Business District

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

Working Manual

2024 Edition

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ARTICLE 1

Manual Introduction

The Business District (BD) Working Manual covers detailed information on all the foundational aspects of the district. It aims to guide future district members, from core to org officers, on how to lead the district in all its activities and other possible events.

It is important to note that this document only serves as a guide rather than a mandate. The incumbent district officers have the power to decide how the district will work for the current school year. The Business District Core is also encouraged to continually update the manual. In the case that further help is needed, it is advised to seek help from the incumbent CSO Vice President.

ARTICLE 2

District Introduction

Section 1. Name

The official name of this District shall be the *Business District,* hereinafter referred to as *BD.*

Section 2. Description *In accordance with the 2020 Council of Student Organizations Working Manual*

The Business District (BD) is one of the nine districts under the Council of Student Organizations (CSO). It comprises two organizations: the Ateneo Investment Group (AIG) and the ASHS-Junior Marketing Association (ASH-JMA). 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.

Overall, BD aims to hone responsible individuals who contribute to businesses not just for personal gain but also for the betterment of society.

Section 3. Mission

To constantly provide an avenue for ASHS students to share their passion of business and to further improve their management and social skills to further improve the current state of society.

Section 4. Vision

To be the district within the ASHS community that molds students to become servant leaders that create impactful projects and business opportunities, and solve modern-day problems with impactful solutions.

Section 5. Declaration of core values

Section 5.1. Core values

Section 5.1.1. Nation-building

All organizations under BD must provide ways to further create positive impact to social communities through their projects, activities, and to further show the importance of it to its members.

Section 5.1.2. Diversity

No organization in BD shall show discrimination in any form or degree toward any member of the District based on the members' race and ethnicity, gender, religion, age, and most importantly, personal opinions and alignment. As such, anyone in the ASHS is allowed to be part of the District.

Section 5.1.3. Competence

BD develops its members to become effective leaders in business, and as such one should be competent in the respective management skills and knowledge their organization promotes.

Section 5.1.4. Commitment

BD is committed to continuously improve and to push for its mission and vision in the ASHS.

Section 5.1.5. Conscience

BD is not only focused on personal development in businesses, but to also take into consideration the different ethical considerations that one must take into consideration in doing so.

Section 5.1.6. Compassion

As a District focused on business, it is essential that its members understand the power that they have and how they can further help society through ways such as organizing, charity, creating awareness and so on.

Section 5.1.7. Christ-centeredness

The District does not do this for its own gain but to also be able to continue the mission of Christ through our programs, activities and the likes. As such we continuously strive to improve our skills in order to use it for the greater good.

Section 6. Logo

The Business District Logo is the official representation of the District in any public material or formal documents.

Section 6.1 Rationale

The logo represents what a business district looks like in real life as it shows two buildings. One building is a skyscraper that represents the goals of the district of being able to soar high, while the other building curves down to show that despite achieving greatness, we remain grounded in our values. Lastly, the gold gradient represents the light inside a city at night, because day or night the district is always alive.

The logo was created by Bernardo Paat Jr. the Creatives Officer of the Ateneo Investment Group of SY 2020 - 2021.

Section 6.2 Proper Usage

The **Business District** logo may be used by the organization in their publication materials. It is only mandatory when the organization sends in publication materials for posting on the ASHS Sanggunian Facebook page and optional but highly encouraged when publication materials are only posted on the organizations' own social media platforms.

Should external organizations wish to use the organization's logo in any publication material, the Organization Head must first be informed. Any unauthorized usage of the logo is recommended to be reported to the CSO Vice President.

The **Business District** logo comes in three variations:
1. Standard-Colored
2. White
3. Black

all of which may be used depending on the publication material that it will be placed on. Changing the color or theme is permitted so long as it maintains the shape and composition of the original logo.

Section 6.3 Amendment and Revision

If there is a desire to change the logo, this must first be voted upon by the district core and the org officers. If the majority approves of a change, a new logo can be created. After doing so, a letter via email must be submitted to the Student Activities Coordinator with the CSO Vice President and Moderator. In it, it shall include the rationale for the amendment of the logo, and copies of the new version of the logo. Once this is approved,

the District Head must inform the organization's officers regarding the change and provide access for the new logo.

ARTICLE 3

Composition and hierarchy of the Business District

Section 1. Composition

The Business District's officers are classified into the core and org officers. Under the district's core include the elected District Head, District Co-head and District Secretary. Moreover, the org officers are led by the presidents of each BD org, which are currently the Ateneo Investment Group (AIG) and Ateneo Senior High- Junior Marketing Association (ASH-JMA) while other org officers and members of the organizations are recognized with them, as seen in *Section 2*.

Section 2. BD Core Hierarchy
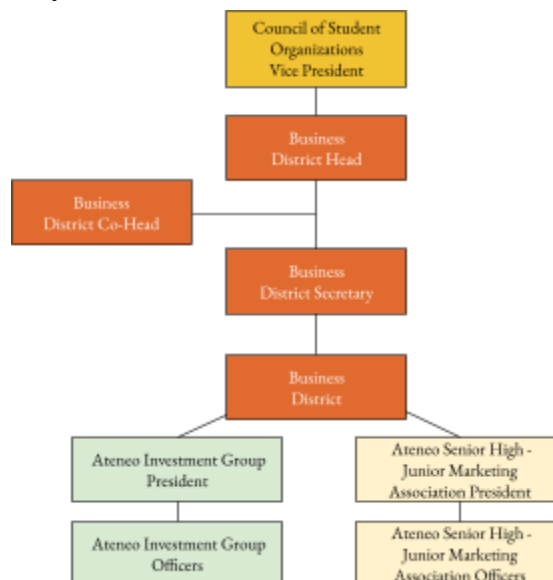
Section 3. BD Officers

Section 3.1 BD Core

The three (3) core district officers are the following: Business District Head, Business District Co-Head and Business District Secretary. In accordance with the Involvement Rule, these positions are all recognized as leadership positions. All other organization officer positions not included in this list are not recognized as leadership positions.

Section 3.1.1. 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.

Section 3.1.2. 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. 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 3.1.3 District Secretary

The District Secretary (DSec) is a student appointed by the District Head and serves as their right-hand. The DSec organizes, monitors, and compiles all district documents in their respective district-wide Google Drive. In addition, the DSec takes the minutes of district meetings and provides inputs during council core meetings.

Section 3.2 Organization Officers

Section 3.2.1 Org Head

The organization head is the overall head of their respective organization. They are the representative of the organization for district core meetings and are the main leaders in the district week. Organization heads are discouraged to hold officer positions for their

other organizations, nor join multiple organizations.

Section 3.2.2 Extended Org Officers

BD Extended Core includes the officers, both auxiliary and recognized, who are under the organization heads.

ARTICLE 4

Business District Organizations

Section 1. Ateneo Investment Group *In accordance with the Ateneo Investment Group Constitution and By-laws 2020*

Section 1.1 Description

The name of this organization shall be Ateneo Investment Group. The Ateneo Investment Group is a student organization at the Ateneo De Manila Senior High School. This organization's purpose shall be to educate the students of the Ateneo De Manila Senior High School as to how students can invest and set aside their money so they can fully reap the rewards in the future, to

teach students to become financially literate, to enhance student's management skills through different projects, and to uphold the vision and mission of the school.

Section 1.2 Logo

Section 1.3 Objectives (CHECK AIG MASTERFILE)

The objectives of the organization shall be:

1) To promote interest in investing and financial literacy to the students.
2) To provide fellowship among students and faculty.
3) To represent student needs and wants in regard to how they can invest and make their own money grow.
4) To develop the management skills of the organization members.
5) To provide a forum for the presentation of innovative ideas to the investing in the stock market and how students can practice it

Section 1.4 Officers and Responsibilities (CHECK AIG MASTERFILE)

Section 1.4.1 Organization Core

A. President/Org Head
    a. Coordinates all activities of the organization
    b. Acts as liaison to the ASHS community, Council of Student Organizations, and their District
    c. Serves as official representative of organization
    d. Meets of officers
    e. Presides at meetings
    f. Prepares agenda for meetings
    g. Writes a project proposal for the activities of the organization.
    h. Keeps sessions organized and well flowing.

B. Vice President/Org Co-head
    a. Serves as the official proxy to the head in meetings

b. Helps the president in facilitating the activities of the organization

c. Will be in charge of organizing shifts during events.

d. Will serve as the Org head when the org head is absent

C. Org Secretary

a. Maintains accurate and current information of the organization and membership

b. Assists president and vice president to coordinate organization activities

c. Keep accurate minutes of each meeting and forward copies to other officers.

d. Keep attendance records for meetings.

e. In charge of the project proposal for organizational activities along with the president and vice president.

D. Org Treasurer/Org Finance Officer

a. Serves as liaison to ADMU-SHS for all purposes of organizational funding

b. Maintains accurate and current account of all organizational funds

c. Responsible for disposing of funds in accordance with the goals and programs established by the organization.

d. Will be in charge of collecting the money from booths and activities.

e. Makes and submits budget proposals for projects in the organization

Section 1.4.2 Extended Core

Section 2. Ateneo Senior High - Junior Marketing Association *In accordance with the Ateneo Senior High - Junior Marketing Association Constitution and By-laws 2020*

Section 1.1 Description

The name of this organization shall be Ateneo Senior High School Junior Marketing Association, abbreviated to ASH-JMA. The Ateneo Senior High School Junior Marketing Association (ASH-JMA) is a student organization at the Ateneo De Manila Senior High School. This organization's purpose shall be to educate the students of the Ateneo De Manila Senior High School on marketing and management matters, and equip students with the necessary skills of business professionals, whilst upholding the Ignatian core values unique to students of the Ateneo Senior High School.

Section 1.2 Logo

Section 1.3 Objectives (CHECK ASHJMA MASTERFILE)

The objectives of the organization shall be:

1) To promote interest in marketing, management, and other professional skills;
2) To provide fellowship among students and faculty interested in marketing;
3) To represent student needs and wants in regards to learning how to market and promote relevant issues or topics;
4) To provide a forum for the presentation of innovative ideas on marketing strategies, social networking, and event management; and
5) To introduce principles of Corporate Social Responsibility to members of the ASHS Community.

Section 1.4 Officers and Responsibilities (CHECK MASTERFILE)

A. President/Org Head
   a. Coordinates all activities of the organization
   b. Acts as liaison to the ASHS community, Council of Student Organizations, and their District
   c. Serves as official representative of organization
   d. Meets with officers
   e. Presides at meetings
   f. Prepares agenda for meetings
   g. Approves proposals submitted by the Vice-President and relays them to the org moderator

B. Vice-President/Org Co-Head
   a. Assumes all the responsibilities of the President in their absence. Presides over all subsequent officers and serves as liaison between members and the President

c. Creates proposals for org events and passes them to the President for approval

d. Acts as liaison to the org moderator

C. Org Secretary

a. Maintains accurate and current information of the organization and membership

b. Assists president and vice-president to coordinate organization activities

c. Keeps accurate minutes of each meeting and forward copies to other officers

d. Keep attendance records for meetings.

e. Assigned in creating the project proposals for the future proposed activities of the org.

D. Org Finance Officer/s

a. Serves as liaison to ADMU-SHS for all purposes of organizational funding

b. Maintains accurate and current account of all organizational funds

c. Responsible for disposing of funds in accordance with the goals and programs established by the organization.

d. In charge of creating the budget proposal and transparency forms whenever a project is proposed by the org.

E. Org Creatives Officer/s

a. Tasked with creating the publicity materials for org events and activities.

b. Encourages promotion of posts on the org Facebook page and other social media platforms.

c. Documents all important activities and sessions of the org which will all be compiled at the end of the school year.

F. Org External and Internal Affairs Officer/s

a. Serves as representative of the org to all external organizations, events, etc.

b. Acts as point-person for sign-ups for marketing camps, events, etc.

c. Organizes seminars and talks for the org

d. Acts as manpower head for all org events within the Ateneo Senior High School

ARTICLE 5

Standard Operating Procedures

Section 1.1 Proposal of projects *In accordance with the Council of Student Organizations Working Manual*

Section 1.1.1 Process of Filling up Project Proposal Forms (A01)

1. All information required from the project proposal form must be filled up seriously.
2. Incomplete proposals will not be accepted and processed.
3. All proposals must be submitted in print, together with supporting documents that will be attached on the project proposal.
4. The student group head and the respective moderator must sign the proposal as proof of their knowledge and endorsement of the project/activity.
5. Signatures on the project proposal forms must be physical, as digital/scanned signatures will not be accepted.
6. Project proposals must be submitted at a minimum of four (4) weeks before the event date, if the budget requirements for the project exceeds Php 2,500.
7. Project proposals must be submitted at a minimum of three (3) weeks before

the event date, if the budget requirements for the project is less than Php 2,500.

8. Project proposals must be submitted at a minimum of two (2) weeks before the event date, if there are no budget requirements needed for the project.

9. Project proposals must be submitted to the respective district heads, afterwards submitted to the OSA for further processing. The project proposal form may also be submitted at the project proposal drop box at the OSA Hub (Room 305).

10. Take note, that project proposals will only be processed on the first day of every week (Monday). Any proposal submitted within the week (after Monday) will already be processed together with the next batch, the following week.

11. Organizations/groups are also to submit a soft copy of the project proposal to their respective district heads, for archiving purposes.

Section 1.1.2 Checking and Approval Process for Project Proposals

1. Project Proposals are screened for their viability and other requirements set by the CSO and OSA.

2. Once the project proposal is received, it is logged physically and online in a tracker.

3. The project proposal is screened and checked by the District Head.

4. The project proposal is forwarded to the CSO Finance Officer if the proposal requires budgetary appropriations by the OSA. The Budget Proposal Form in the project proposal is then endorsed for checking by the Executive Finance Officer.

5. If the project proposal does not require budgetary appropriation, it is then forwarded to the VP for a final check before endorsing it to the CSO Moderator. The VP logs the project proposals in the tracker that he or she has endorsed for approval to the CSO Moderator.

6. The CSO Moderator then endorses the project proposal to the Student Activities Coordinator.

Section 1.1.3 Returning of Project Proposals

1. A maximum of one (1) week is given for project proposals to be processed by the OSA. Project proposals submitted on a Monday are returned the following Monday. However, if the project proposal is submitted on a Tuesday, the processing time will commence on the Monday of the following week and hence, it will be made available the Monday after that.

2. After processing, the submitted project proposal shall be returned to the concerned group/organization.

3. If the project is approved, the group/organization may now proceed to execute the project proposed. If not approved, the group/organization must

revise their project proposal based on the given comments, remarks, concerns, and suggestions from the OSA.

Section 1.1.4 Execution of Project Proposals

1. Before executing a project, the student head must coordinate with their group/organization and moderator for the succeeding steps of the project.
2. Upon execution of projects, proper documentation (forms, videos, photos, mementos) should be taken, in order to be included in the documentations portfolio of the organization.
3. In case of any major changes (i.e. changes of activities, change of theme, change of event) on the project proposed, a revised project proposal must be submitted to the OSA as soon as possible.

Section 1.2.1 Project Proposals during an online setting

The process shall remain the same as already stated. However, instead of physical signatures and documents, the project proposals will be sent through email. All necessary files are submitted to the:
1. CSO Vice President
2. District Head, and
3. CSO Moderator

These files should have the e-signatures of the individuals required to be in the project proposal. For the e-signature of the org moderator, in the case that they do not want to supplement an e-signature into the file, they are also allowed to be the one to send via their email the project proposal to the above-mentioned individuals and this would act as their signature.

Section 2. Leaves of Absence

If ever a case exists wherein the District Head would wish to take a leave of absence during their term in the school year, a formal letter must be submitted to the Student Activities Coordinator with the CSO Vice President and Moderator also being copy furnished in the email.

This letter must contain the reason behind the request for the leave of absence and the officer appointed to act as the District Head's proxy during the absence.

Valid Reasons for such may be the following, but not limited to:

1. Academic concerns,
2. Physical and or psychological/mental distress; and
3. Trips abroad for reasons such as competition, conferences, and others.

If other officers, specifically org officers under the district, also want to take a leave of absence, they are advised to follow the procedure under their constitution and inform the District Head. If there are no specified procedures regarding this, this may be discussed between the core of the org itself and just update the district head regarding the situation.

Section 3. Resignation and filling in of vacancies

Should there be any member of the District Core, including the organization's officers, who would want to or is required to resign for a valid reason, a signed letter of resignation must be submitted.

For District Heads, their resignation letter must be submitted to the CSO Vice President, Moderator, and Students Activities Coordinator. For organization officers, they shall follow what is written on their constitutions. If there is none, a signed resignation letter should be submitted to the district head.

The process for the replacement for District Heads will be dependent on the decision of the Assistant Principal of Students Affairs and Services, and the Student Activities Coordinator. While for organization officers, they may either choose to do an election or an appointment for the position.

ARTICLE 6

Cemented Projects

Section 1. District-wide projects

Section 1.1 Business District Week

Section 1.1.1 Description

District weeks are celebrations of each district of their advocacies, ideas, and the like. District weeks aim to expose to the community the culture and ideas of the district through various events and activities organized for the week. Some district weeks may include two or more districts. The main output of the district week is producing a unifying district project where it encapsulates the diversity of the district, and integrating the advocacies of each organization under one district.

Section 1.1.2 Preparation

It is dependent upon the BD Core to decide the events that will happen during the district week. The District Head's responsibility is to oversee the planning and execution of this project. It is ideal to plan this at least two months in advance in order to ensure that it will be done well. It is also recommended to document the process from planning to execution; however, ensure that there is consent from everyone in the case that there are other participants.

A month before the execution of the District Week, a presentation will be made to the OSA team with a member of the Comms Team, the CSO Vice President, Moderator, and the Student Activities Coordinator. The District does not need to submit project proposals for their projects during district week, as the presentation acts as the project proposal already.

The following factors might be beneficial to consider for the district week:

1. Rationale and sub-theme of BD Week
2. Continuation of the storyline (if applicable)
3. District Week schedule (including postings and events)
4. District Week activities (a detailed explanation of the events to be executed)
5. Creative deliverables (not all are necessary to be finished, is beneficial)

However, take note that this process is not formally written into the CSO Manual, as such it may differ for the following years.

1.1.2.1 Guest Speakers

If ever guest speakers are wanted to be invited for the event, a formal letter signed by the District Head must first be sent to the CSO Moderator and Student Activities Moderator for approval. This letter must contain what the event is about, the theme, the date, and what is expected of the guest.

This should be submitted at the very least 3-4 weeks before the event to give the Moderators enough time to approve the letter. Moreover, District heads may already informally reach out to their ideal guest and follow up with the formal letter after it is approved. This is to ensure that the guest will be able to attend the event.

1.1.2.2 Sign-ups

Typically, sign-ups are handled by the District Head. This is going to be through a Google Form which includes the different events that are to be

held during the district week. There is no specific format for it, but ensure that there is a data privacy clause in the form.

The District Head should then provide access to this form to the org officers for them to take note of the participants. Org Heads should also try to require attending the event to their own members in order to ensure that there will be adequate participants during the event.

1.1.2.3 Finances

If finances are to be required, a budget proposal is required to be submitted. This should be submitted as early as possible in order to ensure that it will get approved.

Forms for reimbursement should also be submitted as soon as possible in order to ensure that the prize money will be reimbursed. This can be found on the Sanggunian website.

1.1.2.3 Promotions

It is advised to finish creating the publication materials as early as possible in order to ensure that there would be no problems in the submission of it. As much as possible these materials will be uploaded in the organization's pages, and only one or a few posts will be posted in the ASHS Sanggu FB Page which already includes all the events and the sign-ups for the event.

For publication materials uploaded to organizations's Facebook pages, there are no requirements that need to be followed such as branding or a form to fill up. An organization is free to post at any time in their Facebook pages. However, if a post is made on the ASHS Sanggunian page, a form called the A09 Form must be filled up. This will then be followed by a submission of the A09-M Form from either the CSO Moderator, or if he/she is not available, an organization moderator .

1.1.2.4 Evaluation

After the District Week, an evaluation form is recommended to be made and sent out to the participants of the events during the district week. This is to further ensure that the events done during the district week are appropriate to what the student body is expecting of. As well as to further ensure and provide guidance for future events of the organizations and the district.

Section 1.2 Kapiraso Business Bazaar

Section 1.2.1 Description

With the changing and ever expanding business landscape in the Philippines, students are more eager to join opportunities to learn more about entrepreneurship and have a glimpse of the corporate world. With college coming close for both Juniors and Seniors, it is evident that there is a need to guide the ASHS Community in the business landscape. Given this, Kapiraso aims to provide the ASHS Community with exposure to different key industries in the Philippines to give them a glimpse of the corporate world and what awaits them after Senior High School and College. It will highlight businesses that will sell their products in the ASHS for students to sample for themselves.

Section 1.2.1.1. Project Idea

Kapiraso aims to hold a bazaar, where various activities will take place such as selling of products by businesses, workshops, and informative talks. These activities will be done to provide a better understanding of the business landscape to the ASHS Community. The Bazaar is aimed to be done over three (3) days where the products will be sold and the activities will take place.

Section 1.2.1.2 Business Bazaar

The Business Bazaar aims to highlight businesses from various industries in the Philippines, they aim to introduce different products that the ASHS community may see and peruse. The businesses that will be contacted would consist mostly of MSMEs and small entrepreneurs. The purpose of this is to show the ASHS Community new businesses that have started in previous years, to show them the current business landscape and give them inspiration too in their own business and entrepreneurial journeys.

Section 2. Organization Projects CHECK MASTERFILE

Currently, there are no specific events that are written into the constitution of ASH-JMA and AIG that are recurring. But if there would be a desire for the organization to add an annual event for the organization, then it is encouraged to place a brief description into this section of the manual.

Article 7

Online Operations Appendix

Section 1. Org Sessions

Organizations remain to have 1 org session per week which is based upon the given schedule. These sessions may either be synchronous or asynchronous in nature, which is dependent on the decision of the org.

There is no limit in regards to the number of synchronous or asynchronous sessions the org would want to have. However, a balance of both is recommended in order to not be a hassle especially during deadlines of major academic projects.

Despite only having 1 official weekly org meeting, org officers may also decide to have additional unofficial org meetings if they decide to do so. However, these sessions should be strongly indicated that attendance is optional.

Section 2. Attendance

In terms of attendance, typically there is an official standardized method for all organizations. However, org manuals should still be looked upon for their specific process in the case that they have a specialized method of doing it.

Only synchronous sessions are the only sessions wherein attendance is essential. Officers, specifically the secretary, are required to take note of the attendance of students into the meeting call. A leeway of 5 minutes may be given in order to allow students to join the call before being marked as late. A Google Sheet may be used to take note of attendance as well as when people leave the call.

When a student is absent, an excuse letter is not required, however is suggested in order to enforce stricter attendance. This letter is addressed to the org moderator affixed with a signature from a parent or guardian. These letters in actuality do not have bearing and its only purpose is to promote the attendance of students.

However, attendance is still important as there is a cap on how many sessions a student may go absent for their orgs. This number is dependent on the given method of attendance for orgs for the school year. When students reach this number, the student will no longer be officially considered as part of the organization.

When certain patterns of attendance have been noticed upon certain students, it is advised for org officers to approach these students in order to encourage their attendance. District Heads must take note of the attendance of the organizations in order to ensure that there are no problems in regards to it.

Section 3. Online Systems

Section 3.1 District Meetings

It is recommended for the district to have a bi-weekly meeting. However, if it is deemed to be unnecessary then at least one meeting is recommended per month in order to ensure that there are no problems that the orgs are experiencing.

During these meetings, it is recommended for the organizations to prepare updates on current and future projects, as well as problems they may have been experiencing. The District Head should prepare upon announcements and projects given from the CSO to the org officers.

Section 3.2 District Folder

A GDrive folder is recommended to be made for the district to orderly keep files of both organizations and other deliverables as well. This master drive will be used for all projects, plans, and the likes to keep track of the happenings within the district.

This drive will also contain important documents such as org manuals, attendance sheets, org and district logos and the likes.

Section 3.3 District Calendar

The Business District Calendar is a Google Sheet material that summarizes all the events in BD. To be managed by the BD Secretary, the BD Calendar will compile all of the monthly events of the council to serve as an accessible reference for the BD core.

Section 3.4 Org Check-ups

Every semester, an org check-up is conducted in order to further find out problems that may have been occurring in the org as well as some difficulties its officers may have been experiencing. It is required for the District Head to take part in these sessions as it only occurs once a semester and it is very beneficial to be able to further help the organization under the district.

There is also a weekly org check-up form wherein all official and auxiliary officers are required to answer. The District Head should monitor the responses in order to further understand the happenings on both orgs to ensure that there is nothing wrong that is happening and to be able to further assist the orgs if ever needed.