Council of Student Organizations

Sanggunian ng mga Mag-aaral ng Nakatatandang Mataas na Paaralang Ateneo de Manila

Council Manual

2024 Edition

TABLE OF CONTENTS

Council of Student Organizations Manual: **2024 Edition**

SECTION	Page No.
Article I: Manual Introduction	4
Article II: Council Introduction	4
Article III: Core Values - Attributes of the Ateneo de Manila Senior High School - Thrusts of the Office of Student Activities - Sanggunian-SHS Mission-Vision - CSO Mission-Vision	4
Article IV: Council Organizational Structure - Analysis and Discourse District (ADD) - Business District (BD) - Faith Formation District (FFD) - Intercultural Relations District (IRD) - Mathematics and Applied Sciences District (MASD) - Media and Creative Arts District (MCAD) - Performing Arts District (PAD) - Sector-Based District (SBD) - Inactive Districts	6
Article V: Council Composition - CSO Core - CSO Organization Officers	10
Article VI: Organization Definition and Accreditation - Organization under the Council of Student Organizations - Organization Accreditation Standards - Policies for Newly Proposed Organizations	15
Article VII: Council Projects and Events - Core Projects - Internal Systems	18
Article VIII: Council Operating Procedures - Meetings - Activity Period - Project Making - Organization Leadership InvolvementsYear-End Senior Officer Appointments and Elections - File Archiving Protocols for All Official CSO Organizations - Activity Report Form Protocol for All CSO Organizations - Official Organization Announcements	20
Amendments	32

Article I

Manual Introduction

The Council of Student Organizations Working Manual aims to illustrate all operational procedures, goals, and objectives of the Council of Student Organizations of the Ateneo de Manila Senior High School Sanggunian. This will serve as a guide for the working operations of the Council of Student Organization for the future student-leaders occupying this job.

Article II
Council Introduction

Section 1. Name

The official name of this council shall be the **Council of Student Organizations**, hereinafter referred to as the **CSO**.

Section 2. Description

The Council of Student Organizations (CSO) is one of the four main councils under the Ateneo Senior High School Sanggunian (Sanggu-SHS). The CSO shares the vision of the Office of Student Activities (OSA) in developing Ateneans who are excellent Filipino and Christian student-leaders imbued with the 5Cs. The CSO works to promote a vibrant organization life in the Senior High School through its roles in (1) advancing the general welfare of its organizations and (2) making sure that the organizations comply with the rules set by the Office of Student Activities.

Article III

Core Values

Section 1. Attributes of the Ateneo de Manila Senior High School

Section 1.1. Competence

The CSO intends for organizations to hone the skills and talents of its members through the vision and mission of each organization and districts under the CSO.

Section 1.2. Commitment

The CSO aims for organizations to promote an environment of committed students, willing to serve the student body through various projects and member development through the founding values of servant-leadership and camaraderie.

Section 1.3. Conscience

The CSO strives for organizations to promote conscientious choices to its members and to the community, and be able to discern ideas properly based on the organization's vision and mission in order to promote positive change in society.

Section 1.4. Compassion

The CSO aspires to foster compassionate organization members and student leaders through organizational projects that will allow them to tackle issues; sympathize and execute action points on the said issues; and act on the situations inside and outside the school, reaching out and helping others in need.

Section 1.5. Christ-Centeredness

The CSO aims for organizations and its members to become Christ-like, through the skills developed from the organization to become men and women for and with others, for the greater glory of God.

Section 2. Thrusts of the Office of Student Activities

Section 2.1. Sustainability

The CSO, its districts, and its organizations hope to promote projects that give utmost importance to feasibility and sustainability for the succeeding years of implementation while still achieving success today in response to the call to care for our common home by Pope Francis in his encyclical, Laudato Si.

Section 2.2. Nation Building

The CSO aims for organizations to promote nation-building by empowering Filipino culture and social involvement in national issues, and cultivating a culture of nationalism and social awareness among its members and the community through their various projects to ultimately create positive and transformative social impact.

Section 2.3. Diversity

The CSO celebrates the diversity among people in an organization. This celebration of diversity shows the inclusivity of the programs which encompasses race, gender, ethnic group, age, personality, among others.

Section 3. Sanggunian-SHS Mission-Vision

Section 3.1. Vision

The Sanggu-SHS is a premiere vehicle and catalyst for positive social change and involvement within the student body of the Ateneo de Manila Senior High School grounded in the principles of the 5Cs and nation-building.

Section 3.2. Mission

The Sanggu-SHS holistically develops the student body of the Ateneo de Manila Senior High School by championing its rights and concerns inside and outside school premises, conducting activities and projects aimed at cultivating the 5Cs, and involving the student body in current socio-political and socio-cultural issues of Philippine society so as to foster nation-building.

Section 4. CSO Mission-Vision

Section 4.1. Vision

The Council of Student Organizations envisions itself as a community of globally competent, open-minded, and collaborative student organizations, united in forming students to become excellent Filipino and faithful leaders who are able to create sustainable programs for nation building.

Section 4.2. Mission

The Council of Student Organizations aims to develop high quality organizations by aiding them to be collaborative, effective, and sustainable through empowering the vision and endeavors of the organizations. It provides support and assistance to the project implementation of the organizations as they bridge them to the offices of the Ateneo Senior High School.

Article IV

Council Organizational Structure

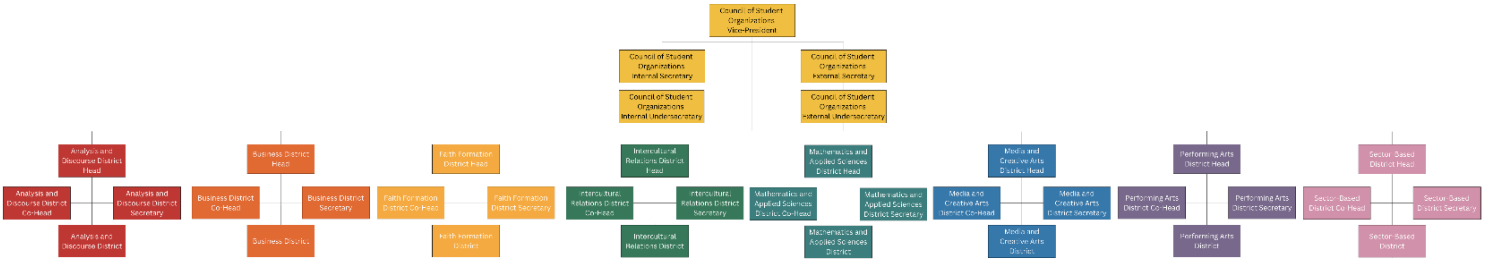


Figure 2. *The organizational structure of the Council of Student Organizations*

The Sanggu-SHS CSO is divided into eight (8) districts, composed of groups of organizations with a general theme of the organizations' nature. Listed below are the eight districts and the organizations under each district:

Section 1. Analysis and Discourse District (ADD)

Section 1.1. Description

The core competencies of the organizations under this district aims to train and engage its members in high-level debate, economics, international relations, leadership, and politics. Through the members' research on various socio-political issues in local and international communities, they learn the value of speaking up for the oppressed and the vulnerable. Ultimately, the district places a premium on the development of its members' ability to skillfully engage in research and analytical discussions.

Section 1.2. Organizations under ADD

- Ateneo Senior High School Debate Organization and Varsity
- Ateneo Senior High School – Model United Nations (ASHS-MUN)
- Kamalayan at Tinig ng Atenista (KaTA)

Section 2. Business District (BD)

Section 2.1. Description

The core competencies of the organizations under this district are integrated marketing communication, leadership development through exchange, marketing practice and education, entrepreneurship, business and law ethics, innovative product development, corporate sustainability, strategic decision management, and financial literacy.

Section 2.2. Organizations under BD

- Ateneo Investment Group (AIG)
- Ateneo Senior High – Junior Marketing Association (ASH-JMA)

Section 3. Faith Formation District (FFD)

Section 3.1. Description

The main goal of the organizations under this district is to nurture a spiritually-formed individual through experiences. Moreover, organizations engage in service and mission to the world and participate in the life and ministries of their faith communities.

Section 3.2. Organizations under FFD

- Ateneo Catechetical Instruction League (ACIL)
- Ateneo Liturgical Ministry (ALM)
- Dulaang Sibol
- Youth for Christ (YFC)

Section 4. Intercultural Relations District (IRD)

Section 4.1. Description

The organizations under this district hope to strengthen the members' sense of national identity by exploring various cultures. They create activities that celebrate different cultures and people of different national origins.

Section 4.2. Organizations under IRD

- French Legion
- Hanmuneon – Korean Organization
- Nihongo Dantai
- Silk Road

Section 5. Mathematics and Applied Sciences District (MASD)

Section 5.1. Description

The organizations under this district shall foster a deeper understanding of the world through mathematics and applied sciences, including the facilitation of career development in the disciplines associated with the district, by providing opportunities for its members to proactively explore and learn the concepts and skills within the field.

Section 5.2. Organizations under MASD

- Ateneo Biological Organization - eXplore, eXperience, eXcel - Senior High School (BOx-SHS)
- Engineering and Innovation Society of Ateneo Senior High School (EISA)
- Math Organization
- Psychology Society of the Ateneo - Senior High School (PSYCHE-SHS)
- Pre-Medical Society of Ateneo Senior High School (PMSA-SHS)
- Programming Varsity (ProgVar)

Section 6. Media and Creative Arts District (MCAD)

Section 6.1. Description

The organizations under this district engage in the creation of media and creative arts. Communication is done through different mediums such as music, film, speech, or press. They create activities that mold their members into creative and adept artists.

Section 6.2. Organizations under MCAD

- Art Guild
- Ateneo Film Org (AFO)
- Ateneo Animation and Creatives Studio (ACSO)
- Ateneo Publicity and Communication Organization (APCO)
- Blue Kitchen
- Grafiction
- Hi-Lites
- Pugad Literary Folio
- Zoom Photography

Section 7. Performing Arts District (PAD)

Section 7.1. Description

The organizations under this district are involved in music, dance, and theater. They strive for artistic expression through performing and help foster an appreciation for the performing arts in the community.

Section 7.2. Organizations under PAD

- Ateneo de Manila Senior High School Glee Club - Il Voce
- Broadway Theatre Troupe of Ateneo (BTTA)
- Indayog ng Atenistang Kabaatan (IndAK)
- Music Industry Organization (MIO)
- Symphonic Ensemble (SE)
- Teatro Baguntao (TBT)

Section 8. Sector-Based District (SBD)

Section 8.1. Description

The organizations under this district are involved in proactive social advocacy and direct involvement. They create programs that cater to various sectors of society.

Section 8.2. Organizations under SBD

- Samahan ng mga Iskolar na Naglilingkod at Gumagabay (SINAG)

Section 9. Inactive Districts and Organizations

Section 9.1. Description

A district is considered inactive if it has no active organizations under its jurisdiction. An organization is considered inactive if it didn't meet the required number of members during the involvement week, or if certain circumstances arose which led to the decision to dissolve the organization with the approval of the Student Activities Coordinator.

Section 9.2 Policies for Inactive Organizations and District

Section 9.2.1 Policies for Inactive Organizations

An organization can be inactive only for three consecutive school years. If in the fourth school year and the organization is still inactive, it will be considered as permanently dissolved.

Section 9.2.2 Policies for Inactive District

A district can be inactive only for three consecutive school years. If in the fourth school year and there are still no active organizations under the district, it will be considered as dissolved.

Section 9.3 Policies on Reinstatement of Inactive Organizations and District

Section 9.3.1 Policies on Reinstatement of Inactive Organizations

An inactive organization can be reinstated given that the organization has the required number of officers to propose the reinstatement of the organization. They will need to write a request for reinstatement to the Student Activities Coordinator, endorsed by an Organization Moderator or the Council of Student Organizations Moderator.

If an organization has been inactive for more than 3 years and a set of students want for a similar or the same organization to be reinstated they have to file an A05 form for a creation of a new organization.

Section 9.3.2 Policies on Reinstatement of Inactive District

A district will automatically be reinstated if a new organization was created under the district or an inactive organization becomes active. The District Head and District Secretary will be chosen among the current Organization Officers of the organization under the district.

Article V

Council Composition

Section 1. CSO Core

The CSO core includes the CSO Moderator, CSO Vice President, CSO Internal Secretary, CSO External Secretary, CSO Undersecretaries, District Heads, District Co-Heads, and District Secretaries.

Section 1.1. Moderator

The moderator is a faculty member of the Ateneo Senior High School. The moderator oversees all the projects and activities of the council, approves proposals, requests, and coordinates with the Office of the Student Activities. The moderator is in charge of the supervision of the flow of activities of the different organizations under the council and takes part in the leadership formation of the CSO Core.

Section 1.2. CSO Vice President

In accordance with the Sanggunian Constitution, the CSO Vice President (VP) is the right hand of the moderator. They are a Grade 12 student who is elected together with the other members of the Sanggunian-SHS Executive Council. Together with the moderator, the VP oversees all the projects and activities of the council. The VP helps in managing the flow of activities of the different organizations. Together with the District Heads, they oversee and manage the projects and activities of the districts. Listed below are some of their tasks:

- Determines the needs of the CSO
- In charge of training and development
- Ensures the high-quality performance of the students in the CSO
- In charge of the re-accreditation process of organizations
- Oversees all activities under the CSO
- Gives feedback to the project proponents on their A01s
- Endorses projects of the organizations to the Council Moderator
- Mentors the CSO Internal Undersecretary, External Undersecretary, and District Co-Heads

Section 1.3. CSO Secretaries

The CSO Secretaries are Grade 12 students appointed by the CSO VP. The Internal Secretary spearheads the Human Resources (HR) processes of the entire council; while the External Secretary is mainly in charge of secretariat and logistical processes set by the Sanggunian-SHS and Office of Student Activities. Their roles and responsibilities are further expounded in the subsections below:

Section 1.3.1. CSO Internal Secretary

- Spearheads the Quarterly core, district, and organization Evaluations Report (QER)
- Manages the resignations and Leave of Absences within the council
- Responds to the Centralized Human Resources Forms
- Facilitates member development initiatives in CSO
- Works closely with the District Co-Heads

- Heads the Human Resources Officers of all organizations
- Mentors the Internal Undersecretary

Section 1.3.2. CSO External Secretary

- Updates the Council's Events and Reservation Calendar
- Accomplishes the Quarterly Council Report (QCR)
- Manages the archiving of the council's files
- Administrates the documentation of council meetings
- Spearheads the dissemination of information among the council
- Heads the CSO General Secretariat
- Mentors the CSO External Undersecretary

Section 1.4. CSO Undersecretaries

The CSO Undersecretaries directly report to the CSO Secretaries for counter-checking and refinement of absentee and tardiness records. Their roles and responsibilities are further expounded in the subsections below:

Section 1.4.1. CSO Internal Undersecretary

- Assists the Internal Secretary in heading the Human Resources Officers of all organizations
- Monitors the Central Submission Form and the Project Life Cycle
- Updates the organizations about the status of their A01s from submissions to evaluations

Section 1.4.2. CSO External Undersecretary

- Assists the External Secretary in heading the CSO General Secretariat
- Monitors the Central Submission Form and the Project Life Cycle
- Updates the organizations about the status of their A01s from submissions to evaluations

Section 1.7. District Head

The District Head (DHead) is a student chosen by the organization officers of the respective district through elections. The DHead sits in the Council, representing the organizations under their district during council core meetings. The DHead is responsible for setting weekly meetings and updates, and managing and overseeing all the initiatives of their district and its organizations. In addition, the DHead is in charge of monitoring the district-wide Google Drive. They also do rounds during org sessions and/or observe during org sessions.

Section 1.8. District Co-Head

The District Co-Head (DCHead) is a student appointed by the District Head along with District Secretary, and serves as the junior representative of their respective district and the right-hand of the District Head. The DCHead participates in the project making for district projects and monitors the organizations under the respective district. The DCHead ensures

that the Human Resources (HR) processes are properly implemented among their district, sends reminders after district core meetings, and provides inputs during council core meetings.

Section 1.9. District Secretary

The District Secretary (DSec) is a student appointed by the District Head. The DSec organizes, monitors, and compiles all district documents in their respective district-wide Google Drive. The DSec monitors the attendance of the organizations and takes note of students who are eligible for a disciplinary intervention due to having an unexcused absence. In addition, the DSec takes the minutes of district meetings and provides inputs during council core meetings.

Section 2. CSO Organization Officers

Other significant members in the Council include the Organization Heads, Organization Secretaries, Organization Creatives Officer, Organization Human Resources Officer, Organization Finance Officers, and Junior Organization Officers. In accordance with the Involvement Rule, these positions are all recognized as leadership positions and must be appointed or elected before the end of the school year in accordance with the organizations' constitution. The title of the positions may vary depending on the context of the organization. The organizations must register the title of the position with its counterpart in the six main officer positions in their respective organization constitutions. All other organization officer positions not included in this list are not recognized as leadership positions, but rather a main involvement. Unrecognized leadership positions are discouraged for all organizations but may be approved on a needs basis for each organization.

Section 2.1. Organization Head

The Organization Head (Org Head) is the overall head of their respective organization. The Org Head shall be in close contact with their Organization Moderator and their respective District Heads, and serve as the main representative of their organization in council and district matters. They are expected to partake in the conceptualization, preparation, and execution of projects they have in mind, and spearhead organization meetings and other initiatives for the duration of the school year.

Section 2.2. Organization Secretary

The Organization Secretary (Org Secretary) is in charge of the internal monitoring and documentation of organization matters. Furthermore, the Org Secretary directly reports to their District Secretary and regularly submits the attendance sheet every after organization session. Moreover, the Org Secretary takes the minutes of the official meetings held within the organization and properly organizes all organization documents in their respective Organization Google Accounts.

Section 2.3. Organization Creatives Officer

The Organization Creatives Officer spearheads all of the publication materials of the organization, as well as the management of their own organization page. The Creatives Officer creates a promotional calendar for the organization's easy access and monitoring. Additionally, the Creatives Officer ensures that all materials released to the student body abide with the school's rules and protocols. Should the organization seek to have their material posted in the official Sanggunian page, the Creatives Officer files an A09 Form to the Communications Team for the execution of the posts prepared.

Section 2.4. Organization Human Resources Officer

The Organization Human Resources Officer (HR Officer) spearheads organization member development, work and performance management, member recruitment, and motivates members through org-specific activities. The HR Officer is in charge of directly communicating to all the members of the organization including the other officers in order to assess their current circumstances and progress with their tasks—which can be conducted through organization bonding sessions, *kamustahan* sessions, quarterly evaluation sessions, and individual member check-ups. The HR Officer primarily focuses on the wellness and mental health of their organization members to help the CSO fulfill its value of commitment throughout the school year. Note that the organization may decide how specific roles of this officer will be in relation to the organization's structure provided that the responsibility is regarding member development and promoting wellness to the members.

Section 2.5. Organization Finance Officer

The Organization Finance Officer serves as liaison to the Department of Finance and Audit (DFA) and AdMU-SHS for all purposes of organizational funding and maintains accurate and current account/s of all organizational funds. The finance officer is expected to collate all necessary requirements needed for the processes of the Finance and Audit Department (FAD), and shall monitor the progress and accomplishment of all due finance processes of the organization. Moreover, the finance officer is responsible for disposing of funds in accordance with the goals and programs established by the organization.

Section 2.6. Junior Organization Officer(s)

The Junior Organization Officer is tasked to contribute to the internal matters of the organization as the official representative of the junior members. Each organization is required to have at least one (1) junior officer to further involve the juniors in the decision-making processes and execution of organization projects. The recommendations for positions include but are not limited to the following: (1) Co-head, (2) Undersecretary, and/or (3) Assistant HR Officer.

Article VI

Organization Definition and Accreditation

Section 1. An Organization under the Council of Student Organizations

An organization is a cohesive assembly of individuals who come together with a common purpose to achieve shared objectives. It is meticulously structured and managed to address specific needs and pursue collective goals. Fundamental to every organization is a management structure that establishes and governs the relationships between members and activities. This structure effectively subdivides responsibilities, assigns roles, and delegates authority to ensure the successful execution of diverse tasks. Through this coordinated framework, organizations harness the collective potential of their members, enabling them to work collaboratively towards accomplishing their desired outcomes.

To begin with, accreditation is not a right to be given to each organization, but rather, a form of recognizing the organization's capabilities to further develop its members and to provide them the means and support to do so. An accredited organization will be given full support from the Council of Student Organizations (CSO, or Council) and the Office of Student Activities (OSA) in pursuing their projects and other endeavors.

Should an organization vie for accreditation, it must adhere to the following standards:

Section 2. Organization Accreditation Standards

Section 2.1. Moderator Availability

To serve as a guide through their endeavors, an organization must have a moderator. The moderator will serve as an adviser for the organization, helping the org through offering guidance and assistance, as well as assisting the organization in formal matters, such as signing documents, approving proposals, and the like. The moderator also assists the org leadership in making decisions and in planning organization endeavors.

Section 2.2. Presence of Student Leadership

Alongside the moderator, the organization must have at least the six (6) main org officers who will lead the organization in their endeavors. An organizational chart must be provided by the organization so that the description, function, and hierarchy of the org officers are set.

Section 2.3. Weekly Organizational Meetings

To ensure that the org sessions and org endeavors are consistently being worked on and

planned, the org officers, along with the moderator, are required to hold weekly meetings at a regular time and venue. Information regarding time and venue must be made available to the CSO, so that the Council can check-up on the organization progress when necessary. The Council will require the presence of the org officers.

Section 2.4. Adherence to the School Policies

Being an accredited member of the CSO, and by virtue of receiving full support from the Office of Student Activities, the organization must ensure adherence to the CSO Core Values in all their projects and activities. To ensure this, the organization must provide, in their project proposals, the ways the aforementioned projects will adhere to the core values of the CSO, namely, sustainability, diversity, and nation-building. Moreover, the organization must also observe school rules and policies in org meetings and projects.

Section 2.5. Organization Sessions

The ASHS Administration will mandate the allotment of org sessions per week, with the given privilege of the organization to select their organization session time slot based on the provided time slots by the CSO. It is both the organization and the member's responsibility to adhere to the assigned timeslot, together with efficient organization meetings. In addition to this, organizations are not required, but encouraged to meet outside of organization time in order to maximize productivity and work scheduling for the organization's activities.

Section 2.6. Organization Membership

To ensure that the organization runs smoothly and that manpower will not arise as an issue, the Council requires each organization to have at least 15 students as org members, 6 main organization officers included. Considerations will be in place for organizations who have met at least 10 members by the end of the Involvement Week. This will allow organizations to have enough members to work on projects. The org leadership are encouraged to create committees within the organization if it is deemed necessary to help ease delegation of tasks for projects.

Section 2.7. Organization Projects

Each organization must participate and/or collaborate on a minimum of one nation-building project related to their mission-vision and to ensure that each organization stays active and stays relevant. This is pending approval of a project proposal form to be duly filled out by the org leadership. This, like any other organization activity, must be aligned to the CSO Core Values and must adhere to school policies.

Section 2.8. Planning and Evaluations

The org must hold a minimum of one planning and one evaluation session to ensure that each event is planned properly and is thoroughly evaluated afterwards. The organization must accomplish the Sanggunian Project Evaluations Form after every project. A project will only be recognized as concluded by the Office of Student Activities once the Project

Evaluation Form is accomplished.

Section 2.9. Member Development

To help the organization members be molded into the ideal students as expressed in the organization's mission-vision, the Council encourages each organization to organize at least two events or activities for member development. These include, but are not limited to seminars, field trips, workshops, and team-building sessions. Quarterly Member Check-Ups and Internal Evaluation Sessions to be headed by the Org Human Resources Officer are also required for each organization.

Section 2.10. Annual Review of Organizations

To ensure that all organizations under the Council of Student Organizations continue operations with due diligence, relevance, and good organization dynamics, the Executive Council is to review all organizations by the end of every school year. This will be done through the review of the most recent version of the OSCC Official Manual, OSCC's A13-Ps and A13-Ts, and a proposed concise plan for the incoming year's OSCC sessions. If an OSCC fails to meet this criteria, the deciding parties may request the sentiments of the incumbent Council Core, Organization Moderator, Council Moderator, and Student Activities Coordinator.

Section 3. Policies for Newly Proposed Organizations

Section 3.1. Requirements

Given that the proposed organization fulfills Article VI Section II of this manual entitled: Organization Accreditation Standards, the proposing officers must submit the A05-1 or the Official Organization Creation Form to be approved by the CSO Vice-President, Council Moderator, Student Activities Coordinator, and the Assistant Principal of the governing office of the ASHS Sanggunian. This form requests for the proposed organization's preliminary OSCC information (e.g. proposed nature, name, council, description of the organization), vision-mission, values and advocacies of the OSCCs, initial membership information (including a list of a minimum of 15 committed members for the upcoming school year), organizational structure, and line of approvals.

Section 3.2. Probationary Status in the Organization's Pilot Year

Each newly approved OSCC will automatically be placed under a probationary status during its pilot year, or the first school year of its implementation, before they may be accredited and continue operations at the end of the pilot year. Under this status, the new OSCC will be highly encouraged to condense their initiatives to two major projects a semester and will work closely with the Council Core, having bi-monthly check-in meetings in addition to the council's weekly meeting updates, as well as be subject to an organization session observation from the Council Core.

Section 3.3. Renewal Process of Newly Approved Organizations

At the end of the organization's pilot year, the newly approved organization will be expected to provide their Official Working Manual, a proposed plan for the incoming year's organization sessions, confirmation that they have recruited at least 50% of all recognized senior officer positions, and all implemented projects' A13-Ps and A13-Ts during the process of review. The incumbent Council Core, Organization Moderator, Council Moderator, and Student Activities Coordinator will then reevaluate the continuation of operations of the new organization in coordination with the incumbent and incoming officers of the organization. In addition, the organization will be requested to temporarily appoint the next set of officers for the incoming school year and work closely with them during the process of renewal while only in the years following, will the organization be permitted to opt for the election process within the creation of the next core of officers.

Article VII

Council Projects and Events

Section 1. Core Projects

Core projects are suggested projects which are mainly operated and facilitated by the CSO Core and its constituents. The following are the identified core projects of the CSO. Note that the Council Projects and Events listed are not required, as it will still depend on the context of the school year if the project is feasible and necessary.

Section 1.1. CSO Mentorship Program

The CSO Mentorship program is held 1 to 2 weeks prior to the start of regular classes for Seniors, and 1-2 weeks after official appointment for Juniors. It seeks to educate officers of the Council of Student Organizations on their specific roles and responsibilities as student-leaders in the org. The program will include leadership talks from invited speakers, technical and vocational modules and training sessions from former org officers, and team-building and bonding activity sessions for the current organizations. This project seeks to hone the skills and form competent student-leaders while also strengthening the internal relationship of the organizations.

Section 1.2. OSCCs' Open House

The OSCCs' Open House is an event held a week before the Involvement Week seeking to highlight the different organizations in the ASHS. Envisioned as a week-long mini-fair, This project seeks to re-ignite the Atenean Organization Spirit as students return to the ASHS grounds. Organizations will be given the freedom to conceptualize and organize any project/event that will be able to showcase what their org can offer and will serve as an opportunity to further acquaint and involve our students with one another.

Section 1.3. Involvement Week

The Involvement Week is a week-long activity in order to allow the CSO Organizations, AthC Sports Clubs, and CSC Committees to advertise their OSCCs and recruit members. This project is done at the start of the school year, in collaboration with the Sanggunian Secretariat Team. The CSO is in charge of communicating with its respective organizations and conceptualizing the flow of events together with other OSCCs.

Section 1.4. CSO Community Engagement Activity

This is an initiative spearheaded by the CSO Core seeking to bring together the council members and promote nation-building by lending a hand to our selected beneficiary. Suggested initiatives for the community engagement activity are:

1. Donation Drive
   The Donation Drive aims to raise funds or resources for the selected beneficiary. It is a direct call for donations from members inside and outside of the Atenean community.

2. Nation-Building Activity
   The Nation-Building Activity seeks to immerse council members to selected beneficiary/community as an effort to promote nation-building and provide service or goods to those in need. The activity will be organized by the CSO Core and is dependent on the nature of the selected beneficiary/foundation.

3. Fundraising Activities
   Organizations are encouraged to hold org-initiated fundraising activities for a specific beneficiary or cause. They may collaborate with existing Ateneo partners and beneficiaries through CSO or Office of Student Activities. Kalinga is open for collaborative events throughout the entire year, upon the approval of the CSO Core.

Section 1.5. CSO Council-Wide Project

CSO's Council-Wide Project can be implemented in differing ways (e.g. CSO Month, CSO Weeks, CSO Days), as per the discretion of the CSO Vice-President for as long as it achieves the goals of the project to celebrate the organizations under the council. This project aims to expose to the community the culture and ideas of the district through various events and activities organized for the week. Its main objective is to produce collaborative district projects which encapsulates the diversity of each district, and integrate the advocacies of each organization under one district. The project also seeks to involve members of the community and is not exclusive to organization/district members only as a way to bring together and involve the students of the ASHS.

Section 2. Internal Systems

Section 2.1. Centralized Human Resources Form (CHRF)

The CSO Centralized Human Resources Form is an online form created by the CSO Core in

order to provide an avenue for students to raise their CSO-related questions and concerns. Within the CHRF, the council members will be able to raise any questions or concerns, schedule a meeting with persons in the council, file resignation and leave of absences. The link to the CHRF is required to be posted in all the organizations' google classrooms and will be monitored by the CSO Internal Secretary.

Section 2.2. Quarterly Evaluation Reports (QER)

The CSO Quarterly Evaluation Reports is an effort from the CSO Core in order to streamline the updates and progress of the council as a whole. This quarterly evaluation report will also seek to answer the concerns raised as well as to discuss the upcoming plans of the council. The meeting will be headed by the CSO Vice President.

Section 2.3. Monthly CSO Calendar

The monthly CSO Calendar is a regularly-posted publication material that summarizes all the events in CSO. To be managed by the CSO External Secretary, the CSO Calendar will compile all of the monthly events of the council to serve as an accessible reference for students. The Monthly CSO Calendar will be disseminated internally to the OSCC officers to aid in project planning and to ensure transparency of the scheduled projects from the various organizations under the Council of Student Organizations.

Article VIII

Council Operating Procedures

Section 1. Meetings

Section 1.1. Minutes

Minutes refer to the notes and summaries of the pertinent matters discussed in every meeting.

- All secretaries are expected to write the minutes for every official meeting in their respective councils. Secretaries shall complete the minutes of the weekly meetings in a uniform template prepared by the Executive Council Secretary.
- Secretaries shall take note of the agenda, important dates and persons, discussions on projects and events, and other pertinent matters.
- Minutes from previous meetings shall be compiled in an online archive.
- Minutes shall be presented to the respective council moderators within the same week of the meeting.

Section 1.2. Council Meeting Proceedings

- Meetings shall only proceed once quorum has been met, with the minimum number of 50% of the council + one member.
- All members are expected to attend the weekly meetings, unless absence is officially permitted by the council moderator due to valid reasons.
- The general agenda of meetings is as follows:
    - Opening Prayer/Reflection
    - Review of Minutes (from the previous meeting)
    - Business Arising
    - Updates on projects and activities per district & central core
    - Planning and discussion of matters
    - Assigning deliverables
    - Summary of Meeting
    - Closing Prayer
- The respective heads of the councils in the ASHS Sanggunian may call for an additional emergency meeting upon the acknowledgement and approval of the council moderator.
- Weekly meetings may be moved to another day of the week, for as long as more than 50% of the council can attend and the moderator gives his or her approval.
- Weekly meetings will only proceed if the council moderator is present, unless given permission to proceed without them.

Section 2. Activity Period

Section 2.1. Org Session Outline

The designated officers within the organization are entrusted with the responsibility of meticulously planning and orchestrating the sessions of the organization. It is imperative that the organization moderators remain apprised of the officers' plans, with such information being communicated to them no later than one (1) day prior to the scheduled organizational session.

In adherence to a structured framework, moderators are expected to adhere to the outlined agenda that must be submitted by the organization officers, which comprises the following sequential components: (1) commencement with an opening prayer; (2) dissemination of updates and announcements; (3) engagement in the designated activity; (4) synthesis of the session's proceedings; and finally, (5) concluding the session with a closing prayer. Org session modules and presentations (if applicable) must be concretized by the respective organization officers at least two days prior to the org session, with allowance for minor revisions to ensure productivity.

This procedural framework has been established to ensure a systematic and organized execution of organizational activities, fostering an environment conducive to effective communication and collaboration among members. It is essential that all involved parties

demonstrate commitment to these protocols to maintain the efficiency and integrity of the organization's proceedings.

Section 2.2 Attendance.

Section 2.2.1 Attendance Form

A hard copy of attendance form (A07) with the list of students per org will be provided by the council. The district secretaries will get the A07 form at OSA every org session and distribute it to their respective org secretaries. The org secretaries will be in charge of taking the attendance of the org members, have it signed by the Org Moderator present, and will return it to the OSA.

Section 2.2.2 Absence Form

A student who is absent during an org session must present an absence form on the next day that they get back to school. Failure to do this will result in a Disciplinary Intervention 2 in accordance with the Ateneo de Manila Senior High School Student Handbook on "truancy."

Section 2.2.4 Monitoring of Attendance

While the org secretaries' role is to take the attendance, they must return the attendance form to the OSA so the district secretaries may encode the attendance of each org to the online attendance form for monitoring.

Section 2.3. Absences

2.3.1. Activity Session Absence Policy

2.3.1.1. Members of any Organization, Sports Club, and Committee (OSCC) under the councils (AthC, CSO, CSC) are required to utilize their council's respective excuse letters and absence forms.

- The excuse letter is a form to be completed by students who cannot attend OSCC sessions. It is used to report any instances of absence.
- The absence form is the official dropbox where formal excuse letters should be subsequently submitted.

2.3.1.2. Each general secretariat for the councils (AthC, CSO, CSC) is required to create the aforementioned documents respective to their council and disseminate them to their corresponding OSCCs at the start of the activity sessions for consistent tracking of student absences.

2.3.1.3 Subsequent to the submission of the absence form, the recorded absence shall be considered an unexcused absence, unless the reason for said absence aligns with the predefined criteria for excused absences. Specifically,

students who enter school grounds for academic classes and leave before their OSCC session concludes, or students who fail to submit an absence form on their day of absence grants the student one (1) unexcused absence.

- These criteria encompass participation in formation sessions (inclusive of recollections, retreats, immersions, guidance sessions, or homeroom sessions), family or self-emergencies (comprising instances of bereavement or health emergencies affecting oneself or immediate family members), and miscellaneous reasons, such as road incidents.

2.3.2. Interventions for Activity Session Absences

2.3.2.1. Interventions for Excused Absences (EA)

- For students with ten (10) excused absences (EA), a Disciplinary Intervention (DI) 1 will be issued. An email will be sent from the Council addressed to the OSCC's Email, Organization Moderator, and Council Moderator. The student will also need to attain an APFor recommendation.

2.3.2.2. Interventions for Unexcused Absences (UA)

- For every one (1) unexcused absence (UA) of a student, a Disciplinary Intervention (DI) 2 will be issued by the APFor. This is according to section 28 of the Ateneo de Manila Senior High School Student Handbook on "Truancy," leaving the school campus without the school's permission or staying away from school or official school activities without the knowledge or express permission of one's parents/guardian.
- In the event that a student accumulates 3 late statuses in the attendance sheet, this will be counted as 1 excused absence (EA). As such, rules for excused absences (EA) will apply to the student should they get 18 late statuses and above.

Section 3. Project Making

Section 3.1. Project Proposal Form General Guidelines

- In lieu of the emailing process, the CSO shall utilize the Central Submission Form for all resource submissions by its organizations.
- Official student accounts of the organizations and the officers can access the Central Submission
- With every submission, there would be three necessary stages to be accomplished for a successful process; these would namely be:
    - Submitted to acknowledge that the A01 is received by CSO
    - Processing to acknowledge the approval of the Council Vice President
    - For Approval to acknowledge the approval of the Council Moderator
    - Approved to acknowledge the approval of the OSA Moderator
    - In the event that a submission lacks the necessary details (e.g. lacks org head/org mod's signature, contains incomplete details) to move on to the next stage, it would therefore be classified as Missing.
- Each submission of this form must contain all the documents required for a particular agenda (e.g. project, event, competition, etc.) of an organization.
- Before submitting, documents must be named accordingly, collated into one Google Drive Folder, and must have the following sharing settings:
    - Editable Shared Access through all OBF Accounts
    - Shared to CSO Moderator's Email
    - Shared to Student Activities Coordinator's Email
- Once submitted, an email will be sent to the organization and their respective district head acknowledging their submission, along with updates every time the status of the latter has been sent to the next stage.
- The District Head and the CSO will be coordinating with the organizations the concerns regarding their project proposal (e.g. comments, remarks, from CSO Moderator or OSA Moderator).
- The CSO reserves the right to edit and/or void submissions for the following reasons: a) improper contents, b) duplicate submissions, and c) any other meritorious or valid reason.

Section 3.2. Duration for Project Proposal Submission

- If the project does not require any budget forms, the project proposal should be submitted at least 2 weeks (14 days) before the project's preparations for execution.
- It is still highly encouraged to submit the A01 Project Proposal at the earliest time possible in order to leave an feasible amount of lead time reserved for any possible uncertainties, revisions, internal and external preparations.
- If the project requests for any budget forms, the project proposal should be submitted in the CSF 2 MONTHS (56 working days) before the implementation of the project.
- The Central Submission form will accept submissions on Mondays only.

Section 3.3. Project Proposal Life Cycle

- With every submission, there would be three necessary stages to be accomplished for a successful process; these would namely be:
- Submitted
    - To acknowledge that the A01 is received by the Council Head/EFO
        - Signature from Executive Finance Officer (EFO) is required only if the A01 project proposal requires budget form requests.
    - The submitted A01 must have the sign of the OSCC Mod and OSCC Head
    - Project proposals will be filtered out to those that have budget forms and those that do not.
    - The respective council head and the Executive Finance Officer will be leaving any of their comments and suggestions in the A01 to further enhance the project details.
    - During this stage the A01 must already be accessed by the respective ExeCoun Members (Council VPs/ EFO) for their approval.
    - For Revisions from Execoun Members
        - Checking/Revisions Stage (Monday - Tuesday)
            - During these two days, the corresponding ExeCoun members will be reviewing the submitted project proposals and inputting their comments and suggestions accordingly.
            - If the revisions for the project proposal won't be accomplished or approved within these two days, the A01 will be returned to the project proponent wherein they would have to wait until the next Monday before it could be processed again.
- Processing
    - To acknowledge the approval of the Council Vice President and Executive Finance Officer
    - The signatures from both the Council Vice President and Executive Finance Officer must already be included in the A01 before it is emailed to the Council Moderator for their approval.
        - In the case that the council moderator is not available, the project proponent must first inform the Student Activities Coordinator why they would need his signature immediately before the project proposal goes directly to him.
- For Approval
    - To acknowledge the approval of the Council Moderator
    - The signature from the Council Moderator must already be included in the A01 before it is emailed to the Student Activities Coordinator for their approval.
        - Only the Council Moderator is allowed to forward the approved A01 project proposal to the Student Activities Coordinator.

    - For Budget Requests
        - By this stage, both the budget request and project proposal has already been approved and signed by the Council Moderator.
        - If either one of the two from the A01 project proposal and budget form is not approved, it will not be processed to the next stage.
- Approved
    - To acknowledge the approval of the Student Activities Coordinator.
    - If the project proposal reaches the stage, it means that all the requirements attached to the A01 have already been signed and approved by the respective signatories.
        - All signatures must be inputted in the A01 Google document, basis on verbal approval is highly discouraged.
    - After this stage, the project proponent may already begin with the implementation of their project.
- For Revisions
    - This can happen anytime in between any step of the process, and be proposed from any of the signatories
    - If the A01 project proposal is subject for revisions, the document will be returned to project proponent/s for them to comply accordingly.
        - To comply immediately with the for revisions stage, it is recommended that the project proponent consults with the concerned signatory onsite so that the comment is discussed constructively.
    - Classification for Possible revisions
        - Minor Revisions
            - Ideally, it is encouraged to revise minimal comments within the day, so that the A01 can be processed to the next stage.
        - Major Revisions
            - The project proposal life cycle can be extended from 2 weeks onwards depending on how long the proponent can provide a sufficient resolution.
- Missing
    - In the event that a submission lacks the necessary details to move on to the next stage, it would therefore be classified as Missing.
        - If the project proposal does not have a letter to parents, it'll be considered as missing, and will be returned to the project proponent.
        - If the project requires a budget form, but does not include one along with the project proposal submission, it will be classified as missing.

Section 4. Organization Leadership Involvements

Section 4.1. Leadership Involvement Classification of Organization Officer Positions

Only the six (6) main organization officer positions, namely: Organization Head, Secretary, Human Resources Officer, Creatives Officer, Finance Officer, and Junior Organization Officer shall be recognized as a leadership involvement of the Office of Student Activities.

Section 4.2. Resignation

Members of the ASHS Sanggunian who believe that they cannot efficiently perform their tasks and responsibilities to the best of their ability have the option to resign from office through filing a formal letter of resignation, thereby making their position vacant.
For such vacancies, snap elections, appointment, and line of succession may occur upon the discretion of the Assistant Principal of Students Affairs and Services, and the Student Activities Coordinator. Policies on resignations vary on the case which are listed below.

Section 4.2.1 Resignation from a Leadership Position

- Students in leadership positions may opt to file a resignation for their officer position but still remain as a member of the organization.
- Officers may also choose to resign both as an officer and member of the organization.
- The Council of Student Organizations must be informed of their choice in the resignation letter submitted in the Centralized Human Resources Form (CHRF).
- Resignations in the CHRF will only be open in the first semester of every academic year to emphasize the value of commitment in the Ateneo Senior High School. In the event that there is a need to resign, the parent of the student must send a letter to the CSO Moderator to process the resignation.

Section 4.2.2 Resignation from a Membership Position

- Students who are members of the organization may opt to resign as a member of the organization.
- Students must submit a resignation letter through the Centralized Human Resources Form (CHRF) to inform the CSO Central Core.
- Resignations will only be open in the first semester of every academic year to emphasize the value of commitment in the Ateneo Senior High School. In the event that there is a need to resign, the parent of the student must send a letter to the CSO Moderator to process the resignation.

Section 4.3. Leave of Absence

Members of the ASHS Sanggunian who believe that they cannot efficiently perform their tasks and responsibilities to the best of their ability for a certain period of time have the option to file a leave of absence which allows an officer to take a temporary break at an agreed time frame. It is expected that the officer ensures that there is an officer in charge who will take on the responsibilities of the student who took a leave of absence.

Section 4.3.1 Leave of Absence as an Officer

- All officers of the council must state the reason for their leave of absence in a letter to be submitted in the Centralized Human Resources Form. Examples of such

reasons are but not limited to the following:
    - academics
    - mental health
    - busy schedules due to personal commitments
- It is imperative for officers who are on a leave of absence to still submit a response on the CSO Absence Form should they need to be absent during organization sessions since their leave of absence only applies to the responsibilities a leadership position entails.

Section 4.3.2 Members of the Organization

- Members of the organization are NOT allowed to file a leave of absence as this option is only given to those with leadership positions. The counterpart of a leave of absence for the members of the organization is an excused absence wherein the members must submit a response in the CSO Absence Form to avoid being marked as an unexcused absence.

Section 4.4. Impeachment

- Impeachment shall be done to remove non-performing and unfit members of councils who do not responsibly carry out their tasks and live out the virtues of a servant-leader.
- Any member of the Senior High School community may move to impeach any Sanggu-SHS member whom they deem unfit for the job, through a formalized complaint which is to be processed by their respective council moderators.
- Impeachment trials shall be administered by an Impeachment Council composed of the following: the respective council moderator, Student Activities Coordinator, Assistant Principal for Student Affairs and Formation, two members of the student body who do not hold a position in the Sanggu-SHS, and two members of the Executive Council.
- Any member of the council who commits the following are subject to impeachment:
    - More than three unexcused absences in council meetings
    - Gross neglect of duty within the council (as observed by the moderator and reflected in feedback from classmates and colleagues)
    - A Disciplinary Intervention III (such as academic dishonesty, truancy, etc.), and other willful violations of the Constitution and its by-laws
    - Graft and corruption in all its forms
- The verdict of the Impeachment Council shall be held as final and irrevocable.
- Any impeached member of the Sanggu-SHS shall be barred from holding a position within the school year.

Section 4.5. Temporary Vacancy in Office

- Students who fail to properly carry out their tasks, but do not deserve to merit an impeachment, may be forced to temporarily leave his or her position.
- Official reasons for temporary vacancy include the following:

    - Failure to meet minimum grade requirement (which is no failing marks in a semester and a QPI of at least 2.5)
    - Physical and/or psychological incapacity
    - Trip abroad for tournaments, conferences, etc.
- The council moderator shall decide as to whether or not a council member must file a temporary office vacancy.
- The length of the temporary leave may last for a minimum of (1) week. The council moderator shall decide as to how long the duration of temporary leave will be.
- To relieve a student from temporary leave due to poor academic performance, the student must show certification or proof to the council moderator that his or her grades have been pulled up, such as a letter of recommendation from subject teachers, recent test scores, etc.
- It is upon the discretion of the council moderator if the student is permitted back in office. Likewise, the moderator may either prolong the temporary leave or decide to file an impeachment from office, if deemed necessary.
- For these vacancies, the officer who is next in line shall take over the duties and responsibilities of the aforementioned member. If not applicable, an officer-in-charge shall be appointed among the current pool of members.
- Snap elections shall be held in the case of any elected Executive Council member being impeached.
- Appointments will be held in the case of any appointed Executive Council member being impeached.

Section 4.6. Appointment

- The ASHS Sanggunian President and their respective Council Vice Presidents shall have the power to appoint members for certain positions in councils.
- The CSO Vice-President has the power to appoint non-elected core members, upon the approval of the Student Activities Coordinator and Council Moderators. Non-elected core members are the following:
    - CSO Internal Secretary
    - CSO External Secretary
    - CSO Internal Undersecretary
    - CSO External Undersecretary
    - District Co-Heads
    - District Secretaries

Section 5. Year-End Senior Officer Appointments and Elections

Section 5.1. Year-end Appointments and Elections

- The year-end Sanggu-SHS elections will be facilitated and administered by a Sanggu-independent body called the Commission of Elections (ComElec).
- Only incoming Grade 12 students may run in the year-end elections for the position of CSO Vice President, CSO Internal and External Secretary, and District

Secretaries. The qualifications for eligible candidates are the following:
    - Any incumbent member, officer or representative of any of the four councils may run for Sanggu-SHS President.
    - Any incumbent organization member, officer, or CSO core member may run for the position of CSO Vice President.
- The Grade 11 batch (incoming Grade 12) shall compose the voting body for the incoming student officers in the election.
- A certificate of candidacy (as prepared by the ComElec) must be filed before the announced deadline, and the legitimacy of each candidate is subject to the final approval of both the ComElec and APSAS, based on the disciplinary record and certificate of candidacy.
- A minimum Q.P.I. of 3.00, a minimum APFor grade of B, and with no DI-3 shall be needed in order for students to qualify as candidates for the elections.

Section 6. File Archiving Protocols for All Official CSO Organizations

Section 6.1. Archiving of CSO Documents

- All submitted official CSO Documents that were returned to the organization must be archived by the organization.
- Archiving of said files must be done digitally (via Google Drive or any similar online storage application), and physically (stored by the organization).
- This is to promote accessibility of these files for the CSO, in case these files are needed to be reviewed.
- The links of the Digital archives must be submitted to the organization's respective District Heads.

Section 6.2. Collection of CSO Documents

- All physical copies of official CSO forms and documents that were collected for the whole school year must be submitted to the CSO Secretary for archiving, at the end of every semester.
- This collection of documents is for archiving, and may be used by the future administrations as reference.
- Organizations may opt to scan these physical documents before submission, in order for the organization to still have a copy of the files.

Section 7. Activity Report Form Protocol for all CSO

Organizations

Section 7.1. Archiving of CSO Documents

7.1.1. An organization must accomplish an official progress report form to their respective district heads bi-monthly.
7.1.2. The progress report form must contain the following information:

- Tasks accomplished for the Organization Sessions
    - Projects
    - Objectives for the organization sessions
    - Activities
    - Discussions
- Tasks to be fulfilled for the next two (2) organization sessions

7.1.3. The progress report form must be submitted every two (2) months to the organization's respective district head.
7.1.4. The progress report forms are then submitted to the CSO Vice President and CSO Internal Secretary for review. The progress report form may be implemented in various ways at the discretion of the CSO Vice President and CSO Internal Secretary.
7.1.5. Special Attendance

- Attendance must be checked in the cases when the organization will have a school-sanctioned activity or when the organization will have an official organization event.

Section 7.2. File Archiving Protocols for All Official Organizations

2.1. Archiving of Documents

2.1.1. All submitted official CSO Documents that were returned from the CSO Core must be archived by the organization.
2.1.2. Archiving of said files must be compiled digitally via their designated organization folders in the official CSO Google Drive.
2.1.3. This is to promote accessibility of these files for the CSO, in case these files are needed to be reviewed.
2.1.4. The links of the digital archives must be submitted to the organization's respective District Heads.

2.2. Collection of Documents

2.2.1. All soft copies of official CSO forms and documents that were collected for the whole school year must be acknowledged by the CSO Secretary for archiving at the end of every semester. such as:

- Minutes
- Official Project Documentation (refer to 3.4.2 under Execution of Projects)
- A01-1 Project Proposal Form
- B05 Budget Request Form

2.2.2. This collection of documents is for archiving, and may be used by the future administrations as reference.

Section 8. Official Organization Announcements

Section 8.1. Announcements through MIP or Homeroom Google Classroom

Posting through MIP or Homeroom Google Classroom requires submission of a formal email to StAC including the details of your post: Caption, Links, Image/Video All organizations/districts must give the information to the STAC at least three (3) working days before the intended date of announcement in the Monday Moderator's Inspection Period and Classrooms

Section 8.2. Announcements through Assembly of Class Officers

In order to post through ACO, through Strand Classrooms and disseminate Announcements from Class President, the organization must submit the information to Strand Chairs with the date of intended dissemination. All organizations/districts must give the information to the strand chairpersons for dissemination through Strand-wide Platforms and Classroom Officers.

Section 8.3. Announcements through the Office of Student Activities Email

In order to disseminate information through the OSA Email, all organizations/districts must give the information to the STAC at least three (3) working days before the intended date of dissemination.

Amendments

Amendments of this manual may be proposed by any member of the Sanggu-SHS, with the motion going through the review for validity of the CSO Core Council and the CSO Moderator. Amendments must be properly and completely stated in a formal resolution approved by those mentioned prior. If found valid, this is reviewed by the Executive Council, if found valid, the motion then proceeds to the Student Activities Coordinator for their approval.