



**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

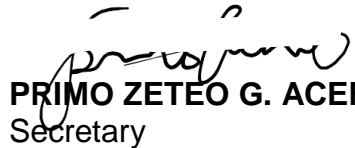
SEC 1. This Constitution and Bylaws shall take effect in the school year 2022-2023 following the provision on approval and publication in the preceding article.



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


ANDREA CAMILLE A. DIEGO
Press Information Officer


ERICKA FAYE V. CATAINA
Business Manager

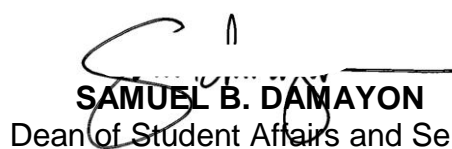

EZECHIEL D. MENDOZA
Treasurer


KYLE IVAN SPENCER NILUOR
O. CORTEZ
Vice President


CHRISTIAN DAVE R. MENGUIS
Auditor


LIMUEL ANGELO B. MARINAY
President

ENDORSED BY:


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

RATIFIED BY:


DR. JOHN OCTAVIOUS S. PALINA
University President



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





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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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	<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 Alxander 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 floorb. 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 JAMRAH 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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NARRATIVE REPORT FOR ON and OFF CAMPUS ACTIVITIES CONDUCTED/ATTENDED

1. Title of the Activity : General Assembly
Date : September 06, 2023
Venue : Tonus Gymnasium
2. Organizers: Deans of Student Affairs and Services, Student Central Council, TAO, PERIO, VP Administration, CICT, SMACS
3. Beneficiaries: Marian students
4. Objectives of the Activity

General Objective:

Organize a comprehensive assembly to provide students with a thorough orientation on the prevalent issues and common matters within the university.

Specific Objectives:

1. Communication of Student Central Council Action Plan: Inform students about the Student Central Council's action plan for the school year 2023-2024, outlining key initiatives, events, and policies to foster transparency and collaboration.
2. Clarification on Tuition Fee Concerns: Address concerns and questions related to tuition fees, ensuring students are wellinformed about changes, payment procedures, and available financial assistance programs to enhance financial transparency.
3. Discussion on Branding and Visual Identity: Introduce updates on the branding and visual identity of Saint Mary's University, encouraging student participation in upholding and promoting the university's image while seeking feedback for positive resonance.
4. Information Dissemination on Data Privacy Policy: Communicate the school's data privacy policy, ensuring student understanding of personal information collection, use, and protection, while empowering them with knowledge of their rights and responsibilities.



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5. Participants:

- Marian Community

6. Proceedings

Saint Mary's University Student Central Council (SCC) and the Dean of Student Affairs and Services jointly organized the inaugural general assembly for this academic year at Fr. Cornelius Tonus Gymnasium on September 6.

The morning session catered to attendees from the School of Engineering, Architecture, and Information Technology (SEAIT) and the School of Accountancy and Business (SAB), while the afternoon session was scheduled for the School of Health and Natural Sciences and the School of Teachers, Education, and Humanities (STEH). The program spanned from 7 am to 12 nn for the first part and continued from 1 pm to 5 pm for the second part.

Sir Samuel B Damayon, the Dean of Student Affairs and Services, initiated the program with a welcoming remark. This was followed by the presentation of the General Action Plan of the Student Central Council (SCC) and a detailed overview of TAO by Vice President of Finance, Venica Acosta, CPA. Acosta highlighted that the proposed tuition increase would contribute to the enhancement of equipment, facilities, and employee salaries. The discussion also covered Marian branding and visual identity by PERIO, and the Vice President of Administration addressed the university's data privacy policy.

The general assembly concluded with an open forum, providing students with the opportunity to freely pose concerns and seek clarifications from both presenters and administrators in attendance during the session.

7. Recommendations/Observations

The inaugural general assembly organized by Saint Mary's University Student Central Council and the Dean of Student Affairs successfully addressed crucial university concerns, offering valuable insights into the action plan, financial considerations, branding, and data privacy policies. To optimize future assemblies, it is recommended to introduce more interactive elements, such as Q&A sessions, to foster greater student engagement and facilitate dynamic discussions. Additionally, streamlining and condensing presentations could enhance the overall efficiency of the assembly, ensuring that key information is effectively communicated within the allocated time.



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8. Documentations



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**NARRATIVE REPORT FOR ON and OFF CAMPUS ACTIVITIES
CONDUCTED/ATTENDED**

8. Title of the Activity : Clubs Fair 2023
 Date : August 23- August 30, 2023
 Venue : San Lorenzo Ruiz Park
9. Organizers : Student Central Council
 Cooperating Organizations, if any : Local School Councils, DSAS, ADSAS, CAO
10. Beneficiaries : Marian Freshmen and Transferees
11. Objectives of the Activity
 - To increase the active participation of students in the different established extracurricular clubs.
 - For the different clubs to recruit new members
 - To make known the different established organizations, new or old.

12. Participants : Marian Students

13. Proceedings

The highly anticipated Club Fair 2022 was held at UB Park from August 23-30, 2023, to mark the beginning of the new academic year. It was organized by the highest student governing body, the Student Central Council (SCC) Office of Saint Mary's University, in collaboration with the Local School Councils, the ADSAS, and the DSAS. Through this activity, extracurricular organizations can expand their membership base and improve the overall coordination of all university student clubs and organizations.

Clubs Fair 2023: Marians finding their flock and home, inspiring action for sustainability and environmental protection. This year's club fair's central topic is Rio Carnival and Birds of a Feather. In order for our new Marians to discover their nest, their home, where they will flourish and grow to move our university towards its purpose and excellence, this seeks to foster a colorful celebration and a sense of belonging.

Furthermore, the SCC hopes to raise environmental awareness in its Marian Community by demonstrating the importance of all living things, including birds, bees, and even trees, to our eco-systems, given the ongoing decline in the number of bird and animal species brought on by deforestation, climate change, and habitat destruction.



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A total of 15 extra-curricular clubs signed up and passed the different requirements to be recognized, SMU Chorale Society, SMU Debate Society, Marian Interlocutor Society,

Marian Dance Troupe, Marian Peer Counselors Organization, Marian League of Artist, American Field Society, SMU BIBAK, Marian Emergency Response Team, SMU Taekwondo Club, Reserve Officer Training Corps, SMU Bahaghari, CICM Campus Mission Volunteer, The MARIAN, SMU Band.

The opening program of the Club Fair started at exactly 9 AM last August 23. A ribbon cutting and Blessing of Booths was held in front of the Sacred Heart Center and it was spearheaded by Fr. Philip Yu, CICM. After the blessing of the booths, the opening prayer was led by The SMU Chorale Society followed by the welcome remarks of Mr. Samuel B. Damayon the SCC Adviser and the Dean of Students Affairs and Services.

Mr. Junmark Carbonel the Governor of the Executive Council of the School of Teacher Education and Humanities presented the mechanics of the event and the criteria for judging. After which, the different respective presidents or heads of each organization presented their booths and their officers. The opening day of the Club Fair ended with the Presentation of Booths and performances by the SMU Band, SMU Chorale Society and SMU Dance Troupe.

After the week-long activity, the SMU Club Fair Closing Program concluded last August 30, 2023 with the recognition of the different booths and awarding of different special awards also, officers and counselors of the extracurricular and co-curricular groups take an oath of office as part of the closing program of this year's clubs' fair held at the San Lorenzo Ruiz Park.

Former Dean of Student Affairs and Services Dr. Corazon Abriam stressed the need for student leaders to be involved in preserving the environment for future generations during her address on student organizations and leadership.

"Your small efforts begin with you, but these small achievements put together can make a big difference," Abriam stated.

More specifically, Marian Emergency Response Team Treasurer Erica Loraine Lacuata stated that they learned to value being servant-leaders from the clubs' fair followed by the performances from the SMU Band and SMU Dance Troupe.

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