



University of the Philippines Diliman
University Student Council 2223
Constitution and House Rules

Constitution of the UP Diliman University Student Council

PREAMBLE

We, the students of the University of the Philippines in Diliman, desirous of establishing a Student council that will unite the whole U.P Diliman studentry, promote and protect students' rights and welfare, and foster a close relationship among the students and the other sectors of society in order to instill national consciousness for the advancement of the Filipino people, do hereby ordain and promulgate this constitution.

ARTICLE 1 GENERAL PROVISIONS

Sec. 1: This Constitution shall be known as the "Constitution of the University Student Council in Diliman."

Sec. 2: This Constitution shall govern the University Student Council in the University of the Philippines in Diliman.

Sec. 3: For purposes of this Constitution, unless the context indicates otherwise.

- a. "University" signifies the University of the Philippines in Diliman
- b. "University of the Philippines in Diliman" or "U.P Diliman" includes all units located in the Diliman, and Manila campuses, except those comprised in the Health Sciences Center.
- c. "University Student Council" or "Council" refers to the University Student Council (as distinguished from any college student council) in the University of the Philippines in Diliman.
- d. "College Student Council" or "Local Council" means the duly constituted central student organization of a unit that offers at least a bachelor's degree program.
- e. "University authorities" signify that duly constituted authorities or officials of the System insofar as the University of the Philippines in Diliman is concerned or affected.
- f. "Chairperson", "Vice-Chairperson", "University Councilors", and "College Representatives" refer, respectively, to the officers and members of the University Student Council so designated.
- g. "Council members" or "members of the Council" means the members of the University Student Council, including its officers.
- h. "University Councilor or "Councilor" refers to any of the University Councilors as distinguished from the College Representatives.

- i. “College Representatives” or “Representative” or “local representative” means a representative of the constituents of a college to the University Student Council.
- j. “Permanent vacancy” exists when the office of a Council officer or member has been vacated by reason of death, resignation, impeachment, expulsion from the University, or a permanent illness preventing him from performing the functions of his office.
- k. “Temporary vacancy” exists when the office of a Council officer or member has been vacated by reason of temporary mental or physical incapacity, detention or any other reason that leaves the possibility of his resuming his duties before the expiration of his term.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

Sec. 1: The University Student Council believes in the following

- a. That access to education should be afforded by everyone;
- b. That education should develop man’s physical, mental, social, cultural, and spiritual potential to the full, in order to realize a human and humane existence for all;
- c. That education should enhance critical thought and the ability to make informed judgment, free of dogma and myths.

Sec. 2: The University Student Council shall at all times strive to:

- a. Defend and promote the rights and general welfare of the University studentry and the Filipino people;
- b. Serve as an active forum for student ideas and sentiments;
- c. Develop a university spirit among the ranks of the students;
- d. Uphold the ideals of the university geared towards ensuring a well-rounded intellectual, social, cultural, and physical development for every student.
- e. Develop social awareness and instill national consciousness among the students;
- f. Unite with the various sectors of society in the pursuit of common interests, particularly in the establishment of a just and humane society;
- g. Develop a responsible studentry who will put educational opportunity to optimal use and look after the unity and welfare of the whole studentry and the people;
- h. Develop a sense of service and responsibility among the students for the welfare of society;
- i. Seek and engender educational reform along nationalist, humanistic and scientific methods, for the full development of the human potential, to respond to social realities and to promote academic freedom.

ARTICLE III

POWERS AND DUTIES OF THE COUNCIL

Sec. 1: The Student Council shall:

- a. Adopt its own internal rules of government;
- b. Organize, coordinate and direct student activities designed to improve their general welfare as well as to prepare them for obstructive citizenship, subject to the provisions of Article XI;
- c. Represent the students in all major policy-making bodies of the university when so provided by laws, rules and regulations promulgated by competent authority;
- d. Advise and make recommendations to the UP President on student matters, affairs and activities;
- e. Represent the University in external student activities;
- f. Draft the University Student Election Code that shall govern the rules and regulations of the general elections of the Student Council;
- g. Have such additional powers and duties as the university authorities may, from time to time, grant or delegate to it, consistent with its stated powers, responsibilities and objectives.

ARTICLE IV

BILL OF RIGHTS OF STUDENTS

Sec. 1: Every student shall have the right to:

- a. Enjoy the freedom of expression;
- b. Exercise freedom of religious worship and spiritual practice;
- c. Have his transcript of records and clearances speedily processed and the confidentiality of his records maintained.

Sec. 2: Students shall individually or collectively, be entitled to:

- a. Have their grievances heard and speedily redressed;
- b. Organize and assemble for purposes not contrary to law and regulations;
- c. Present their view to appropriate bodies before any policy or decision affecting their rights, interests and welfare is adopted.

Sec. 3: No student shall be subjected to exploitation, involuntary servitude, or cruel or unusual punishment.

Sec. 4: No student shall be subjected to disciplinary action without due process of law.

ARTICLE V

DUTIES AND OBLIGATIONS OF STUDENTS

Sec. 1: It is the obligation of every student to:

- a. Observe at all times, the laws of the Philippines and the rules and regulations of the university;
- b. Assist the school authorities in dissemination among the students, and education them on, the rules and regulations on the student conduct and discipline;
- c. Help engender an academic atmosphere conducive to harmony among the various constituencies of the university;
- d. Exercise his or her rights responsibly.

ARTICLE VI

COMPOSITION OF THE UNIVERSITY STUDENT COUNCIL

Sec. 1: The University Student Council shall be composed of a Chairperson and a Vice-Chairperson; twelve University Councilors all elected at large; and one representative for every 2000 students or less for each college and degree-granting unit, provided that each unit with a population greater than 2000 students shall be entitled to an additional college representative for every 2000 students in excess of the first 2000.

Sec. 2: The college representative or representative shall be elected by the constituents of their own college. The college representative shall serve as a liaison between the University Student Council and the local student council. b. If the students of a college, school or institute fail to elect their representative to the University Student Council, the University Electoral Board shall determine whether a special election may and should be held therein, and if so determine, shall take immediate steps for holding such election.

Sec. 3: The members of the Council shall be elected every academic year in accordance with the rules promulgated by the University Electoral Board and the provisions of the University Election Code.

Sec. 4

- a. Any permanent vacancy in the Office of the Chairperson shall be filled by the Vice-Chairperson, provided that if the permanent vacancy occurs in the Office of the Vice-Chairperson, the Council shall elect from among the University Councilors a new Vice-Chairperson.
- b. Should both the Chairperson and the Vice-Chairperson of the Council be temporarily incapacitated, the remaining members of the Council shall elect from among the University Councilors an Acting Chairperson and Acting

Vice-Chairperson, both of whom shall relinquish their positions upon the return of the permanent officers. In no case shall the Council be dissolved or rendered inoperative.

- c. If the vacancy occurs in the Office of the University Councilor, the candidate who obtained the next highest number of votes in the last general elections of the Student Council shall take his or her place.
- d. A vacancy in the Office of College Representative shall be filled, insofar as practicable, in the manner provided above the University Councilor. Should this not be possible, then the College Councilor or the central student body organization shall expeditiously select his or her replacement in the consultation with the University Student Council until the students have elected their new representative.

Sec. 5: Every candidate for membership in the University Student Council must, before the general elections:

- a. Have at least one year residence in the University of the Philippines in Diliman or in the Manila units on the post-secondary level;
- b. Carry the normal load prescribed by his college; and
- c. Not have been found guilty in any disciplinary action of any act involving moral turpitude.

Sec. 6: Every council member shall hold office for one academic year or until his or her predecessor has been duly elected, qualified and assumed office, provided that Councilors who fill vacant seats shall hold office for the remainder of the unexpired term.

Sec. 7: The induction of council members shall take place within a week after their proclamation by the University Electoral Board, the oath to be administered by the University President or his duly authorized representative.

Sec. 8: No council member shall hold office as president of the Corps Commander of UP ROTC, or editor-in-chief of the Philippines collegian without forfeiting his or her seat in the Council.

ARTICLE VII

OFFICERS, QUORUM

Sec. 1: The officers of the Council shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Business Manager and Public Information Officer.

Sec. 2

- a. The officers of the Council other than the Chairperson and the Vice-Chairperson shall be elected by the members of the Council (A simple majority vote of 50% + 1 of the members of the council) present, provided there is a

quorum, shall be sufficient to elect an officer, provided further that in case a majority vote of the members present is not obtained, the subsequent balloting shall be limited to the two candidates obtaining the highest number of votes in which case election shall be by plurality vote.

- b. All University Councilors are eligible to become officers of the University Student Council.
- c. Nomination of officers shall not be closed until there have been at least two candidates named, except by an affirmative vote of a majority of the Council members present at the meeting.

Sec. 3: Unless otherwise provided in this Constitution, a majority of all the members of the Council as provided in Section 2 hereof shall constitute a quorum for the transaction of its business and every decision of at least a majority of the members present at a meeting which there is quorum shall be valid as an act of the Council.

ARTICLE VIII

POWERS AND DUTIES OF THE OFFICERS

Sec. 1: The Chairperson shall be the chief executive officer of the Council. It shall be his or her duty to:

- a. Sign all resolutions, communications and papers of the Council;
- b. Preside over all meetings of the Council, provided that in case he or she desires to take part in the debate or discussion he may name the Vice-Chairperson, or in the absence of the latter, any member of the council to take the chair.
- c. Create ad hoc or standing committees and appoint in the chairperson and members thereof, except in the case of committees stipulated in Article IX, section 3;
- d. Represent the Council in his or her official capacity as Chairperson on occasions and events where the organization needs representation;
- e. Be the candidate of the student body of University of the Philippines in Diliman in the selection of a student representative to the Board of Regents;
- f. Head the Executive Chamber;
- g. Perform such duties as may be necessary or incidental to the discharge and performance of the functions of his or her office.

Sec. 2: The Vice-Chairperson shall:

- a. Assist the Chairperson in all matters where his or her assistance is required;
- b. Take over the functions of the Chairperson whenever his or her office is vacant by reason of his or her death, resignation, removal, suspension illness, absence, or physical or mental incapacity or failure to qualify for office.

Sec. 3: It shall be the duty of the Secretary to:

- a. Keep a journal of the proceedings to the council;
- b. Keep all papers and correspondence of the same;
- c. Certify all official acts of the same;
- d. Perform other duties as the Council or Chairperson may from time to time assign him or her;
- e. Head the Secretariat Committee.

Sec. 4: The Treasurer shall:

- a. Act as a Custodian of the deposits in the bank of the funds of the Council;
- b. Keep a record of the funds of the Council;
- c. Disburse the same in accordance with an appropriation of the Council;
- d. Submit a financial report at the end of each semester to the Council, which shall be published in the Philippine Collegian;
- e. Head the Finance Committee.

Sec. 5: The Business Manager shall:

- a. Keep an inventory and take charge of all Council properties;
- b. Supervise all business and fund-raising activities of the Council;
- c. Head the Ways and Means Committee.

Sec. 6: The Public Information Officer shall:

- a. Release news items regarding Council activities to all media;
- b. Promote good relations with the press and public;
- c. Answer inquiries about the Council;
- d. Head the Mass Media Committee.

ARTICLE IX COMMITTEES

Sec. 1

- a. The implementation of all laws, policies, rules and regulations of the Council is hereby vested in an Executive Chamber, which shall be constituted by the duly elected officers of the Council and the chairmen of the different committees. The Executive Chamber shall likewise act as an advisory body to the Council and shall make recommendations on any action, policy or project it may deem appropriate. A majority of those present at the meeting at which there is such a quorum shall be valid as an act of the Chamber.

- b. They shall serve for one academic year and until their successors have been duly appointed, except in the case of the chairpersons of ad hoc committees whose membership shall be coterminous with their term as chairpersons.

Sec. 2: As a general rule, only University Councilors shall head the committees of the Council. Should this not be practicable, College Representative may be appointed as committee heads.

Sec. 3: Standing Committees other than those specified in this Constitution may be created from time to time by the Council. Ad Hoc committees may be created by the Council Chairperson.

Sec. 4: The chairpersons of committees shall have the power to choose their respective committee members.

ARTICLE X

EXPULSION AND DISCIPLINE OF COUNCIL MEMBERS

Sec. 1

- a. If a council member fails to attend four consecutive regular council sessions without informing the body of his or her status or the reasons why he or she has not been attending or working, he or she shall automatically be dropped from the roll. He or she shall henceforth cease to be a member of the Council.
- b. If the dropped Council member wishes to return, he or she should explain and justify his or her side. With the affirmative vote of two-thirds of all the Council members, he or she can be reinstated into the Council.

Sec. 2: Any member of the Council may be expelled or suspended, as may be determined by the Council, for any of the following causes:

- a. Any willful violation of this Constitution;
- b. Gross neglect of duty;
- c. Any disorderly behavior during any council sessions;
- d. Any other form of misconduct which undermines the integrity of the Council

Sec. 3: For purposes of expulsion, an affirmative vote of at least two-thirds of all the Council members shall be required.

Sec. 4: For purposes of suspension, an affirmative vote of at least two-thirds of those present, there being a quorum, at the disciplinary proceedings at which the penalty is being determined, shall be required; provided that:

- a. The members in attendance shall constitute a quorum, and;
- b. The period of suspension shall not exceed 60 days.

Sec. 5: The respondent(s) shall have no right to vote in any of the disciplinary proceedings.

ARTICLE XI FUNDS OF THE COUNCIL

Sec. 1

- a. The general funds of the Council shall consist of student fees collected by the administration during every regular registration period and shall be deposited in a special fund in accordance with the university guidelines on budget and auditing rules and procedures.
- b. All money collected by authority of the University Student Council for a special purpose shall be treated as a special fund and shall be paid out for such purposes only. If the purpose of the special fund created has been fulfilled or abandoned, the balance, if any, shall be transferred to the general funds of the Council.

Sec. 2

- a. The Council shall formulate and adopt a budget, which shall embody a work plan of programs and projects together with estimated expenditures for the incoming year.
- b. A copy of the budget shall be sent to the Office of the President of the university for his or her review and approval through the Dean of Student Affairs who shall endorse the same with respect to the legality of projects and the sufficiency of funds from student council fees.
- c. No money shall be paid out of the funds of the Council except in pursuance of an appropriation authorized by the same. (d) All expenditures of the Council shall be audited by the Office of the University Auditor, which shall be the ex-officio auditor of the Council.

Sec. 3: The balance of the Student Council for a specific term shall be returned as the funds for the net or succeeding term.

ARTICLE XII COLLEGE STUDENT COUNCILS

Sec. 1: The College Student Councils, or student body organizations (in colleges or units where no College Student Councils have been organized or are existing) shall coordinate with the University Student Council, provided that they shall be autonomous in the management of their own internal affairs and in the implementation of their respective programs and activities.

Sec. 2: Policies, rules, procedures and programs/ projects adopted/ approved by the College Student Councils (or student body organizations) shall uphold pertinent/ applicable policies, rules, and etc. adopted/ approved by the University Student Council provided that where inconsistencies exist those adopted/ approved by the University Student Council shall prevail.

Sec. 3: Unless otherwise provided for in the Constitution of the College Student Council concerned or except when the College Representative is a voting member of the College Student Council, the College Representative shall at all times, be free from the control of the College Student Council with regard to/ in the performances of his duties, functions and activities as a member of the University Student Council.

ARTICLE XIII FACULTY ADVISER

Sec. 1: The Vice Chancellor for Student Affairs shall be the ex-officio adviser of the Council.

ARTICLE XIV AMENDMENTS

Sec. 1

- a. The Constitution of University Student Council may be amended only by an affirmative vote of two-thirds of all Council members, provided that the proposed amendment must be presented in writing at previous meeting of the Council and copies thereof, be sent to all Council members at least ten days prior to its consideration.
- b. Any amendment to, or revision of this Constitution shall be valid when approved by the University President and ratified in the same manner as the adoption of the Constitution provided in the next succeeding section.

ARTICLE XV EFFECTIVITY

Sec. 1: This Constitution shall take effect upon the approval of the University President and its ratification in an university-wide plebiscite called for this purpose, by a majority vote of all the votes cast by students qualified to vote under the University Election Code. It shall take precedence over all college council constitution in the University.

House Rules of the UP Diliman University Student Council
Partial Approval: 24 May 2019
(Except Rules VIII, IX, X, XVI: for Approval during Planning Seminar)

RULE I
MEMBERS

1. The members of the council are the Chairperson, Vice Chairperson, the University Councilors and the College Representatives.

RULE II
COMMITTEES

1. Types of Committees, defined;
 - a. Standing Committees are those specifically provided for in Article VII of the USC Constitution:
 - i. Secretariat Committee [Art. VII, Sec 3 (e)]
 - ii. Finance Committee [Art. VII, Sec 4 (f)]
 - iii. Ways and Means Committee [Art. VII, Sec 5 (c)]
 - iv. Mass Media Committee [Art. VII, Sec 6 (d)]
 - b. Special Standing Committees are those referred to by Art. VIII Sec 1 (c), which may be created by the Chairperson of the Council upon the approval of the simple majority of the Council members present, provided that there is quorum, to perform functions during the entire course of the Council's term. Special Standing Committees shall be created through the submission of Committee proposals, following rules specified by the Council.
 - c. Ad Hoc Committees are those created by the Council Chairperson, either motu proprio or upon the recommendation of the council, upon the approval of the simple majority of the Council members present, provided that there is quorum, at any time during the course of the council's term, to perform specific functions for a specific, limited period of time.
2. Chairpersons of Committee shall be known and identified in all communications and references as Committee Heads. This is to avoid confusion with third persons with whom the council communicates or transacts.

3. Heads of different Committees shall be chosen as follows;
 - a. The USC shall choose and adopt heads of Standing and Special Standing Committees through consensus building.
 - b. Should there be a failure to reach a consensus, the committee heads shall be elected by the members of the USC by a simple majority vote or 50% plus 1 of the members of the council present in the deliberations.
 - c. The Council Chairperson shall appoint heads of Ad Hoc Committees, using the following procedure:
 - i. The members of the USC shall be notified of the nature, objective, and purpose of the proposed ad hoc committee through Facebook, text brigs, and general assemblies, if applicable;
 - ii. Council members may express their intent to head the committee, or nominate other members within 12 hours;
 - iii. The chairperson shall select a committee head for the ad hoc committee based on the list of nominees submitted within the 12-hour duration.
4. The Chairperson and Vice Chairperson of the Council shall sit as ex-officio members of all the committees. They are not required to attend all the meetings of all the committees. The committee heads must inform the Chairperson and Vice Chairperson of the progress of their committees.
5. Each committee head shall present a committee update during every General Assembly of the USC on particular committee projects and events during the particular period.
6. Each committee head and college representative shall submit a progress report at the end of each semester. The format of the progress report shall be subject approval of the approval of Chairperson, Vice Chairperson and Secretary-General.
7. No member of the council shall be the Head of more than one Standing or Special Standing Committee. Standing Committee heads shall be a member of at least one special standing committee. Special Standing Committee heads shall be a member of one standing committee and another special standing committee. All other council members shall be a member of one standing committee and at least two special standing committees. All council members have the privilege to take on extra committee(s) of their choice.

8. Members of different committees shall be chosen as follows:
 - a. Each Committee Head shall request a number of members in their respective committees.
 - b. Members of the USC shall list and rank three (3) of their desired Standing and Special Standing Committees separately. These lists shall be submitted to the Secretary-General who will then compile them and distribute them to the Committee Heads.
 - c. Head/s of each committee, in consensus, shall then choose the members for their respective committees based on these lists, arranged from first to third priority.
 - d. Councilors and College Representatives who lack committees or do not have committees after this process shall be delegated by the Secretary-General.
9. The council shall evaluate every project and activity during the succeeding GA after the said project or activity. The USC shall hold a whole-day semestral evaluation, as well as distribute evaluation forms by the middle of each semester.
 - a. The evaluation mechanisms will be assessing every council member's work ethic, attendance, impact on the community, achievement of key performance indicators, and engagement with the UP community.
 - b. These evaluation mechanisms will be prepared, distributed and conducted by the Secretary-General.

RULE III

COLLEGE REPRESENTATIVES

1. College Representatives are to be evaluated by their local councils and/or the student body on the basis of their performance in their local college, on relaying proper information coming from the USC, and other duties relating to the USC. These evaluation mechanisms will be prepared, distributed and conducted by their respective local college councils.
2. The general functions of the College Representatives shall be; proper and prompt information dissemination, provision of local council support, provision of basic student services, aid in any partnerships between the local council and the USC, raise any local issues to the USC, provide college educational discussion, have graduate students

programs, and bring the USC to college general assemblies when applicable.

RULE IV SESSIONS

1. Unless the council orders, otherwise in its first official General Assembly, the regular General Assembly shall be held at the University Student Council Office, or as determined by the Chairperson, Vice Chairperson, and the Secretary General, at a time and day deliberated upon by the USC. In cases when deemed grossly unnecessary, the body may decide to cancel a GA. Such cases shall go through and first be decided upon by the Chairperson, Vice-Chairperson and Secretary-General. The USC shall then deliberate on this decision, in which a decision to reverse or retain such shall be made by a majority (50% + 1) vote of the USC.
2. A simple majority (50%+ 1) of the council members as a whole shall constitute a quorum. Only when a quorum has been reached can a formal session commence and proceed.
3. The sessions of the council shall be made public through online publicity materials and/or Facebook livestreaming in the official USC Facebook Page, except when otherwise provided in these rules.
 - a. The publicity materials must be up at a day before the scheduled GA.
 - b. The Facebook Livestreaming shall be subject to the approval of all council members present.
4. Non-members of the council cannot participate in council deliberations, except when endorsed by a council member and given approval by the council by a vote of simple majority, and only when the point to be raised is in the context of the meeting, without prejudice to the right to representation.
5. The council reserves the right to hold closed-door sessions, upon a motion to close the doors, and upon showing that the subject under discussion will be better resolved in such manner; provided that there shall be at least 2/3 majority vote of those present in favor of such motion.
6. Only council members shall be admitted to such closed-door sessions.
7. Sessions may be suspended by a simple majority vote of the council in session.

8. The exact time of opening and adjourning the session shall be entered in the minutes.
9. The council shall use parliamentary procedures in its dealings during sessions.
10. The council shall adopt in Robert's Rules for cases not covered by these House Rules.

RULE V ORDER OF BUSINESS

1. The daily Order of Business shall be as follows:
 - a. A member from the assembly must raise a motion to move the meeting to a livestream, whereas the decision is subject to approval by the majority.
 - b. Roll Call
 - c. Any unfinished business from last GA
 - d. Reading of Agenda for the day
 - e. Approval of Agenda
 - f. Agenda
 - g. General Assembly Adjourns
2. The flow of the proceedings must follow the approved agenda for the day.
3. The minutes of the proceedings of the sessions of the Council shall be presented to the Chairperson for examination and approval before they are submitted to the Council for final approval. Only after this process has been completed can the Secretariat Committee be authorized to submit the minutes to the Mass Media Committee for public release. Summaries shall be published within **one week** of the pertinent session/s whereas full **minutes shall be published within a month** of the pertinent session/s.
 - a. Minutes will be limited to 4 pages only, unless otherwise indicated by the Secretary-General;
 - b. The minutes of the meeting and the USC Blitz will be using a strict format: updates, points, and action steps.
4. Progress reports are made and presented in the **end of the semester**, while **committee updates are made and presented in every general assembly**. All members of the council must present both a progress report and committee update on the indicated times.
5. Committee Heads must include in their progress reports the **performance reports on**

each committee member.

6. Progress and performance reports from the Chairperson, Vice Chairperson, Committee Heads, and College Representatives will be **released online** and **given to all college and university publications.**
7. Any member may deliver a privilege speech before the body, but they shall be limited to only 10 minutes, subject to one extension of ten minutes by a majority vote of council members present and voting. Any members desiring to deliver a privilege speech must inform the Chairperson and the Secretary-General at least two days before the scheduled meeting when they are to deliver their speech.
8. The consideration of the unfinished business in which the council will be engaged at the time of adjournment shall be referred to committees, and so on each succeeding meeting until such business is disposed of.
9. After all the pending business is disposed of, the Chairperson shall commence the agenda for the day.

RULE VI AGENDA

1. Any member who desires any matter to be included in the agenda must inform the Chairperson and the Secretary at least 24 hours before the scheduled assembly, either personally or by written communication, unless there are meritorious circumstances deemed by the Chairperson, in which case, the member shall inform the Chairperson and the Secretary before the scheduled assembly.
 - a. If either the Chairperson, Vice Chairperson, or the Secretary desires to have any matter included in the agenda, they shall also inform each other in the matter described above.
 - b. If these rules are violated, the matter shall not be taken up except by a majority (50%+1) vote of the members present. Even then, it shall take the least priority.
 - c. Time caps must be set per agenda.
2. Council members must be notified by the Secretary on the posting and distribution of the agenda.

RULE VII
USE OF THE USC NAME

1. All incoming, outgoing, internal and external communications, transactions, official businesses and functions, projects and the like must be approved by the Chairperson and Vice-chairperson. As such, those that are not duly noted and approved shall be considered invalid and the council member causing such invalid communication or transaction will be sanctioned.
 - a. In all administrative meetings where a certain committee is concerned, the meeting shall be required to be attended by the Chairperson, Vice Chairperson and the committee head/s involved.
2. Guidelines for USC Statements:
 - a. Any member may inform the EdRes Adhoc/Committee to create a statement for a certain matter.
 - b. The statement shall be posted in the USC Facebook Group and approved by a simple majority of all USC members.
 - c. Once approved, the statement shall be sent to the Public Information Officer for dissemination.
 - i. In cases deemed necessary, the Chairperson can move to adopt the statement without the approval of the entire body.
 - ii. No objection shall be entertained unless it is accompanied by concrete alternatives or recommendations.
3. Every time a council member makes a personal statement in any social media post, forum, conference, convocation, keynote lecture, using their title as member of the USC, there must always be an expressly stated disclaimer that the views of the individual do not reflect the views of the council.

RULE VIII
MMC RULES AND GUIDELINES

1. The MMC will be non-partisan.
2. The following procedures shall be observed for the publication of online materials except

for official announcements from the UP administration and the Government and for full promotional campaign plans with successive releases.

- a. The concerned committee shall fill out the **Publicity Material request form** to be duly accomplished by the MMC Committee and made available to all members of the council.
 - b. The MMC head shall screen the request for offensive, slanderous, unnecessary, and unjustified content (visual and/or written).
 - c. The MMC head shall **inform the applicant committee** of the approval of the content or of the necessary corrections that have to be made, **within 3 days from the receipt of the form**. Within this time, the MMC head shall also inform the head of the applicant committee of the schedule of said release.
 - d. The material shall be published **7 days from the notice of approval** or of necessary corrections to be made.
3. The following procedures shall be observed for the publication of full promotional plans with successive releases:
 - a. For plans which include successive releases within short intervals of time (one week intervals at most) the committee concerned must in addition to filling out the request form, accomplish a communication plan to be submitted to the Mass Media Committee.
 - b. The communication plan shall include but not be limited to: (1) duration of the campaign; (2) purpose of the campaign; (3) detailed timetable for proposed release schedules; (4) number of materials to be published; and (5) info dissemination strategy.
 - c. The MMC head shall inform the applicant committee of the content or of the necessary corrections that have to be made, **within 5 days from the receipt of the form**. Publication of the promotions shall be done **within 2 weeks from the notice of approval** or of necessary corrections to be made
4. Official announcements from the University of the Philippines Administration or any Branch of the Government may be released immediately by the **MMC committee on its own discretion**.
5. Individual USC committees and council members' publicity materials cannot utilize their own logos. Only the USC logo will be used to identify the publicity materials.
6. Committee events and campaigns may utilize event logos, subject to screening by the MMC following these rules.
7. Offensive, unnecessary, and unjustified content (visual and/or written) will not be tolerated.

8. Committees and college representatives that wish to open their own separate social media accounts for their separate events and/or have their own email accounts may send a request to the Mass Media Committee Head.
9. The USC logo must be the most prominent logo in any publicity material headed and produced by the USC. No committee and/or name must be larger than the USC logo. Also, it is highly encouraged to place the USC logo at the top of any publicity materials.
10. Partner organization's logos may be placed on publicity materials.
11. Political party logos may ONLY be placed on publicity materials if all university and/or local political parties are FORMALLY invited as partners.
12. Any material related to University Student Council efforts (to be posted online or on ground) shall be subject to the approval of the Mass Media Committee Head before release. **If the Mass Media Committee Head is not available to screen USC publicity materials, the USC Chairperson, Vice-Chairperson, or Deputy for Copywriting and Tracking will take over.**

RULE IX

FINANCE COMMITTEE RULES AND GUIDELINES

1. The following procedure shall be observed for budget requests and approval:
 - a. A call for committee or core team's budget requests shall be made by the Treasurer at the **start of every semester**, alongside the **release of a Budget Request Form (BRF)**, and a **submission deadline** that will be made available to the entire council.
 - b. Initial budget proposals are to be reviewed by the USC Chairperson, USC Vice-Chairperson, and the Treasurer for committee's budget deliberation.
 - c. **A week after the submission deadline, committees will each be sent back their approved budget matrix.**
 - d. Once approved, any changes regarding budget allocations must be directed to the Treasurer at least one week before the necessary expenditure is needed.
2. Each team must have a finance point person that will serve as the main contact of the Treasurer. All financial transactions of the team will be coursed through this officer.
3. **Budget trackers should be updated by the end of the month.** Failure to do so will Restrict teams from additional funds.

4. Whenever cash is received by the USC, an **Acknowledgement Receipt** must be issued to the payor (i.e he who gave cash), and a copy of that receipt given to the finance committee, along with the cash.
 - a. Acknowledgement Receipts will be kept by members of the Finance Committee.
 - b. Cash and receipts can be turned over to any member of the Finance Committee.
5. **Requests for cash disbursements must be done at least one week before** cash must be disbursed, and must be sent to the Treasurer.
6. All budget requests must be coursed through the Treasurer and the finance committee.
7. All emergency, unplanned, or excessive disbursements may still be accommodated upon due notice to the Treasurer through the Budget request form and upon his/her discretion based on the availability of funds.
8. Unbudgeted expenses (money paid without the approval of the Treasurer and Chairperson, requests for disbursements that have not been granted, additional disbursements not approved by the Treasurer) shall not be reimbursed.
9. It is the responsibility of the payor to ask for an official receipt for the transaction. Only official receipts issued by the payee or receiver shall be accepted for purposes of reimbursement.

RULE X

WAYS AND MEANS COMMITTEE RULES AND GUIDELINES

1. Funds generated by other committees for their own purposes and use shall be retained by the respective committees, provided, that such committees have a finance officer who shall account for, audit, and report the finances in the manner prescribed by the Treasurer and shall be given back to the Treasurer at the end of the semester.
2. Sponsorship agreements amounting to at least PhP 200,000 in cash, or sponsorships in goods or services also amounting to PhP 200,000 in value shall be directly managed by the Deputy for Marketing.
3. **The Deputy for Marketing is in charge of procuring sponsorships for year round and semestral projects of the council acting as a whole, excluding individual committee projects.**

4. Adhoc Marketing teams either from student council committees or adhoc teams have full autonomy and can procure sponsorships on their own, provided that the sponsorship agreements are duly-reviewed by the Deputy for Marketing.
5. The procedure for the approval of sponsorship agreements for projects, services, and activities, as well as income generating projects are as follows:
 - a. All committees that have projects, services, and activities that are funded through sponsorships will submit a project proposal (max. 2 pages) to the Ways and Means Committee. **A project proposal form shall be made available and shall be duly accomplished by the respective committee head.** Non-compliance with this step will mean no marketing activity for the said project. Processing will last for at least three to five (3-5) days.
 - b. For independent committee marketing and income generating activities, the committee shall submit a project proposal of the income generating activity and the marketing proposal.
 - c. All proposals must be approved by the Business Manager and forwarded to the Chairperson. The Business Manager shall notify the respective heads of the Marketing Team at most 7 days after the submission of the project request form.
 - d. All marketing proposals will be signed by the Business Manager.**
 - e. Approved proposals will be released to the respective committees; a copy for the Secretariat records and the committee's own documentation will be provided.
 - f. All memoranda of agreement and contracts will be reviewed by the Office of Legal Aid (OLA) and Committee on Legal Issues and Concerns (CLIC) and approved by the Business Manager.**
6. All memoranda of agreement and contracts with cash sponsorships of PhP 50,000 or higher and goods and services worth PhP 100,000 or higher shall be notarized.

RULE XI

QUESTIONS OF PRIVILEGE

1. Questions of privilege are:
 - a. Those affecting the rights of the council collectively, its safety, dignity and the integrity of its proceedings;
 - b. Those affecting the rights, reputation and conduct of the members, individually, in their representative capacity.
 - c. Questions of privilege shall have precedence over all other questions, except a motion to adjourn.

RULE XII

THE SUSPENSION OF HOUSE RULES

1. Kinds of meetings, defined:
 - a. Regular meetings are those provided for in Rule III, Sec. 1 of these rules.
 - b. Special meetings are those meetings, delineated from other regular meetings, such as committee meetings, which shall be agreed upon and set by the Council.
 - c. Emergency meetings are those meetings, other than regular and special meetings, which shall be called by the Chairperson to consider interim matters which require immediate consideration by the council, such consideration being impracticable if the same were to be done in a regular or special meeting. Emergency meetings, being limited to interim concerns, shall not be conducted for the following purposes;
 - i. Constitutional amendments
 - ii. Review, revision, amendment and repeal of adopted rules, legislation and policies
 - iii. Discussion and adjustment of plans for pre-agreed projects, not less than one month ahead of their implementation.
 - iv. Proposition, deliberation and adoption of new projects
 - v. Deliberations on appointments and designation of officers, even if such are for ad hoc functions
 - vi. Fiscal allocations
 - vii. Deliberation and decision on proposals and/or invitations for common endeavors by non-University entities
 - viii. Hearing, trial and judgment on council members' discipline cases
 - ix. Any other concern that may be practicably tackled in a regular or special meeting
2. No motion shall be entertained to suspend these Rules except on emergency meetings.
3. These rules or any of its provisions may be amended only by an affirmative vote of 2/3 of the members of the council present and voting, provided that notice of the proposed amendment must be submitted to the Chairperson and the Secretariat Committee at least 2 days before the meeting in which it is to be considered.

RULE XIII

DECORUM AND DEBATE

1. The Chairperson shall be the presiding officer. They shall preside over all meetings of the council, provided that in case they desire to take part in the debate, they may name the Vice Chairperson, or, in the absence of the latter, any member of the council to take the chair; provided that it is with consent.
2. When two or more members raise their hands at once, the presiding officer shall name the member who is to speak first and the order of the subsequent speakers.
3. If any member, in any speech or otherwise, shall transgress the Rules of the Council, the presiding officer shall, on his own initiative, or at the request of any member, call them to order. The council shall, if appealed to, decide on the case. If the council's decision is in favor of the member who is called to order, he shall be at liberty to proceed.
4. Council members may not walk out or cross the hall while the presiding officer is addressing the body or is posing a question. During online meetings, council members are expected to keep their microphones turned off while the presiding officer is addressing the body or is posing a question.
5. Council members walking across the session hall, using cellular phones or other electronic devices in a manner that may disrupt the session, or any generally disruptive behavior that may distract other council members shall be reprimanded.
6. Council members who wish to leave the session room during the session must inform the Secretary-General, in the least disruptive manner possible, of his request to leave the session and give his reason. The Secretary-General shall record the time of the Council member's departure from and return to the session hall and the reason thereof.

RULE XIV

VOTING

1. Voting may be in the form of silent assent, viva voce, by show of hands, by secret ballot, or by roll call. The default form of voting shall be by roll call, unless upon a motion to vote in any other form which is approved by the Council by a vote of simple majority.
2. When voting by show of hands, the presiding officer shall put a question in this form, "As many are in favor (as the question may be), please raise your right hand."

- a. After the affirmative voice is expressed, counted and recorded, “As many are opposed, please raise your right hand.
 - b. If there are any doubts, or another division is called for, the body shall again divide.
3. When deciding on issues or the council’s official position on an issue, voting shall be by roll call so that the council and the public may know where each member stands on an issue.
4. All votes shall be recorded. Should any member request to explain his vote, he may do so.
5. No motion, except one regarding the presence of a quorum, shall be entertained during voting.
6. In case of a tie, the motion shall either be lost or carried depending on the vote cast by the presiding officer.
7. Any decision made by the Chairperson may be overturned by a vote of simple majority by the council members.
8. Any member who arrives after a motion has been discussed, deliberated and put to a vote may not participate in the voting.
9. Election in absentia is not allowed, unless agreed upon by a simple majority vote of 50 percent plus one of all members present.
10. Voting by proxy is not allowed.
11. At all times, the council must strive to build a consensus decision among council members.

RULE XV ATTENDANCE

1. Calling the roll.
 - a. In calling the roll of the council, the Chairperson and the Vice Chairperson shall

be called first.

- b. Afterwards the Councilors shall be called alphabetically by their surnames.
- c. Finally the name of the College Representatives shall be called alphabetically by the name of the college they represent.
- d. After this, the names of those who were not present during the first call shall be called again.

2. Time allotment.

- a. The Council shall decide the time allotment for the session.
- b. Once the agenda for the session is approved, there shall be a continuing quorum until all the matters set forth in the former have been tackled and decided upon, unless the council calls for adjournment.
- c. The next matters on the table shall then be deemed to be included in the agenda for the next General Assembly.

3. Tardiness

- a. Any council member who arrives after the roll call and the call of absentees' names shall be marked late.
- b. There is a grace period of 15 minutes after the agreed upon official start of the meeting which shall be upon initiation or the calling of attendance.**
- c. Any member who leaves before the adjournment shall be marked as having done so but will be considered to have been late.**
- d. Council members who leave before adjournment, but after the set schedule for the session shall be considered present.**
- e. Council members who arrive late or who leave before adjournment must inform the Secretary of their excuse before, during or immediately after the session, for consideration by the same.**

4. **Four unexcused**, consecutive or non-consecutive, cases of tardiness from regular

and emergency GAs shall be counted as **one unexcused absence**.

5. Absences.

- a. **Three accumulated absences from regular and emergency Council sessions without valid excuses shall merit a verbal warning from the Secretary.** The secretary should also inform the Chairperson of such.
- b. A subsequent unexcused absence from a regular or emergency GA shall merit a written warning from the Secretary which shall be released publicly immediately after being sent to the member concerned. The secretary should also inform the Chairperson of such.
- c. **Any officer who commits five consecutive absences (excused/unex) shall merit a written warning by the SecGen.**

6. Dropping from the rolls.

- a. Following the USC constitution, **four consecutive unexcused absences from regular GAs shall mean automatic dropping of the council member from the roll of the council.**
- b. They shall cease to be a member of the council and shall be informed by the Secretary of the fact.
- c. If the dropped Council member wishes to return, they should explain and justify his or her side. With the affirmative vote of two-thirds of all the Council members, they can be reinstated into the Council.
- d. The Secretary shall inform the dropped Council member of his status and the reason therefore. The Secretary shall include in the notice, a statement that if the council member wishes to return, he should explain and justify his side on the General Assembly following the receipt of the notice. The dropped council member shall be reinstated if he receives an affirmative vote from 2/3 of all council members.

7. Overall GA Attendance

- a. **Failure to attend at least 60% of the regular and emergency GAs of the first half of each semester shall warrant a verbal warning from the Secretary.**

b. Failure to attend at least 75% of the regular and emergency GAs for the entire semester will automatically subject the concerned council member to deliberations by the body which shall decide upon whether or not to sanction the person, and what sanction is to be imposed.

c. The sanctions shall be based on the provisions of the USC constitution.

8. Mandatory events.

a. An event or activity may be declared as a mandatory USC event or activity upon the vote of the members present during the session.

b. It shall be considered as a regular Council GA under the preceding sections.

c. All other events approved during GAs or online shall be considered official non-mandatory council events. These will not be counted as regular GAs.

9. Overall event attendance.

a. USC Chairperson, Vice-Chairperson, and Councilors shall attend not less than 70% of all official USC mandatory events and activities per quarter (mid-semester). Non-mandatory events shall be additional points for the overall attendance.

b. USC College Representatives shall attend not less than 50% of all official USC mandatory events and activities per quarter (mid-semester). Non-mandatory events shall be additional points for the overall attendance.

c. Any member who fails to do such per quarter (mid-semester) shall receive a verbal warning from the Secretary-General.

d. If the council member fails to meet the percentages at the end of the semester, such failure will automatically subject the concerned council member to deliberations by the body which shall decide upon whether or not to sanction the person, and what sanction is to be imposed.

e. The sanctions shall be based on the provisions of the USC constitution.

10. Excuses.

- a. The Chairperson, Vice Chairperson, and Secretary shall determine the validity of an excuse if not indicated in the house rules, provided that should the Secretary be in question, the Chairperson and Vice Chairperson shall decide and vice versa.
- b. The concerned Council members shall inform the Secretary of their excuse, not later than 48 hours after the session. Excuse letters that are submitted late will not be honored.
- c. Valid excuses for regular sessions and emergency sessions are: employment with a certificate of employment, health reasons with medical certificate, exams and required academic activities on the same time period of the general assembly, VAAS training and games, academic and leadership conferences, immediate family concerns, and college representatives with local council meetings or activities on the same time period, certified by the local council Chairperson, and poor internet connections.
- d. All excuses must be presented with valid documentation or proof to be submitted to the Secretary-General no later than one day after the missed General Assembly, for regular sessions and emergency sessions announced not less than 48 hours.
- e. Requirements on excuses shall apply to committee meetings and executive committee meetings.

SECRETARIAT PROCEDURES

The determination of USC meetings, events and activities as “SPECIAL” or “EMERGENCY” shall undergo the prescription of the Chairperson, or any other Executive Chamber members or concerned Special Standing / Adhoc Committee Head/s.

1. For GAs and required events, all council members have to notify the Secretary-General in case of absence/tardiness. For emergency situations arising within the 24 hours, a text message (or an e-mail correspondence, whichever is more applicable) must be sent to the Secretary-General at least six hours before the GA/required event.
2. Excuse letters for ALL absences and tardiness (late, leaving early) shall be sent to updusc2223@gmail.com within 48 hours after the adjournment of a general assembly meeting, or event. The Secretary-General shall acknowledge and reply if the absence/tardiness is excused/unexcused within 24 hours.

3. Notification via text/PM does not equate to an excuse letter. The excuse letter doesn't have to be in document form and may just be written in the email body. If applicable, kindly attach supporting documents (parental consent/letter, medical certificate, certificate of participation, death certificate, etc) to explain such absence/tardiness.
4. In cases of difficulties with internet connection, the council member can notify via text message/PM the SecGen provided that the case is reasonable enough.

RULE XVI

OFFICE RULES

1. Smoking shall not be allowed inside the USC office.
2. Use of the office facilities shall be available to all students of the University provided that this is for official use and council members shall have priority in such use. Students who wish to use such facilities must follow the policies set by the Secretariat committee.
3. Each Councilor shall be required to stay at the office for at least 3 office hours every week, while each College Representative shall be required to stay at the office for at least 1.5 hours every week. Two weeks of non-compliance to the required hours in the office shall be equivalent to 1 unexcused absence. Lifting of such rules is in the discretion of the Secretariat Committee.
4. Littering inside the office is strictly prohibited.
5. Using materials from the USC's stock supply must be noted down in the Secretariat's logbook.

RULE XVII

USC FUNDS

1. All funds generated by the Ways and Means Committee shall be given immediately to the Finance Committee.
 - a. All funds generated by other committees for their own purposes and use shall be remitted to the Treasurer and will be tagged as Committee-specific funds, in which they can withdraw from that fund, whenever needed.
 - b. A written Monthly Financial Report shall be regularly prepared and submitted by the Finance Committee, the Ways and Means Committee and the other

committees, to the Chairperson. A written semestral and annual report shall be made by the same committees and presented to the General Assembly.

2. The Chairperson and the Treasurer shall be the signatories for the USC Bank Account.
3. All contracts concerning money shall be reviewed by Finance, CLIC, WAM.
4. Only one point person per event/per committee shall be responsible for cash advances/cash remittance from and to the USC funds.

RULE XVIII DISCIPLINARY CASES

1. All council members shall declare their affiliations. All changes in their affiliations shall also be declared to the body.
2. Individual member involved in intellectual dishonesty, fraud, and violence or other disciplinary cases as may be deemed by the Council.
 - a. Any member of the council who becomes involved in any form of violence or other disciplinary cases as may be deemed by the Council, as defined under the Revised Penal Code and the Rules of the Student Disciplinary Tribunal will be placed on preventive suspension for not more than 30 days in a General Assembly called for such purpose.
 - b. They may release a written statement to the body within one week from the occurrence of the incident and/or a privilege speech at the earliest available General Assembly, whichever period comes first.
3. Organization involved in intellectual dishonesty, fraud, and violence, or other disciplinary cases as may be deemed by the council.
 - a. Any member of the council, whose organization becomes linked with an allegation of violence, will be placed on preventive suspension for not more than 30 days immediately.
 - b. Any member of the council whose organization becomes linked with an allegation of intellectual dishonesty and fraud, as determined by the Chairperson, shall be placed in preventive suspension.

- c. They may release a written statement to the body within one week from the occurrence of the incident and/or a privilege speech at the earliest available General Assembly, whichever period comes first.

4. Evidence-gathering.

- a. Any member subjected to Sections 1 or 2 of this Rule, shall have one week from the time of his or her preventive suspension to gather evidence regarding his or her non-involvement, after which they shall deliver such evidence before a General Assembly.

5. Direct Involvement

- a. If after a thorough investigation, it was found out that the council member mentioned in the preceding paragraph had a direct involvement in the said violent incident, that council member will be sanctioned in accordance to the gravity of his violation and based on the provisions of the USC Constitution.
- b. Direct involvement shall include personal participation in a violent act, conspiring to commit the violent act, having knowledge of plans to commit such violent act and failing to alert authorities, and aiding and abetting such violent act.

6. Complaints for suspension or expulsion.

- a. Should the USC or any member thereof decide to suspend or expel any council member based on the previous Sections of this Rule or based on the provisions of the Constitution, a complaint for suspension or expulsion shall be filed with the Secretary, citing the proper grounds of the Constitution.
- b. Each ground must be illustrated with arguments supporting it.

7. Validity of the grounds.

- a. The validity of the grounds of the complaint for suspension or expulsion (hereinafter referred to as “complaint”) will be deliberated on by the USC, excluding the member concerned.
- b. Should at least one ground remain valid, the complaint shall prosper, otherwise, it must be struck down as invalid.

- c. Should the complaint prosper, the USC as a body shall be considered the complainant.
- 8. Notice of complaint.
 - a. A complaint with at least one valid ground must be sent by the Secretary to the council member concerned within 48 hours after the GA wherein its validity was determined.
 - b. The council member must receive and acknowledge the complaint.
- 9. Hearing and deliberations of complaint.
 - a. The council member concerned will again have one week to gather evidence to defend themselves against the complaint.
 - b. After such period, the USC shall hold a GA where the council member will be allowed to defend themselves against each ground included in the complaint.
 - c. The USC shall be allowed to interview the council member regarding matters pertinent to the complaint.
 - d. Afterwards, deliberations shall be held.
- 10. Approving a suspension or expulsion shall follow the voting requirements provided in the USC Constitution.

RULE XIX

OTHER MATTERS

- 1. The committees, as they dispose of their business, shall have the papers relating thereto, delivered to and kept in the general files of the council for future reference. Committee heads shall submit to the Secretary their committee report and performance evaluations on the mid semester and end semester.
- 2. The Secretary shall submit a synopsis of the council meetings, including records of absences and tardiness, to the Philippine Collegian for publication on the mid semester and end semester.

3. The Secretary shall post the minutes of the council meetings, including records of absences and tardiness, on the social media accounts of the USC and other venues as may be decided by the Council.
4. Violation of the rules which compromise or amounts to acts sanctioned by the Constitution (Art. X) shall constitute a ground for suspension or expulsion from the Council, in accordance with the USC Constitution.
5. The treasurer shall post the monthly interim financial report of the USC in the USC group and endsem report in the official social media accounts of the USC and other venues as may be decided by the Council.