



Media and Creative Arts District

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

Working Manual

2024 Edition

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ARTICLE I

Manual Introduction

The Media and Creative Arts District (MCAD) Manual aims to provide members of the District, particularly its head and officers, with a reference document containing procedures and other pertinent information to guide its working operations throughout the school year.

For situations where the provisions of this manual are inapplicable, it is recommended to contact the Council of Student Organizations Vice President for proper guidance. The Media and Creative Arts District Core is also encouraged to update this document to properly reflect major changes in protocol.

ARTICLE II

District Introduction

Section 1. Name

The official name of this District shall be the Media and Creative Arts District, hereinafter referred to as MCAD.

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

The organizations under the Media and Creative Arts 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 3. Mission

The Media and Creative Arts District aims to encourage the student body to confidently express their transparent selves through the various art mediums that the district takes pride in. It is a celebration of the diverse talents that the district offers which seeks to empower the individuals into creative and aware citizens. The Media and Creative Arts aids in emphasizing that aside from being hobbies, talents or expressions of emotions, the media and creative arts are also avenues to ingeniously speak up on matters that affect all of society, especially the least, the lost and the last.

Section 4. Vision

The Media and Creative Arts District is envisioned to support the emergence of the next generation of artists, who are able to adapt to the existing circumstances, through becoming an avenue for a new group of pioneers. The district will serve as a gateway for artists into channeling their evergrowing creative prowess into personal works and sociopolitical pieces that are incorporated with powerful messages, especially with regards to current situations transpiring not only across the country but also across the globe.

Section 5. Core Values

Section 5.1. OSA Thrusts

Section 5.1.1. Sustainability

In practicing its different forms of art, the Media and Creative Arts District makes it a habit to incorporate sustainability in its activities and works, which also signify the meticulous creativity and effort of its members.

Section 5.1.2. Nation-building

The Media and Creative Arts District treats the medium of arts that it practices as forms of social engagement. It seeks to become a proactive sector of society by forming its members to become agents of change through the platforms that it develops.

Section 5.1.3. Diversity

Discrimination against members of society based on differing race and ethnicity, gender, religion, age, and most importantly, personal opinions and alignment are prohibited as the Media and Creative Arts District celebrates power in diversity.

Section 5.2. ASHS Values

Section 5.2.1. Competence

The Media and Creative Arts District prides itself on showcasing the sheer creative prowess of its members through their excellent works that exude genuine passion and complexity and further improving on these innate talents by maximizing their potential.

Section 5.2.2. Commitment

The Media and Creative Arts District consists of members that live up to their tasks and strive to give their utmost best in everything they do. The Media and Creative Arts District members are true to their work and live up to their workload.

Section 5.2.3. Conscience

The Media and Creative Arts District places a premium on helping its members hone their discernment skills such that they may be able to properly distinguish right from wrong in various situations.

Section 5.2.4. Compassion

Through the members' research on various socio-political issues in local and international communities, it is our hope that they learn the value of speaking up for the oppressed and the vulnerable. Moreover, the Media and Creative Arts District places a premium on empowering its members to take proactive stances and steps for the benefit of those around them.

Section 5.2.5. Christ-centeredness

The Media and Creative Arts District strives to put Christian values in the center of every artwork, presentation, and event. The members strive to give respectful creative output that adheres to the morals taught by Atenean teachings and most importantly, Jesus Christ himself.

Section 5.3. ASHS Sanggunian Mission and Vision *(In accordance with the 2020 Council of Student Organizations Working Manual)*

Section 5.3.1. Mission

The ASHS Sanggunian 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 5.3.2. Vision

The ASHS Sanggunian 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 5.4. Council of Student Organizations Mission and Vision *(In accordance with the 2020 Council of Student Organizations Working Manual)*

Section 5.4.1. Mission

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

Section 5.4.2. Vision

As the Council of Student Organizations, it aims to develop high quality organizations by aiding them to be united, effective, and sustainable through guidance and support.

Section 6. Logo

The Media and Creative Arts District Logo is the official representation of the District in any and all publication materials.



Figure 1: Media and Creative Arts District Logo

Section 6.1. Rationale

The logo is composed of four different elements: light bulb shape, MCAD initials, pencil, and the lamp holder connection. All of which symbolize different strengths and representations of the district.

The light bulb shape symbolizes the creative prowess of the district. It stands for the bright and imaginative ideas brought by the district to the entire ASHS community. The Media and Creative Arts District presents art in various forms sparked with brilliant attributes that shine in the eye of its viewers.

The MCAD initials is the acronym that represents the district.

The pencil replaces the filament in a usual light bulb. Just like a light bulb's filament, the pencil serves as the tool that brings these creative ideas into life. A pencil was chosen to symbolize this as it is the basic instrument for writing, which actualizes these ideas.

The lamp holder connection, illustrated using four horizontal lines, each having individual colors of red, yellow, green and blue. This symbolizes the inclusiveness of the Media and Creative Arts District, with its diverse range of talents hailing from all strands; red for General Academic, yellow for Humanities and Social Sciences, green for Accountancy, Business and Management, and blue for Science, Technology, Engineering and Mathematics.

Section 6.2. Proper usage

The MCAD logo may be used by all organizations under the District in their publication materials. It is only mandatory when the organizations send 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, defined as any group not belonging to MCAD, wish to use the District's logo in any publication material, the District Head must first be informed. Any unauthorized usage of the logo is recommended to be reported to the CSO Vice President.

Section 6.3. Amendment and revision

Should the District Head and the organization officers agree to amend or entirely revise the district logo, a letter must be submitted via email to the Student Activities Coordinator with the CSO Vice President and Moderator copy furnished containing the rationale behind said amendment and copies of the new logo. Once the change is approved, the District Head must inform the organizations' officers of the change and provide access to the new logo.

ARTICLE III

Composition and Hierarchy of the Media and Creative Arts District

Section 1. Composition

The Media and Creative Arts District is composed of its elected District Head, District Secretary, and the officers and members of the organizations under its jurisdiction.

Section 2. MCAD Core Hierarchy

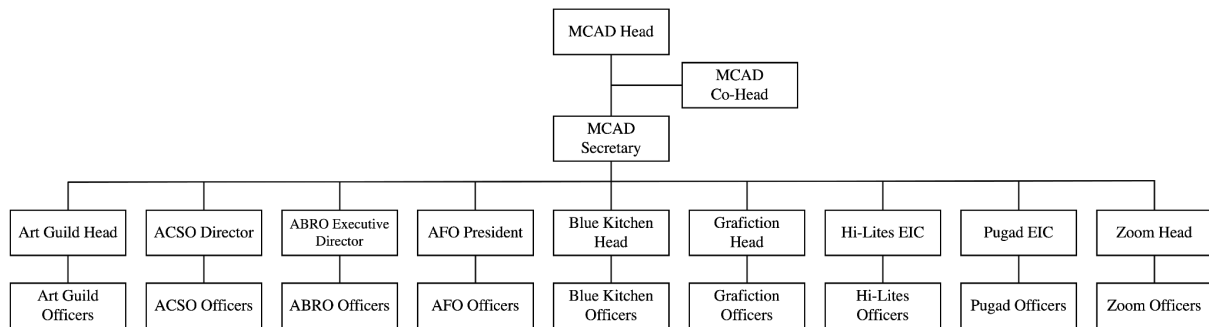


Figure 2: Media and Creative Arts District Core Hierarchy

Section 3. MCAD Core

The Media and Creative Arts District Core is formally composed of the District Head, District Secretary, the elected heads and officers (recognized or auxiliary) of the organizations under its jurisdiction.

Section 3.1. District Head

The District Head (hereinafter DH) is a student chosen by the organization heads and officers of the respective district through yearly elections. The District Head sits in the Council, representing the organizations under their district, in meetings with the VP and with the organization heads of the district that the DH is representing. The DH manages and oversees all the projects and activities of the district and is also in charge of organizing the district week for his or her respective district.

To qualify for the position, the DH must have first held either of the five recognized officer positions in their respective organization under the district: organization head, secretary, finance officer, human resources officer or creatives officer. Following the election, they must then resign from their position within the organization core by sending a formal letter to the CSO Vice President and moderator.

Section 3.2. District Co-Head

The District Co-Head is involved in overseeing the projects and activities within the district and attending meetings with the District Head to present the district's organizations and collaborate with and other District Co-Heads.

Section 3.3. District Secretary

The District Secretary (hereinafter 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 3.4. Organization Head

The organization head is the overall head of their respective organization. Though specific responsibilities vary per organization, they represent their organization in district core meetings and are the main leaders during the district weeks alongside their District Head.

ARTICLE IV

Media and Creative Arts District Organizations

Section 1. Art Guild *(In accordance with the Art Guild Constitution of 2020)*

Section 1.1. Description

The first part of the name is the word “Art”, as the organization is focused on developing skills and appreciation for art, or art generally. The second part, “Guild”, aims to show that rather than a more formal name for a group, like “organization”, it is more of a brotherhood brought closer by bonding through art.

Section 1.2. Mission and Vision

The mission of Art Guild is to hone and maximize the skills of its young artists, and to provide an avenue for exploring and integrating various socially relevant themes with exposure to different mediums of art.

Art Guild envisions a community of young artists empowered to build connections and participate in social dialogue through art.

Section 2. ASHS Film Organization *(In accordance with the ASHS Film Organization Constitution of 2020)*

Section 2.1. Description

The ASHS Film Organization may also be referred to as the acronym “AFO.” The students of the ASHS Film Organization shall establish a community within the organization that is able to holistically form its students through their passion in the process of filmmaking. They shall create a community of Ateneans who have respect and love for the art of cinema within this organization.

Section 2.2. Mission and Vision

The ASHS Film Organization aims to develop a passion for filmmaking among its members through involving them in activities related to the different aspects of filmmaking such as directing, writing, filming, editing, and more.

The ASHS Film Organization is the premiere filmmaking organization of the Ateneo de Manila Senior High School, which envisions itself developing individuals with a passion for creative self-expression and empowering them to become agents of positive change through filmmaking.

Section 3. Ateneo Publicity and Communications Organization *(In accordance with the Ateneo Publicity and Communications Organization Constitution of 2020)*

Section 3.1. Description

The Ateneo Publicity and Communications Organization, with its acronym being APCO, is an accredited organization in the Media and Creative Arts District (MCAD) under the Council of Student Organizations (CSO). This organization serves as a platform and training ground for Ateneo Senior High School (ASHS) students in multimedia broadcasting and mass communication.

Section 3.2. Mission and Vision

The Ateneo Publicity and Communications Organization aims to create and cultivate a community of content-creators guided by the Ignatian pedagogy and the core values of this organization, through the production of broadcast media.

The Ateneo Publicity and Communications Organization envisions Atenean content-creators who produce premier broadcast media in the service of their own holistic growth through art, the people, and for the greater glory of God.

Section 4. Blue Kitchen *(In accordance with the Blue Kitchen Constitution of 2020)*

Section 4.1. Description

Blue Kitchen, which may be shortened to BK, is an organization under the Media and Creative Arts District (MCAD), authorized by the Council of Student Organizations (CSO) of the Ateneo de Manila Senior High School. Blue Kitchen shall establish a community of homecooks where they learn and are formed in the traits valued in the kitchen. The organization shall create a sense of deeper appreciation for the culinary arts and food within the organization and if possible, the whole Ateneo Senior High School community.

Section 4.2. Mission and Vision

The organization aims to teach its members to be competent enough to cook healthy, nutritious meals for others and themselves. It aims to impart values that can be learned in the kitchen of its members and, hopefully, they apply it in their daily lives - not to say that they should let these values inhibit their creativity. The organization hopes to nurture a creative mind along with the order demanded in a kitchen.

Section 5. Grafiction *(In accordance with the Grafiction Constitution of 2020)*

Section 5.1. Description

To differentiate it from its Ateneo Junior High School counterpart, the organization may be referred to as ASHS Graficion. The name is an amalgamation of the words “Graphic” and “Fiction,” one of many ways to refer to the discipline of sequential art the organization practices.

Section 5.2. Mission and Vision

ASHS Grafiction will become the pioneering comics org that fosters competence in the skills of comic-making (namely writing and visual art), promotes collaboration between all its members, and shares the local comics with the Ateneo SHS. Grafiction is to become the home to the Philippine comics culture and its aspiring comic creators. It fosters competence through comic-making and comic-critiquing sessions, collaboration through group works, and shares local comics to the org and the ASHS through exposure to local comic works.

Section 6. Hi-Lites *(In accordance with the Hi-Lites Constitution of 2020)*

Section 6.1. Description

Hi-Lites is an organization under the Office of Student Activities (OSA) of the Senior High School of the Ateneo de Manila University. It is the official student publication of the school.

Section 6.2. Mission and Vision

Hi-Lites aims to empower the community to be informed, engaged, and involved in pursuing and communicating the truth in well-crafted work while fostering a sense of service in its members who embody integrity, humility, and bravery.

Section 7. Pugad Literary Folio *(In accordance with the Pugad Literary Folio Constitution of 2020)*

Section 7.1. Description

Pugad Literary Folio is a student organization that aims to promote creative writing and visual arts among students in the Ateneo De Manila Senior High School and uphold the vision and mission of the school. "Pugad" comes from the Filipino term meaning "nest" or "den". In the organization's case, Pugad is a home for all student artists who are willing to express themselves through literary pieces and visual art. The organization is an avenue for students to showcase their talents with words and illustrations which send a message to its readers and viewers about Philippine culture and the current state of society.

Section 7.2. Mission and Vision

Pugad has a mission to enhance the skills of its members to further maximize their potential as student artists.

The organization's vision is that by the end of the school year, all members of Pugad will be able to spread their wings, leave the nest, and create art that cultivates the values and ideals set by the organization and the school.

Section 8. Zoom Photography *(In accordance with the Zoom Photography Constitution of 2020)*

Section 8.1. Description

Zoom Photography is a student organization of 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 in photography and to uphold the vision and mission of the school.

Section 8.2. Mission and Vision

The objectives of the organization shall be: 1) To promote interest in photography; 2) to provide fellowship among students and faculty; 3) to represent student needs and wants in regards to taking photographs of the environment around them; 4) to provide a forum for the presentation of innovative ideas to hone the students' interests and skills in photography through various activities within the organization; and 5) to cover events, inside and outside of the school setting.

ARTICLE V

Standard Operating Procedures

Section 1. Proposal of Projects *(In accordance with the Council of Student Organizations Working Manual)*

Section 1.1. Proposal of Projects in a Physical Setting

Section 1.1.1. Process of Accomplishing 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. Process of Checking and Approving 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. Process of Returning 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 Projects

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. Proposal of Projects in an Online Setting

Section 1.2.1. Process of Accomplishing Project Proposal Forms (A01)

The process shall remain the same; however, instead of the A01 and its supplementary documents being submitted in print to the OSA Hub, all files must be sent through email to the following:

- 1) CSO Vice President,
- 2) District Head (copy-furnished), and
- 3) CSO Moderator.

Moreover, to protect the organization moderators' e-signatures and ensure that the moderator has gone through and approved the proposal on their end, it is *recommended* that they email the necessary documents to the abovementioned themselves and copy-furnish their project proponent.

Section 1.2.2. Process of Checking and Approving Project Proposals

The process shall remain the same; however, if the organization requests for a budget, the B01 will be forwarded immediately to the Executive Finance Officer as councils do not have finance officers in an online setting.

Section 1.2.3. Process of Returning Project Proposals

The process remains the same.

Section 1.2.4. Execution of Projects

The process remains the same.

Section 2. Leaves of Absence

Should the District Head wish to take a leave of absence at any time during the school year, a formal letter must be submitted to the Student Activities Coordinator with the CSO Vice President and Moderator copy furnished in the email.

The letter submitted must contain the District Head's reason for requesting for a leave of absence and the officer appointed to serve as the District Head's proxy during said absence.

Valid reasons for a leave of absence include the following but are not limited to:

1. Academic concerns,
2. Physical and/or psychological distress; and
3. Trips abroad for conferences, tournaments, and the like.

Should other officers wish to take a leave of absence, they are advised to follow whatever procedure is prescribed by their organization's constitution. Furthermore, the District Head must be informed of the absence, particularly if the officer in question is the organization head.

Section 3. Resignation and Filling in of Vacancies

Should any member of the District Core, including the organizations' officers, need to tender their resignation for any valid reason, a signed letter must be submitted.

Section 3.1. Resignation of District Head

In the case of the District Head, according to the CSO Working Manual, a letter of resignation must be submitted to the CSO Vice President, Moderator, and Student Activities Coordinator.

Section 3.2. Replacement of District Head

For such vacancies, snap elections, appointments, and line of succession may occur upon the discretion of the Assistant Principal of Students Affairs and Services, and the Student Activities Coordinator.

Section 3.3. Resignation of Organization Officers

In the case of organization officers, the concerned officer must undergo whatever resignation process is prescribed by their respective constitution. Following this, the District Head must be informed of who is selected to occupy the vacant position.

Section 3.4. Replacement of Organization Officers

Should an officer position be vacant at any time during the school year, organizations are given full freedom to execute an election or appointment process to fill said position. Once the position is filled, the District Head must be informed.

It is the organizations' right to create and/or abolish officer positions based on their needs.

Section 4. Year-end OSCC elections *(In accordance with ASHS ComElec's 2021 Year-end Organization Officers Election Guidelines)*

The organizations are given full authority to implement whatever election suits their officer structure best. However, the DH is expected to assist in facilitating the organizations' elections to ensure fairness and integrity of the process. The organizations are given the option to follow specific guidelines set by the ComElec, and they may tweak these in order to contextualize it to their organization.

Section 4.1. Roles and Responsibilities of the District Head

1. Assist in overseeing the election for each organization;
2. In-charge of making the important forms and relaying information from ComElec to the Heads;
3. Check the qualifications of the nominees;
4. May closely monitor the election process of these organizations by being present in the synchronous sessions and/or asking for feedback; and
5. Help the commission to ensure that all organizations conducted their elections fairly.

Section 4.2. Nominations

Section 4.2.1. Nomination Process

The organization will hold nominations through Google Forms, with the District Head having access to these.

Section 4.2.2. Qualifications of Nominees

Before the elections, the nominees for the organization elections must pass the qualifications given by the ComElec. The District Head will be informing the organization officers if its nominees are qualified to run for officer positions.

Section 4.2.3. Ineligible Nominees

Ineligible nominees will automatically be disqualified from running for their specific position. However, the ineligible candidates may appeal to the ComElec if they wish to pursue running for their organization's elections. The ComElec has the authority to allow or reject appeals.

Section 4.3. Campaign Period

Organizations are encouraged to allot at least one (1) session to campaigning so that its members may make informed decisions with regards to the elections. There are no set guidelines for this.

Section 4.4. Election Day

To ensure the fairness and integrity of the election process, only the District Head is allowed access to the official ballots. In preparation for election day, the District Head is expected to do the following:

1. Create the official ballots for each organization through Google Forms; and

2. Request for a list of juniors with their names, OBF email addresses, and sections from the organization secretaries or other officers.

On election day, the District Head will do the following:

1. Send the link to the ballots to the organizations' juniors via email and/or Google Classroom;
2. Cross-check the list of juniors provided by the organizations with the list of respondents;
3. Inform the organization officers should there be any missing names from the list of respondents; and
4. Tabulate the votes and turn over the results to the organization heads *preferably* before the beginning of the session

ARTICLE VI

Cemented Projects

Section 1. Media and Creative Arts District Week

Section 1.1. Objectives

1. Celebrate the district and its advocacies and ideas through the organization and execution of events;
2. Expose the ASHS community to the culture of the district;
3. Engage and expose non-officer members, particularly the juniors, to Sanggunian processes and project management; and
4. Foster a sense of community within the district.

Section 1.2. Preparation

It is the MCAD Core's prerogative to decide on and plan for all the events that will happen during District Week; however, outlined below are the standard procedures they must follow to ensure the success of their events.

Section 1.1.1. District Week Events

It is entirely up to the MCAD Core, spearheaded by the MCAD Head, to plan on district-wide events that will be held during its district week. In order to efficiently plan for this, a Project Proposal Form (A01) will be accomplished, with other necessary forms to be accomplished as well.

All organizations under the district must also hold at least one event of their own during the district week. This may be a collaborative event between other organizations under the district, as long as an organization is attached to at least one event for the week. The organizations will be submitting a Project Proposal Form (A01) to the District Head in proposing their event, together with other necessary forms that may be needed. These will not be officially filed as they will only be used for the purpose of formally planning the organizations' events for the district week and for presenting the district week plans to CSO and OSA.

Activities for the district week may not overlap in order to give interested students a chance to participate in events they wish to. The scheduling will depend on who sets their date and time first. Organizations who will be scheduling on a filled slot must set a new date for their event.

Section 1.1.2. Creation of Creatives Team

All districts are required to have their own creatives team for district week. There is no set guideline for the creation of this team; however, it is recommended that the team have the following:

1. Graphic designers (including layout artists and illustrators);
2. Video editors; and
3. Copywriters.

Creative officers of all organizations under the district are automatically part of the District Creatives Team.

Section 1.1.3. Presentation to CSO and OSA

All plans proposed for the district week must be approved by the CSO Vice President, CSO Moderator, and Student Activities Coordinator. The district need not submit project proposal forms; however, they will have to present their plans to the above mentioned within the allot week for the district. Below are the details needed for the presentation but, generally, it is up to the MCAD Head to determine how they will deliver the presentation.

- ☐ Rationale and theme;
- ☐ District week schedule (including planning phase);
- ☐ District week activities (including pre-execution phase);
- ☐ Creatives deliverables (concepts and/or final output);

This presentation flow, particularly the creatives deliverables, may be subject to change.

Section 1.3. Execution

For the purpose of this event, the execution phase shall be defined as the time spanning from the approval of plans by the CSO and OSA up to the day prior to the individual projects. On the day of the event itself, the team or organization is expected to execute the event the way they had planned it.

Section 1.3.1. Events Sign-ups

The District Head will be responsible for the creation of the sign-up form for their district week. There is no set structure for this form; however, it is recommended that it contain the following:

1. Data privacy clause;

2. Personal information
 - a. Name,
 - b. Section, and
 - c. OBF email address;
3. Details of the various events
 - a. Event titles,
 - b. Event dates and venues, and
 - c. Short description;
4. Event attendance.

The District Head should give the organization officers access to the responses sheet of the form for them to be able to identify their attendees.

Section 1.3.2. Finance

Should the event/s require any prizes (monetary or otherwise), a district Budget Proposal Form must be submitted as soon as possible to give the Executive Finance Officer and OSA ample time to approve the request and provide the prizes.

Section 2. Release of Publications

Section 2.1 Objectives

1. Release well-constructed publication materials under the district;
2. Create timely and creative content relevant to the community; and
3. Inform the ASHS community on certain topics related to the district.

Section 2.2 Execution

All organizations under the MCAD are free to post relative and creative content on their respective recognized media outlets. They are also free to collaborate to create a joint statement that represents MCAD as a whole in regards with specific issues that relate to the district.

1. Initiate the need for a publication and/or statement;
2. Contact necessary officers or members
 - a. Org Head,
 - b. Creatives Head,
 - c. Other pertinent members;

3. Meeting and drafting;
4. Rechecking with fellow officers and/or moderator;
5. Finalizing content; and
6. Undergoing ASHS Communications team for uploading the publication
 - a. Please refer to the branding guidelines as well as other procedures created by the Communications team.

ARTICLE VII

Amendments

Any and all amendments to this manual may be proposed by any bona fide member of the Media and Creative Arts District through their respective organization head. The motion, alongside a document containing all proposed amendments with a short explanation behind the action, will be reviewed by the District Head and forwarded to the CSO Vice President and/or Moderator.

Once the motion is approved, the amendment shall be voted on by the District Core, which includes organization officers both recognized and auxiliary. A majority vote is required for the amendment to be passed.

Section 1. Updating the manual

Should the motion for amendment pass, the District Head must revise the manual no later than five (5) school days after the vote and inform the CSO Vice President of the changes. A copy of the manual will be provided to the district's constituents to make amendments easier to implement.