall be given at least five (5) days notice of impeachment hearing from the time he/she receives the formal written charge.

Section 4. He shall be given an opportunity to be heard in the impeachment hearing.

4.1 No officer or member of the Executive Council shall be convicted without the concurrence vote of two-thirds (2/3) of all the members of the Student Senate in the session assembled.

4.2 In case a member of Student Senate is under impeachment trial, he must inhibit himself from the proceedings.

4.3 Any officer of the Executive Council or Student Senate under impeachment may appeal to the Student Senate for reconsideration within five (5) days from the date of the impeachment offer.

4.4 Judgment in cases of impeachment shall be limited to removal from office and disqualification to hold office, honor, or trust in the L.S.C.

ARTICLE IX

THE COMMISSION ON ELECTION

Section 1. The regular election on the L.S.C shall be held on the third Tuesday of February.

Section 2. There shall be a COMELEC, which shall be appointed by the outgoing Executive President. He shall submit a list of appointees three (3) weeks before the expiration of his term upon the approval of the Director of Student and Cultural Affairs.

Section 3. The Commission on Election shall be composed of a Chairperson, four (4) commissioners, and eight (8) Deputy Commissioners who should:

3.1 be bona-fide students of the Colegio

3.2 be of good moral character as certified by the faculty members of the Colegio

Section 4. No member of the COMELEC shall be allowed to run for an elective position in the Executive Council and Student Senate during his term of office.

Section 5. The COMELEC shall:

5.1 formulate the election code for orderly and honest elections, upon the approval of the Director of the Student and Cultural Affairs.

5.1.1 The Election Code must follow the qualifications of L.S.C. officers, as stated in the Article V, Section 6 of the Executive Council and in the Article VI, Section 3 of this Constitution.

5.2 review all applications for candidacy;

5.3 conduct all election procedures;

5.4 handle and decide all election protests and disputes;

5.5 attend all matters pertaining to L.S.C. elections

Section 6. The decisions of the COMELEC shall be final.

Section 7. The term office of the COMELEC shall commence upon the appointment and shall be terminated on the start of the succeeding school year.

ARTICLE X

PRIVILEGE

Section 1. All officers of the L.S.C. shall be excused from their classes and entitled to make up for the activity they missed due to the implementations of their programs upon the approval of their respective college deans or Vice President for Academic Affairs.

ARTICLE XI

AMMENDMENTS

Section 1. Amendments to this Constitution may be made in any of the following ways:

1.1 a vote of two-thirds (2/3) of the members of the Student Senate, which may propose amendments in a Constitutional Assembly facilitated by the Executive Council; or

1.2 a formal petition signed by at least ten percent (10%) of all students, to be submitted to the Student Senate.

Section 2. The Executive President shall have the power to appoint utmost fifteen (15) additional members of the Constitutional Assembly upon the approval of the Student Senate.

Section 3. Amendments to this Constitution may be effective only after four (4) years from the date of ratification.

ARTICLE XII

TRANSITORY PROVISIONS

Section 1. This Constitution shall become effective when ratified by the majority of the vote cast by the students in an election/plebiscite called for that purpose and approved by the Colegio's Administration.

Section 2. This Constitution, if ratified shall take effect immediately.

Section 3. After ratification, COMELEC shall be created according to the provisions of Article IX.

Section 4. The COMELEC shall supervise the special elections to be held on the last week of March.

Section 5. The Constitutional Assembly shall be abolished upon the ratification of this Constitution.

Section 6. The incumbent L.S.C. officers under the 1987 Constitution shall serve their term under the newly elected officers to take their oaths.

Section 7. This Constitution shall supersede any other existing constitution of the Letran Student Council upon ratification.