



**Constitution and By-laws of the
Saint Mary's University Student Central Council**

PREAMBLE

We, the students of Saint Mary's University (SMU) of Bayombong, Nueva Vizcaya, imploring the aid of Almighty God, desirous of establishing a Student Council that will protect students' rights, promote students' welfare and development, and foster a close relationship among the students and instill Marian virtues while promoting national consciousness for the advancement of Marian students, do hereby ordain and promulgate this constitution.

THE CONSTITUTION

**ARTICLE I
GENERAL PROVISIONS**

SECTION 1. This Constitution shall be known as the "Constitution of the Saint Mary's University Student Central Council".

SEC. 2. This Constitution shall govern the Saint Mary's University Student Central Council.

SEC 3. The office address of the Student Central Council shall be at Saint Mary's University, Administration Building, Room 215 which shall be called as Students' Center.

SEC. 4. For purposes of this Constitution, unless the context indicates otherwise,

- (a) "University" signifies Saint Mary's University;
- (b) "Saint Mary's University" or "SMU" includes all units located in the SMU College campus, except those comprising the Senior High School;
- (c) "Saint Mary's University Student Central Council" or "Student Central Council" refers to the Student Central Council, as distinguished from any college or school government in Saint Mary's University;
- (d) "School Student Council" or "Local School Council" means the duly constituted central student organization of a unit that offers at least a bachelor's degree program particularly the School of Accountancy and Business, School of Engineering, Architecture and Information Technology,



School of Health and Natural Sciences and the School of Teacher Education and Humanities;

- (e) "University authorities" refers to the duly constituted authorities or officials of the University insofar as Saint Mary's University is concerned or affected;
- (f) "Student Council" or "Officers of the Student Council" means the officers elected for the Student Central Council;
- (g) "School Governors" or "Governors" or "local representative" refers to local school council's representing the constituents of a school to the Student Central Council;
- (h) "General Assembly" refers to the gathering of all SCC officers and Local School Council officers on a scheduled date;
- (i) "Permanent vacancy" exists when the office of a Student Council officer has been vacated by reason of death, resignation, impeachment, expulsion from the University, or a permanent illness preventing him or her from performing the functions of his or her office; and
- (j) "Temporary vacancy" exists when the office of a student council officer has been vacated by reason of temporary mental or physical incapacity, detention or any other reason that leaves the possibility of resuming his or her duties before the expiration of his or her term.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

SEC.1. The Student Central Council believes in the following:

- (a) Student Central Council is the autonomous, democratic, nationalist, and Christian representative Student Council of Saint Mary's University, the authority of which emanates from the students;
- (b) The Student Central Council is the umbrella organization for all the undergraduate student organizations;
- (c) That access to education should be afforded by everyone;
- (d) That education should develop man's physical, mental, social, cultural, and spiritual potential to the fullest, in order to realize a human and humane existence for all; and



- (e) That education should enhance critical thought and the ability to make informed judgment, free of dogma and myths.

SEC. 2. The Student Council shall at all times strive to:

- (a) Defend and promote the fundamental rights, interest and general welfare of the University studentry and act as the sole legitimate voice who shall present the position of the students to SMU administration in all matters affecting their rights and interests in conformity with the policies, rules and objectives of the University;
- (b) Serve as an active forum for student ideas and sentiments and endeavors to promote cordial relation among students and with administration, faculty and employees of the university;
- (c) Develop a university spirit among the ranks of the students;
- (d) Uphold the ideals of the university geared towards ensuring a well-rounded intellectual, social, cultural, and physical development for every student;
- (e) Develop social awareness and instill national consciousness among the students;
- (f) Develop a responsible studentry who will put educational opportunity to optimal use and look after the unity and welfare of the whole studentry and the Marian community; and
- (g) Develop a sense of service and responsibility among the students for the welfare of the Marian community and society.

ARTICLE III

POWERS AND DUTIES OF STUDENT CENTRAL COUNCIL

SEC. 1. The Student Central Council shall:

- (a) Adopt its own internal rules of governance;
- (b) Organize, coordinate and direct student activities designed to improve their general welfare as well as to prepare them to be model Marians;
- (c) Represent the students in all major policy-making bodies of the university when so provided by laws, rules and regulations promulgated by competent



- authority, including but not limited to the Committee on Student Discipline and hearing or consultation for increase in Tuition fee or Miscellaneous Fees;
- (d) Advise and make recommendations to the University President and/or Dean of Student Affairs and Services on student matters, affairs and activities;
 - (e) Represent the University in external student activities if the council representation is needed;
 - (f) Assist in the drafting of the University Student Election Code that shall govern the rules and regulations of the general elections of the Student Central Council and Local School Councils; and
 - (g) Have such additional powers and duties as the university authorities may, from time to time, grant or delegate to it, consistent with its stated powers, responsibilities and objectives.

ARTICLE IV

COMPOSITION, QUALIFICATION, ELECTIONS, AND TERM OF OFFICE OF THE STUDENT CENTRAL COUNCIL

- SEC. 1. The Student Central Council shall be composed of a *President, Vice President, Executive Secretary, Secretary of Finance, Secretary of Audit, Secretary of Public Relations, two Secretaries of Business Affairs, and Secretary of Peace Management.*
- SEC. 2. The members of the Council shall be elected every academic year on the 2nd Monday of May. The proclamation of winners by the University Electoral Board, shall take place not later than 4 days after the election. Oath taking will be on the First Flag Raising Ceremony of the new academic year. Oath-taking is to be administered by the University President or his duly authorized representative.
- SEC. 3. Every candidate for the position of officer in the Student Central Council must, before the general elections:
- (a) Have at least one year residence in Saint Mary's University in the case of President and Vice President;
 - (b) For the position of President and Vice-President must have been an officer of any co-curricular or extra-curricular organization within the university;
 - (c) Carry the normal load prescribed by his or her school;
 - (d) Not have been found guilty in any disciplinary action of any act involving grave or serious offenses in the student handbook; and



(e) Any aspiring officer should not have failing grades or incomplete grade (INC) a semester before the filing of the certificate of candidacy.

SEC. 4. Every officer shall hold office for one academic year or until his or her predecessor has been duly elected, qualified and assumed office, provided that officers who will fill vacant seats shall hold office for the remainder of the unexpired term.

SEC. 5. The term of office of all SCC officers shall commence at the start of the new school year and ends at the end of the mid-year term. The midyear term serves as a transition period for the newly elected officers where they are briefed, advised and assisted by the current SCC officers, their Advisers, and Moderator. In case the President cannot assist in the transition period due to valid reasons, the rules of succession shall apply.

SEC. 6. No council officer shall hold office as Corps Commander, or Editor-in-Chief of the *The Marian* and any other office in any organization within the university unless it is necessary for the programs in the case of co-curricular organizations.

ARTICLE V

POWERS AND DUTIES OF STUDENT CENTRAL COUNCIL OFFICERS

SEC. 1. The President shall be the chief executive officer of the Student Central Council. It shall be his or her duty to:

- (a) Sign all resolutions, communications and papers of the Student Central Council, provided that the resolution is concurred by a majority of the officers present during the meeting of the Council;
- (b) Preside over all meetings of the Student Central Council, provided that in case he or she desires to take part in the debate or discussion he may name the Vice President, or in the absence of the latter, any member of the Student Central Council to take the chair;
- (c) Act as the official spokesperson of the Student Central Council and the studentry to the administration, faculty and other institutions;
- (d) Commission or deputize the different committees with their corresponding officers and members to plan, manage, monitor and provide written reports of the different activities where these committees are needed;
- (e) Represent the Student Central Council in his or her official capacity as President on occasions and events where the organization needs representation within the knowledge or approval of the university;



- (f) Heads the Student Central Council and the Executive Committee;
- (g) Responsible for informing his or her constituents of the undertakings, plans and programs of the Council;
- (h) Preside all General Assembly meetings;
- (i) Represents the students in the University policy making process that affects the academic and extra-curricular activities of the students; and
- (j) Perform such duties as may be necessary or incidental to the discharge and performance of the functions of his or her office.

SEC. 2. The Vice-President shall:

- (a) Assist the President in all matters where his or her assistance is required;
- (b) Take over the functions of the President whenever his or her office is vacant by reason of death, resignation, removal, suspension, illness, absence, physical or mental incapacity or failure to qualify for office;
- (c) Head the Religious Committee; and
- (d) Perform such duties as may be necessary or incidental to the discharge and performance of the functions of his or her office.

SEC. 3. The Executive Secretary shall:

- (a) Assist the President in all matters where his or her assistance is required;
- (b) Keep a journal of the proceedings of the Council;
- (c) Draft on-line or off-line communication letters of the Council;
- (d) Keep all papers and correspondence of the Council;
- (e) Certify all official acts of the Council;
- (f) Announce all meetings of the Council;
- (g) Heads the preparation of the council's accomplishment report;
- (h) Heads the Ways and Means Committee; and



- (i) Performs such other functions as the President or the Council may from time to time assign him or her.

SEC. 4. The Secretary of Finance shall:

- (a) Act as a Custodian of funds entrusted to the Student Central Council if any;
- (b) Keep a record of the funds of the Student Central Council in coordination with the office of the Dean of Student Affairs and Services for submission to the University Internal Auditor and Vice President for Finance;
- (c) Disburse the same in accordance with an appropriation of the Student Central Council and transact acquisitions and requisitions;
- (d) Submit a financial report at the end of each event or end of the semester to the Student Central Council, which shall be published in the bulletin board manage by the council, page of the Student Central Council or any other social media page owned by the Council;
- (e) Head the Socio-Cultural Committee; and
- (f) Performs such other functions as the President or the Council may from time to time assign him or her.

SEC. 5. The Secretary of Audit shall:

- (a) Keep an inventory and take charge of all the Council properties;
- (b) Act as comptroller of the money matters of the Council;
- (c) Audit the money allocated by the Treasurer to the different committees and the Council as a whole;
- (d) Head the Audit Committee or Student Committee on Audit; and
- (e) Performs such other functions as the President or the Council may from time to time assign him or her.

SEC. 6. The Secretary of Public Relations shall:

- (a) Release news items regarding Student Central Council activities to all media;
- (b) Promote good relations with the university student publication and the Marian Community;



- (c) Answer on-line or off-line inquiries about the Student Central Council;
- (d) Head the Political and Election Committee;
- (e) Process on-line or off-line communication letters inside and outside the campus; and
- (f) Performs such other functions as the President or the Council may from time to time assign him or her.

SEC. 7. The Secretaries of Business Affairs shall:

- (a) Supervise all business and fund-raising activities of the Student Central Council;
- (b) Be in-charge in coordinating the activities of various schools and duly recognized extra-curricular organizations;
- (c) Be the purchasing officers of the council;
- (d) Head the Sports Committee; and
- (e) Performs such other functions as the President or the Council may from time to time assign to him or her.

SEC. 8. The Secretary of Peace Management shall:

- (a) Shall be responsible in receiving complaints or reports regarding violations on the Student Central Council's constitution and by-laws;
- (b) Relays any decision of the Council on complaints or reports lodged to his office and carry out the orders therein;
- (c) Ensures proper decorum in all council meetings and general assemblies;
- (d) Responsible for policing and keeping peace and order in all events organized by the council;
- (e) Head the Grievance Committee; and
- (f) Performs such other functions as the President or the Council may from time to time assign him or her.



ARTICLE VI MEETINGS AND QUORUM

- SEC. 1. Meetings shall be regular, special or emergency. In any case, the meetings shall be conducted through a parliamentary procedure.
- SEC. 2. The regular meeting of the Student Central Council officers shall be held during the second and fourth Wednesdays of the month at 3:30pm - 5pm. Special and emergency meetings are called when the need arises.
- SEC. 3. All meetings shall be called by the President, by the designated in-charge or may be called by a petition of at least four (4) Student Central Council officers.
- SEC. 4. A regular general assembly shall be called once in every semester by the Student Central Council three weeks after the start of regular classes. However, the President may call a general assembly anytime as deemed necessary.
- SEC. 5. A quorum for the Council to legally transact business must be two thirds (2/3) of the total number of the Student Central Council officers.
- SEC. 6. Matters concerning the approval of resolutions and adoption of committee reports need two-thirds (2/3) vote of those who are present within the quorum for consideration.
- SEC. 7. Matters concerning the approval of the budgetary allocation, decision of the amendments to the constitution and, impeachment or any violations of council members need two-thirds (2/3) vote of all officers with the exemption of the officer in question (with the case for violations and impeachment) for consideration.

ARTICLE VII MEMBERSHIP IN THE STUDENT CENTRAL COUNCIL

- SEC. 1. All officially enrolled tertiary students of Saint Mary's University during the first semester and second semester as well as the mid-year term of the current school year are members to the Student Central Council.

ARTICLE VIII DUTIES AND OBLIGATION OF STUDENT MEMBERS

- SEC. 1. It is the obligation of every student to:
- (a) Observe at all times, the Constitution and Bylaws of the Student Central Council and the rules and regulations of the university;



- (b) Read and comprehend as well as follow the rules and regulations of student conduct as contained in the student handbook and the Constitution and Bylaws of the Student Central Council;
 - (c) Help engender an academic atmosphere conducive to learning and harmony among the other students and various offices of the university;
 - (d) Exercise his or her rights responsibly;
 - (e) Attend or respond to all lawful orders or communications from the Council for purposes of investigation, dialogues or other matters as called by the Student Council;
 - (f) Cast their votes, provided that he or she is qualified in every election being conducted; and
 - (g) Promote the vision and mission of the university.
- SEC. 2. The right to suffrage shall be exercised by all members of the Student Central Council provided that he or she must have enrolled and completed at least one (1) semester of academic work preceding the elections.

THE BY-LAWS

ARTICLE IX RULES OF SUCCESSION

- SEC. 1. Any permanent vacancy in the Office of the President shall be filled by the Vice President, the vacancy in the office of the Vice President shall be filled by the Executive Secretary.
- SEC. 2. Should both the President and the Vice President of the Council be temporarily incapacitated; the remaining officers of the Student Central Council shall elect from among themselves the Acting President and Acting Vice President.
- SEC. 3. The officers shall succeed without relinquishing their original position but has to relinquish their acting positions upon the return of the permanent officers.
- SEC. 4. If any office including the offices of the President or Vice-President are permanently vacant, the rule of succession applies and the other offices shall be subject to nomination where the council will nominate a candidate for the vacant position to the office of the Dean of Student Affairs and Services for appointment.



SEC. 5. In the case where there are two (2) or more nominations for a candidate in the vacant position the council will decide for a vote of two-thirds (2/3) recommend a candidate for appointment by the office of the Dean of Student Affairs and Services.

SEC. 6. In no case shall the Student Council be dissolved or rendered inoperative, where there are no officers qualified then vacancies can be filled up through an appointment by the office of the Dean of Student Affairs and Services.

ARTICLE X DISCIPLINE OF COUNCIL OFFICERS

SEC. 1. Any officer of the Student Central Council may be expelled or suspended, as may be determined by the Student Central Council, for any of the following causes:

- (a) Any willful violation of this Constitution;
- (b) Gross neglect of duties;
- (c) Any disorderly behavior during any sessions;
- (d) Any other form of misconduct which undermines the integrity of the Student Central Council; and
- (e) Failure to attend four (4) consecutive regular meetings without informing the council of his or her status or the reasons or any justification of the absences.

SEC. 2. Before any officer is expelled or suspended, due process must be accorded to them, that is, they must be given an opportunity to justify their action or defend themselves with the proper Student Central Council protocols.

SEC. 3. If the dropped Student Central Council officer wishes to return, he or she should explain and justify his or her side. With the affirmative vote of two-thirds of all the Student Central Council members, he or she can be reinstated into the Student Central Council with due notice to the Office of the Dean of Student Affairs and Services.

SEC. 4. For purposes of expulsion from the council, an affirmative vote of at least two-thirds (2/3) of all the Student Central Council members shall be required with due notice to the Office of the Dean of Student Affairs and Services.

SEC. 5. For purposes of suspension from the council, an affirmative vote of at least two-thirds (2/3) of those present, provided that:



- (a) the members in attendance shall constitute a quorum;
- (b) the period of suspension shall not be less than 15 days and exceed more than 30 days; and
- (c) There is notice to the Office of the Dean of Student Affairs and Services regarding the case, investigation and decision.

SEC. 6. The respondent(s) right to vote shall be withheld in any of the disciplinary proceedings.

ARTICLE XI GRIEVANCE PROCEDURE

SEC. 1. The Secretary of Peace Management shall manage all complaints and grievances of the studentry.

SEC. 2. The Secretary of Peace Management will then present the complaint and grievance to the council for deliberation, investigation and motion for action.

SEC. 3. The Council will then consult the Office of the Dean of Student Affairs and Services for matters of university protocol and procedure when the respondents are not officers of the council.

SEC. 4. The Council will then initiate the action required with the proper procedures and channels with the proper and timely notification of the Office of the Dean of Student Affairs and Services.

SEC. 5. The Council will inform immediately the complainant of the course of action of the Council or the result if any.

SEC. 6. If after the course of action of the Council and decision of the University and there are matters that are yet to be resolved, the Council will do all it can within its power to resolve the matter with proper procedure and protocol.

ARTICLE XII FUNDS OF THE COUNCIL

SEC. 1. The general funds of the Student Central Council shall consist of student activity fees collected by the administration during every regular registration or enrolment period and shall be deposited in a special fund in accordance with the university guidelines on budget and auditing rules and procedures.



SEC. 2. All money collected by authority of the Student Central Council for a special purpose shall be treated as a special fund and shall be paid out for such purposes only. If the purpose of the special fund created has been fulfilled or abandoned, the balance, if any, shall be transferred to the general funds of the Student Central Council.

SEC. 3. The Student Central Council shall:

- (a) Formulate and adopt a budget, which shall embody a work plan of programs and projects together with estimated expenditures for the incoming year;
- (b) Send the copy of the budget to the Office of the Dean of Student Affairs and Services for his comments, considering the legality of projects and the sufficiency of funds from student council fees, and endorsement to the Vice President for Finance and Treasurer of the university for final review and approval;
- (c) Warrant that no money shall be paid out of the funds of the Student Central Council except in pursuance of an appropriation authorized by the same and the University for the development and welfare of students; and
- (d) Ensure all expenditures of the Student Central Council shall be audited by the Secretary of Audit to be reviewed for approval by the Student Central Council President and in turn submitted to the Office of the Dean of Student Affairs and Services for final review and submission to the Accounting Office.

SEC. 4. The balance of the Student Central Council for a specific activity or project shall be returned as the funds for the next activity or projects and all funds unspent for the school year shall be used for the succeeding school year.

ARTICLE XIII

THE LOCAL SCHOOL COUNCIL

SEC. 1. The Student Central Council (SCC) recognizes that the Local School Councils (LSC) are independent student organizations with their own Constitution and By Laws that govern the structure and operation of their organization and as representative of their respective schools the LSC governors are considered as ex-officio members to the SCC.

SEC. 2. As ex-officio members of the SCC, the LSC governors are part of all SCC meetings but without voting rights unless the issue affects them or as decided by the Council.

SEC. 3. The SCC ensures that the LSC officers and members are well informed about matters that the SCC as a council decides for the development and welfare of the



students and any result of the council's request, recommendations, compromise, or dialogue with the administration regarding the same.

- SEC. 4. The SCC serves as the instrument of mediation between the LSC officers and its members and the university or its personnel in matters that affects students individually or collectively.
- SEC. 5. The SCC respects and recognizes the LSC officers as members of the general assembly which could be called to assemble in a general assembly to discuss matters affecting the academic and non-academic matters related and relevant to the students by the SCC as a council or its president when a special assembly is needed.
- SEC. 6. The SCC as a council have faith in the LSC officers as media in the resolution of student concerns and the promotion of development and welfare of its members in collaboration, cooperation, and coordination with the former.
- SEC. 7. The SCC believes that a real and actual concern for the development and welfare of the students can only be delivered through the collaboration, cooperation, and coordination between and among SCC and LSC officers, as representative of their student constituents.
- SEC. 8. The SCC has high regard to all LSC officers in their ability of performing their duties and responsibilities in the administration of their office, function and conscience as LSC officers and in representing their respective schools in any school or university programs, projects or activities.

ARTICLE XIV COMMITTEES

- SEC. 1. As a general rule, only Student Central Council Officers shall head the committees of the Council. Should this not be practicable, School Governors may be appointed as committee heads.
- SEC. 2. That there shall be eight (8) committees that will spearhead the major activities of the Student Central Council (SCC) which are deputized by the same council to take charge, assist, initiate or carry out the programs, projects or activities. They are:
- (a) Executive Committee;
 - (b) Religious Affairs Committee;
 - (c) Ways and Means Committee;



(d) Socio-Cultural Committee;

(e) Audit Committee;

(f) Political and Election Committee;

(g) Sports Committee; and

(h) Grievance Committee.

SEC. 3. The Executive Committee shall be chaired by the SCC President, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) governors who are members of the same committee. The Executive Committee shall have the following powers and functions:

(a) Formulate rules, guidelines, policies for Student Central Council and investigate all matters pertaining to disciplinary action;

(b) Deal matters related to the constitution and by-laws of the Student Central Council; and

(c) Create programs concerning the enhancement and development of the Student Central Council.

SEC. 4. The Religious Affairs Committee shall be chaired by the SCC Vice President, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Vice governors who are members of the same committee. The Religious Affairs shall:

(a) Initiate activities for the spiritual development of the students;

(b) Create programs and activities that promote camaraderie, moral and values formation among students; and

(c) To coordinate with the Campus Ministry in any projects or activities for the promotion of spiritual wellbeing of the students.

SEC. 5. The Ways and Means Committee shall be chaired by the SCC Executive Secretary, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Secretary who are members of the same committee. The Committee on Ways and Means shall:

(a) Find ways and means in a direct or indirect manner for the success of certain activity or project of the Student Central Council;

(b) Take the responsibility in all matters concerning the University Student Canteen (e.g. CHSF);



- (c) Initiate and plan the income generating activities and projects in behalf of the Student Central Council; and
- (d) Endorse all funds raised by the committee to the Secretary of Finance for custody.

SEC. 6. The Sports Committee shall be chaired by the SCC Secretary of Business Affairs, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Business Managers who are members of the same committee. The Sports Committee shall:

- (a) Coordinate with the university Sports Development Office on activities that promote sports development among the students;
- (b) Collaborate with existing sports associations in the campus for the benefit of the studentry;
- (c) Counterpart financially in supporting deserving varsity players in the campus; and
- (d) Assist the Sports Development Office in their programs, projects and activities.

SEC. 7. The Socio- Cultural Committee shall be chaired by the SCC Secretary of Finance, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Treasurers who are members of the same committee. The Socio-Cultural Committee shall:

- (a) Coordinate with the Cultural Affairs Office on activities for the enhancement of social and cultural aspects of the studentry;
- (b) Create programs and activities that promote and integrate cultural practices among students;
- (c) Collaborate with the existing socio-cultural organization within the university for project and activities that would benefit the studentry;
- (d) Counterpart financially in supporting deserving members of the performing groups in socio-cultural competitions; and
- (e) Assist the Cultural Affairs Office in their programs, projects and activities.

SEC. 8. The Grievance Committee shall be chaired by the SCC Secretary of Peace Management, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Sergeant at Arms who are members of the same committee. The Grievance Committee shall:



- (a) Entertain all matters pertaining to rights and privileges, grievance and improper conduct of the students as well as their complaints;
- (b) Conduct consultation and dialogues regarding student grievances and complaints within SMU campus activity; and
- (c) Assist in the investigation and resolution of disciplinary concerns brought to the SCC in collaboration with the executive committee.

SEC. 9. The Political and Election Committee shall be chaired by the SCC Secretary of Public Relations, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Press Information Officer (PIO) who are members of the same committee. The Political and Election Committee shall:

- (a) Initiate programs concerning activities which enhance political awareness among students;
- (b) Coordinate, collaborate, and cooperate with the University Electoral Board pertaining to the synchronized elections of SCC and the LSC;
- (c) Help in the formulation of election guidelines consistent with the Student Central Council constitution including accreditation of political parties; and
- (d) Assist in the peaceful and orderly conduct of the election process.

SEC. 10. The Audit Committee shall be chaired by the SCC Secretary of Audit, the Vice Chair and Secretary is to be elected among the Local School Council (LSC) Auditors who are members of the same committee. The Audit Committee shall:

- (a) Initiate programs concerning activities which enhance auditing skills among officers of the different organizations in the university;
- (b) Oversee the funds of the Council; and
- (c) Serves as check and balance in the disbursement of funds of the council.

SEC. 11. During the transition period and before the oath taking ceremony, the respective chairs of each committee must convene all members and elect their vice chair and secretary.

SEC. 12. All committee plans, activities and, reports shall be presented to the SCC as a council for review or approval before any plans are enacted, activities performed or reports submitted, or the SCC President or his representative is the chair in the presence of the ex-officio members.



ARTICLE XV FACULTY ADVISERS

- SEC. 1. The Associate Deans of Student Affairs and Services shall be the ex-officio advisers of the Student Central Council pertaining to school disciplinary policies and procedures as well as issues and concerns related and relevant to the students' academic and non-academic life.
- SEC. 2. The Dean of Student Affairs and Services shall serve as the Student Council Moderator, who serves as the bridge between the university administration and the Student Central Council as well as all students.

ARTICLE XVI AMENDMENTS

- SEC. 1. Any member or officer may propose an amendment, to any provision of the Constitution and Bylaws of the Student Central Council in writing to be submitted to any SCC officer.
- SEC. 2. The proposed amendments shall be deliberated upon in the presence of all SCC officers and Student Council Moderator as an ex-officio member.
- SEC. 3. The Constitution of Student Central Council may be amended only by an affirmative vote of two-thirds (2/3) of all Student Central Council officers, provided that the proposed amendment must be presented in writing at the previous meeting of the Student Central Council and copies thereof be sent to all Student Central Council officers at least ten days prior to its consideration.
- SEC. 4. Any amendment or revision of this Constitution and Bylaws shall be valid when approved by the Council, endorsed by the Student Central Council Moderator to the University President and consequently ratified by the same.
- SEC. 5. The approved Constitution and Bylaws must be published in the official social media account of the Student Central Council within fifteen (15) days for its effectivity.
- SEC. 6. This Constitution and Bylaws shall be amended or revised only after three (3) years after ratification and approval of the University President unless otherwise there is a reasonable and supervening event that requires immediate amendments or revision of this Constitution and Bylaws.



ARTICLE XVII EFFECTIVITY


SEC 1. This Constitution and Bylaws shall take effect in the school year 2022-2023 following the provision on approval and publication in the preceding article.



SIGNATORIES

The above amendments/revisions have been discussed by the Council through a series of meetings observing proper quorum and the parliamentary procedures and finally approved the amendments/revisions on June 30, 2021 at Saint Mary's University. Bayombong, Nueva Vizcaya.

CERTIFIED TRUE AND CORRECT:


 2021-07-02
PRIMO ZETEO G. ACERET
Secretary

APPROVED BY:


ISAAC R. DIVINA
Business Manager


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Press Information Officer


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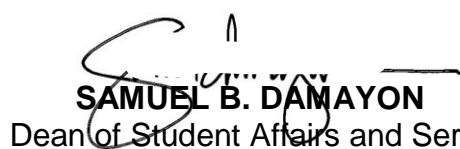

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ENDORSED BY:


SAMUEL B. DAMAYON 07/15/2021
Dean of Student Affairs and Services

RATIFIED BY:


DR. JOHN OCTAVIOUS S. PALINA
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SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE DEAN OF STUDENT AFFAIRS AND SERVICES

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MINUTES OF MEETING Student Consultation with Advisory Board Members September 12, 2023, 9:00am, University Boardroom

I. ATTENDANCE

1. Dr. John Octavious S. Palina	University President
2. Dr. Moises Alexander T. Asuncion	Vice President, Academic Affairs
3. Dr. John G. Tayaban	Vice President, Administration
4. Mrs. Venica S. Acosta	Vice President, Finance
5. Rev. Fr. Philip A. Yu, Jr. CICM	Vice President, Mission and Identity
6. Mr. Samuel B. Damayon	Dean, Student Affairs and Services
7. Mr. Christian Dave R. Menguis	President, Student Central Council
8. Ms. Jan Laura G. Angeles	Vice President, Student Central Council
9. Ms. Renee Dwi Permata L. Messakaraeng	Executive Secretary, Student Central Council
10. Mr. Jerry G. Felix	Secretary of Finance, Student Central Council
11. Mr. Raniel Grant T. Pilaspilas	Secretary of Audit, Student Central Council
12. Ms. Justine Mae U. Sabado	Secretary of Public Relations, Student Central Council
13. Ms. Precious Yani C. Daran	Secretary of Business Affairs, Student Central Council
14. Mr. Nathaniel C. Mosqueda	Secretary of Business Affairs, Student Central Council
15. Ms. Merville Joisce E. Vila	Secretary of Peace Management, Student Central Council
16. Allan S. Guiab	Recording Secretary

II. **OPENING PRAYER:** The meeting started with a prayer by Mr. Samuel B. Damayon, Dean, Student Affairs and Services.

III. PROCEEDINGS

	TOPIC	DISCUSSION/AGREEMENTS	REMARKS
1	PURPOSE OF THE MEETING	<ul style="list-style-type: none">Mr. Samuel B. Damayon, the Dean of Student Affairs and Services stated the purpose of the meeting.	
2	INTRODUCTION OF THE STUDENT CENTRAL COUNCIL	<ul style="list-style-type: none">Mr. Damayon asked the members of the Council to properly introduce themselves to the members of the Advisory Board.	
3	PRESENTATION OF ACTION PLAN OF THE STUDENT CENTRAL COUNCIL	<ul style="list-style-type: none">Mr. Christian Dave R. Menguis, SCC President and Ms. Jan Laura G. Angeles, SCC Vice President took turns in presenting the planned activities of the council for the students. Dr. Moises Alexander T. Asuncion, VPAA made clarifications as to the budget estimates presented.	<ul style="list-style-type: none">Mr. Damayon opined that the budgetary requirements of each activity were only rough estimates as to the actual budget expended it



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			was most of the time lower than the estimated budget following the budgetary and expending guide from the accounting office while expressing his utmost gratitude for the support being extended to the Council.
4	MESSAGE FROM THE SCC PRESIDENT	<ul style="list-style-type: none">Mr. Menguis, SCC President, expressed his utmost gratitude to the administration for the opportunity given to the student representatives through consultative meeting such as this thereby giving the student leaders an avenue to raise concerns which definitely were considered for the administration's decision making process.	
5	MESSAGE FROM THE UNIVERSITY PRESIDENT	<ul style="list-style-type: none">Dr. John Octavious S. Palina recognized the presence of student leaders most especially those that have been part of the past council. Dr. Palina expressed the administration's desire for an open dialogue with the students as there is no better embodiment of airing students' concerns than the students themselves as represented by the SCC Officers while expressing concern on cooperation based on available resources and further informed leaders present that it is the utmost priority of the administration to provide the best facilities and meaningful learning environment to the students while expressing his gratitude to students for still choosing to enroll in SMU while giving assurance that every issue or concern is taken into consideration with reiteration that the student leaders as the administration's partner in the creation of a positive image for the University. In closing, the President said that while there were still many things to be done there were also positive things that have taken place.	



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5	ISSUES AND CONCERNS	<p>SECURITY CONCERNS</p> <ul style="list-style-type: none">Mr. Menguis informed the administration that there were issues of hold-ups at Gate 3 and Gate 2 while bringing to the attention of the administration the clamor of students for immediate action. <p>CHSF IMPLEMENTATION</p> <ul style="list-style-type: none">Mr. Menguis aired the students' observation of the implementation of the CHSF Program most especially on garbage and cooking area cleanliness at the Hantson and Lourdes canteens and made clarification as to the continuity of the plan on imposing fines for violators be implemented. In addition, there were stalls inside the university who used plastic cups. Consistency of the implementation of rules among the guards must also be addressed.	<ul style="list-style-type: none">Dr. John G. Tayaban, VPA replied that his office never received a report regarding this and reiterated that this kind of concerns should be reported immediately to the ODSAS so that appropriate response or action can be done with the help of the PNP Bayombong and the BLGU of Dist. IV and DMM for police presence within the vicinity of the school.For concerns like this, evidence must be presented and location identified and must be sent immediately to the ODSAS for proper action. The President expressed his intent to address the concern the soonest.CHSF guidelines were already posted in the classrooms.
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TUITION FEE INCREASE

- Follow up on the proposed tuition fee increase was raised.

BOOKSTORE

- Price of books should be published.
- The bookstore also do not disclose prices of merchandizes and that students do not have a choice but to accept the book from their instructors. It was noted that during the students assembly, some students request if they can purchase the books outside which they believe is much cheaper.

- The VPAAAs suggested CHSF brigade will be revived to check on violators so that corresponding penalty fees with observation of confidentiality.

- Mrs. Acosta briefed the body that there was no official document yet however it was mentioned that the increase was approved and that adjustments will just have to be made because of their error in the computation.

- The suggestion was noted and prices of merchandizes in the bookstore will be published.

- For fast distribution of the books, books were already released while pricing would still have to be made and books purchased in the accounting office are much cheaper.



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FEES IN THE STATE MENT OF ACCOUNT

- It was suggested that itemized breakdown of purchases should be included in the statement of account most especially in the student accounts portal so that students can double check the items pruchased in the bookstore because there is a certain fee collected for requesting for statement of account.
- A clarification was also made with regard to the timeliness of charging of book purchases in the students accounts.
- There were instances that charges were made late and that students are hard up in paying for this books on a one-time basis.

For purchases of books, students' consent were taken before the purchase was made through their teachers. And that the payment is incorporated in the tuition and fees.

- The matter was noted and request will be made to the CICT for the improvement of the students portals balances account however it was also suggested that students should record also their purchases.
- The VPF explained that no specific time was given charging will be made for as long as the bookstore have made the report on purchases and that cashiers are available because of too many transaction at the TAO.
- The VPF assured that the bookstore personnel's attention will be



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	<p>called for fast tracking of book charges. However, payments to the book companies were on cash basis which the university advances before collection.</p> <p>WEARING OF PE UNIFORM</p> <ul style="list-style-type: none">• Request for wearing of PE uniforms for those students who do not have PE classes was made as per request of the students during the general assembly for the reason that students only have 1 type A uniform and it was more convenient and comfortable for students.• An appeal was made that those who do not have departmental shirts be allowed to wear PE Uniform during Fridays. <p>PARKING AREAS</p> <ul style="list-style-type: none">• A query was made as to the areas allowed for	<ul style="list-style-type: none">• The request was disapproved because there is a designated day for wearing of departmental uniform and for easy monitoring by the security guards.• The matter will be discussed with the ADSAS for Men and Women however it was mentioned that a lot of departments have been asking approval for their departmental shirts which they require to everyone regardless of year level.• Clarification was made that the A
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parking of motorcycles because there were security guards who issue parking violations most especially those who parked in front of canteen and A Building while it was made mention during the general assembly that parking in front of the canteen and A building is allowed.

building parking area is reserved for employees and visitors. The administration is looking for possible spaces for parking areas. No students then should park in front of A building.

RELOCATION OF CLASSROOMS FOR PWD STUDENTS

- It was brought to the attention of the administration that there were PWD students who were requesting for transfer of classroom most especially those that are located on the 3rd and 4th floor. However, an appeal to the STEH Dean was made however, no action was taken as of the moment.

- The VPA responded that the matter was already solved however if there were still cases, the specifics of the matter be reported for action to be taken however it was also mentioned that there were buildings equipped with facility for PWDs access.

REQUEST FOR CCTV REVIEWS

- A query was made as to where can students request for CCTV reviews in cases of theft/loss items etc.

- The VPA replied that the matter should be reported to the ADSAS Office for request of review however for Data Privacy concerns, nobody is allowed to take a photo of the coverage.

LABORATORY FEES

- A query was made as to the possibility of refund



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		<p>for unused laboratory fee because there was not an instance in one of the subjects of the students where they never set foot in the laboratory.</p>	<ul style="list-style-type: none">Laboratory fees of the students for laboratory use are non-refundable, it is the responsibility of the teachers that laboratory be used. However there were instances that teachers with 3 units subject who render more than 3 hours who get paid from the laboratory fees.
6	OTHER MATTERS	<p>ADDITIONAL STALLS</p> <ul style="list-style-type: none">Dr. Moises Alexander T. Asuncion, VPAA informed the body that soon white house stalls shall be installed. Mrs. Venica S. Acosta briefed the body of the plan for the creation of such as the canteens can hardly accommodate all students specifically at the San Lorenzo Park. <p>CANTEEN EVALUATION</p> <ul style="list-style-type: none">Mr. Damayon informed the body that the concessionaires were evaluated last Academic Year when it comes to their CHSF, legal requirements submission and behavior and the results were given to them. He also informed the body that the office proposed changing the old tables for a more conducive and comfortable eating area. <p>CCTV INSTALLATION</p> <ul style="list-style-type: none">Mrs. Acosta made clarification as to the project of CCTV installation in the students action plan, if it is additional to the project of the VP Admin office.	<ul style="list-style-type: none">This is another project however identification of key/critical areas to be installed with CCTV and lights must be identified.



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As of the moment, there were 25 CCTVs installed and phase 3 of the project will commence the soonest.

ADDITIONAL SUPPLIES OF CHALK AND ERASERS IN THE CLASSROOMS

- Mrs. Acosta informed the council members that they should not concern themselves of this because it is the responsibility of the teacher to go to the classroom equipped with chalk and eraser, which the university provides.

FUNDRAISING ACTIVITIES FOR EXTENSION SERVICES

- Mrs. Acosta also noted the fundraising program activity of the council for extension services and asked if this activities are coordinated with the LMCDAC because fund for this purposes were already included in the miscellaneous fees of the students.

PRUDENCE IN SPENDING

- Mrs. Acosta informed the body that the request of students for funding of certain activities were much higher than the previous and reminded the students to be very prudent in their spending as she noted that request for funding as of last week is 21% higher than last year. Prudence need to be exercised because of the University's plan to construct a student center.

IV. ADJOURNMENT

The meeting adjourned at 11:45 AM with a closing prayer by Miss Renee Dwi Permata Messakaraeng. The next meeting is set tentatively on October 31, 2023 same time and venue.

Agenda next meeting to include activities to be undertaken and report from the DSAS of the actions taken on concerns raised.



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V. PHOTO DOCUMENTATION



**PROCEEDINGS OF THE CONSULTATION MEETING ON TUITION FEE
AND MISCELLANEOUS FEES INCREASE FOR SY 2022-2023**

APRIL 18, 2022, 2:00 P.M.

via Zoom Conference; Meeting ID 83431200317 Password 507226

I. ATTENDANCE:

- | | |
|----------------------------------------|------------------------------------------------|
| 1. Fr. Philip Yu, Jr. | VP for Mission and Identity |
| 2. Dr. John Tayaban | VP for Administration |
| 3. Dr. Moises Alexander Asuncion | VP for Academic Affairs |
| 4. Mrs. Venica Acosta | VP for Finance/Treasurer |
| 5. Atty. Epifanio Delbert Galima | Dean, College of Law/Corporate Counsel |
| 6. Mrs. Leila Navarro | Chief Accountant |
| 7. Mrs. Irma Madelleine Lopez | Assistant Treasurer |
| 8. Mrs. Elnora Adalem | Dean, School of Accountancy and Business |
| 9. Dr. Regina Ramel | Dean, Graduate Studies |
| 10. Dr. Henry Gamboa | Dean, School of Teacher Education & Humanities |
| 11. Dr. Arlene Tabaquero | Dean, School of Health and Natural Sciences |
| 12. Mr. Samuel Damayon | Dean, Students Affairs |
| 13. Mr. Sherween Jerry Paul Saquing | President, Faculty and Employees Association |
| | Head, Alumni Association |
| 14. Mrs. Essel Canaberal | Director, CICT |
| 15. Dr. Christopher Allen Marquez, Jr. | Director, LMCDAC |
| 16. Dr. Melanie Gurat | Faculty, School of Graduate Studies |
| 17. Mr. Peter Tom Callang | Faculty, School of Health and Natural Sciences |
| 18. Mrs. Lysel Haloc | Faculty, School of Teacher Educ. & Humanities |
| 19. Ms. Mayflor Agustin | President, SOGS General Student Officers |
| 20. Ms. Niña Salinas | President, Student Central Council |
| 21. Ms. Florizza Lorraine Galamay | MAED GC, Graduate Studies |
| 22. Ms. Vhanessa Lian Mariano | ME, Graduate Studies |
| 23. Mr. Christian Dominguez | MAED PED, Graduate Studies |
| 24. Mr. Alger Cerojales | MAED SPED, Graduate Studies |
| 25. Ms. Trisha Velasquez | ME, Graduate Studies |
| 26. Ms. Alegna Kail Corpuz | MST Math, Graduate Studies |
| 27. Ms. Michelle Garcia | MI, Graduate Studies |
| 28. Ms. Raygielyn Gaerlan | MST Math, Graduate Studies |
| 29. Ms. Princy Kochuparambil | MAED GC, Graduate Studies |
| 30. Ms. Ella Tricia Aquino | MST Math, Graduate Studies |
| 31. Ms. Betty Bulayo | MST Math, Graduate Studies |
| 32. Ms. Arlie Mae Mateo | ME CE, Graduate Studies |
| 33. Mr. Asley Jan Gurat | MIT, Graduate Studies |
| 34. Mr. Janwin Magas | PhD. Sci Ed., Graduate Studies |
| 35. Mr. Job Vincent Ramel | Treasurer, Student Central Council |
| 36. Mr. Arvie Catud | Press Info. Officer, Student Central Council |
| 37. Mr. Roderick Pulas | Auditor, Student Central Council |
| 38. Ms. Erika Faye Cataina | Business Manager, Student Central Council |
| 39. Ms. Erica Denise Tiongson | Business Manager, Student Central Council |
| 40. Ms. Gledy Mae La Corda | MAED PED, Graduate Studies |
| 41. Ms. Julie Faith Bautista | MBA, Graduate Studies |
| 42. Ms. Berlyn Pihulon | MAED GC, Graduate Studies |

II. PROCEEDINGS

The meeting started with a prayer led by the Chief Accountant, Mrs. Leila Navarro.

PART 1 - INCREASE IN FEES FOR THE SCHOOL OF GRADUATE STUDIES

1. Proposal to Increase Tuition Fees

- a. Mrs. Venica Acosta, the Vice President for Finance, explained the reason for conducting the consultation meeting. She also expressed her gratitude for the participants' positive response to the invitation for the consultation meeting: the Student Central Council, School of Graduate Studies General Student Officers, Administrators, Academic and Administrative Deans, also the invited representatives from SMU Union, SMU FERA and SMU Alumni Association, represented by Mr. Sherween Jerry Paul Saquing. Mrs. Acosta also thanked the officers of the Student Central Council for making themselves available a day earlier than the original schedule for the undergraduate consultation meeting.
- b. Mrs. Acosta mentioned that the consultation meeting is being conducted in compliance with CMO No. 3, series of 2012 or the "Enhance Policies, Guidelines and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for other Purposes". Thus, a notice was issued last March 31, 2022 and an invitation was also sent to the Commission on Higher Education which was acknowledged by Dr. Anastacio Saguibo, Jr., the Education Supervisor at CHED RO2.
- c. Mrs. Acosta presented the following justifications for the proposed increase in tuition fees for the School of Graduate Studies graduate studies:
 - i. The University has been charging very low tuition fee rates for both the masteral and doctoral programs at **Php470/unit**, and **Php550/unit**, respectively;
 - ii. No increase in tuition fees were charged for the past four academic years;
 - iii. The small class sizes have resulted operations at substantial losses for the School of Graduate Studies. Ideally, it should be financially self-sufficient to ensure viability of the University as a whole. In the past many years, the undergraduate program has been subsidizing the School of Graduate Studies' operations.
 - iv. Program Department Heads for the different program clusters will be assigned starting School Year 2022-2023, as recommended by accreditation bodies.
 - v. The summary of tuition fees for the past five years was presented as follows:

SAINT MARY'S UNIVERSITY Tuition Fees and Salary Increase for the Past 5 Years					
	SCHOOL YEAR				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
TUITION FEE PER UNIT					
A. Undergraduate	405.00	446.00	446.00	446.00	446.00
B. Graduate School					
Masteral	426.00	470.00	470.00	470.00	470.00
Doctoral	497.00	550.00	550.00	550.00	550.00
C. College of Law	678.00	745.00	1,000.00	1,000.00	1,000.00
PERCENT INCREASE IN TUITION FEE					
A. Undergraduate		10.12%	0.00%	0.00%	0.00%
B. Graduate School					
Masteral		10.33%	0.00%	0.00%	0.00%
Doctoral		10.66%	0.00%	0.00%	0.00%
C. College of Law		9.88%	34.23%	34.23%	0.00%

- d. The following projected result of operations for School Year 2021-2022 (actual for the first and second semesters, and estimate for the Mid-Year term June and July 2022) for the School of Graduate Studies was presented as follows:



SAINT MARY'S UNIVERSITY of BAYOMBONG
OPERATING BUDGET for SY 2021-2022

SCHOOL OF GRADUATE STUDIES 38% Increase in Enrollment		ACTUAL
	SY 2021-2022	SY 2020-2021
Student Enrollment	493	356
	Budget for SY	Actual for 12 months
PROJECTED INCOME		
Total Tuition and Registration Fees	5,916,663	4,411,054
Net Other Miscellaneous Fees	1,146,844	1,789,049
Scholarships, Grants and Discounts	(361,080)	(258,980)
A TOTAL PROJECTED INCOME FROM OPERATIONS	6,702,427	5,941,123
B TOTAL PROJECTED EXPENSES	8,182,092	7,370,860
C (A-B) EDUCATIONAL INCOME (LOSS)	(1,479,665)	(1,429,737)
D TOTAL OTHER INCOME	1,007,350	-
E (C+D) NET REVENUES BEFORE INCOME TAX	(472,315)	(1,429,737)
F Income Tax	-	-
G (E-F) EXCESS OF REVENUES OVER EXPENSES	(472,315)	(1,429,737)
ALLOCATED GENERAL AND ADMINISTRATIVE COSTS	(5,239,285)	(3,034,369)
NET RESULT OF OPERATIONS	(5,711,600)	(4,464,106)

- e. Using these actual data, Mrs. Acosta presented the ideal tuition fee rate per unit to operate at break-even level.

OPTION 1

Educational Loss after Income tax	(472,315)
Total number of units	3,668
Deficit expressed in tuition fee per unit	(128.77)

	Masteral		Doctoral	
Existing Tuition fee per Unit	470		550	
Increase to break-even for operations	130	28%	130	24%
Ideal tuition fee per unit for operational break	600		680	

OPTION 2

Educational Loss with allocated administrative costs	(5,711,600)
Total number of units	3,668
Deficit expressed in tuition fee per unit	(1,557.14)

	Masteral		Doctoral	
Existing Tuition fee per Unit	470		550	
Increase to break-even for operations	1,550	330%	1,550	282%
Ideal tuition fee per unit for operational break	2,020		2,100	

OPTION 3

Educational Loss after Income tax	(472,315)
Salaries of Program Coordinators	(300,000)
Educational Loss, with PG salaries	(772,315)
Total number of units	3,668
Deficit expressed in tuition fee per unit	(210.55)

	Masteral		Doctoral	
Existing Tuition fee per Unit	470		550	
Increase to break-even for operations	210	45%	210	38%
Ideal tuition fee per unit for operational break	680		760	

- f. Mrs. Acosta explained that even while the University needs to increase the tuition fee to arrive at a break-even result of operations, it would not opt to do so because the prospective students might find the tuition fees not affordable. With such considerations in mind, the Administration proposes increases only at the following rates:

Proposed Increase

	TUITION FEE SY 2021-2022	PROPOSED INCREASE		TUITION FEE SY 2022-2023
		Amount	%	
Masteral	470.00	200.00	43%	670.00
Doctoral	550.00	250.00	45%	800.00

- g. Mrs. Acosta opened the floor for comments regarding the proposed increase.

Ms. May Flor Agustin: Good afternoon po Ma'am. Regarding the proposal as representative of the students of the Graduate Studies Ma'am, we **APPROVE** as the school needed it.

Mrs. Acosta: So, do you agree to the proposed **200/ unit** for the Masteral Program and the **250** for the Doctoral Program?

Ms. May Flor Agustin: YES Mam.

Mrs. Acosta: Thank you so much. As explained earlier, ideally, we should go as high as Php1500/ unit in order to break even, but of course, we don't want to price out or drive away our students. This is still low compared to the 1500 or 1800 in other universities in Manila.

Thank you so much Ms. Agustin for accepting the proposal of 200 and 250 per programs respectively. Actually, at the College of Law we are already charging Php1000/ unit because we pay their salaries at rates same as the doctoral programs. Ideally, we want it as high as Php1000 but we cannot do the increase by Php450 s it would be too high as a one-time increase.

Mr. Sherween Saquing: Good afternoon, Mam Ni. I am here representing the Faculty, Employees and Retirees Association. I just wonder Ma'am Ni, bakit may butal pa. Bakit hindi na lang natin gawing Php700, para flat na. This is a proposal coming from the FERA.

Mrs. Acosta: Thank you for that suggestion, Sir Sherween. Any reaction on that, Ms. Flor?

Ms. May Flor: Yes po, no objection, Php700 na lang po.

Mrs. Acosta: In the present tuition fee rates, there is a difference of Php80 between the tuition fee rates for the masteral and doctoral programs. With these new rates then, the difference is now Php100. Again, thank you for being generous Ms. Flor and Sir Sherween.

Mr. Saquing: For the records, I would like to explain the proposal just very fast. At Php700 po for the masteral program, we are still 'in the red', I understand. A little help from the Graduate School would go along way for the University. After all, the diploma at SMU of Masteral or Doctoral degree would be a very very considerable investment. Konti lang itong tuition fee na eto compared to the gains that we have from SMU for post-diploma degree. The diploma from SMU is different compared to the other universities in the locality. A little addition of Php30 per unit for next school year, I think would be a big help for the university. Thank you so much, Ma'am Ni.

Mrs. Acosta: Thank you Sir Sherween. That is correct. Actually, as we explained earlier, we only considered 15% of the allocated administrative costs as share of the School of Graduate Studies, so we had to forego with the 85% which will be subsidized from other revenues. Once again, thank you Ma'am May Flor Agustin for the acceptance. **So, the accepted new tuition fee rates are: Php700 per unit for the Masteral programs and Php800 per unit for the Doctoral programs.** Although we cannot say yet that these are the final amounts because this will still go through the Commission of Higher Education. We hope that the Commission will consider this proposed increase based on the result of operations that we are presenting.

2. Proposed Increase in Miscellaneous Fees.

- a. Mrs. Acosta presented the justification for the **increase in Internet Fee.** The increase is to cover the costs and expenses in relation to the conduct of online learning. Even while face-to-face classes may already be allowed, the School of Graduate Studies may continue some of its courses using the online mode of

instruction. The related expenses include LMS maintenance and upgrade, the internet subscription, subscription to cloud storage, subscription to Zoom, and subscription to Google Education Workspace.

- b. The internet fee for the present year is **Php385.00**. An increase by **Php215.00** is proposed, bringing the Internet Fee for next school year at **Php600.00** per semester. The **Php215.00** increase translates to a **56%** increase.

Mrs. Acosta:

Again, Ms. May Flor, on behalf of the other students, may we ask your opinion on this?

Ms. May Flor:

Ma'am OK lang po.

Mrs. Acosta:

Ok, so the **Php215.00** increase in Internet Fee is also accepted.

3. Increase in Proposal and Defense Fees.

- a. Mrs. Acosta presented the proposal to increase the Theses and Dissertation Proposal and Defense Fees to provide an upgraded honorarium for the Advisers and Panel Members which are commensurate to the efforts, expertise and time devoted for the review and evaluation of the candidates' theses/dissertation papers.

- b. The proposed increase are as follows:

Mrs. Acosta:

May I know what is your opinion on these proposals?

Ms. May Flor:

We approve also this proposed increase, because the advisers and panels deserve an increase Ma'am. Mahirap po magreview ng paper. Love gift na lang po namin Ma'am sa kanila.

Mrs. Acosta:

So we got the approval of the School of Graduate Studies students through Ma'am May Flor Agustin, the President of the School of Graduate Studies General Student Officers, and the other officers in the graduate school

Mrs. Ramel:

If may I add, actually in the oral defense, there are two stages po. We have the pre-oral and the oral defense itself. There are cases wherein the panel members and adviser would seat into different meetings during the pre-oral and the oral defense.

PART 2 - INCREASE IN MISCELLANEOUS FEES FOR THE UNDERGRADUATE PROGRAMS

1. Mrs. Acosta acknowledged the presence of the Student Central Council Officers led by Ms. Niña Salinas.
2. Mrs. Acosta presented the justifications for the increase the Miscellaneous Fees (Internet Fee). Similar to the justifications presented to the School of Graduate

Studies, the University needs the fees to cover for the continuous maintenance and upgrade of the LMS, internet subscription which was upgraded, subscription to cloud storage, Zoom, and the Google Education workspace.

The Google Education workspace subscription allows access to the corporate email, increase google drive capacity to 20GB, background noise reduction in google meet the recording of google meet sessions, and free access to other apps like AutoCad and others. Access is free but limited if subscription fee is not paid. The University continues to subscribe to Zoom for the online conferences.

Mrs. Acosta explained that for School year 2022-2023, while in-campus or face-to-face classes already has a high prospect of occurrence, a COVID-free scenario cannot yet be predicted or assured. In this light, the University may continue to adopt the blended learning modality. For this, the university needs to continue the subscriptions as mentioned earlier.

3. The present Internet Fee is Php350 per semester. An increase of Php250 is proposed, bringing the Internet Fee to Php600.00 per semester.

Mrs. Acosta:

May we listen to Ms. Niña and her officers?

Ms. Niña Salinas:

I have nothing against the increase. I just want to be clarified that the MOSF was recalibrated fee last School Year 2020-2021. Am I right? The MOSF is an adjustment or transfer fee of other miscellaneous fee to important aspect of miscellaneous such as internet fee. Am I right po?

Mrs. Acosta:

Yes, Ms. Niña. There was a memorandum from the Commission on Higher Education regarding the recalibration of fees but it was only for School Year 2021-2022, with the condition that we don't exceed the present approved fees.

For the coming School Year 2022-2023, the Commission did not issue yet any advice that we can do the same.

Ms. Niña:

Thank you very much Ma'am. **In behalf of the students, I approved the increase.**

Mrs. Acosta:

Our proposal of **Php250** increase then brings the Internet Fee to **Php600/semester** for the undergraduate program, as accepted by Ms. Niña Salinas, the President of the Student Central Council.



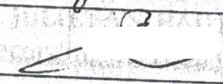








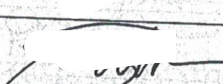

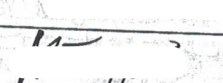
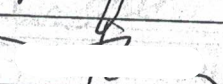



In closing, Mrs. Acosta thanked the student officers and representatives for their generous acceptance of the proposals and also thanked the other participants, students, faculty members and other administrators for their participation.

Mr. Samuel Damayon, the Dean of Student Affairs and Services, led the closing prayer. The meeting adjourned at 3:50 in the afternoon.

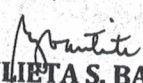
I hereby certify to the correctness of the above minutes of the Consultation Meeting held on April 18, 2022 at 2:00 in the afternoon.

MRS. MA. JULIETA S. BAUTISTA
Recording Secretary

WE HEREBY ATTEST TO THE CORRECTNESS OF THE ABOVE MINUTES OF THE CONSULTATION MEETING HELD ON APRIL 18, 2022 AT 2:00 TO 3:50 P.M. VIA ZOOM CONFERENCE.

NAME	POSITION	SIGNATURE
1. Rev. Fr. Philip A. Yu, Jr., CICM	Vice President for Mission and Identity	
2. Dr. John G. Tayaban	Vice President for Administration	
3. Dr. Moises Alexander T. Asuncion	Vice President for Academic Affairs	
4. Mrs. Venica S. Acosta	Vice President for Finance and Treasurer	
5. Atty. Epifanio Delbert G. Galima	Corporate Counsel and Dean, College of Law	
6. Ms. Mayflor Agustin	President, School of Graduate Studies General Student Officers	
7. Ms. Niña Salinas	President, Student Central Council	
8. Ms. Florizza Loraine Galamay	Student Officer, School of Graduate Studies	
9. Mr. Job Vincent Ramel	Treasurer, Student Central Council	
10. Mr. Arvie Catud	PIO, Student Central Council	
11. Mr. Roderick Pulas	Auditor, Student Central Council	
12. Ms. Erica Faye Cataina	Business manager, Student Central Council	
13. Ms. Erica Denise Tiongson	Business manager, Student Central Council	
14. Mr. Samuel Damayon	Dean of Student Affairs and Services	
15. Dr. Regina Ramel	Dean, School of Graduate Studies	
16. Mrs. Elnora Adalem	Dean, School of Accountancy and Business	
17. Dr. Arlene Tabaquero	Dean, School of Health and Natural Sciences	
18. Dr. Henry Gamboa	Dean, School of Teacher education and Humanities	
19. Mr. Sherween Jerry Paul Saquing	President, Faculty, Employees and Retirees' Association; Head, Alumni	

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18. Dr. Henry Gamboa	Dean, School of Teacher education and Humanities	
19. Mr. Sherween Jerry Paul Saquing,	President, Faculty, Employees and Retirees' Association;	

20. Mrs. Leila Navarro	Affairs Office Chief Accountant	
21. Mrs. Irma Madelleine Lopez	Assistant Treasurer	
22. Mrs. Essel Cañaberal	Director, CICT	
23. Dr. Christopher Allen Marquez	Director, Lingkod Maria Community Development and Advocacy Center	
24. Dr. Melanie Gurat	Faculty Representative, School of Graduate Studies	
25. Mr. Peter Tom Callang	Faculty Representative, School of Health and Natural Sciences	
26. Mrs. Lysel Haloc	Faculty Representative, School of Teacher Education & Humanities	
27. Ms. Vhanessa Lian Mariano	Student, School of Graduate Studies	
28. Mr. Christian Nel Dominguez	Student, School of Graduate Studies	
29. Mr. Alger Cerojales	Student, School of Graduate Studies	
30. Ms. Trisha Marie Velasquez	Student, School of Graduate Studies	
31. Ms. Alegna Kail Corpuz	Student, School of Graduate Studies	
32. Ms. Michelle C. Garcia	Student, School of Graduate Studies	
33. Ms. Raygielyn Gaerlan	Student, School of Graduate Studies	
34. Ms. Princy Kochuparambil	Student, School of Graduate Studies	
35. Ms. Ella Tricia Aquino	Student, School of Graduate Studies	
36. Ms. Betty Bulayo	Student, School of Graduate Studies	
37. Ms. Arlie Mae Mateo	Student, School of Graduate Studies	
38. Ms. Asley Jan Gurat	Student, School of Graduate Studies	
39. Mr. Janwin Magas	Student, School of Graduate Studies	
40. Ms. Gledy Mae La Corda	Student, School of Graduate Studies	
41. Ms. Julie Faith Bautista	Student, School of Graduate Studies	
42. Ms. Berlyn Pihulon	Student, School of Graduate Studies	

	Head, Alumni Affairs Office	
20. Mrs. Leila Navarro	Chief Accountant	
21. Mrs. Irma Madelleine Lopez	Assistant Treasurer	
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Document No. 6
List of Officers of the Student Central Council

NAME	POSITION
1. Rheena Niña S. Salinas	President
2. Eloisa C. Barbieto	Vice President
3. Ana Marie Joy A. Ling-oy	Secretary
4. Job Vincent D. Ramel	Treasurer
5. Roderick L. Pulas	Auditor
6. Arvie V. Catud	PIO
7. Erica Faye V. Cataina	Business manager
8. Erica Denise F. Tiongson	Business manager



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
STUDENT CENTRAL COUNCIL

MINUTES OF MEETING

Date: October 9, 2024

Venue: University Boardroom

The meeting started at 8:36 AM.

1. ATTENDANCE:

Advisory Board

Dr. John Octavious S. Palina

Dr. John G. Tayaban

Dr. Moises Alexander T. Asuncion

Rev. Fr. Philip A. Yu

Sir Samuel B. Damayon, JD

Student Central Council Officers

Nathaniel Mosqueda

Moira Salunat

Shevana Hernaez

Sandara Taganas

Lorraine Garcia

Leanne Derije

Louise Diaz

Danielle Corpuz

Harvey Padua

Executive Committee on Volunteers

Marone Tumolva

Mary Garra

Clyde Yumiaco

2. CALL TO ORDER

The Dean for Student Affairs and Services, Mr. Samuel B. Damayon, JD, started the meeting with the meeting's purpose at 8:36 in the morning.

3. AGENDA

- a. Formal presentation of Student Central Council Officers and the Executive Committee on Volunteers
- b. Formal presentation of the members of the Advisory Board
- c. Presentation of the Student Central Council's Action Plan
- d. Presentation of the Phoenix Forum
- e. Other Matters and Concerns

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4. PROCEEDINGS

AGENDA/CONCERNS	DISCUSSIONS
Opening	<ul style="list-style-type: none">- Ms. Shevana Hernaez opened the meeting through a prayer.- Mr. Damayon expressed gratitude to everyone for attending the meeting. He proceeded by introducing the agendas for the meeting.
Formal Presentation of SCC Officers, ExeCom, and members of the Advisory Board	<ul style="list-style-type: none">- Mr. Mosqueda introduced the elected officers of the Student Central Council and the members of the Executive Committee on Volunteers through a short PowerPoint presentation.- Consequently, each member of the advisory board briefly introduced themselves and their designated offices
SCC Action Plan	<ul style="list-style-type: none">- Mr. Mosqueda presented the action plan of the Student Central Council for the Academic Year 2024 to 2025- For Goal 1: Fortified SMU Catholic Identity and Mission, the SCC proposed the following projects and activities:<ul style="list-style-type: none">a. CICM Day (Collaborative)b. Praise and Workshop Camp: Bringing Together Unity and Diversity of Different Religionsc. Marian Kalinga/SAGIP- For Goal 2: Intensified SMU's Culture of Academic Excellence, the SCC proposed the following projects and activities:<ul style="list-style-type: none">a. Midyear Election 2025 Discussionb. Update, Ako Pa Ba? Press Conferencesc. Marian Cashparency Boardd. Eco-sip: Drink Watere. Freshman Orientations and Campus Tourf. Hello! Kailan niyo ideddeliver ang merch?g. Admin Review and Presentation of the Magna Carta for Marian Studentsh. Clubs Fair 2024i. Freshmen's Helpdeskj. Gabi ng mga Bagong Mariank. Bakit Mo Inilalabas 'Yang Printer Mo?l. Business Boost Network

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	<ul style="list-style-type: none">m. Marian Bayanihann. University Weeko. Marian Music Festival: ADAMO 2024p. Plant It, Marian, Plant It!- For Goal 3: Bolstered SMU's transformative engagement with the local and global communities, the SCC proposed the following projects and activities:<ul style="list-style-type: none">a. Talakay sa Saribuhayb. Marian Kalinga: An Outreach Program to SPED Centersc. Marian Paw Patrold. Project Dasig- Mr. Damayon thanked Mr. Mosqueda for presenting the action plan for Academic Year 2024 to 2025- He requested that the draft of the Magna Carta for Students must be presented next meeting for review.
Advisory Board's comments, suggestions, and recommendations for the SCC Action Plan	<ul style="list-style-type: none">a. Mr Samuel B. Damayon, JD (DSAS):<ul style="list-style-type: none">- In response to the "EcoSip: Drink Water" project, Mr. Damayon informed the council that the administration is planning to purchase two additional water dispensers. However, the university's water supply is currently facing issues.b. Dr. John Octavious S. Palina (University President):<ul style="list-style-type: none">- Dr. Palina congratulated the SCC, noting that their action plan aligns with the administration's goals and contains innovative projects and activities.- He inquired about the planned performers for the "Concert for a Cause." Mr. Mosqueda responded that the artist has not yet been finalized, and the SCC is still searching for performers.- Dr. Palina informed the council that the university is applying for the UI Green Metric, encouraging the SCC to align their activities with sustainability efforts and the principles of Laudato Si'.- He suggested reducing parking spaces and dedicating more areas for pedestrians.- He mentioned that the university is planning a "No Car Day," where the campus will be vehicle-free for one day every month.



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	<ul style="list-style-type: none">- Dr. Palina expressed his approval for the "Midyear Election 2025 Discussion," emphasizing the importance of educating students on choosing the right leaders.- He also supported the SCC's initiative to disseminate information about scholarship programs and services offered by the university.- For praise and worship programs, Dr. Palina advised the SCC to collaborate with religious offices.- Dr. Palina mentioned that air conditioning units have been successfully installed from basic education to high school classrooms, and they are planning to extend this to tertiary classrooms. However, student and parent approval are needed to cover the additional costs through fees.- He recommended that the SCC incorporate risk analysis into their action plan.- Finally, Dr. Palina expressed his overall support for the SCC's initiatives. <p>c. Dr. John G. Tayaban (VPA)</p> <ul style="list-style-type: none">- Dr. Tayaban observed that many students are not complying with the CHSF policy and asked if the SCC could implement activities to improve compliance. It was suggested that penalties be imposed on students who violate the policy to encourage adherence. Additionally, the administration is planning to sanction noisy vehicles and those found vaping or smoking.- Mr. Mosqueda responded that they will engage student leaders from each department to help monitor and reinforce the CHSF policy.- Dr. Tayaban informed the council about the "Feed My Lambs" program, encouraging the SCC to identify students with food security issues. He shared that the administration is planning to seek support from employees, where a portion of their salary could be voluntarily deducted to help feed students. He emphasized the need for a screening process to ensure that deserving students receive support, noting that this program aligns with the SDG goal of zero hunger
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STUDENT CENTRAL COUNCIL

	<p>d. Rev. Fr. Philip A. Yu (VPMI)</p> <ul style="list-style-type: none">- Fr. Yu expressed his gratitude to the SCC for assisting his office in disseminating information about the university's scholarship programs and services.- He informed the council about the "Transfer of Benefit" from scholarships, where students can donate a portion or their entire scholarship (academic or service grants) to financially struggling students. He encouraged the SCC to promote this program to other students, not just SCC members.- Fr. Yu also expressed concern over the plastic bottles littered in the covered court area and engineering department despite the university's "No Plastic Bottle" policy. He suggested stricter enforcement of the policy. <p>e. Dr. Moises Alexander T. Asuncion (VPAA)</p> <ul style="list-style-type: none">- Dr. Asuncion reminded the SCC of the importance of maintaining their academic performance. He clarified that service grants will be effective immediately for the first semester but may be revoked if students do not maintain their grades.- He corrected the title "Feast of the Lights" in the action plan, stating it should be "Feast of Light," as the "light" refers to Jesus.- Dr. Asuncion suggested moving the "Midyear Election 2025 Discussion" under social involvement activities in the action plan.- He pointed out that projects like the "Marian Kalinga: An Outreach Program to SPED Centers" and the "Midyear Election 2025 Discussion" should not overlap with other organizations such as MAPPS.- He also recommended that personalized SMU notebooks and planners should not be limited to office or officer use, but be made available to students as well. He suggested developing an online version of the planner that students can access.- Dr. Asuncion emphasized the importance of safety, particularly in light of recent incidents during the
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	<p>“Gabi ng Bagong Marian” and a student falling from a building. He stressed the need for improved peace and safety management.</p> <ul style="list-style-type: none"> - Lastly, he reminded the council of the upcoming general assembly for the “First 100 Days in Office” of the SCC.
Presentation of the Phoenix Forum	<ul style="list-style-type: none"> - Mr. Mosqueda presented the summarized results of the Phoenix Forum, a Google form circulated to gather student concerns. He emphasized the importance of anonymity, ensuring that the identities of the students remain confidential. a. Facilities (Buildings, CR, Laboratories, Libraries) <ul style="list-style-type: none"> - Unequal division of students per block resulting in crowded classrooms - Comfort rooms are unhygienic and are not maintained properly (Pedro Calungsod, JVD, UB); and some comfort rooms don't have water supply - Request for gender neutral restrooms and PWD friendly restrooms - Fans and lights are not working in some classrooms (L and UB Building); classrooms and laboratories are not well ventilated - Request to upgrade blackboard and HDMI; some TVs are not working - Dirty classrooms, some students are not following CHSF - Request for lockers - Canteen is unsanitary - Gym is hot and uncomfortable (PE classes) - Some students don't know how to utilize services of ULRC (printing, borrowing, etc.) - Request for CCTV at the baggage counters in libraries (theft concerns) - Wi-Fi connections are poor, request for Wi-Fi at UB 3rd floor b. Service Personnel (Faculty, Staff, Non-Academic Personnel, etc.) <ul style="list-style-type: none"> - Request for earlier dissemination of notices regarding class suspensions.



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	<ul style="list-style-type: none">- Some professors are not able to teach well, some are proud that they are failing students- Improper behavior of professors, both in the campus and in social media- Clinic personnel are unapproachable and rude; lack of urgency- One CICT staff is not approachable <p>c. Transactions/Processes (Tuition Fee Remittance, Processing papers)</p> <ul style="list-style-type: none">- Request pen online enrollment again- Information dissemination for additional fees in tuition fees- Request for full breakdown of tuition and miscellaneous fees- Provide breakdown for the RFID renewal fee- Offer insurance for vehicles damaged while in campus (e.g., due to falling branches) <p>d. Student Affairs (Student Organizations, Promotion of Right and Interests)</p> <ul style="list-style-type: none">- Provide comprehensive guidelines on cross-dressing and dress code policies- Take appropriate action against professors involved in sexual harassment.- Offer financial assistance for students participating in international activities.- Some student leaders are not behaving properly <p>e. Student Services (Health, Guidance., Scholarships, Food, Info Dissemination)</p> <ul style="list-style-type: none">- Some guidance counselors are not approachable and friendly- Some clinic personnel are not accommodating- Contents of vending machine are already available in the canteen/coop- Increase scholarship opportunities and improve dissemination of scholarship information <p>f. Student Activities (orientations, Schools Weeks, Foundation Day, Concerts, etc.)</p> <ul style="list-style-type: none">- Improve the scheduling of assemblies and programs- Request for no classes during school's week- Improve Sapientia a Deo Walk
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	<ul style="list-style-type: none">- Request for another concert and ground demo- Request to provide tuition fee discount for LSCs <p>g. Security and Welfare Concerns</p> <ul style="list-style-type: none">- Some professors make sexual and offensive jokes to students.- Reports of students engaging in sexual activities at the Debuscherre Parking Lot.- Theft incidents at the baggage counter in the library.- Guards are not monitoring students who violate the dress code, and the no plastic bottle policy <p>h. Environmental Affairs</p> <ul style="list-style-type: none">- Some students do not follow proper waste segregation and CHSF/CLAYGO policies.- Request for additional benches and tables in study areas.- Flooding around the oval after rainy days <p>i. Others</p> <ul style="list-style-type: none">- Regulation for morning traffic- Slow Wi-Fi connections- Some teachers are providing additional points to students who attended classes during the recent typhoon
Advisory Board's comments, suggestions, and recommendations for the Phoenix Forum	<p>a. Dr. Moises Alexander T. Asuncion (VPAA)</p> <ul style="list-style-type: none">- Dr. Asuncion suggested including a frequency column in the report to indicate how many students have raised each specific concern. This will provide a clearer picture of the issues that need attention. <p>b. Dr. John Octavious S. Palina (University President)</p> <ul style="list-style-type: none">- Dr. Palina commended the SCC for their efforts in collecting student concerns and feedback.- He recommended that the form must also incorporate the best practices that the university should either sustain or improve upon.- Dr. Palina noted that the feedback regarding facilities and faculty identification was lacking detail. He emphasized that students should not be afraid to be specific, particularly in identifying buildings or faculty members associated with their concerns.- He suggested adding instructions to the form, guiding students to be more precise in their



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	<p>submissions.</p> <ul style="list-style-type: none">- Dr. Palina proposed that the SCC present the gathered concerns in a formal report, with assistance from Sir Damayon. The report should include a third column indicating whether each concern has been addressed or acted upon.- Finally, Dr. Palina reassured the SCC that these concerns would be forwarded to the appropriate offices and recommended following up on them during the next meeting to ensure progress. <p>c. Dr. John G. Tayaban (VPA)</p> <ul style="list-style-type: none">- Dr. Tayaban expressed his concerns regarding student safety on campus.- Dr. Tayaban highlighted the importance of adhering to due process when handling complaints, emphasizing the need for formal complainants to come forward. He suggested that complaints be forwarded to the appropriate office so that action can be taken and those involved can be addressed accordingly <p>d. Mr. Samuel B. Damayon, JD (DSAS)</p> <ul style="list-style-type: none">- Mr. Damayon commended the SCC for their work in collecting and organizing student concerns. He stressed the importance of forwarding these issues so that they can be discussed in detail at the next meeting.- Mr. Damayon informed the council that the DSAS had initiated a monitoring system for the university canteens to ensure compliance with health and safety standards.- Finally, Mr. Damayon reminded everyone of the scheduled meeting this afternoon, urging all members to be prepared for further discussions.
Other matters and concerns	<ul style="list-style-type: none">- Dr. Palina informed the council about the ongoing construction of the new Science Building, which is expected to be completed by July 2025. The building will house laboratories for nursing, medical technology, and a diagnostic center for pharmacy, and biology. It will also feature demonstration rooms and a conference activity room.



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	<p>Notably, it will be the first building on campus equipped with an elevator, and it will be connected to the Apo Philo Building, providing access to the Aula Maria Building.</p> <ul style="list-style-type: none">- Dr. Tayaban added that the inclusion of an elevator aligns with the university's efforts to accommodate students and staff with disabilities, addressing PWD concerns
Closing	<ul style="list-style-type: none">- Dr. Palina adjourned the meeting. He thanked the attendees for their time and participation in the meeting- Fr. Yu ended the meeting through a prayer.

The meeting ended at 10:20 AM

Prepared by:

SHEVANA JAIRAH M. HERNAEZ
SCC Executive Secretary

Approved by:

NATHANIEL C. MOSQUEDA
SCC President

Noted:

SAMUEL B. DAMAYON
Dean of Student Affairs and Services

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**CONSTITUTION BY-LAWS OF THE SMU GRADUATE STUDENTS'
ORGANIZATION (SMU-GSO)
A.Y. 2023-2024**

OUTLINE

PREAMBLE

ARTICLE I	NAME AND DOMICILE
ARTICLE II	VISION, MISSION, AND GOALS
ARTICLE III	MEMBERSHIP
ARTICLE IV	ELECTION PROCEDURES AND QUALIFICATION OF OFFICERS
ARTICLE V	DUTIES AND RESPONSIBILITIES
ARTICLE VI	FACULTY ADVISERS
ARTICLE VII	ACCOUNTABILITY OF OFFICERS
ARTICLE VIII	MEETINGS
ARTICLE IX	VACANCY OF OFFICE
ARTICLE X	GENERAL PROVISIONS
ARTICLE XI	IMPEACHMENT
ARTICLE XII	AMENDMENTS OR REVISIONS
ARTICLE XIII	EFFECTIVITY

PREAMBLE

We, the members of the SMU Graduate Students Organization, beseech the Divine Creator for assistance in uniting students, promoting scholastic excellence, being of service to graduate students, providing programs and activities that will enhance knowledge, skills, intellect, and stirring the passion and compassion of students to learn and serve the university, and in the pursuit of these objectives, do hereby bind ourselves to ordain and promulgate this Constitution.

ARTICLE 1. NAME AND DOMICILE

Section 1. This organization shall bear the name SMU Graduate Students Organization (SMU-GSO) and would be based in Saint Mary’s University of Bayombong, Nueva Vizcaya, Philippines.

Section 2. The SMU Graduate Students Organization (SMU-GSO) is a co-curricular student organization within the SMU School of Graduate Studies. Our primary dedication lies in fostering scientific, intellectual, and educational endeavors, both on and off-campus. We are committed to providing service to the community and offering a wide array of activities and programs designed to support graduate students in their academic pursuits.

Section 3. The logo of the organization shall be as follows:



The logo contains symbols such as a globe, torch, a heart with a cross inside, and blue beads.

3.1. The globe symbolizes globally competitive graduate students who are passionate about conducting research and demonstrating breakthrough ideas that will eventually lead Saint Mary's University School of Graduate Studies to be one of the premier universities in Southeast Asia in terms of publishing studies that are relevant to the needs and demands of the time.

3.2. The torch symbolizes that Saint Mary's University School of Graduate Studies as recognized as one of the premier Universities in South East Asia that offers quality education aims to continue committing itself to transform the lives of its clientele, the graduate students, to be the catalysts of change, beacon of hope.

- 3.3. The heart with a cross inside symbolizes the Christ-Centered, and to be professionals who are willing to stand up for truth and extend their hands, especially to the less fortunate.
- 3.4. The blue beads symbolize the unity of every graduate student at Saint Mary's University towards one common goal.

ARTICLE II. VISION, MISSION AND GOALS

Section 1. VISION

The Saint Mary's University Graduate Students' Organization is dedicated to fostering globally competitive graduate students, nurturing their research fervor, and cultivating pioneering ideas that will propel Saint Mary's University School of Graduate Studies to the forefront of academic excellence.

Section 2. MISSION

Our mission is to support and empower Saint Mary's University graduate students in their quest for global competence. We provide resources, knowledge, and opportunities to help students excel in a competitive global environment. We foster a culture of research excellence, encouraging innovative ideas that benefit the academic community. We enhance the academic experience with tailored activities for specific programs and promote community engagement, nurturing social responsibility and positive change.

Section 3. GOALS

Fostering Global Competence: We strive to equip students with the knowledge, skills, and perspectives needed to thrive in a competitive global environment.

Cultivating Research Excellence: We promote a culture of research and innovation, encouraging students to develop groundbreaking ideas and contribute to the academic community.

Enhancing Academic Excellence: We are dedicated to enhancing the academic experience by offering tailored programs and activities that complement and enrich students' specific programs of study.

Inspiring Community Engagement: We encourage students to engage in meaningful community service activities, thereby fostering a strong sense of social responsibility and becoming ambassadors for positive change.

ARTICLE III. MEMBERSHIP

Section 1. Members of this group are bonafide Saint Mary's University students who satisfy any of the conditions listed below.

- 1.1 He or she is taking up Masters or Ph.D. program.
- 1.2 He or she is enrolled in Masters or Ph.D. program.

Section 2. Membership in the organization will be renewed every academic year.

ARTICLE IV. ELECTION PROCEDURES AND QUALIFICATION OF OFFICERS

Section 1. Qualifications of Officers. The candidate must be of excellent moral character and in good standing in the organization, and must not have faced any type of disciplinary action from the institution.

Section 2. Election procedures. Officers are chosen by a direct vote of all members present. Those who receive the most votes will be declared elected. In the event of a tie, the Body will determine the process to be used to break the tie.

Section 3. Absentee members are ineligible for nomination or election.

Section 4. Tenure of Office. All elected officers must serve a one-year term. Their terms begin on the day of the election and expire on the net election day. Their periods of office begin after the election.

Section 5. The chosen officers should have a General Weighted Average (GWA) of 89 for Masters and 92 for PhD, and a good standing position in the school (define).

ARTICLE V. DUTIES AND RESPONSIBILITIES

Section 1. The officers of the organization shall consist of the president, vice president, secretary, treasurer, two auditors, two business managers, and two Media and Publicity Officers.

Section 2. The President shall represent the organization, preside over all organizational meetings, exercise other rights, and execute other responsibilities consequent to his or her position.

Section 3. In the absence of the President, the Vice President shall undertake the responsibilities and duties, assist the President, and execute such tasks as assigned by the President.

Section 4. The Secretary shall keep a record of the minutes of the organization's meetings, act as custodian of the organization's documents, and perform any other tasks that the organization may need or assign. The secretary will be present whenever there is a meeting.

Section 5. The Treasurer is responsible for maintaining a record of all funds received and disbursed, collecting and safeguarding organization funds when authorized by the President, providing financial reports following financial or fund-raising activities, submitting a full audited statement of accounts after his/her term as treasurer, and carrying out any other tasks delegated to him/her by the organization.

Section 6. The Auditor is responsible for reviewing, auditing, and settling all accounts related to the company's costs as well as carrying out any other tasks that may be assigned or demanded by the organization.

Section 7. The business manager is responsible for creating budgets, acquiring resources, and allocating funds for all of the organization's operations. They also carry out any other tasks that may be allocated to them by the organization.

Section 8. The organization's designated media and publicity officer will be responsible for issuing any announcements, publications, and statements about the group or any of its operations, as well as carrying out any other tasks that may be allocated to them or demanded by the group.

Section 9. Program Representatives

- Section 9.1.** The program representative will be assigned by their GPCDH.
- Section 9.2.** The Program Representative must attend whenever there is a general meeting. He/she must also follow the command and disseminate every meeting to all graduate students in their program.
- Section 9.3.** The representative shall strictly monitor the participation of their program in every activity of the Graduate School.

Section 10. Core Officers

- | | |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The President shall: | represent organization, preside overall organizational meetings, exercise other rights, and execute other responsibilities consequent to his or her position. |
| 2. The Vice President shall: | undertake the responsibilities and duties in the absence of the President, assist the President, and execute such tasks as assigned by the President. |
| 3. The Secretary shall: | keep record the minutes of the organization's meetings, act as custodian of the organization's documents, and perform many other tasks that the organization may need or assign. The secretary will be present whenever there is a meeting. |
| 4. The Treasurer shall: | maintain a record of all funds received and disbursed, collect and safeguard organization funds when authorized by the President, provide financial reports following financial or fund-raising activities, submit full audited statement of accounts after his/her term as treasurer, and carry out any other tasks delegated to him/her by the organization. |
| 5. The Auditors shall: | be responsible for reviewing, auditing, and settling all accounts related to the company's costs as well as carrying out and other tasks that maybe assigned or demanded by the organization. |
| 6. The Business Managers shall | be responsible for creating budgets, acquiring resources, and allocating funds for all of the organization's operations. The also carry out any other tasks that may be allocated to them by the business. |
| 7. The Media and Publicity Officers shall: | be responsible for issuing any announcements, publications, and statements about the group or any of its operations, as |

well as carrying out any other tasks may be allocated to them or demanded by the group.

ARTICLE VI. FACULTY ADVISERS

Section 1. The Adviser of the School of Graduate Studies General Student Organization is assigned by the Dean of Graduate Studies.

ARTICLE VII. ACCOUNTABILITY OF OFFICERS

Section 1. The General Officers shall be responsible for the duties vested in them. To ensure that the objectives are met and address the needs of graduate students.

ARTICLE VIII. MEETINGS

Section 1. The General Assembly consisting of all members shall meet at least twice every semester or as needed to be led by the organization's adviser.

Section 2. Any absent officer will inform the secretary of the non-attendance.

ARTICLE IX. VACANCY OF OFFICE

Section 1. There is a vacancy of office if the officer resigned due to valid reasons such as but not limited to no longer enrolled, sickness and termination due to abandonment of duties and responsibilities.

Section 2. The vacant position will be filled by one of the program representatives to be determined by the general officers through a votation of the majority.

ARTICLE X. GENERAL PROVISIONS

Section 1. All students of the School of Graduate Studies must pay a membership of seventy-five pesos (PHP 75.00) per semester (define – 1st semester and 2nd semester only, excluding midyear term) as source of fund for the implementation of the organization's activities and programs.

Section 2. All collections shall be issued with an acknowledgment receipt.

ARTICLE X. GENERAL PROVISIONS

Section 1. A special contribution may be collected from each member for special purposes like Community Services and programs.

Section 2. The group will engage in fundraising efforts if the necessity arises.

ARTICLE XI. IMPEACHMENT

Section 1. Any officer of the organization may be impeached on the following grounds: 1.1 Failure to carry out his responsibilities as outlined in Article V of this Constitution; 1.2 Breach of the organization's Constitution. 1.3 Skipping the meeting that was scheduled (3 consecutive absences or frequent absences from meetings)

ARTICLE XII. AMENDMENTS OR REVISIONS

Section 1. A majority of the members may vote to change this constitution at a special meeting held for that purpose.

ARTICLE XIII. EFFECTIVITY

Section 1. A majority of the votes cast must be voted in favor of ratifying the Constitution.

Section 2. Upon ratification, the Constitution is effective right away.

In witness of our commitment to the principles and ideals set forth in this Constitution and By-Laws, we, the members of the SMU Graduate Students Organization, hereby affix our signatures. With shared determination and unwavering dedication, we pledge to uphold these principles and work together to fulfill our mission, create a stronger and more vibrant graduate student community, and contribute to the growth and excellence of our beloved Saint Mary's University.

(Sgd) **DR. DEO P. URBANO**
President

(Sgd) **MR. DARWIN T. GRAGANTA**
Vice-President

(Sgd) **MS. CRISALYN UY- ALMENIANA**
Secretary

(Sgd) **MS. RHODILET B. VALDEZ**
Treasurer

(Sgd) **MS. RINA A. GUINGAB**
Auditor

(Sgd) **MS. CZARINA GAYE T. TUBARAN**
Treasurer

(Sgd) **MR. HECTOR L. MADDAWAT**
Business Manager

(Sgd) **MR. REGIDOR L. ALMENDRAL**
Business Manager

(Sgd) **MR. BULKMAN SMITH B. MANZANO**
Media and Publicity Officer

(Sgd) **MR. RYAN PAUL E. NILLO**
Media and Publicity Officer

(Sgd) **MR. JUNEL B. CACHERO**
Cluster Representative, MAED-SPED

(Sgd) **MR. ELIZARDO A. SALDIVAR**
Cluster Representative, MAT-Filipino

(Sgd) **DR. RODNEY CAJIMAT**
Cluster Representative, MAED-EDA

(Sgd) **MS. JONES K. LIWAN**
Cluster Representative, MAT-Social Studies

(Sgd) **MR. JOJIE MAR M. VALDEZ**
Cluster Representative, MAED-PE

(Sgd) **MS. ANGELA C. GARRA**
Cluster Representative, PhD Commerce

(Sgd) **MS. ZELLAH W. BANNOG**
Cluster Representative, MLIS

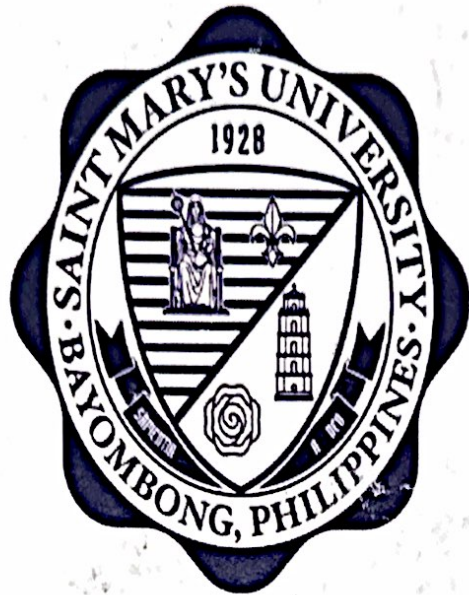
(Sgd) **MS. RUZIEL ANN C. CULIAT**
Cluster Representative, MIT

(Sgd) **MR. ALLAN H. SUMANDAL**
Cluster Representative, PhD Scie. Ed. Bio

(Sgd) **MS. JOSEPHINE D. ILLESES**
Cluster Representative, MST – Math

(Sgd) **MS. JOVELYN PRADO**
Cluster Representative, MAT-Physics

(Sgd) **MR. MICHAEL S. CATACUTAN**
Cluster Representative, MS- Biology



COLLECTIVE BARGAINING AGREEMENT

COVERING A.Y. 2022-2023 TO A.Y. 2026-2027

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ARTICLE I

Scope and Agreement

Section 1. Bargaining Unit. The University and the Union agree that the Collective Bargaining Unit for the purpose of this agreement shall be composed of all employees of the UNIVERSITY and shall not include:

1. Board of Trustees;
2. University President;
3. Vice Presidents;
4. Consultant/s;
5. Middle academic and administrative officers;
6. Junior academic and administrative officers;
7. Employees occupying positions of trust and confidence (Secretaries of the University President, Vice Presidents, External Affairs Officer, Academic Deans, Principals, Dean of Student Affairs and Services, Associate Dean of Student Affairs and Services (Men and Women), PPDMO, IDQAO, University Registrar, HRDO, Center for Christian Formation, Publishing and Digital Printing Office; assistants of the BOT/President/Vice Presidents; drivers, CICT, HR personnel, Treasury and Accounting Office (except Grade School and Junior High School cashiers), CICT programmers and staff members and CETSO staff members;
8. Probationary and Temporary employees;
9. Part-Timers, guest lecturers and contractual/casual employees;
10. Hirees or promotions to new positions that are not yet existing at the time of the execution of this Agreement; and
11. Others analogous to the foregoing as defined by law and jurisprudence.

ARTICLE II

Union Security

Section 1. Union Recognition. The University recognizes the Union with Registration Certificate No. R0200-200902-UR 001 as the sole and exclusive bargaining representative of the regular rank and file employees both academic and non-academic personnel.

Section 2. Union Security

1. All members who are members of the UNION shall continue and maintain such membership in good standing in the Union as a condition of their continued employment.
2. Meetings of the general membership and other activities of the Union may be held inside the University premises without charge to the Union, provided that prior permission and coordination for the designated time and place is secured from the proper University authorities.
3. The monthly regular meetings of the Union Executive Board shall be allowed within the premises of the University. Provided that, it shall not in any way disturb and/or disrupt the regular functioning of the University.

Section 3. Option to Accept Promotion

1. Whenever the UNIVERSITY desires to promote employee/s within the appropriate bargaining unit to management position or the like, the employee concerned shall have the option to accept or reject the promotion.
2. In the event that a member of the present bargaining unit is appointed, transferred or promoted to a management position or the like, and the same is accepted, the concerned employee shall be excluded from the exclusive bargaining unit and shall automatically be deemed resigned from the UNION and accordingly relieved of the responsibilities appertaining thereto.

3. No Union officer and/or Union panel member may be appointed to an excluded position in the University during the recognition period.

Section 4. Dues and Assessments

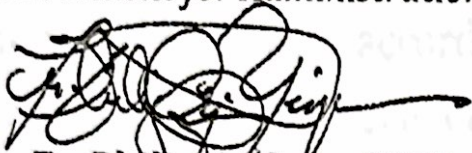
1. The University shall make payroll deductions of regular Union assessments from the members of the Union, provided that no deductions shall be made except as permitted by law or as expressly authorized by the concerned employee.
2. Other than for mandatory activities under the Labor Code, no attorney's fees, negotiation fees or other extraordinary fees may be checked off from any amount due to an employee without any individual written authorization duly signed by the employee concerned.
3. All assessments or mandatory activities under the Labor Code shall be stated in a resolution made by the Union Executive officers and the Board of Directors, and approved by the majority of Union members. A copy of the approved resolution and written authorization of the members shall be transmitted to the UNIVERSITY.
4. No check-off shall be made on employees during periods when they do not earn.
5. Approved Special assessment shall be checked-off in advance, that is, quincena before the intended labor-related activity to be conducted by the UNION, provided that the Union's advice thereon is communicated in writing to the UNIVERSITY at least fifteen (15) days prior to the preparation of the payroll for the quincena.
6. The University agrees to make payroll deductions for agency fees from employees who are not members of the UNION but who are within the scope of the bargaining unit and who have accepted the benefits granted under this Agreement, provided that the amount of the agency fee shall be equivalent to the dues assessed by the UNION from its members in accordance with the Labor code.

**SAINT MARY'S UNIVERSITY
(SMU)**

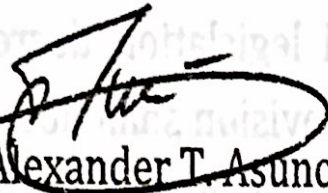
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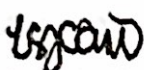
Dr. John G. Tayaban
Vice President for Administration



Rev. Fr. Philip A. Yu Jr. CICM
Vice President for Mission and Identity



Dr. Moises Alexander T. Asuncion
Vice President for Academic Affairs



Mrs. Venica S. Acosta
Vice President for Finance & Treasurer



Atty. Epifanio Delbert G. Galima III
Legal Counsel



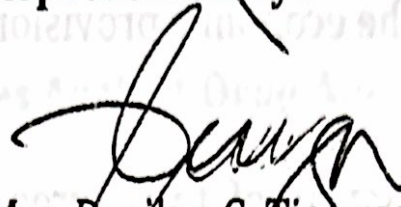
Mrs. Ruby Lyn R. Nuestro
HRDO Director



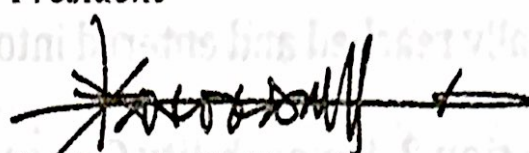
DR. JOHN OCTAVIOUS S. PALINA
University President

**SAINT MARY'S UNIVERSITY
EMPLOYEES' UNION (SMU-EU)**

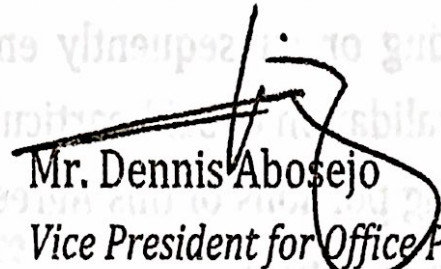
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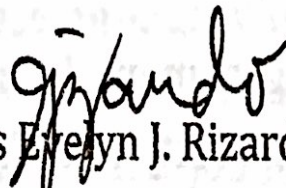
Mrs. Dorilyn C. Tiongson
President



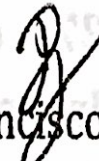
Dr. Erwin D. Naval
Vice President for Faculty



Mr. Dennis Abosejo
Vice President for Office Personnel



Miss Evelyn J. Rizado
Board of Director



Mr. Francisco L. Lopez Jr.
Board of Director

CONSTITUTION AND BY-LAWS
SAINT MARY’S UNIVERSITY FACULTY, EMPLOYEES AND RETIREES ASSOCIATION
(SMU-FERA)

CURRENT BY-LAWS
PREAMBLE We, the Faculty Members, Retirees and Employees of Saint Mary’s University of Bayombong, Nueva Vizcaya, imploring the help of Almighty God in order to form an association that shall embody our ideals and aspirations, promote leadership, fellowship at Saint Mary’s University, do ordain and promulgate this Constitution.
ARTICLE I. NAME OF THE ASSOCIATION Section I. This Association shall be known as the SAINT MARY’S UNIVERSITY FACULTY, EMPLOYEES AND RETIREES ASSOCIATION (SMU-FERA)
ARTICLE II. OBJECTIVES Section I. The objectives of the Association shall be the following, to wit: <div><div>1. To encourage leadership among its members</div><div>2. To promote camaraderie and understanding among its members.</div><div>3. To provide for the relief of distressed members, financially or otherwise during time of bereavement or medical emergencies;</div><div>4. To defend the name of the University against outside threat;</div><div>5. To cooperate in all the University activities;</div><div>6. To award deserving retiring members with certificate of honorary membership to the association;</div><div>7. To provide means by which all members, through the officers, be given adequate and up-to-date information concerning SMU-FERA benefits (sickness, mortuary and loans); and</div><div>8. To put up worthwhile projects for the benefit of the Association and its members.</div></div>
ARTICLE III. MEMBERSHIP Section 1. All members of the instructional and non-instructional staff of the Collegiate, Junior and Senior High School, and Grade School departments of Saint Mary’s University of Bayombong, Nueva Vizcaya are automatically members of the association. Section 2. Contractual employees are not members of the association. Section 3. Active Part-time employees with teaching load are members of the association. Section 4. The University President and the Retirees are considered honorary members of the association, and are to be invited during SMU-FERA activities.
ARTICLE IV. QUALIFICATIONS OF OFFICERS Section 1. Faculty and employees who have rendered services of not less than one year eligible to become officers except: <div><div>1. Members of the Extended Advisory Board,</div><div>2. Employees who are on probationary status and</div><div>3. Retirees and honorary members.</div></div>

ARTICLE V. THE OFFICERS AND THEIR DUTIES

Section 1. The following shall be the officers of the Association:

- A) President
- B) Vice-President
- C) Secretary
- D) Treasurer
- E) Auditor
- F) Two (2) Business Managers
- G) Press Information Officer
- H) Liaison Officers
 - 1. One (1) for each College/School of the University;
 - 2. one (1) for the Grade School;
 - 3. one (1) for the Junior High School Department,
 - 4. one (1) from the Senior High School Department,
 - 5. one (1) from the retirees, and
 - 6. one (1) for the Office Personnel.
- I) The External Auditor to be appointed by all its officers.

Section 2. The President shall:

- represent the Association inside and outside the University;
- preside over all meetings of the Association;
- perform such duties as are inherent to his/her office, and other duties as shall be authorized by the members of the Association; and
- approves bills and signs cheques/withdrawals on behalf of the Association and approve disbursements related to the major expenses incurred by the SMU-FERA in consultation with other SMU-FERA Officers.

Section 3. The Vice-President shall assist the President and shall perform other functions as shall be assigned to him/her by the President.

Section 4. The Secretary shall make a record of the minutes of the meetings of the Association and shall be the custodian of all documents of the same; render an annual report or as occasionally as required or assigned by the Association, except for financial matters.

Section 5. The Treasurer shall be the custodian of the funds, books of accounts and other properties of the Association; he/she shall pay all expenses as duly approved by the President; make an annual audited report, or shall be occasionally required to make a report of the financial status and operations of the Association; collect the account of the Association and deposit the same in any recognized bank in Bayombong in the name of the Association. Disbursements and payments shall be made through the issuance of a check duly signed and approved by the President of the Association.

Section 6. The Auditor shall examine, and audit expenses incurred by the association, as well as the assets/properties of the association

Section 7. The Business Managers shall see to it that in all affairs of the Association are in order and shall perform such other duties as shall be assigned to them by the President or the Treasurer.

Section 8. The Press Information Officer (P.I.O.) shall be in charge of publishing reports, news items, and other matters regarding the Association; Maintains a facebook account

Section 9. The Liaison Officers shall represent their respective departments/ colleges/schools in any Officers' meeting and shall disseminate information to the members; collect and report about the fees and other contributions that shall be required from the members of the Association.

Section 10. The appointed External Auditor shall examine and audit all accounts pertaining to the

expenditures and uses of the properties of the Association. The same shall be reported in written and with recommendations to the elected officers of the Association.

Section 12. Tenure of Office. The term of office of the officers shall be two (2) years and can be re-elected by the general assembly for another term.

ARTICLE VI. RULES AND PROCEDURES

Section 1. Holding meetings

Section 1a. The majority of all members shall constitute a quorum to transact business.

Section 1b. An Officer of the SMU-FERA who fails to attend a regular meeting shall be fined with a fine of PhP 100.00. Collected fines will be incorporated into the Medical Fund Aide of the Association. Such penalty is not applicable if the reason for the absences is justifiably acceptable.

Section 2. Mortuary Aid

Section 2a. Every member shall contribute an amount of three hundred pesos (Php 300.00) only as mortuary aid for the death of a direct member who served for three (3) years and above including retirees who served twenty (20) years and above (please refer to the approved Guidelines on Benefits-Annex A)

Section 2b. Every member shall contribute two hundred pesos (php 200.00) only as a mortuary aid for the death of a direct member who served for two (2) years including retirees who served eleven (11) to nineteen (19) years. (please refer to the approved Guidelines on Benefits-Annex A)

Section 2c. Every member shall contribute an amount of three hundred pesos (PhP 300.00) only as mortuary aid for the death of a direct member who served for three (3) years and above including retirees who served twenty (20) years and above.

Section 2d. Every member shall give any amount or “pass the hat” shall be done as mortuary aid for the death of a direct member who served for less than a year. (please refer to the approved Guidelines on Benefits-Annex A)

Section 2e. Every member shall contribute one hundred pesos only (php 100.00) only as mortuary aid for the death of a member’s legitimate spouse or child/ren who served for one (1) year and above including retirees. (please refer to the approved Guidelines on Benefits-Annex A)

Section 2f. Every member shall contribute fifty (php50.00) only as mortuary aid for the death of member’s legitimate father/mother, legitimate sister/brother, and legitimate father/mother-in-law who served for **one (1) year and above including retirees**. “Pass the hat” shall be done as mortuary aid for the death of a member’s legitimate father/mother, legitimate sister/brother, and legitimate father/mother-in-law who served for **less than a year**.

Note:

- *There should only be one registered legitimate father/ mother, exclude those who took cared of the FEA member).*
- *Pass the hat will be done through the initiative of the department/unit concerned.*
- *The mortuary aid will be forfeited if the association was not informed within one year from the date of death of parents, parents-in-law, brothers and sisters of the member.*

Section 3. Medical Benefit

Section 3a. Every member shall be given an amount of one thousand pesos only (Php 2,000.00) on one-time availment as financial assistance to a member who has incurred a four-day confinement/ hospitalization with Medical Certificate and can be availed once within the school year.

Section 3b. Every member shall contribute *a fixed amount of fifty pesos (php50.00)* as medical aid for a major operation, and any serious illness as identified by the attending physician including cancer (to adopt major operations indicated in the Phil Health Policy).

Section 3c. Every member shall contribute **Thirty pesos (Php 30.00)** only as medical aid for a minor operation as identified by the attending physician.

Section 4. Loans

Section 4a. A loan in the amount of **TWENTY THOUSAND PESOS (php20,000.00)** shall be granted to a member who with a Net Take Home Pay of EIGHTH thousand pesos and above (**php8,000.00**), excluding rice allowance.

Section 4b. A loan in the amount of **SEVENTEEN THOUSAND FIVE HUNDRED PESOS (php17,500.00)** shall be granted to a member who with a Net Take Home Pay of SEVEN thousand pesos and above (**php7,000.00**), excluding rice allowance

Section 4c. A loan in the amount of **FIFTEEN THOUSAND PESOS (php15,000.00)** shall be granted to a member who with a Net Take Home Pay of SIX thousand pesos and above (**php6,000.00**), excluding rice allowance

Section 4d. A loan in the amount of **TWELVE THOUSAND FIVE HUNDRED PESOS (php12,500.00)** shall be granted to a member who with a Net Take Home Pay of FIVE thousand pesos and above (**php5,000.00**), excluding rice allowance

Section 4e. A loan in the amount of **TEN THOUSAND PESOS (php10,000.00)** shall be granted to a member who with a Net Take Home Pay of at least four thousand pesos (**php4,000.00**), excluding rice allowance

Section 4f. A loan in the amount of **FIVE THOUSAND PESOS (php5,000.00)** shall be granted to a member who with a Net Take Home Pay of at least two thousand pesos (**php2,000.00**) excluding rice allowance.

Section 4g. A loan in the amount of **TWO THOUSAND FIVE HUNDRED PESOS (php2, 500.00)** shall be granted to a member who with a Net Take Home Pay of at least one thousand pesos (**php1, 000.00**) excluding rice allowance.

Note:

- *Renewal of loan can be done after 60% payment of the loan term.*
- *The Interest rate on loans will be reduced from 1% per month(10% for a maximum term of 10 months) to 6% per annum*

N.B.

- To facilitate collection, dues and contributions shall be made through Salary Deduction (SD).
- To claim the above contributions/aids, the FEA member or its authorized representative shall notify the FEA President and submit the required necessary documentary evidences.
- Aids/assistance not claimed within one year from the date of occurrence of the death of the member/immediate family/in-laws; serious illnesses/accidents/operations of the direct members shall be forfeited and no contributions shall be made.
- Other members who are not covered from the foregoing mortuary aids and financial assistance shall be on voluntary basis (pass the hat).
- Other members who are not covered from the foregoing mortuary aids and financial assistance may withdraw his/her share capital plus dividends within six (6) months after separation from voluntary basis (pass the hat).
- Saint Mary's University. If unclaimed, it will automatically be part of the Hospitalization Fund-2009.

ARTICLE VII. AMENDMENTS

Section 1. This Constitution shall be amended by a vote of two-thirds (2/3) of all members present in a meeting called for such a purpose. The amendments shall be valid when ratified by a majority of the votes cast in a plebiscite which shall be held not later than one month after the approval of such amendments.

Section 2. This Constitution shall be amended for the next two (2) years from the date of its effectivity.

ARTICLE VIII. EFFECTIVITY

Section 1. This Constitution and by-laws shall take effect immediately upon its ratification as provided for in Section I, Article X, and shall supersede the old Constitution.

Note: The FEA Constitution and By-laws was amended and ratified on January 21, 2017

Prepared by:

SGD. Joanne Katherine F. Reyes
SMU-FERA Secretary

Noted and Reviewed by:

SGD. Ma. Concepcion T. Jalijali
SMU- FERA President