

Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

COLLEGE OF COMMUNITY RESOURCES DEVELOPMENT – NARRA
Poblacion, Narra, Palawan

**PUBLIC CAMPUS MINISTRY/
ADVENTIST MINISTRY TO COLLEGE AND UNIVERSITY STUDENTS
(PCM/AMiCUS)**

CONSTITUTION AND BY-LAWS

**ARTICLE I
NAME**

Section I. The name of this organization shall be the Public Campus Ministry/Adventist Ministry to College and University Students (PCM/AMiCUS).

**ARTICLE II
PURPOSE**

Section I. The objectives of the PCM/AMiCUS are:

- a. to provide the opportunity to become acquainted with and enjoy the fellowship of students, faculty, and staff who hold membership and have interest in the Seventh-Day Adventist (SDA) Church.
- b. to promote spiritual and intellectual growth both personal and corporate.
- c. to encourage and involve members in personal service and evangelistic outreach for others.
- d. to keep members informed of recent trends and concerns of the SDA Church.

**ARTICLE III
MEMBERSHIP**

Section I. Membership will be open to all SDA and non-SDA college/university students and all SDA faculty and staff members of Palawan State University – College of Community Resources Development-Narra (PSU CCRD-Narra).

Section II. SDA students duly enrolled in PSU CCRD-Narra are classified *active members* of the organization.

Non-SDA students who are duly enrolled in PSU CCRD-Narra but have interest in the organization may be classified *guest members*.

SDA Faculty and Staff members of PSU CCRD-Narra are classified *honorary members*.

Section III. The active member will revert to *inactive* status if interest and goals change (as determined by the Executive Board), or upon missing three consecutive meetings without any notice of excuse.

Section IV. There shall be no discrimination in membership privileges based on creed, race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation or gender in this organization.

ARTICLE IV GOVERNMENT

The laws of this organization shall consist of the local constitution and by-laws, and the interim actions and regulations of said college/university fellowship (or association).

ARTICLE V OFFICERS

Section I. The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Public Relation Officer.

Section II. The Executive Board will consist of the Officers and the Sponsor/s.

ARTICLE VI DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. President. To provide general leadership to the organization, to preside over general meetings; to appoint Special Committees with the approval of the Executive Board; to supervise all the affairs of the organization and to coordinate with the activities of the different committees created to carry out the success of the organization's affair/s; and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Board.

Section 2. Vice President. To perform the duties of the President should the President be absent; to preside over Executive Board meetings; to plan and organize publicity for activities and special events; to plan, supervise and assist to any proposed project of this organization and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Board.

Section 3. Secretary. To attend to all general correspondence of the Adventist Ministry to College and University Students; to keep the minutes of all Executive Board and general meetings; to preserve the records of the organization; and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Board.

Section 4. Treasurer. To supervise the financial administration of all revenues; to report periodically to the Executive Board the financial condition of the organization; and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Board.

Section 5. Public Information Officer. To inform and publish worthwhile activities, plans, projects of the organization and act as liaison officer of the organization; and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Board.

**ARTICLE VII
ELECTION AND APPOINTMENT OF OFFICERS AND LENGTH OF TERM**

- Section I.** Election of officers shall occur during the first Tuesday of March for each school year. Terms of office will last until the following election.
- Section II.** The general assembly shall nominate for five officers.
- Section III.** The nominees shall elect the officers among themselves by secret ballot.

**ARTICLE VIII
MEETINGS**

- Section I.** The PCM/AMiCUS shall meet a minimum of once each week except during vacation months. Meeting date and time will be determined by the members.
- Section II.** The Executive Board will meet when determined by President and Sponsor/s.

**ARTICLE X
OFFICERS**

- Section I.** In order for a member to be nominated for an office in the PCM/AMiCUS Students, he/she must be an active member.
- Section II.** Nominations will be with active members present and election will be by a simple majority of the quorum.
- Section III.** Any officer other than the President may resign when such resignation is submitted in writing to the President. The President may resign when such resignation is submitted in writing to the Sponsor/s.
- Section IV.** When a vacancy occurs, an office shall be replaced by a simple majority vote of a quorum.

**ARTICLE XI
AMENDMENTS**

- Section I.** These by-laws may be amended by a simple majority of a quorum.

**ARTICLE XII
SPONSOR/S**

- Section I.** The Sponsor/s, annually selected, shall come from the honorary members of the PCM/AMiCUS and shall be approved by the selected honorary member/s.

**ARTICLE XIII
DUTIES AND REPONSIBILITIES OF THE SPONSOR/S**

- Section I.** To guide the conduct of the organization; to examine, verify and audit the books and records of the organization; and to perform other such duties as may be required by the By-Laws or Resolutions of the Executive Committee.

**ARTICLE XIV
IMPEACHMENT**

Section I. Any officer who does not perform his duties as outlined by the constitution may be impeached by a majority of the quorum at two consecutive meetings.

**ARTICLE XV
MEETINGS**

Section I. The PCM/AMiCUS will meet a minimum of once each month except during vacation months. Meeting date and time will be determined by the membership.

Section II. The Executive Board will meet when determined by the President and the Sponsor/s.

**ARTICLE XVI
FINANCES**

Section I. There will be an annual membership fee determined by the Executive Board.

Section II. All revenue shall be dispensed as prescribed by either the Executive Board or the members at a monthly meeting.

**ARTICLE XVII
COMMITTEES**

Section I. Committees shall be appointed by the President as deemed necessary.

**ARTICLE XVIII
QUORUM**

Section I. A quorum shall be mandatory for the election of officers and constitution amendment.

Section II. The Executive Board Quorum shall be a simple majority of the board membership.

Section III. A quorum shall consist of 50% + 1 of the active membership.

**ARTICLE XIX
AMENDMENTS**

Section I. This constitution may be amended by a simple majority of the quorum.

Certified Correct:

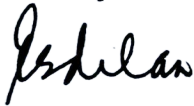


JONI NOVELOU T. GALUPO
PCM/AMiCUS President, SY 2019-2020

Noted by:



BENJAMIN Z. SANGALANG
Sponsor



EROLYN S. DILAN
Sponsor



JENNY P. SANGALANG
Sponsor



FARAH D. BADUYEN
Vice President



MARIO G. CARDENTE
Secretary



EDELYN B. DARAGOSA
Treasurer

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SANDER BAJAR
Public Information Officer